**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 |   |   |   |   |   |   |   |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |  |  |  |  |  |  |  |
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| 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. |  |  |  |  |  |  |  |
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| 5:00 p.m. |  |  |  |  |  |  |  |
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