



Time Management - Block Scheduling

Time Management is Really About Priority Management.
Using this system will allow you to get more done in less time AND with grace and ease!

We suggest that you use an online calendar (such as Google) to apply the block scheduling strategies. If you use a paper calendar, that can work as well, you'll just have to spend some extra time to manually fill in the block time slots.

Step #1 - Fill your calendar with all required and desired personal and family time.

- What time do you wake up every day?
- What is the time required for your morning routine?
- Does that include mental focus time to set your intention for the day?
- Do you exercise at regular intervals?
- What about shopping, food preparation, lunch, dinner, etc.
- Do you like to take off on Friday afternoons? Saturdays? Sundays?

Do your best to fill in as many of the details of your daily routines so that your schedule accurately reflects your life. This will allow you to have a better handle on the reality of the time available to devote to your goals and business activities.

Step #2 - Fill in your calendar with any planned vacations, workshops and/or seminars and networking events you regularly attend. Be sure to include the following:

- Regular networking events you attend on a weekly or monthly basis
- Conference calls or online trainings you are registered for

Step #3 – Create Categories

Make a list of all of the activities involved in reaching your goal and in the day to day operation of your business. When creating the list of specific activities, do your best to include them in categories so that you will be able to easily block out time for the same types of activities at the same time. Much like an assembly line for an automotive company, it is easier and more time efficient to perform a series of similar tasks at the same time.

For example, the category of telephone calls would include: follow up calls to prospective clients, calls to potential strategic alliances, making appointment with people, etc.

Category Examples: Telephone Calls, Administrative, Email, Social Media, Copywriting, etc.

Sample activities may include:

- Making follow up phone calls to prospects
- Making calls to strategic partners and/or alliances
- Emails to send after networking events
- Checking email
- Facebook/LinkedIn or other social media activities
- Paying bills
- Filing, organizing etc.
- Writing and/or copywriting (blogging, article writing, sales campaigns)
- Servicing clients – fulfillment and delivery
- Creation of marketing materials
- Continuous learning and building of expertise (teleclasses, reading, studying, etc.)

Step #4 – Create Blocks on Your Calendar

Once you create this list of activities, then create blocks on your calendar so that you have structure for your business and your life~

Here is a sample for your reference (of course, your blocks may have different items to fill in to them).

Mon 7/1	Tue 7/2	Wed 7/3	Thu 7/4	Fri 7/5	Sat 7/6
			Independence Day		
7 – Morning ME Time - Reading, Journ:	7 – Morning ME Time - Reading, Journ:	7 – Morning ME Time - Reading, Journ:	7 – Morning ME Time - Reading, Journ:	7 – Morning ME Time - Reading, Journ:	7 – Morning ME Time - Reading, Journ:
8 – 9 Exercise		8 – 9 Exercise		8 – 9 Exercise	
10 – 11 Check Email and Social Media	10 – 11 Check Email and Social Media	10 – 11 Check Email and Social Media	10 – 11 Check Email and Social Media	10 – 11 Check Email and Social Media	
				11 – 1p Administration (filing, billing, etc.)	
12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch	12p – 1p Lunch
1p – 2p Phone Calls		1p – 2p Phone Calls		1p – 2p Phone Calls	
	2p – 5p Time Block for Client Sessions		2p – 4p Time Block for Client Sessions		
3p – 5p Client Sessions / Presentations		3p – 5p Client Sessions / Presentations		3p – 5p Client Sessions / Presentations	
6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner	6p – 7p Dinner
	7p – 8p Phone Calls		7p – 8p Phone Calls		