Build a bounded schedule after fixed commitments

Date: 2026-10-25

List lessons, meetings, travel and shared responsibilities first. A block then needs a start, finish, specific result and material ready. Keep transition time. Our example uses a free morning for a small report; a student can replace the outputs with revision or an assignment. A teacher must fit the blocks around actual lessons, not copy the morning as free time.

The three work blocks total 120 minutes. The two 15-minute gaps add 30 minutes, so the whole planned window is 150 minutes. Do not call every minute in the window production time. If a new request arrives, decide what it replaces.

Fill the blank rows with your own examples.

Planned time	Work	Ready condition
09:00-10:00	Draft the report	An original answer and example exist
10:00-10:15	Transition / buffer	Materials ready for the next action
10:15-10:45	Check calculations	Reasoning and totals checked
10:45-11:00	Transition / buffer	Unfinished point recorded
11:00-11:30	Check references and deliver	Links work and receipt is confirmed
My block		

Sources

- Google Calendar Help: create an event
- Google Calendar Help: focus time and eligible accounts
- Aeon, Faber & Panaccio (2021): time-management meta-analysis
- Masicampo & Baumeister (2011): plans and unfinished goals
- Ghibellini & Meier (2025): interruption, recall and resumption
- Wendsche, Weigelt & Syrek (2026): unfinished work and off-job thoughts