

A GUIDE TO TIME BLOCKING

Time blocking is a powerful productivity tool which organises your day into a flexible framework of time segments. The aim is to create a visual representation of an achievable schedule that can be adaptable enough to accommodate unexpected changes.

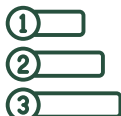
CREATE TASKS

Begin by identifying your tasks and jotting them down on sticky notes. Each sticky note signifies a one-hour time slot. You can also divide larger tasks into manageable one-hour segments.



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PRIORITISE

You can use the To Do Matrix to assign your tasks a level of urgency and importance. This will help you establish where to focus your attention. If your task has a set deadline you can add it directly to your weekly planner.

ADD MEETINGS & APPOINTMENTS

Add any set meetings or appointments into your weekly planner pages. If the time or date is likely to change use a sticky note to allow you to move these commitments around. Make sure you assign time for breaks. You can highlight these with highlighters or colourful washi tape.



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SCHEDULE TASKS

Assign your sticky note tasks to the free space in your weekly planner. Consider whether the time you have allocated to each task is realistic. Review and move tasks across your week. Avoid overcommitting! If your schedule looks unrealistic or overwhelming, reassign tasks until you have created a more balanced schedule.

COMPLETE

When you have completed a task either tick off the sticky note or remove it from the weekly planner. Whichever you find most satisfying. There is a space for Victories each month in your diary. Move any tasks that feel like a big achievement here to highlight your progress.



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CREATING A REALISTIC AND ACHIEVABLE SCHEDULE IS CRUCIAL TO AVOIDING OVERWHELM AND BURNOUT.