

STEP BY STEP GUIDE TO TIME BLOCKING



Determine Most and Least Productive Time

Schedule all the high priority tasks in the time slot when you feel most productive.



Allocate More Time To Important Tasks

Important tasks always require more focus and are more time consuming. Put them in bigger time slots



Create a Bookend Template

Create a proper template mentioning all your important tasks,



Give Time to Shallow Work Also

Make sure that you give some time to shallow work like responding to emails, messages, clients also



Stick to Your Schedule

After your schedule is complete, make sure to follow it sincerely.



Schedule Some Margin

Schedule some extra time for yourself to move things arounds and be flexible as needed.



Don't get Distracted

focus on your tasks and goals, don't get distracted

Time Blocking Tips Texas

RS Peters



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