

LIFE IN MOTION



THE TIME BLOCKING WORKBOOK FOR BUSY WOMEN



LYNN M. WINTER



***You control your time, it
doesn't control you.***

Think about that statement and let it seep into your brain as you think about what your day would look like if you lived that way.

How would you treat appointments, tasks, and errands? Perhaps you would have the freedom to feel great about what you have accomplished and still have free time left over. That statement is pure truth. You DO control time, it has no power over you unless you let it. You have the same amount of hours in your day as Einstein, Oprah, Beyonce... you know, all the great, accomplished people the world has observed as influential. If you want to get more done, be productive, feel good about your day, and rock this thing called life, you've got to take ownership of your time.

Time blocking is exactly what it sounds like – blocking chunks of time to perform certain tasks. You're basically telling your time where to go like you do with your money when you invest it. But, instead of telling every dollar how it will be used before you earn it, you're telling every hour how it will be spent before it happens. It's taking ownership of your time, and in turn, taking ownership of your life. This is a key part in living on purpose with intention and focus, which is really important to me.

Follow the prompts in this workbook to help you figure out how to design your best life in motion. Don't worry, I am here to help and support you along the way!

Lynne
WINTER

Write down all your standing
appointments for each day of
the week:

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

Write down your "working"
hours for each day. These are
the hours you are not sleeping.

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

Write down the things you
would like to accomplish before
your kids/partner wakes.

1.

2.

3.

4.

5.

TIME MANAGEMENT

- Committed time v. Free time
- List out all the non-negotiable things you have to do everyday and block those out
 - Work hours
 - Kids activities
- Now calculate your free time, i.e., the time you have left
- Brain Dump

Write down set hours. These are
your non-negotiables. The
things you must do each week.
Ex: work, school, appt., church

sun.

mon.

tues.

wed.

thurs.

fri.

sat.

Write down the "free" time. The
spaces in your day where
nothing is scheduled.

sun.

mon.

tues.

wed.

thurs.

fri.

sat.

HOW TO TIME BLOCK

- ❖ Schedule all the non-negotiables first
- ❖ Add in the priority tasks next
- ❖ Allot free time
- ❖ Leave downtime for the end of the day
- ❖ Leave time in the am and then in pm for responding to emails and voicemails
- ❖ Take a brain break
- ❖ Color code tasks by task and by person
- ❖ One color for each member of the family
- ❖ One color for each work task
- ❖ If you do not get to a task, immediately move it to another block
- ❖ If you do a different task, add it to your schedule
- ❖ If you finish in less time than you planned, adjust for it

Write down the "free" time. The
spaces in your day where
nothing is scheduled.

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

BRAIN DUMP

[illegible]

DELETE



S M T W T F S

DATE _____

WORK

PERSONAL

[illegible]

SET SMART GOALS

☐ **S**pecific

☐ **M**easurable

☐ **A**chievable

☐ **R**elevant

☐ **T**imebound

Goal Setting

WORKSHEET

START

DUE

GOALS

WHY I WANT THIS?

DATE

ACTION PLAN/TASKS

MY MILESTONES

01

02

03

04

QUARTER 01

QUARTER 02

QUARTER 03

QUARTER 04

YEAR OVERVIEW

MAR

FEB

JAN

JUN

MAY

APR

SEP

AUG

JUL

DEC

NOV

OCT

Today's View

Date:

FEELING

QUOTE OF THE DAY

WHAT EMPOWERED ME
TODAY



POSITIVE
VIBES

IMPORTANT

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

TODAY I WILL

HOW I WAS KIND TODAY

SLAY

Gratitude



NOTES