Time block plan

DATE _____

THREE THINGS THAT HAVE TO MOVE TODAY

1 .....

2 .....

3 .....

	PLAN	WHAT ACTUALLY HAPPENED
6am		
7am		
8am		
9am		
10am		
11am		
12pm		
1pm		
2pm		
3pm		
4pm		
5pm		
6pm		
7pm		
8pm		
9pm		

Shutdown and review

SHUTDOWN, SAME ORDER EVERY DAY

- ☐ Every open task is in one list, not in my head
- ☐ Tomorrow's three things are written down
- ☐ Tomorrow's first block is placed
- ☐ Messages that need an answer today are answered
- ☐ Desk and screen closed

WHERE THE DAY WENT

Which block ran longest past its plan, and why?

What came in that was not on the plan?

One thing to plan differently tomorrow:

PLANNED HOURS ON THE THREE THINGS ..... ACTUAL .....

The second column is the point. A plan that never meets the day it was drawn for teaches nothing; a week of plan against actual shows which blocks always run long, and next week's plan can be drawn from that instead of from optimism.