# Increase Productivity with Time Blocking

## How to Time Block

Time blocking allows you to take control of your schedule, increase efficiency, and achieve your goals.

**Step 1:** Brainstorm a list of all the tasks you wish to accomplish.

**Step 2:** Put your tasks into categories to help set your priorities.

**Step 3:** Get more specific. Break complex tasks into smaller chunks and assign estimated time values for each activity.

**Step 4:** Block time for recurring, non-negotiable tasks.

**Step 5:** Block time for urgent tasks.

**Step 6:** Block time for other tasks, ensuring you include all your categories.

## My Non-Negotiable Tasks

*Make a list of recurring, non-negotiable tasks (include day/time) you always put on your calendar.*
*Examples: exercise, team meeting, child pick up, volunteer, church, prospecting, answering emails, date night*

## My Task Categories

Make a list of the areas you want to focus your time. When you block time, include activities in each category to ensure a balanced life. *Examples: recurring, urgent, grow my business, make me happy, personal, delegate*

## My Business Hours

Establish your business hours. Communicate this information with clients during the first meeting.