



# TIME BLOCKING

## TOP 4 TIPS FOR EFFECTIVE TIME BLOCKING

- 1** Leave room for the unexpected, only block out 5 hours per 8 hour day.
- 2** Schedule your most challenging tasks for the time of day where you are most productive.
- 3** Block deadline dependent tasks and meetings first, then fill in the rest.
- 4** Schedule meetings for a maximum of 50 mins. so you'll have time to prep, reflect, or get a glass of water!

