



Here's an example of a time-blocked day for someone working from home:

### **Morning Routine – Personal time**

#### **Work Block 1 (8:00 AM - 10:00 AM)**

- **8:00 AM - 8:30 AM:** Check and respond to emails
- **8:30 AM - 10:00 AM:** Focused work on Project A (deep work, no distractions)

#### **Break (10:00 AM - 10:15 AM)**

- **10:00 AM - 10:15 AM:** *Take a short break, stretch, or go for a quick walk*

#### **Work Block 2 (10:15 AM - 12:00 PM)**

- **10:15 AM - 11:00 AM:** Virtual meeting with the team
- **11:00 AM - 12:00 PM:** Continue work on Project A or start on Project B

#### **Lunch Break (12:00 PM - 1:00 PM)**

- **12:00 PM - 12:45 PM:** *Lunch away from the desk*
- **12:45 PM - 1:00 PM:** *Light exercise or relaxation*

#### **Work Block 3 (1:00 PM - 3:00 PM)**

- **1:00 PM - 2:30 PM:** Work on Project B (deep work, focused tasks)
- **2:30 PM - 3:00 PM:** Respond to any remaining emails or follow up on tasks

#### **Break (3:00 PM - 3:15 PM)**

- **3:00 PM - 3:15 PM:** *Quick break, grab a snack, or meditate*

#### **Work Block 4 (3:15 PM - 5:00 PM)**

- **3:15 PM - 4:30 PM:** Wrap up Project B or start on Project C
- **4:30 PM - 5:00 PM:** Plan tasks for the next day and update your to-do list

### **Evening Routine - Personal time**

**Total of hours worked      7.5 hours**

This schedule provides structure while allowing for flexibility. Each task is given its own block of time, making it easier to focus and stay productive throughout the day.