**[](https://www.smartsheet.com/try-it?trp=11678&utm_source=integrated-content&utm_campaign=/content/time-blocking-template&utm_medium=Monthly+Time+Blocking+doc+11678&lpa=Monthly+Time+Blocking+doc+11678)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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