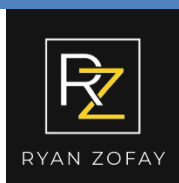


# Daily Time Management Planner

Courtesy of RyanZofay.com



## Ryan Zofay Time Blocking Worksheet

We've learned firsthand that mastering your time is the foundation for building a life of purpose, productivity, and fulfillment. Time blocking transformed my journey from chaos to clarity, helping me overcome adversity and help found and scale We Level Up rehab centers, a multimillion-dollar business. This time management worksheet is your blueprint for taking control of your day, focusing on what matters, and making every hour count. It's not about working harder, but working smarter and with intention while being present.

### Step 1: Define Your Priorities

What are your top 3 priorities for today?

Top Priority

Task

### Step 2: Time Blocking Schedule

Time Block	Task or Focus Area	Priority Level	Notes/Intentional Outcome
6:00 – 7:00 AM			
7:00 – 8:00 AM			
8:00 – 9:00 AM			
9:00 – 10:00 AM			
10:00 – 11:00 AM			
11:00 – 12:00 PM			
12:00 – 1:00 PM			
1:00 – 2:00 PM			
2:00 – 3:00 PM			
3:00 – 4:00 PM			

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4:00 – 5:00 PM

5:00 – 6:00 PM

6:00 – 7:00 PM

7:00 – 8:00 PM

8:00 – 9:00 PM

## Step 3: Self-Care & Recharge

How will I take care of my mind and body today? (e.g., exercise, meditation, reading, gratitude practice)

## Step 4: Daily Reflection

What did I accomplish today?

What challenged me, and how did I respond?

What will I improve tomorrow?

## Advice & Tips for Time Blocking Success

- Start with intention: Know your 'why' for each block. Purpose drives persistence.
- Protect your focus: Turn off notifications and minimize distractions.
- Batch similar tasks: Reduces context switching.
- Stay flexible: Adjust when needed, aim for progress not perfection.
- Review and refine: Reflect daily to improve tomorrow.

## Insights

Time blocking is more than a productivity hack—it's a positive mindset shift. You reclaim control over your day and destiny by assigning your time purposefully. I rebuilt my life and business by focusing on what matters most, one time block at a time. You can too. Your past failures don't define your future—your actions today do. Adopt a reading-writing life to make every hour count and keep leveling up.

"Time is the one resource we can never get back. Invest it wisely, and you'll change your world." — Ryan Zofay

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RYAN ZOFAY

## Sample Filled Day Plan

### Step 1: Priorities (Sample)

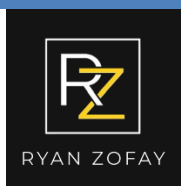
Top Priority	Task
Business Growth	Finalize client proposal & outreach
Health	Morning workout & healthy meals
Learning	Read 20 pages of leadership book

### Step 2: Time Blocking Schedule (Sample)

Time Block	Task or Focus Area	Priority Level	Notes/Intentional Outcome
6:00 – 7:00 AM	Workout + Meditation	High	Boost energy and focus
7:00 – 8:00 AM	Healthy Breakfast + Family Time	High	Connection & wellbeing
8:00 – 9:00 AM	Client Proposal	High	Move business forward
9:00 – 10:00 AM	Team Check-in	Medium	Align team priorities
10:00 – 12:00 PM	Deep Work on Project	High	Progress on key deliverable
12:00 – 1:00 PM	Lunch Break	Low	Recharge
1:00 – 3:00 PM	Client Outreach Calls	High	Business growth
3:00 – 4:00 PM	Content Creation	Medium	Brand building
4:00 – 5:00 PM	Emails & Admin	Low	Clear backlog
5:00 – 6:00 PM	Wrap-up + Review	Medium	Reflect & plan tomorrow
6:00 – 7:00 PM	Dinner with Family	High	Strengthen relationships

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7:00 – 8:00 PM	Learning (Book/Online Course)	Medium	Personal growth
8:00 – 9:00 PM	Relaxation + Journal	High	End day with clarity

## Step 3: Self-Care & Recharge (Sample)

Workout, meditation, gratitude journaling, 8 hours of sleep.

## Step 4: Daily Reflection (Sample)

Accomplishments: Finalized client proposal, workout complete, family dinner.

Challenges: Time lost on emails—solved by batching tasks in future.

Improvement: Protect deep work hours more strictly.