

TIME BLOCKING

HOW TO CREATE A BUSINESS SCHEDULE THAT FITS IN WITH YOUR LIFE!

WHAT IS TIME BLOCKING?

On the most basic level, time blocking is a cross between project management and scheduling. You build a schedule based on what you want to achieve and then block out the amount of time you need to achieve it. This focuses the mind and makes you think about all of your work in terms of time blocks instead of reactive to-do lists or confusingly detailed daily task lists.

BENEFITS OF TIME BLOCKING

Reduces the effect of false urgency

Helps you to focus your attention

Helps you to build the habit of discipline

Provides you with Clarity and Peace of mind

Empowers you to make the most of every hour

GETTING STARTED

STEP 1

Determine the hours you have available to work in the upcoming week

STEP 2

List everything you want to do within the week

STEP 3

Block out your fixed appointments

STEP 4

Add in reoccurring tasks & other routines

STEP 5

Fill in the rest of your time blocks

TIPS TO FINDING BALANCE IN YOUR SCHEDULE

Be Flexible

Schedule Breaks

Block Out Personal and Family Time

Pro Tip:

Be sure to leave a little white space in your schedule. Things will always pop up, but providing room for interruptions can help keep you from derailing from your planned schedule.

Monday

Tuesday

Wednesday

Thursday

Friday

7:00 AM

8:00 AM

9:00 AM

10:00 AM

11:00 AM

12:00 PM

1:00 PM

2:00 PM

3:00 PM

4:00 PM

5:00 PM

6:00 PM

7:00 PM