

# TIME BLOCKING

## The Creative CEO → Planning System

### Step 1: Map Your Blocks



<b>Self</b>	All time dedicated to YOU. Examples include Core 4, working out, self-care, meditation <i>Length = The length of the activity</i>
<b>Family</b>	All activities dediacted to time with your close reileationships. Examples include date night, after-school activities, weekly family traditions, church, etc. <i>Length = The length of the activity.</i>
<b>Create</b>	Time dedicated to your unique ability as a leader and as a creator. Acivities that fall in the IMPORTANT but not URGENT quadrant. <i>Length = 90 minutes to 3 hours / 2x to 4x a week</i>
<b>Manage</b>	Time dedicated to working on other people's projects and priorities. <i>Length = 90 minutes / Min 2x a week</i>
<b>Meet</b>	Open blocks where your team can meet with you and schedule external meetings without having to ask. <i>Length = 90 minutes / Min 2x a week</i>
<b>Buffer</b>	Things won't go to plan. Buffer are the blocks in your week you keep open for whatever comes up! <i>Length = 90 minutes to 2 hours / Min 2x a week</i>
<b>Plan</b>	Your weekly review and planning session to setup next week and customize the calendar. <i>Length = 90 minutes, scheduled on Sunday</i>

### Step 2: Transfer to a digital calendar

Ensure each block is a unique item, repeating weekly.

### Step 3: Customize the week

### Step 4: Plan the details

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
5:30 AM							
6:00 AM							
6:30 AM							
7:00 AM							
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