

**YOU'RE JUST 8 MINUTES AWAY
FROM SAVING UP TO 4 HOURS PER WEEK!**

THE TIME-BLOCKING STARTER KIT

KARL JACOBSON



**THE VIABLE
COACH**



ABOUT

THE AUTHOR

WHO AM I?

I'M KARL JACOBSON, FOUNDER OF THE VIABLE COACH.

Here at The Viable Coach, I help entrepreneurs get more done and work less through simplified systems, productivity tools and time-management strategies. I've helped many people go from chaos to clarity to confidence in their business and life.

I've worked as a performance coach for over 12 years, and I've worked with over 40+ NBA clients, CEOs, small business owners and entrepreneurs just like you. I've owned and operated multiple successful businesses, and I want to help YOU DO THE SAME.

My mission here at The Viable Coach is to educate, equip and empower 100,000 purpose-driven entrepreneurs with the productivity skills that translate into viability. Simply put, I help you go further and faster in your entrepreneurial journey with productivity.

This starter kit is your first step towards stress-free productivity and finally getting more done. Use this guide to help you take your business and life to the next level and achieve your biggest goals.

I'm glad you're here! Let's get started.

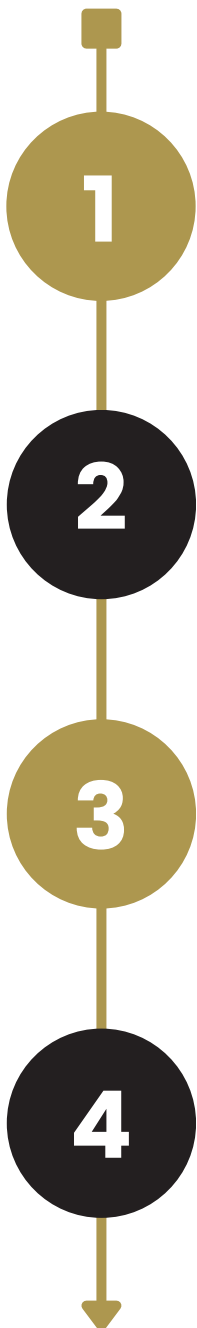


A stylized, handwritten signature of Karl Jacobson in a gold color.

Karl Jacobson

HOW TO USE THIS KIT

FOLLOW THESE 4 STEPS TO EFFECTIVELY SAVE 6 HOURS PER WEEK



STEP 1: Read

Read this eBook to learn how to time block. Use time-blocking strategies & tools to apply directly into your life and work.

2

STEP 2: Print The Time-Blocking Templates

Fill out the worksheet at the end of this eBook. You will map out your goals, tasks & priorities. Finally commit to your future success!

3

STEP 3: Fill Out The Time-Blocking Templates

Set up your new productivity system & tool with our instructions and/or step-by-step walkthrough videos.

4

STEP 4: Check Out The Time-Blocking Course

Now that you have the basics of time blocking down, it's time to get total control of your time. The "Time Blocking Mini-Course" will turn you into an expert time blocker.

YOU GOT THIS!

WHAT IS TIME BLOCKING?

Time blocking is a time management and planning method that divides your day into smaller blocks of time. Each block of time is dedicated to a single task or to a group of similar tasks. It is a simple process to learn and implement. Essentially, time-blocking is a time management skill. The goal of time blocking is to reclaim your time and to better understand where your time is being spent.

Time blocking involves dividing your day into blocks of time. During a block of time, one or more specific tasks are accomplished. Create a detailed schedule instead of an open-ended to-do list that you'll work on as you have time.

An important part of this method is prioritizing your tasks in advance - a weekly review is essential. Make a rough sketch of your time blocks for the upcoming week. In case you haven't completed any tasks today, or if any new ones have come in, review them at the end of the day and adjust your time blocks accordingly.

Schedule your days in advance so you won't have to constantly decide what to focus on. It's just a matter of following your time blocked schedule. Get back on track when you get distracted or off-task by checking your schedule. With time blocking, you can reclaim your day and get a better sense of where your time is going.



**TIME-BLOCKING WILL
TURN YOUR CHAOTIC SCHEDULE
INTO A WELL-OILED MACHINE.**

WEEKDAY START ROUTINE 8 - 9am	WEEKDAY START ROUTINE 8 - 9am	WEEKDAY ROUTINE 8 - 9am	WEEKDAY ROUTINE 8 - 9am	WEEKDAY ROUTINE 8 - 9am
Meetings Block 9 - 11:30am	Meetings Block 9 - 11:30am	Meetings Block 9 - 11:30am	Meetings Block 9 - 11:30am	Meetings Block 9 - 11:30am
LUNCH 12 - 1pm	LUNCH 12 - 1pm	LUNCH 12 - 1pm	LUNCH 12 - 1pm	LUNCH 12 - 1pm
Focused Work 1:30 - 4:30pm	Focused Work 1:30 - 4:30pm	Focused Work 1:30 - 4:30pm	Focused Work 1:30 - 4:30pm	Focused Work 1:30 - 4:30pm
Day Shutdown Routine 4:30 - 5:30pm	Day Shutdown Routine 4:30 - 5:30pm	Day Shutdown Routine 4:30 - 5:30pm	Day Shutdown Routine 4:30 - 5:30pm	Day Shutdown Routine 4:30 - 5:30pm

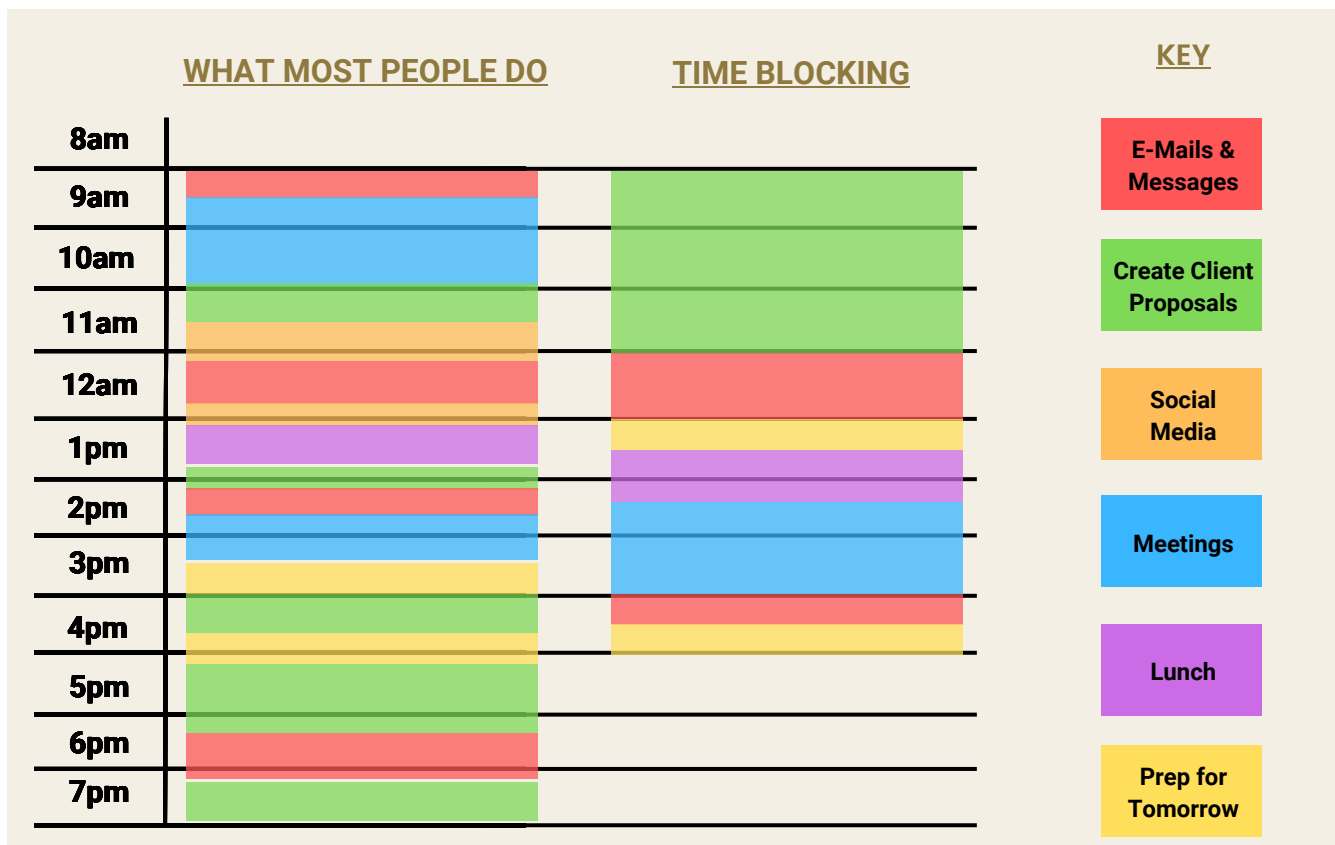
WHY USE TIME BLOCKING?

There are 3 main reasons why you should use time-blocking to increase your productivity.

Helps with Time-Management: Time blocking can help you manage your time better by making sure that you allocate enough time for each task and avoid getting distracted.

Increases Productivity: When you know exactly what you need to work on during a specific time block, you can focus your attention and energy on that task, which can help you complete it more efficiently. You can get more done in less time.

Reduces Stress: By planning out your day in advance, you can reduce the stress of constantly thinking about what you need to do next and worrying about whether you'll have enough time to get everything done.



TIME BLOCKING VARIATIONS

Time blocking has a few variations that are worth considering: task batching, day theming, and time boxing. The chart and graph below breakdowns each variation.

METHOD	EXAMPLE
Time-Blocking	"At 11:00am every day I will create content for social media."
Task Batching	"I will respond to all emails, inbox messages and texts at 4:00pm."
Day Theming	"Tuesday I will write scripts for videos. Wednesday I will film videos. Thursday I will publish my videos on social media."
Time Boxing	"I will film 3x short videos between 2:00pm and 4:00pm."

TASK BATCHING EXAMPLES

-  Email/Messages
-  Social Media
-  Professional Development
-  Writing
-  Coding
-  Designing
-  Planning

DAY THEMEING EXAMPLE

SUN	 Planning Day
MON	 Administrative Day
TUE	 Writing Day
WED	 Filming Day
THU	 Self-Education Day
FRI	 Deep Work Day
SAT	 Family Day

HOW TO START TIME-BLOCKING

Now that you know what time blocking is, it's time to take the steps to implement it. Below are the easy to follow steps to help you create your first time block.

STEP 1: Determine all of your time slots:

On your calendar determine all of the time slots you have available for the day.

STEP 2: Identify Your Priorities:

Now you must determine what tasks or activities are most important to you. Make a list of all the tasks you need to accomplish, and prioritize them based on their importance and urgency.

STEP 3: Use A Calendar or Planner:

Use a calendar or planner to create a schedule for your time blocks. You can use a physical planner or a digital calendar like Google Calendar or Trello.

STEP 4: Start with a Simple Schedule:

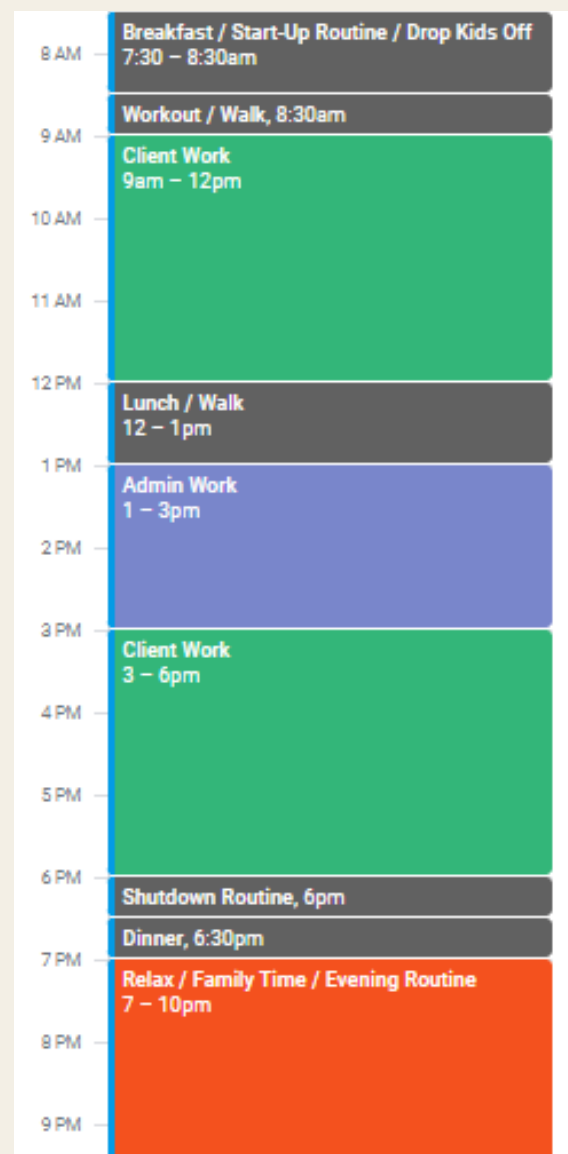
Plan a simple time-blocking schedule that includes only the most important tasks. As you become more comfortable with the technique, you can add more tasks and activities to your schedule. See the example image on the right.

STEP 5: Stick to Your Schedule:

Staying on track with your time-blocking schedule is crucial. Distractions and interruptions should be avoided during your time blocks, and you should begin and end them on time.

EXAMPLE TIME-BLOCKED SCHEDULE:

Below is an example of a simplified time-blocked schedule.



ADJUSTING YOUR TIME BLOCKS

As we know life and work doesn't always go as planned and neither will your time blocks. Like I stated before time-blocking is a skill. Half of the skill is planning and the other half is adjusting if you go off track. It's essential to learn how to adjust your time blocks as your daily circumstances demand. See your time blocks as a flexible way to challenge yourself, not strict tools to punish yourself when you fall short.

EXAMPLE TIME-BLOCKING ADJUSTMENTS

	ORIGINAL PLAN	REVISED PLAN	REVISED PLAN
6:00			
7:00			
8:00			
9:00	CLIENT PROPOSALS		
10:00	MEETING	MEETING	
11:00	EMAILS		
12:00	LUNCH	EMAILS	
		LUNCH	
1:00	CLIENT PROPOSALS	CLIENT PROPOSALS	
2:00	SOCIAL MEDIA	SOCIAL MEDIA	CLIENT PROPOSALS
3:00	EMAILS	EMAILS	SOCIAL MEDIA
4:00			EMAILS
5:00			
6:00			

Meeting runs over 30 minutes and schedule gets "busted".

Client proposals runs over 60 minutes and schedule gets "busted" again.

DAILY PLANNER

DATE: / /



TOP 3 DAILY PRIORITIES

TO DO

LEGEND

●

 COMPLETED

◐

 IN PROGRESS

✕

 DELETED

➔

 FORWARDED

∨

 DELEGATED

—

 APPOINTMENT

RATE TODAY'S PRODUCTIVITY

1

2

3

4

5

SCHEDULE

6:00

7:00

8:00

9:00

10:00

11:00

12:00

1:00

2:00

3:00

4:00

5:00

6:00

7:00

8:00

TOP 3 TIME BLOCKING TIPS

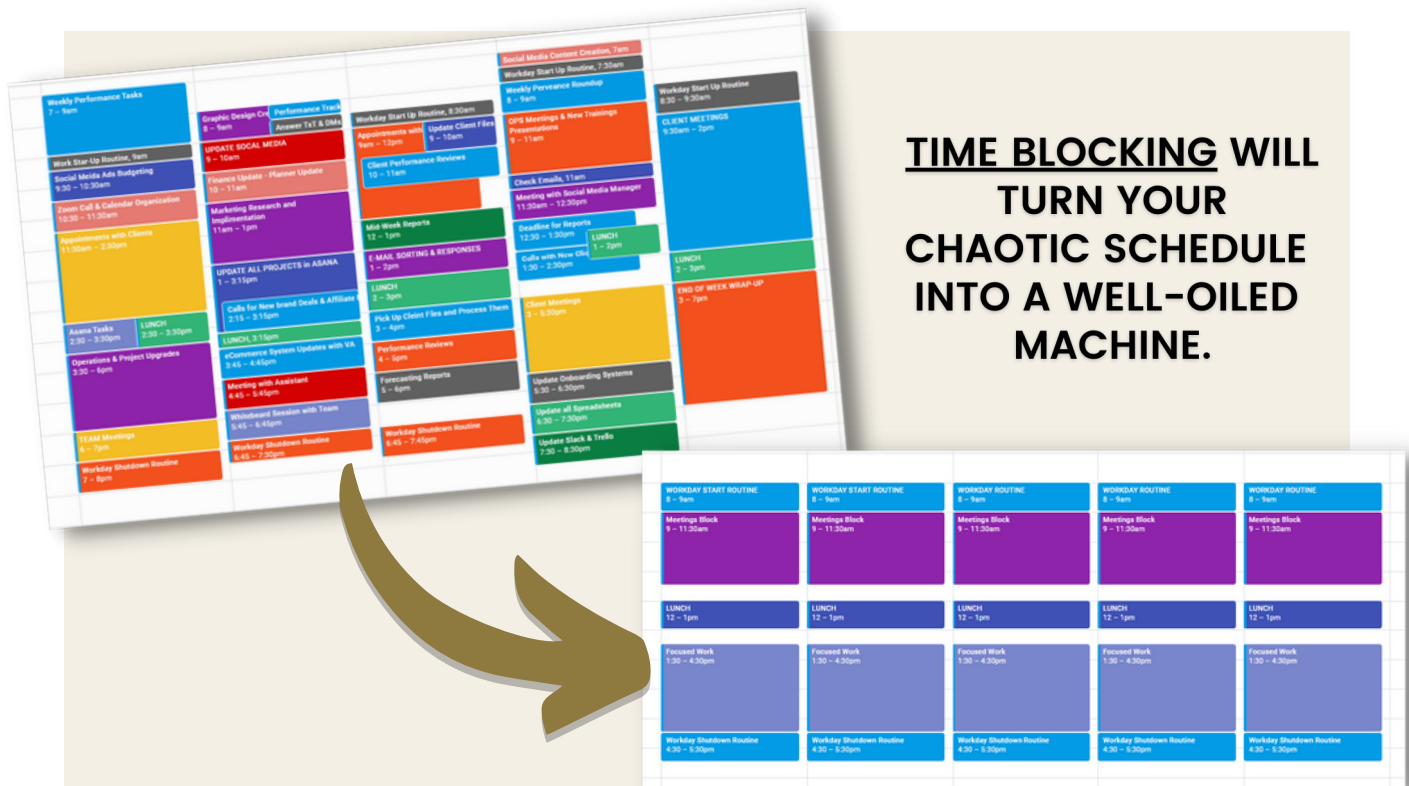
Here are 3 of the most common mistakes when time blocking and how to fix them.

Forgetting To Plan Breaks: As well as setting aside time for lunch and regular breaks, you should also take breaks between tasks in order to maximize your productivity.

Underestimating Your Time: Most of us underestimate the time it takes to complete a task. Thus, when creating a new block, it makes sense to "pad" the time so that you don't become frustrated. By practicing, you'll be better able to estimate the length of time it will take to complete a project.

Always Sticking To Your Schedule: Now this one might sound counter intuitive, but you don't want to be extremely ridged with your schedule. You can't be afraid to go off-script from time to time and be adaptable. If you need to rearrange some parts of your schedule, don't worry about it too much.

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TIME-BLOCKING VIDEO

I have a great video on time-blocking that can be a great addition to this eBook. There are some extra explanations, visuals and examples in this video that can be a great help when first implementing time blocking. Click on the red text below to access this time-blocking video. There are also many other videos can be found on **The Viable Coach YouTube Page**.



[CLICK HERE TO WATCH
TIME-BLOCKING VIDEO](#)



WANT MORE? GREAT CONTENT.

The Time-Blocking Starter Kit is just the beginning of your journey toward stress-free productivity. Follow [THE VIABLE COACH](#) on your favorite social media platform. I will be posting content weekly on all platforms to help you get more done in less time, with less stress.

