

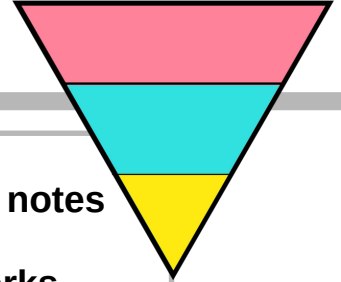
# TIME *Blocking*



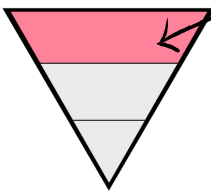
PLANNER  
CALENDAR

the *Bliss* collective

# HOW TO Time Block

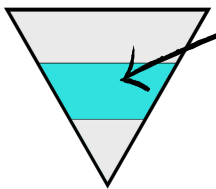


This worksheet is designed to organize your notes and help you to **BLOCK** out your time and accomplish your tasks more efficiently. It works similar to a funnel, so make sure you start at the top and work your way down.



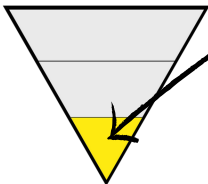
## CATEGORIZE

This section is for ALL.THE.THINGS. You know, those sticky notes and to-do lists you have everywhere. Put all that information into categories to help with your brainstorming. We have listed categories for you; business, family, personal, self-care and other. But feel free to change these categories to fit your needs.



## PRIORITIZE

This section is where you can take that overwhelming list you created, and decide which tasks are the most important or urgent, creating a more manageable list. Take your top tasks and place them under which day you're going to complete the task. Don't worry if you don't find a place for all of your tasks, just start with the most important first and the rest can roll over to the next week.

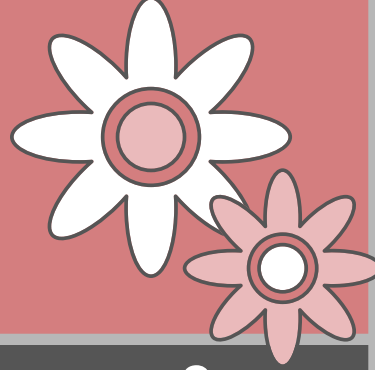


## TIME BLOCK

This last section is where you schedule all your tasks, it's blocking out sections of time in your schedule to accomplish your priority to-do list. Don't forget to look at your Month-at-a-Glance when filling this out. As entrepreneurs, it's powerful to make appointments with ourselves and hold ourselves accountable.

**Print as many copies of pg 3-6 as you need**





Goals:  
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Expenses!  
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# My Bliss Week



TO-DO



DAILY TASKS



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Believe In Yourself!

Personal

Self Care

Other

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