

12 week year

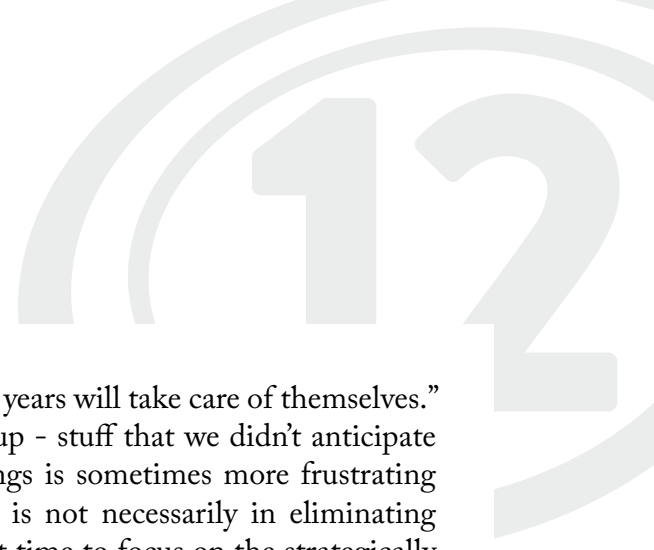
time
BLOCKING

“The empires of the
future are the
empires of the mind.”

~ Winston Churchill



BLOCKING



Benjamin Franklin said, “If we take care of the minutes, the years will take care of themselves.” The challenge is that throughout our week “things” come up - stuff that we didn’t anticipate that eats up valuable minutes. Trying to reduce these things is sometimes more frustrating than dealing with them. The key to successful time use is not necessarily in eliminating these unplanned interruptions but in regularly blocking out time to focus on the strategically important items, the “blue chips”.

Performance Time is a system that utilizes “time blocking” to maximize your effectiveness. There are three primary blocks: Strategic Blocks, Buffer Blocks, and Break-out Blocks.

STRATEGIC BLOCK – A Strategic Block is a 3 hour block of uninterrupted time that is scheduled in advance. During these blocks you accept no phone calls, no faxes, no e-mails, no visitors – no anything. You focus all your energies on the preplanned items – the strategic and money-making activities. Doing so concentrates your intellect and creativity, and produces breakthrough results. You will be astounded by the quantity and quality of the work you produce.

STRATEGIC BLOCK ACTIVITY

BUFFER BLOCK – Buffer Blocks are created to deal with all the unplanned items that arise throughout the day. Nothing is more unproductive and frustrating than having to deal with constant interruptions throughout the day. We’ve all had days where unplanned issues dominated our entire day.

A Buffer Block is a block of time set aside in advance to handle the unexpected. For some, thirty to sixty minutes once a day is sufficient. For others, two separate one-hour blocks may be necessary. By grouping together activities that tend to be unproductive we can reduce the inefficiency and take back control of our day.



BUFFER BLOCK TASKS

BREAKOUT BLOCK – One of the key factors contributing to performance plateaus is the absence of free time - so often entrepreneurs and professionals get caught up in working longer and harder. This approach is an energy and enthusiasm killer. In order to achieve greater results what’s necessary is not more hours, on the contrary, it is more free time.

A Breakout Block is a minimum 3 hour block of scheduled time that is devoid of any work related activities and thoughts. It is time scheduled away from the business during normal business hours. This time is designed to refresh and reinvigorate so that when you return to work you can effectively focus.

YOUR BREAKOUT BLOCK ACTIVITIES

The Time Blocking concept can be used for more than just Strategic or Buffer Blocks. The more you can structure your days and weeks the more effective your execution becomes. If possible, schedule routine tasks on the same day at the same time each day of the week. Also consider when you tend to be at your best. Are you a “morning” person or are you better in the afternoon or evening? Schedule the important activities during this time: Strategic and money-making activities, like your Strategic Block and coaching sessions.

NOTES:

model WEEK



	Sunday	Mon.	Tuesday	Wed.	Thurs.	Friday	Sat.
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							