

How to use Time Blocking

What it is

Instead of a plain to-do list, you give every task its own slot on your day's schedule.

When to use it

When your day gets eaten by whatever feels loudest, and your top priorities never actually happen.

Steps

1. **List today's tasks.** Write down what needs to happen today.
2. **Give each one a time.** Slot every task into a block below, in the order you'll do them.

Common mistake

Packing every minute back to back. Leave gaps, since things always run long.

Pairs with

Ivy Lee Method and Pomodoro Technique.

Example: a work-from-home Tuesday

Date: Tue, Mar 11

Today's tasks

Deep work on the proposal

Team standup call

Grocery run

Gym session

Time blocks Give each task a slot.

7:00 am Gym session

8:00 am Deep work on the proposal

9:00 am _____

10:00 am Team standup call

11:00 am _____

12:00 pm Reply to emails

1:00 pm Lunch

2:00 pm _____

3:00 pm Grocery run

4:00 pm _____

5:00 pm _____

6:00 pm _____

7:00 pm _____

8:00 pm _____

Daily Time Block Planner

Date: _____

Today's tasks

Time blocks

Give each task a slot.

7:00 am _____

8:00 am _____

9:00 am _____

10:00 am _____

11:00 am _____

12:00 pm _____

1:00 pm _____

2:00 pm _____

3:00 pm _____

4:00 pm _____

5:00 pm _____

6:00 pm _____

7:00 pm _____

8:00 pm _____