

Time Blocking

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Time blocking is a time management method that involves dividing your day into blocks of time, each dedicated to accomplishing a specific task or group of tasks. This technique helps individuals focus on one thing at a time, reducing distractions and increasing productivity. Here's a one-page guide on how to implement this discipline into your daily routine.

What is Time Blocking?

Time blocking involves planning out your entire day in advance and dedicating specific blocks of time to certain tasks or activities. This method differs from a to-do list by assigning a specific "when" to tasks, not just a "what." It's about allocating your finite time as a resource to maximize efficiency and productivity.

Why is Time Blocking Important?

- **Improves Focus:** By dedicating blocks of time to tasks, you minimize distractions, allowing for deeper focus.
- **Increases Productivity:** It helps you manage your time more efficiently, ensuring that important tasks get done.
- **Reduces Stress:** Knowing exactly what you need to do and when you need to do it reduces anxiety about unfinished tasks.
- **Enhances Time Awareness:** Understanding how much time tasks actually take helps lead to better planning.
- **Prioritizes Tasks:** Prioritizing your tasks ensures that your most important work gets done first.

How to Do It

- **Assess Your Tasks:** Start by listing out all the tasks you need to complete, including both high-priority tasks and lower-priority activities.
- **Categorize Your Tasks:** Group together tasks that are similar in nature. For example, group all your meetings, creative tasks, and administrative tasks.
- **Plan Your Day:** Assign each task or group of tasks to specific blocks of time in your calendar. Start with your most important tasks and schedule them during your peak productivity times.
- **Set Realistic Time Blocks:** Be realistic about how much time tasks will take and include buffer times between blocks for breaks and transitions.
- **Stick to the Schedule:** Try your best to work on the tasks at their scheduled times. However, remain flexible to adjust as necessary.
- **Review and Adjust:** At the end of the day or week, review what worked and what didn't. Adjust your time blocks as needed for better efficiency. The process takes roughly one month.

Tools for Time Blocking

- **Digital Calendars:** Google Calendar, Outlook, or any digital calendar can be effective for setting up time blocks.
- **Time Blocking Apps:** Tools like Plan, SkedPal, or TimeBloc can help automate the time blocking process.
- **Traditional Planners:** For those who prefer analog, a paper planner or notebook can be just as effective.
- **Other Tools:** The Pomodoro Technique is a time management method developed by Francesco Cirillo. It uses a kitchen timer to break work into intervals, typically 25 minutes in length, separated by a short 5-minute break. There are apps and timekeeping apparatuses that are made for this specific popular technique.

Conclusion

Time blocking can transform your approach to work and personal tasks by fostering a disciplined schedule. It's about making intentional decisions with your time, ensuring that you're always working on what's most important.

Start simple, be consistent, and adjust as you learn what works best for your productivity and well-being.



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