**[](https://www.smartsheet.com/try-it?trp=28265&utm_source=template-word&utm_medium=content&utm_campaign=SEO)Ejemplo de plantilla de lista de tareas diarias con bloque de tiempo**

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| --- | --- | --- | --- | --- | --- | --- |
| Planificación |  |  |  |  |  |  |
| **Elemento de lista de tareas pendientes** | | | **Tiempo necesario** | **Notas** | | |
| Descripción del elemento uno | | | 1-2 horas |  | | |
| Descripción del artículo dos | | | 25 minutos | 3X/semana | | |
| Descripción del artículo tres | | | 4 horas |  | | |
| Descripción del artículo 4 | | | 45 minutos | Martes por la mañana | | |

| Cronograma | |  | |  | |  | |  | |  | |  | |  | |
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| Hora | **Domingo** | | **Lunes** | | **Martes** | | **Miércoles** | | **Jueves** | | **Viernes** | | **Sábado** | |
| 7:00 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 7:30 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 8:00 a.m. |  | |  | | Elemento 4 | |  | |  | |  | |  | |
| 8:30 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 9:00 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 9:30 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 10:00 a.m. |  | | Elemento 2 | |  | |  | |  | |  | |  | |
| 10:30 a.m. |  | |  | |  | |  | | Elemento 1 | |  | |  | |
| 11:00 a.m. |  | |  | | Elemento 3 | |  | |  | |  | |  | |
| 11:30 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 12:00 p.m. |  | |  | |  | | Elemento 2 | |  | |  | |  | |
| 12:30 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 1:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 1:30 p.m. |  | |  | |  | |  | |  | | Elemento 2 | |  | |
| 2:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 2:30 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 3:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 3:30 p.m. |  | |  | |  | |  | |  | |  | |  | |

**Plantilla de lista de tareas diarias con bloque de tiempo**

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| Planificación | | |
| **Elemento de lista de tareas pendientes** | **Tiempo necesario** | **Notas** |
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| Cronograma | |  | |  | |  | |  | |  | |  | |  | |
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| Hora | **Domingo** | | **Lunes** | | **Martes** | | **Miércoles** | | **Jueves** | | **Viernes** | | **Sábado** | |
| 6:00 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 6:30 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 7:00 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 7:30 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 8:00 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 8:30 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 9:00 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 9:30 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 10:00 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 10:30 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 11:00 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 11:30 a.m. |  | |  | |  | |  | |  | |  | |  | |
| 12:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 12:30 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 1:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 1:30 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 2:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 2:30 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 3:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 3:30 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 4:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 4:30 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 5:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 5:30 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 6:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 6:30 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 7:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 7:30 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 8:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 8:30 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 9:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 9:30 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 10:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 10:30 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 11:00 p.m. |  | |  | |  | |  | |  | |  | |  | |
| 11:30 p.m. |  | |  | |  | |  | |  | |  | |  | |

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