



TIME BLOCKING EXERCISE

DISCOVER BLOCKS

What are your current blocks?

FILTER BLOCKS

What blocks do you want to keep, minimize/eliminate and add? Make a list of up to eight blocks.

PRIORITIZE BLOCKS

Take the list of blocks you want and prioritize them, the one that is most important/impactful at the top of the list and the one that is least important/impactful at the bottom.

REFLECT AND OPTIMIZE

Mark up your block application worksheet from the day and create a new one for tomorrow. This part should take 15 - 20 minutes to complete. You can use this space to make any notes as well.

**use Block Application Worksheet for Block application*