

-The Magic Of Time Blocking-

STEP #1: BLOCK YOUR TIME

Congratulations! By this point, you should be feeling much more in control of your schedule. These may be things you were already doing however, it's time to take your schedule, day and time to the next level. Time blocking is a secret to becoming insanely productive!

We tend to block time for meetings and appointments but not for the time it takes to get our work done, travel, setup, prepare, analyze, follow up or assess. Benefits of time blocking include:

1. Keeping you on track
2. Avoiding distractions
3. Holding you accountable
4. Knowing where to spend your time and energy
5. Making better decisions (what to say no to)
6. Avoiding procrastination
7. Abstaining from multitasking
8. Dodging reactive work
9. Accomplishing your priorities
10. Making a significant impact on your goals faster

CONSIDERATIONS:

Don't try to squeeze too much into one day. It's easy to underestimate how long a task will take. If you've never legitimately tracked your time before, this will take practice.

STEP #2: BLOCK YOUR REACTIVE WORK

If a lot of your work is reactive, it will be natural to think this won't work for you. But, you can and **MUST** assign blocks of time to reactive work, too. Or you will spend your entire day in reactionary mode (emails, texts, FB, LinkedIn, phone calls etc).

Examples:

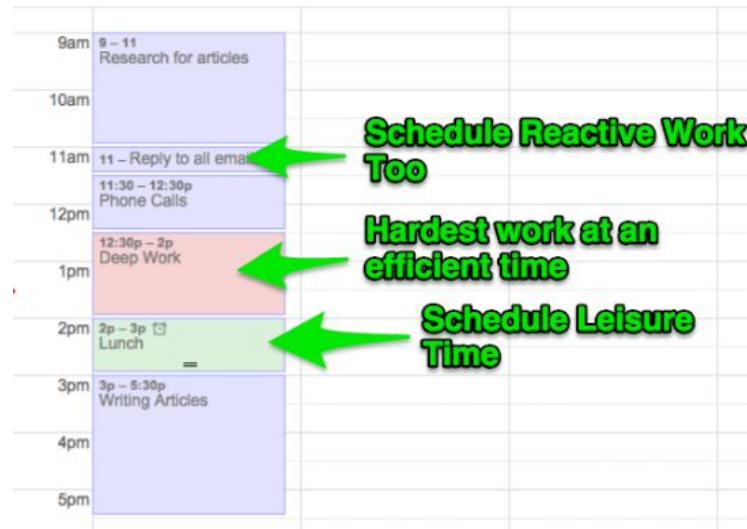
- Schedule 30 minutes every 2 hours to respond to emails
- Schedule 45 minutes in the morning and at the end of the day to answer phone calls
- Schedule 15 minutes 3 times a day to answer texts

This allows your other blocks of time to be less interrupted, enabling you to get your best work done.

STEP #3: BLOCK SELF CARE/TIME FOR YOU

It's just as important to time block for yourself as it is for your work goals. Block time to work out, make meals, exercise, meditate, pray, grocery shop, run errands, read a book, get your hair done and do nothing. Block this time or it won't happen.

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(photo from Rob Nightingale of <http://www.makeuseof.com/>)

If you don't respect your schedule, no one else will.

STEP #4: ASSESS HOW IT'S WORKING

- You might find that you're still not getting your work done during this time because tasks seem too overwhelming.
 - For example, if you've blocked 60 minutes to work on "Create Website" you might feel paralyzed or confused. Break your task/project down into small doable pieces. For example, block 60 minutes to "research web platforms" and the next day block 30 minutes to "sign up for the platform" followed by 30 minutes to "watch video tutorials."
- Wins keep you motivated to keep up with these kinds of productivity systems, so you need to make your blocks specific enough to take action and make an impact.
- You also may find that you are underestimating your time. Again, you will get better at estimating time the more you time block.

IMPORTANT: Time Blocking Doesn't Mean Lack Of Choice Or Creativity

There is a notion that time blocking limits your creativity, spontaneity or choice. This couldn't be farther from reality. It, in fact, gives you more freedom in your time, day and brain. Because you're not multi-tasking or wasting time on processing what to do next or getting caught up in constant reaction, you can spend your time effectively.

STEP #5: COMMIT TO 10-15 MINUTES DAILY

- 1) Spend 10-15 minutes AT THE END OF EACH DAY to plan your next day based on what happened today, your deadlines and priorities.
- 2) SUNDAY NIGHTS: Based on what you know now, block your week to get your work done as well as reactive time. You will revisit each day but this is a great way to prepare and feel in control.

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TIPS: Two simple and effective tools to keep you on track, accountable and making progress on your goals are:

- Timers: Use a phone timer for your blocked time
- Reminders: Set calendar reminders throughout your day

MULES (MRIDU'S RULES)

1. Block 15 minutes at the end of each day to plan the next day
2. Block your reaction work through your day (email, texts, calls etc)
3. Take action now. Don't procrastinate on doing this. This is a key step to becoming uber productive!

NEXT STEPS

Follow the steps above to create your time blocking methodology.

STAY ACCOUNTABLE

Be prepared to discuss successes/challenges and process questions on our next call.