

|                     |                            |
|---------------------|----------------------------|
| 8:00 AM - 8:30 AM   | Morning Routine (Personal) |
| 8:30 AM - 9:00 AM   | Email and Communication    |
| 9:00 AM - 10:00 AM  | Project A (Focused Work)   |
| 10:00 AM - 10:15 AM | Break                      |
| 10:15 AM - 11:15 AM | Project B (Focused Work)   |
| 11:15 AM - 11:30 AM | Break                      |
| 11:30 AM - 12:00 PM | Meetings                   |
| 12:00 PM - 1:00 PM  | Lunch Break                |
| 1:00 PM - 1:30 PM   | Task Coordination          |
| 1:30 PM - 2:30 PM   | Project C (Focused Work)   |
| 2:30 PM - 2:45 PM   | Break                      |
| 2:45 PM - 3:45 PM   | Team Collaboration         |
| 3:45 PM - 4:00 PM   | Break                      |
| 4:00 PM - 5:00 PM   | Task Review and Follow-up  |

# Time Blocking Guide

**Jasper Caprese**



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