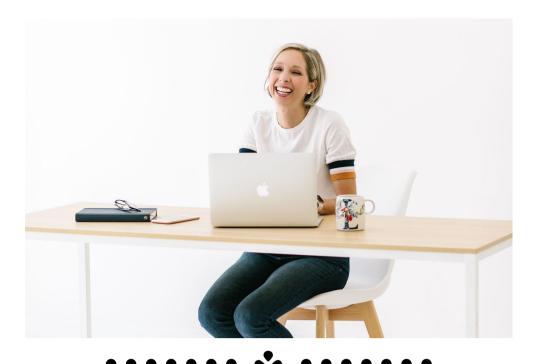
## LIFE IN MOTION

# THE TIME BLOCKING WORKBOOK FOR BUSY WOMEN



LYNN M. WINTER





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 you 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!

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 then you planned, adjust for it

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

MONDAY	>TUESDAY	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	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
9 am	9 am	9 am	9 am	9 am		9 am
lo am	10 am	10 am	10 am	10 am	10 am	10 am
llam	11 am	11 am				11 am
12am	12am	12am				12am
l 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
2 pm	3 pm	3 pm	3 pm	3 ma	3 p.m	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	9 md	6 pm	6 pm	6 pm	mg 9
7 pm	7 pm	7 pm	7 pm	7 pm	7 pm	7 pm
8 pm	mg 8	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

Task	Time to complete	Date due	Scheduled
	7		

















URGENT

NOT URGENT

DO IT

PLAN IT

DELEGATE IT

DELETE



MORK	PERSONAL

#### SET SMART GOALS

- **□**Specific
- Measurable
- Achievable
- Relevant
- Timebound



DATE	ACTION PLAN/TASKS		MY MILESTONES
		01	
			02
	O		
	0	03	
	0		04

		QUARTER 01		QUARTER 02		QUARTER 03		QUARTER 04
VIEW	MAR		Nhr		435		234	
- OVER-VIEW	FEB		MAY		Aug		70N	
YEAR	N&7		APR		Jhr		T20	

Date:

### Today's View

FEELING	QUOTE OF THE DAY	WHAT EMPOWERED ME TODAY
BBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBBB	POSITIVE	IMPORTANT
TODAY I WILL	HOW I WAS KIND TODAY	- C114
Gratitude		JLH o
	NOTES	