

Time Blocking Method

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Time blocking is a scheduling format that helps _____ productivity by dividing your day into specific blocks of time.

Each block represents the time dedicated to completing a specific task or tasks. This method often adds clarity, intention, and important boundaries to the workday.

Instead of taking the defensive approach to work, in which you're constantly _____ tasks, emails, and requests as they _____ up throughout the day, the time blocking approach to scheduling creates a more deliberate and regimented structure for the workday — so you can get into the flow and deep work with minimal distractions.



How it works:

From the moment you wake up, _____ each time block in your day to a task. These tasks can be anything from eating breakfast to studying for a test. Below are the steps that you can take to block your time:

1. Divide a piece of paper into two columns. On the left, write down each hour of the day and create blocks of time such as half-hour or hour chunks.
2. _____ the time it's going to take to complete each of your tasks and fit them into your time blocks.
3. Add buffer times in between each time block to _____ for adjustments during the day.