



Time Blocking – Do it!

Example of blocked out week

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6 - 12	Work Session	Team Meetings / SOP's	Sales/Marketing	Sales/Marketing	Sales/Marketing	SOP's / Marketing	Read/Workout
Lunch							
12-5	Free Time	Marketing / SOP's	Client Strategy Sessions and Onboarding	Client Strategy Sessions and Onboarding	Client Strategy Sessions and Onboarding	Internal Operations	Free Time
5-10	Plan Week	Personal Time, Workouts, Reading	Personal Time, Workouts, Reading	Personal Time, Workouts, Reading	Personal Time, Workouts, Reading	Personal Time, Workouts, Reading	Free Time



Sample Day - Monday

6 - 12	6 - 7:30 - Make bed, Meditate, Affirmations, Reading 7:30 - 8: Review day and check email 8 - 9:30: Block Time #1 9:30 - 10: Team Time 10:00 - 11: Block Time #2 11 - Noon: Team Leadership Meeting
	Lunch & Break
1 - 5	1 - 2:30 Block Time #3 2:30 -3: Team Office Hours 3 - 4: Block Time #4 4 - 5: Inbox, Scheduling, Plan Next Day
5 - 10	5 - 6:30: Workout – Self Care 6:30 - 10: Shower/Dinner, Reading, Relaxing 10 - 11: Bed

YOUR Sample Day

6 - 12	
	Lunch & Break
1 - 5	
5 - 10	

Example Rituals

Morning	Make bed Meditate Read Affirmations Read 30 Mins Make Coffee or Tea Journal
Night	Journal Read/Research