Worked example - a sample week. Write in your own dates and plans.

Weekly timetable by the hour

Week commencing: Monday 16 November

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Date	16 Nov	17 Nov	18 Nov	19 Nov	20 Nov	21 Nov	22 Nov
8:00						Football	
9:00	Team meeting	Admin	Study	Admin	Report	Football	
10:00	Team meeting	Dentist	Study	Client visit	Report		Walk
11:00	Emails	Dentist	Emails	Client visit	Report	Shopping	Walk
12:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1:00	Project work	Client call	Project work	Project work	Team lunch		
2:00	Project work	Client call	Project work	Project work	Review		
3:00	Emails	Project work	Study	Emails	Review		
4:00	Planning	Project work	Study	Planning	Finish early		
5:00		Gym		Book club prep			
6:00	Swimming			Book club	Takeaway	Film night	

Worked example - a sample week. Write in your own dates and plans.

How to use this template

A week grid with time slots. The dates are left blank so one master copy works every week.

1. **Write the dates in the top row.** Begin with the Monday.
2. **Block out fixed times.** Meetings, lessons and appointments go in first.
3. **Change the times if needed.** Cross out the printed hours and write your own if your day starts earlier or later.