ACTIVITY BLOCKING

Want to work more efficiently, make it easy to get into "the zone" or ensure you fit everything in to your day? Try blocking your activities! This is a proven way to help optimize your schedule.

Step 1: It's useful to do some introspection here. Ask yourself: When am I most creative? When do I tend to have energy dips? How long can I sit before I start getting fidgety?

Step 2: Based on your answers from Step 1, and this grid as a guide, you can design a schedule that flows naturally for you. Determine the blocks that make sense. Decide how long each block should be and the order in which you'd like to do them.

Step 3: Periodically, re-examine your schedule and blocks. Life is ever-evolving and it's likely you'll need to tweak things.

Pro Tips:
- Do creative work when you're feeling most alert.
- Insert Movement (and Rest/Refreshment) blocks between Work blocks, and whenever you have low energy.
- Always include Movement and Learning blocks. You need to take care of you!
- Turn off notifications and don't check email/voicemail/social media/etc. during Work blocks.
- Print out your block schedule and put it in a page protector (so you can write on it with dry-erase markers). Post it in easy view of your work space. This way you can add in notes and have a constant visual reminder.

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BLOCK	DAY						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Admin							
Biz Dev							
Creative							
Learning							
Movement 1							
Movement 2							
Movement 3							
Movement 4							
Work 1							
Work 2							
Work 3							
Work 4							