



Hold Yourself Accountable with Time Blocking

When you're managing a busy, hectic schedule, it's time to do a deeper dive into time management. You want to have a consistent routine where you can filter out the noise and focus without any distractions.

A time management method used by successful CEOs and entrepreneurs is called "time blocking". Top performers organize their day through time blocks instead of to-do lists.

Leveraging what was discussed in the video, you want to set an intention the night before on those things you should work on the next day. This method takes it a step further by planning out your day into "time blocks" which can be in five-minute, thirty-minute or one-hour increments.

Each time block is assigned a specific activity. Examples of smaller time-frame blocks may be responding to overdue emails, eating meals or phone calls you need to have.

Benefits of Time Blocking

Time blocking ensures that your free time is filled with pre-commitments and a plan of action. You also will avoid wasting precious time on activities that could be finished quicker, and can reduce the number of choices you'd have to make for that day.

There is energy behind that structure, thereby avoiding any potential overwhelm and raising your productivity levels.

There are three steps required to apply the time blocking method. Be sure to spend at least 10 minutes doing this exercise. Ideally, this should be the evening before.

1. Write down the activities you will be working on the next day.
2. Estimate the amount of time each one will take to complete. Write this time next to each one. Be sure to accurately estimate how long it will take. When we're overly

optimistic about how long something will take to complete, you will fail to follow through. Add comments or any notes to keep you focused.

3. Go back through your list and factor in additional buffer time to give yourself extra room around each time block. This will allow for adjustments or unexpected interruptions. Time blocking for “reactive” work in this way will help you to avoid becoming overwhelmed, reduce stress and stay focused throughout the day.
4. Important Note: If you have a big project that requires a long period of time to finish, break it down into small sub-activities and slot them into your daily time blocks. In other words, break down big tasks into small chunks.

Example below:

