

# Time Blocking Checklist & Plan



## Checklist

- Mobile phone/cell switched to airplane mode
- Landline phone diverted to someone else or answering service
- All notifications on computer/table/laptop switched off
- All relevant people notified, managed other's expectations  
(This might help: <http://www.sallyfoleylewis.com/site/wp-content/uploads/2014/08/PleaseDoNotDisturb.pdf>)
- Glass of water, cup of tea or coffee prepared
- Desk or workspace cleared and ready
- One single, clear intention for the time block set (use below)
- Post-time blocking activity set (use below)
- Timer set (see below)

### 1. Intention:

What is the one, clear goal or intention for time blocking?: (What do I want to achieve in this set time?)

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### 2. Time: How much time will I block?: \_\_\_\_\_

If you're not sure, it's better to over estimate than under. If you're constrained by time, e.g. you can only be 'offline' for 30 minutes then make sure your intention, your expected achievement, is realistic for the 30 minutes. It's important to be realistic because if you don't achieve what you set out to achieve in the time set (barring emergencies) you'll be demotivated and less likely to maintain the time blocking practice.

### 3. When I finished this task, and still have time left, I will... (You can do more of the same work, do some other task or go straight to the step 4.):

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### 4. When the timer rings, my time blocking ends, what I will do to celebrate is... (Pattern break, i.e. do something completely different, get up from your desk/move away from your workspace):

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|---|---|
| <input type="checkbox"/> Go for a walk                  | <input type="checkbox"/> Ask if any colleagues need a hand with their tasks |
| <input type="checkbox"/> Grab a small treat             |   |
| <input type="checkbox"/> Play with my children / pets   | <input type="checkbox"/> Other: _____                                       |
| <input type="checkbox"/> Chat with a friend / colleague |   |