

Let's talk TIME BLOCKING!



Definition:

Time blocking is a type of scheduling that helps you manage your time more effectively. The key is scheduling specific blocks of time for certain tasks on a routine basis. These blocks enable you to focus on finishing big and small tasks... one at a time. This helps limit distractions, get things done faster, and leaves you feeling less overwhelmed. This is especially powerful if you're working on something new or a side hustle, and you need to make/find time to get things done.

Key Foundational Concepts:

**You can do ANYTHING you need to do...
you just can't do EVERYTHING!**

Give yourself permission to EXPERIMENT.

Move more and more towards #intentionaltime.

TIME BLOCKING KEYS:

KEY 1: Decide on HOW MANY hours you want/can work on your business MOST weeks: _____Hours

SPECIFICS:

Involve other key players and stake holders
Think sustainability and consistency
Allow one “outlier” week a month... but not more

KEY 2: Decide on WHEN you want to SPEND those hours MOST weeks:

SPECIFICS:

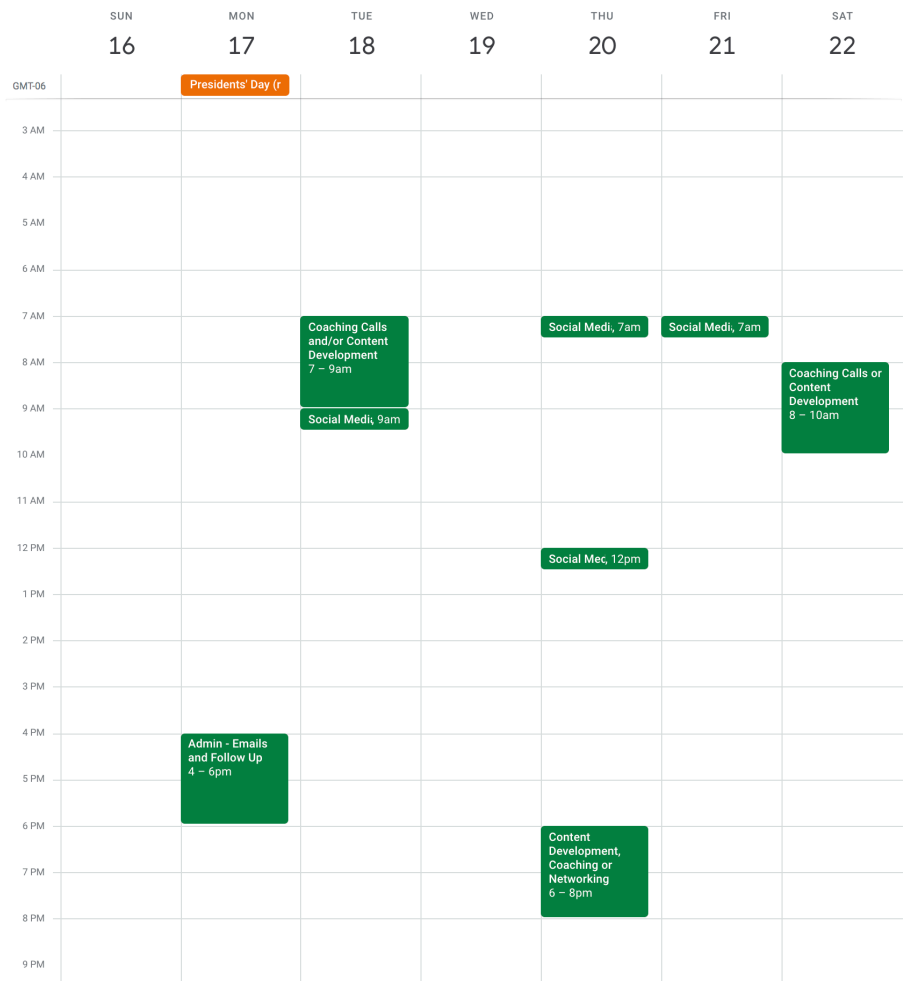
Involve other key players and stake holders
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

KEY 3: Then **SCHEDULE** protected “meetings” with yourself to protect your **TIME BLOCKS**:

SPECIFICS:

- Go to your calendar
- Make appointments and check it against your actual schedule
- NOTE: It may be tough to lock in your new time blocks immediately, so have some grace for yourself
- BUT be “hard core” starting two weeks from now and set them up as “reoccurring” appointments so you automatically block those times in the future



KEY 4:

DECIDE on some “rules” to guide you on when you would cancel a time block and when you’d protect it!

SPECIFICS:

- Involve other key players and stake holders
- What / who is important enough to cancel a time block?
- Decide on some “nice” ways to say NO.

KEY 5:

DECIDE on what you want to ACCOMPLISH during a specific time block BEFORE it starts:

SPECIFICS:

- Keep a running list of “to-do” list items for your business
- Prioritize “to-do’s” based on IMPORTANCE first, urgency second
- Guess at the amount of time you think the task will take and budget your time accordingly

Block out some “mental spit valve” time, so you have some time to WASTE time too! :)

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