

| Instructions | 8:00 | | 12:30 | | Off My Mind Box |
|--|--------------|-------------|--------------------------|--|------------------------|
| <ul style="list-style-type: none"> • Block out your appointments. • Fill gaps with most important tasks first. • Take a 15-minute break (one block) every 90 minutes (six blocks). • Schedule two email checks and turn off your email notifications. • Schedule a one-hour lunch away from your desk. • When you get ahead, reward yourself. • When you think of something else to do: <ul style="list-style-type: none"> • If it will take less than two minutes, do it immediately. • Otherwise, write it in the Off My Mind Box. | 8:15 | | 12:45 | | |
| | 8:30 | | 1:00 | | |
| | 8:45 | | 1:15 | | |
| | 9:00 | | 1:30 | | |
| | 9:15 | | 1:45 | | |
| | 9:30 | | 2:00 | | |
| | 9:45 | | 2:15 | | |
| | 10:00 | | 2:30 | | |
| | 10:15 | | 2:45 | | |
| | 10:30 | | 3:00 | | |
| | 10:45 | | 3:15 | | |
| | 11:00 | | 3:30 | | |
| | 11:15 | | 3:45 | | |
| | 11:30 | | 4:00 | | |
| | 11:45 | | 4:15 | | |
| 12:00 | | 4:30 | | | |
| 12:15 | | 4:45 | Plan for tomorrow | | |