

DAY 12 • 2026-09-22 • PROMPT

TIME-BLOCK MY DAY

Tasks sorted into Morning, Midday and Evening, several at a time.

HOW TO USE IT

Use it at the start of the day. Replace [LIST] with everything on your plate and [LIST WITH TIMES] with what is already fixed.

PROMPT 01

Here is everything on my plate today: [LIST]. Fixed appointments: [LIST WITH TIMES]. List the tasks first and let me set the priority order. Then sort them into Morning, Midday and Evening, giving me several tasks at once, not one at a time. Put the hardest thinking where I have the most energy, which for me is [WHEN]. Flag anything that won't fit and ask me what to drop.