Time Blocking Method Sheet by Engineering Peer Helpers

DATE:____________________

Step 1: Brain dump all your tasks here!

Step 2: From all the tasks you've written down, pick five and order them in ascending priority.

1) ________________________________

2) ________________________________

3) ________________________________

4) ________________________________

5) ________________________________

Note: Don't forget to plan in time for breaks and meals! Making sure your brain is fueled is an important part of optimizing your study time. Breaks also allow your brain to fully process the information you have just acquired.

Step 3: Implement all your tasks now!

Time	Task