

Step 1:

Customize the spreadsheet in whatever way you feel best represents your work week or working hours. You are setting up a plan that will provide you with a schedule that you can stick with from week to week. Identify any blocks of time when you are committed to NOT working. Gray those times out on the spreadsheet to identify those blocks as “off limits” to any work or tasks. You now have your weekly time blocking template.

Step 2: Do this weekly

1. At the beginning of the week print out your time blocking template
2. At the bottom of the template under “To do:” write down all of the tasks you would like to complete for the entire week. Don’t think about deadlines or anything else related to getting each task done yet. Simply get all of your tasks on your list
3. Estimate the amount of time you will need to complete each task. This is just an estimate and does not have to be accurate.
4. Note any time-sensitive tasks that must be completed before a certain deadline for the week.
5. Start plugging the tasks into your weekly schedule.

Step 3: During the week

- Check tasks off as you complete them
- Move tasks around on the schedule if you missed a deadline.
- Add tasks as they come up throughout the week. You can plug them into the schedule for this week or save them for the future.

Step 4: End of the week

Any tasks still on your “to do” list at the end of the week should be added to your time blocking schedule next week. Use a highlighter to identify those to transfer to your new schedule next week.