

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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