

The Timeblocking Cheatsheet

Timeblocking is a great technique that makes it easy to apply intentionality and focus to the hours in your day. Just like financial gurus will tell you to "give every dollar a job," timeblocking helps you do the same with your time. By giving every hour a job and creating an intentional plan for your day, you make it easier to sit down and get to work.

Use this cheatsheet as a simple reference reminder for how to block your time more effectively.



List your day's 3 Most Important Tasks (MITs) and how much time each one needs. The actual number is flexible, but remember to keep it manageable. Don't bit off more than you can chew. If you get done early, you can always add things later



Schedule your known events. Open up your calendar(s) and transfer all of your meetings and appointments onto your timeblocked plan for your day before you add any tasks. These are the things that you will have to work around.



Schedule your MITs. Decide when you are going to work on your Most Important Tasks. Everything you need to do must be done within the context of time. By setting aside time to work on your tasks, you significantly increase your chances of getting those things done.



Use conservative time estimates. Always schedule at least an hour for your time blocks, and always round up when trying to decide how long something will take. This way, you will build in natural margin to your schedule and you'll be able to better handle unexpected disruptions



Have a short list of shallow tasks you can work on if you have down time / extra time. Don't try to block time for things that aren't critically important. Instead, keep a short list of things you can do when you find that you finish a meeting or task a little early (or take a break and don't feel bad about it!)



Do your best to stick to your schedule. Your plan won't be perfect. Do your best to stick to it, but don't get bent out of shape when things happen to disrupt it. The real value is in creating the plan in the first place and applying intentionality to your day.