

# Be More Productive with Block Scheduling

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Block scheduling is a time management technique that involves dividing your day into blocks of time and scheduling specific tasks for each block. **Block scheduling can help you to be more productive by reducing distractions and focusing on one task at a time.** To use block scheduling, first identify the tasks that you need to complete and lump the similar tasks to do at the same time. Only do those tasks during that time.

## How to Avoid Overwhelm and Stress with Block Scheduling

It is important to be realistic when scheduling your tasks. If you try to schedule too much in a single day, you will likely end up feeling overwhelmed and stressed. Instead, start with a small number of tasks and gradually increase the number of tasks as you become more comfortable with block scheduling.

Here are a few tips for using block scheduling effectively:

- **Choose a time management system that works for you.** There are many different time management systems available, so find one that fits your needs and personality.
- **Be flexible.** Things don't always go according to plan, so be prepared to adjust your schedule as needed.
- **Take breaks.** It is important to take breaks throughout the day, even if it is just for a few minutes. This will help you to stay focused and avoid burnout.

Block scheduling can be a great way to improve your productivity. By following these tips, you can use block scheduling to get more done in less time.

## Action Item

Set aside at least one hour this week to unplug from technology and enjoy the glorious summer in any way you would like. This could include going for a walk, reading a book, spending time with friends or family, or simply relaxing in the sun.

Unplugging from technology can help you to de-stress, clear your head, and gain new perspective. It can also help you to reconnect with the world around you and appreciate the simple things in life. So, take some time this week to unplug and enjoy the summer! You deserve it.

**Fun Fact:** Block scheduling was first introduced in the United States in the 1960s. It was originally designed to help students learn more effectively by giving them more time to focus on each subject.