

what is time blocking?

Time blocking is an effective time management technique involving scheduling specific blocks of time for different tasks and activities to enhance productivity and focus.

here's a breakdown of how to implement time blocking:

SET CLEAR GOALS & PRIORITIES

Identify your business goals and top priorities.
List tasks in order of importance for clarity.

CREATE A SCHEDULE THAT INCLUDES EVERYTHING

Develop a master schedule that lists your entire workweek, include your working hours, regular commitments, and designated time for breaks.

IDENTIFY TIME BLOCKS

Divide your workday into time blocks 30 minutes to a few hours.

SET BLOCKS FOR PRIORITY TASKS

Reserve specific blocks for your most important and high-priority tasks. These should align with your business goals and strategic objectives.

BUFFER TIME

Add buffer time between time blocks to account for unexpected delays or overrun tasks. This allows you to adjust your schedule without causing stress.

REVIEW AND ADJUST

Regularly review your time blocking schedule and make adjustments as needed. Adapt to changing priorities or time management challenges.

UTILIZE TIME MANAGEMENT TOOLS

Consider using digital or physical tools, such as calendars, planners, or time management apps, to help you structure and track your time blocks.

DELEGATE AND OUTSOURCE

Delegate/outsource tasks to free up your time for more critical business activities.

be consistent & make the main thing, the main thing

DESIGNATE TIME FOR ROUTINE TASKS

Set blocks for routine and regular tasks like checking emails, administrative work, and client meetings.

BATCH SIMILAR TASKS

Group similar tasks together in the same time blocks. ie. Schedule all your client calls in one block or dedicate an hour to marketing activities.

LIMIT DISTRACTIONS

During your time blocks, minimize distractions by turning off notifications, silencing your phone, and finding a quiet workspace.

TIME FOR SELF-CARE

Don't forget to include time blocks for self-care, physical activity, and relaxation. These breaks can help you recharge and maintain focus.

COMMUNICATE YOUR SCHEDULE

Inform your team, clients, or collaborators about your time blocking schedule so they understand your availability for meetings and communications.

STICK TO YOUR PLAN

Maintain discipline and commitment to your time blocking schedule. Avoid distractions and stay focused during each allocated time block.

REFLECT AND ADJUST

At the end of each day or week, assess your productivity and the effectiveness of your time blocking. Adjust your schedule as needed to improve your workflow. Remember that effective time blocking requires consistency and flexibility. While you allocate time for specific tasks, be prepared to adapt to unforeseen circumstances or changes in priorities. By implementing this technique, you can improve your productivity and make better use of your time as a small business owner.

tips for mastering time blocking

Struggling with time blocking is a common challenge, but with some strategies and adjustments, you can overcome this difficulty.

Here's what to do if you're having trouble with time blocking:

START SIMPLE

Start with a simpler schedule. Don't overcomplicate your calendar with too many tasks and blocks.

SET REALISTIC EXPECTATIONS

Ensure that the tasks you set to each time block are achievable within the given timeframe. Be realistic about how long tasks will take.

PRIORITIZE YOUR TASKS

Focus on your most important and high-priority tasks first. Reserve the earliest time blocks for critical work to ensure they receive your best attention and energy.

USE TIME MANAGEMENT TOOLS

Leverage time management tools like calendars, task lists, and time tracking apps. These tools can help you stay organized and accountable.

SET BOUNDARIES

Communicate your time blocking schedule to colleagues, clients, and family members. Ask for their understanding and cooperation.

REGULARLY REVIEW & ADJUST

At the end of the day, review how well your time blocking worked. Adjust your schedule if you consistently struggle with certain blocks.

SEEK ACCOUNTABILITY

Share your time blocking goals with a trusted friend, mentor, or colleague. Having someone to hold you accountable can help you stay on track.

PRACTICE PATIENCE

Don't get discouraged if you don't master time blocking immediately. It's a skill that takes time to develop. Be patient with yourself.

give yourself grace. creating a new system takes time.

EXPERIMENT WITH DIFFERENT TIME BLOCKS

Try out different time block durations. Some people work well with 25-minute blocks, while others prefer longer blocks. Experiment to find what suits you best.

BUILD FLEXIBILITY INTO YOUR SCHEDULE

Don't schedule every minute of your day. Include buffer time for unexpected delays or to adapt to changes in your plans.

MINIMIZE DISTRACTIONS

Identify distractions and take steps to minimize them during time blocks. Turn off notifications, silence your phone, and create a focused work environment.

ELIMINATE MULTITASKING

Multitasking can decrease productivity. Focus on one task during each block.

TAKE BREAKS

Incorporate short breaks between time blocks to recharge and reset. This can help prevent burnout and improve your overall efficiency.

GET SUPPORT & TRAINING

If you're still finding time blocking challenging, consider taking a time management course or working with a coach who can provide guidance and support.

CONSIDER ALTERNATIVE METHODS

If time blocking continues to be a struggle, explore alternative time management methods. Time blocking is a flexible tool, and you can adapt it to your needs and preferences. The key is to find a routine that works for you and improves your productivity and time management.