

time blocks

morning

TIME

GOAL

afternoon

TIME

GOAL

evening

TIME

GOAL

night

TIME

GOAL

time blocks

morning

TIME

GOAL

afternoon

TIME

GOAL

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make the most of time blocking

SCOPE

The number one cause of failure with this method? Not having a narrow-enough scope! If your time block is 15 minutes for emails, that should be the **O N L Y** tab open on your browser. Do not let yourself get sucked into any other projects. If an email has outside links you must click before responding, flag that email and save it for last.

TIMING

Careful consideration of your tasks is essential. Tasks requiring immense concentration or utter silence are best saved for after the kids are in bed, while inbox organization can be done while they play. This goes for home tasks, too. Meal planning is best done in the home, whereas appointment scheduling can be done anywhere.

LOCATION

Where you work is just as important as how you work. Try to be in a neat area free from distractions. Clutter just begs to be put away, and our cell phones are productivity killers. If you don't have access to some solo space, consider putting on noise cancelling headphones. And **N E V E R** try to work in front of the TV. It's just not happening.