

YOUR **QUICK GUIDE** TO **TIME BLOCKING**



GROWTH RESOURCE #5

FOCUS ON:
Productivity and Organization



Time Blocking

A Quick Guide

How can you get absolutely *everything* done in a day?

Well, the likely answer is *you can't*, but that does not stop us from trying. Almost all highly motivated and busy women have one thing in common, and it's called The Never-Ending To-Do List. Sometimes it seems like each time we tick an item off the list, three more take their place.

And while it's great to have big goals and a ton to do (we all love keeping busy), it can often lead to feelings of overwhelm, paralysis, and even failure. You've likely tried a number of different methods already to tackle this problem, stay organized, and increase your productivity..., but perhaps you have yet to try the productivity hack of **time blocking**.

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How Does Time Blocking Work?

Time blocking is where you dedicate a set amount of time to one task; for example, answering emails, writing a blog post, scheduling your Instagram posts for the month, doing laundry, cleaning the house, preparing a client deliverable – anything!

You do not have to complete the whole task in your given time frame, but you cannot - and should not - allow yourself to look at *anything* else that isn't an emergency. For example, if your block of time is while your youngest naps and they wake up before you expect, you don't have to ignore them!

So, you could mark out a two-hour slot to come up with new blog post ideas, and all you do for that hour is brainstorm; no checking emails, no looking at Facebook.

Some people like to block out their whole workday into huge sections, but if you like to work on multiple projects throughout the day or if you are easily distracted, try shorter blocks of time first.

Some people like the routine of scheduling the same time blocks each week, but if you find the familiarity of it leads you to procrastination, switch it up.



Why Does Time Blocking Work?

Focus

Time blocking helps you stay laser-focused on one task at a time. Instead of working on one task for half an hour, checking Instagram for ten minutes, and then jumping to a completely new task, time blocking allows you to give yourself permission to complete just one task. Time blocking prevents you from making excuses, or checking email or social media when the task at hand is one that you find to be difficult. Or one that you do not want to do. Time blocking holds you accountable because you know that you are not supposed to procrastinate, and you have to stick to the task in your time block.

Prevents Wasted Time

If you have a big project that is due, block out some time each day - you could start with two hours a day - until the project is done, to ensure you complete your project on time and do not leave everything for a late rush. Time blocking makes you the master of your schedule – no more late nights working long after your family has gone to bed.

Helps You Prioritize

When you've made the decision to prioritize one task, anything else must wait until that block of time is over, unless it is a true emergency. We have all been in the middle of a task and had a call that we really wanted to deal with immediately, but time blocking will give you an excuse to delay these distractions at least until the end of the block.

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Helps Teach You to Be Realistic

When you give yourself a block of time to work on a task, you'll start to learn what timeframe is realistic for you to *complete* certain tasks. This means that you will eventually learn to stop **front-loading** your daily to-do list with so much that it becomes impossible to



complete it all. And, if you do any work in which you charge by the hour or by project, you will get better at charging a client for the actual time it takes you, and you can give your clients more accurate estimates for the number of hours a project will take. So you do not overcharge a client, and you also learn not to undercharge clients for your services.

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Is Time Blocking and Batching The Same Thing?

No, but time blocking is the best way to implement batching. Batching is where you time block out a few hours or even a few days to get a month to six weeks’ worth of one task completed. This could be blog posts, videos, emails to your list, podcast episodes, or anything else you can complete in advance.

Start time blocking for just one task, and expand it to your whole morning, and then a whole day. Before long, you will be ticking off more items from your to-do list than you ever have before!



FURTHER INFORMATION

About This Booklet

This booklet was compiled solely for the purpose of providing a brief summary of Time Blocking as a productivity technique, to help you achieve more in the day to day running of your business and home.

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This booklet was compiled in July 2019 and is based on the best information available at that time.

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References

Background research credit is given to the following sources: theproductivityzone.com, roadwarrior.blog, projectmanager.com

