

BLOCKED TIME WORKSHEET

Blocked Time is a session of time dedicated to advancing a specific goal, work track, or undertaking.

With a specific goal in mind, use this worksheet to identify up to eight separate *recurring* sessions of **Blocked Time** per week and up to four separate *unique* sessions of **Blocked Time** per day. Consult both personal and professional calendars and fill in the following pages.

To understand **Blocked Time** and **The Franklin Principle**, see pages 71 through 88 in **Foundations of Execution**.

Recurring Sessions of **Blocked Time**

Session 1

Day(s): Mon Tues Wed Thurs Fri Sat Sun
Start and End Times: _____
Focus Area: _____

Session 2

Day(s): Mon Tues Wed Thurs Fri Sat Sun
Start and End Times: _____
Focus Area: _____

Session 3

Day(s): Mon Tues Wed Thurs Fri Sat Sun
Start and End Times: _____
Focus Area: _____

Session 4

Day(s): Mon Tues Wed Thurs Fri Sat Sun
Start and End Times: _____
Focus Area: _____

Session 5

Day(s): Mon Tues Wed Thurs Fri Sat Sun
Start and End Times: _____
Focus Area: _____

Session 6

Day(s): Mon Tues Wed Thurs Fri Sat Sun
Start and End Times: _____
Focus Area: _____

Session 7

Day(s): Mon Tues Wed Thurs Fri Sat Sun
Start and End Times: _____
Focus Area: _____

Session 8

Day(s): Mon Tues Wed Thurs Fri Sat Sun
Start and End Times: _____
Focus Area: _____

Unique Sessions of **Blocked Time**

Day of the Week and Date:

Session 1 (Start and End Times): _____

Focus Area & Notes: _____

Session 2 (Start and End Times): _____

Focus Area & Notes: _____

Session 3 (Start and End Times): _____

Focus Area & Notes: _____

Session 4 (Start and End Times): _____

Focus Area & Notes: _____

Day of the Week and Date:

Session 1 (Start and End Times): _____

Focus Area & Notes: _____

Session 2 (Start and End Times): _____

Focus Area & Notes: _____

Session 3 (Start and End Times): _____

Focus Area & Notes: _____

Session 4 (Start and End Times): _____

Focus Area & Notes: _____

Day of the Week and Date:

Session 1 (Start and End Times): _____

Focus Area & Notes: _____

Session 2 (Start and End Times): _____

Focus Area & Notes: _____

Session 3 (Start and End Times): _____

Focus Area & Notes: _____

Session 4 (Start and End Times): _____

Focus Area & Notes: _____

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Focus Area & Notes: _____

Session 3 (Start and End Times): _____
Focus Area & Notes: _____

Session 4 (Start and End Times): _____
Focus Area & Notes: _____

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Focus Area & Notes: _____

Session 3 (Start and End Times): _____
Focus Area & Notes: _____

Session 4 (Start and End Times): _____
Focus Area & Notes: _____

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Focus Area & Notes: _____

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Focus Area & Notes: _____

Session 4 (Start and End Times): _____
Focus Area & Notes: _____
