THE ASSISTANT'S HANDBOOK

How to time block like a pro

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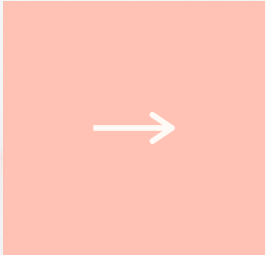
Welcome

This guide is for you if you want to *take back control* of your busy days, *feel empowered* to focus on what is important & ensure your exec is working *as efficiently as possible..*

What is time blocking?

Time blocking means dedicating periods in your day to a specific task or collection of tasks.

Head to The Power of Time Blocking for more information.

In this pack

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How to time block your calendar

How do you spend your time?

Make a list of everything you do each day or week. Use Template 1 to help you.

How long does it take?

Estimate how long each task takes & add the duration to Template 1. Make sure your timings are realistic!

How can you group your tasks?

Collate each task into a group - eg everything to do with expenses goes in one group. Use Template 2 to help with this.

Embrace colour!

Assign a colour to each group, This extra step makes keeping a handle on your calendar super easy,

Start blocking

Map out your day and week using Template 4. The aim is to include each group in your calendar in a way that makes sense for you. Make sure you check out the sample calendar!

One more step

Once you're happy, transfer to your calendar. Don't forget to colour coordinate!

How to time block your exec's calendar

Before you begin

Time blocking for your exec might not be possible, but there are 3 things you can do instead.

Build in buffers

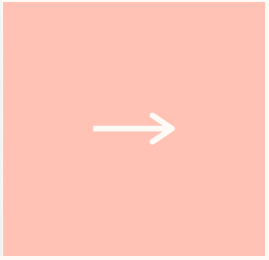Build in buffers before & after meetings so that they can reset.

Incorporate power hours

Book a room, make a list if they need it & encourage your exec to use the hour to focus on a specific item without any distractions

Embrace colour!

Assign everything in your exec's calendar a group and colour (Template 3). That way you can tell at glance if a day or week will be feasible.

Templates

My Tasks

Task	Frequency	Duration
Collate expenses	Weekly - Tuesday	20mins

Task	Frequency	Duration

My Groups

Tasks	Group	Colour
Collate expenses, check expense claims, approve/submit for approval	Expenses	Green

My Exec's Groups

Tasks	Group	Colour

My time blocked calendar

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:00 - 09:00					
09:00 - 10:00					
10:00 - 11:00					
11:00 - 12:-00					
12:00 - 13:00					
13:00 - 14:00					
14:00 - 15:00					
15:00 - 16:00					
16:00 - 17:00					
17:00 - 18:00					

Sample time blocked calendar

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:00 - 09:00	Emails, slack & calendar 8:45 - 9:30	Emails, slack & calendar 8:45 - 9:30	Emails, slack & calendar 8:45 - 9:30	Emails, slack & calendar 8:45 - 9:30	Emails, slack & calendar 8:45 - 9:30
09:00 - 10:00					
10:00 - 11:00					
11:00 - 12:-00					
12:00 - 13:00	Lunch 12:30-13:30	Lunch 12:30-13:30	Lunch 12:30-13:30	Lunch 12:30-13:30	Lunch 12:30-13:30
13:00 - 14:00					
14:00 - 15:00	Validate expenses			Validate calendar for tomorrow	Chase outstanding emails
15:00 - 16:00				Prepare all-hands 16:45 - 17:15	
16:00 - 17:00					
17:00 - 18:00	Validate calendar for tomorrow	Validate calendar for tomorrow	Validate calendar for tomorrow		Validate calendar for next week

Let's stay in touch

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