**MONTHLY TIME BLOCKING** **TEMPLATE**

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| PLANNING  | month: | JANUARY |
| TO-DO LIST ITEM | TIME NEEDED | NOTES |
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| SCHEDULE  | month: | JANUARY |
|  | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** | **SUN** |
| **MONTH** |  |  |  |  |  |  |  |
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