FREE SLIDE DECK

Time Blocking Basics

A 10-slide walkthrough for planning your week on the calendar

01

What time blocking is

- You give each task a time slot on your calendar
- Instead of a long to-do list, you have a plan for the day
- When a block ends, you move on

02

Start with fixed commitments

- Add meetings, appointments and travel first
- Add personal commitments: meals, family, exercise
- What is left is the time you can plan

03

Choose this week’s priorities

- Pick the three outcomes that matter most this week
- Break each into tasks you can finish in one block
- Schedule these before anything else

04

Block focused work first

- Use 60–90 minute blocks for deep, focused work
- Place them at the time of day you have the most energy
- Turn off notifications during these blocks

05

Batch small tasks

- Group email, messages and admin into one or two short blocks
- Do errands together in one trip
- Small tasks stop breaking up your focus time

06

Leave buffer time

- Add 10–15 minutes between blocks
- Keep one open block each day for spillover
- Plans will change; buffers keep the day on track

07

Review daily and weekly

- 5 minutes at the end of each day: move unfinished tasks
- 20 minutes each week: plan the next week’s blocks
- Notice which blocks keep slipping and adjust

08

Common pitfalls

- Packing every minute with no buffer
- Blocks that are too vague, such as “work on project”
- Not moving blocks when plans change

KEEP GOING

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