

TIME BLOCKING



THE VIABLE
COACH

DATE:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5am	5am	5am	5am	5am	5am	5am
6am	6am	6am	6am	6am	6am	6am
7am	7am	7am	7am	7am	7am	7am
8am	8am	8am	8am	8am	8am	8am
9am	9am	9am	9am	9am	9am	9am
10am	10am	10am	10am	10am	10am	10am
11am	11am	11am	11am	11am	11am	11am
12pm	12pm	12pm	12pm	12pm	12pm	12pm
1pm	1pm	1pm	1pm	1pm	1pm	1pm
2pm	2pm	2pm	2pm	2pm	2pm	2pm
3pm	3pm	3pm	3pm	3pm	3pm	3pm
4pm	4pm	4pm	4pm	4pm	4pm	4pm
5pm	5pm	5pm	5pm	5pm	5pm	5pm
6pm	6pm	6pm	6pm	6pm	6pm	6pm
7pm	7pm	7pm	7pm	7pm	7pm	7pm
9pm	9pm	9pm	9pm	9pm	9pm	9pm
10pm	10pm	10pm	10pm	10pm	10pm	10pm
11pm	11pm	11pm	11pm	11pm	11pm	11pm

NEED TO DO



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COACH

Write Your "Need To Do" Tasks & Projects Below

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ACTION: Calendar Block All of These in Your Calendar (Remember To Be Realistic)

WANT TO DO



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COACH

Write Your "Want To Do" Tasks & Projects Below

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ACTION: Pick 1 From Above & Time Block It. Put The Remaining Items on Your "Maybe-Someday" List.

6 QUESTIONS



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Review These Questions Each Week When First Implementing Calendar Blocking

WEEK 1

- (1) Are you able to complete your most important tasks?
- (2) Do you feel less overwhelmed?
- (3) Do you have more free time?
- (4) Are you meeting your goals?
- (5) Are you more focused?
- (6) Do you have a clear understating of what you need to do and when?

WEEK 2

- (1) Are you able to complete your most important tasks?
- (2) Do you feel less overwhelmed?
- (3) Do you have more free time?
- (4) Are you meeting your goals?
- (5) Are you more focused?
- (6) Do you have a clear understating of what you need to do and when?

WEEK 3

- (1) Are you able to complete your most important tasks?
- (2) Do you feel less overwhelmed?
- (3) Do you have more free time?
- (4) Are you meeting your goals?
- (5) Are you more focused?
- (6) Do you have a clear understating of what you need to do and when?

WEEK 4

- (1) Are you able to complete your most important tasks?
- (2) Do you feel less overwhelmed?
- (3) Do you have more free time?
- (4) Are you meeting your goals?
- (5) Are you more focused?
- (6) Do you have a clear understating of what you need to do and when?