

Block Scheduling Worksheet

1. Make a list of everything you are responsible for, both at work and at home. Really think about your day to day and write down everything that comes to mind.

2. Consolidate your above list down into 4 main areas. You may need to get pretty creative with this list, but do the best you can.

3. Name each Focus Area that sums up what is included. This will help you mentally prepare when you are time blocking out your days.

4. In a notebook list your Focus Areas with a small description below the title. Make a list of everything and anything that needs done in each area. Try to do a total brain dump here. Remember, this is your ongoing list that you will refer to each week when you plan out your Focus tasks. So it is best if you are honest and thorough now. I like to use tab makers for my sections to make it easier to find each Focus Area in my notebook.

5. Go back and read through each of your lists. Take a highlighter and highlight each task that is priority. This will help those items to jump out at you when you make your weekly schedule.

Creating your first Block Schedule for the week

1. Print out your free planner pages! Make sure you have a page for each day. Fill in the days and the times that best fit your schedule.
2. List your Focus Areas in the 4 boxes on the planner pages. For each Focus Area create a doable list for each day referring to your notebook for highlighted items that need attention this week.
3. For each day write in any appointments or meetings. I also like to block out time for eating and exercise first so I do not forget later.
4. Block out time for each of your Focus Areas, you can use a different color to help section your day off better. Refer to your Focus Area lists to help you decide how much time to block off.
5. Don't forget personal time!
6. Sit back and enjoy your work. There is nothing more lovely to me than a prepared week. I find it mentally liberating.

7. As your week progresses, cross off items from your Focus Area's lists. A crossed off to do list is a great motivator! Remember to remove those items from your notebook list as well.

I know this sounds like a lot of to do for nothing, but trust me this system really and truly does work. Once you go through the process, each week thereafter is simple and quick. Before you know it you will wonder how you got along without back scheduling!