

2. A time planner can help you visualize blocks of time. It is one of the most powerful tools you have in your battle against procrastination. Use the planner on these four pages, or one like it, to block off time for specific tasks.

Weekly Planner for:			
Time	Monday	Tuesday	Wednesday
8:00			
8:15			
8:30			
8:45			
9:00			
9:15			
9:30			
9:45			
10:00			
10:15			
10:30			
10:45			
11:00			
11:15			
11:30			
11:45			
12:00			

Thursday	Friday	Saturday	Sunday

# NOTES

Time	Monday	Tuesday	Wednesday
12:15			
12:30			
12:45			
1:00			
1:15			
1:30			
1:45			
2:00			
2:15			
2:30			
2:45			
3:00			
3:15			
3:30			
3:45			
4:00			
4:15			
4:30			
4:45			
5:00			

Thursday	Friday	Saturday	Sunday