



Time Blocking Worksheet

I recommend filling out your sheet on the same day every week. For example, on Sunday evenings I sit with my husband to ask him about what he has scheduled for the upcoming week. I then look at my day planner, my kids activities, and any other items I need to attend to that week.

I write general categories on my timeblocking sheet as opposed to specific events. The categories I use include:

- Personal (morning practice, hair or massage appointments, social events, etc.)
- Business/Work (networking, in office time, client appointments, etc.)
- Kids (sports events, lessons, parent/teacher conferences, etc.)

I have three highlighters that each represent one of the above categories. I actually highlight the times that I am dedicating to these categories for the entire week.

What I am left with is a visual representation of what I can expect of my week. There will always be variances and some items that come up, but timeblocking has SIGNIFICANTLY reduced the guess work out of my time. I no longer wonder what I should be doing, when I am going to get work done, and what everyone else in the household has going on.

The reduced assumptions, disorganization, and overall uneasy feelings have been so worth it for me! I know what my priorities are and have eliminated the act of responding to what everyone else may want from me.

