



Stay focused and efficient with

# Time Blocking

because it's a lot.

On our computers alone, in addition to actually working on the photos we've taken, we photographers have *emails to answer, websites to design and manage, copy to write, marketing collateral to produce, social media posts to plan and compose, taxes to pay, financial records to keep, prints to order, bills to pay, software and subscriptions to keep updated...* And *off* of our computers, aside from actually taking photos, we have *gear to clean and get serviced, props to organize, offices to keep tidy, things to mail, locations to scout, hard drives to keep track of, and did I mention offices to keep tidy (or not)...*



If I sit down at my computer and look at *everything all at once* that I have to do as I *fly solo* operating my business, I will feel overwhelmed and I will find myself switching from task to task and getting distracted and frustrated and ultimately accomplishing very little.

I might find that I have many programs open with things I'm actively *working on*, but nothing that I am *actively focused on*. **Can you relate??**

Your wellbeing is too important and  
*your time is too valuable* for you to work this way.

**For me, the only solutions to a scattered work approach are:**

- Prioritizing a **weekly "Must Do"** list of tasks for the upcoming week. I do this on Sunday evenings after the kids go to bed and before I cozy up for some tv time with my husband!
- **Blocking my time** so that when I do leave my personal life and "go to work" at the computer, I can be focused and efficient. When I dedicate an hour or two to one specific task, I can turn off unwanted distractions, choose the right playlist for the task at hand, and actually check things off my list one at a time.

**Until it's second nature, get into the habit of time blocking by using the printable worksheet every week.**





## Using your Time Blocking Worksheet:

### Step One: *cross off*

Cross off any blocks of time that you already know you will not be on your computer to work. You know your routines and your family's schedule and if you're like me, you can probably *easily* identify all the hours of the week that you will *not* be able to be at your desk working! *Tip: Don't feel the need to write down all your schedule events; this worksheet is dedicated to blocking your tasks, not managing your calendar.*

### Step Two: *plug in*

Look at your to-do list. Estimate how long it will take you to complete each task (for example, it takes me half an hour to cull a session, an hour to design and order a book, and about an hour to intentionally 'do social media' any given day). Start plugging in blocks of time throughout the week that you can dedicate to one thing and one thing only and fill up your week with Time Blocks. If you know you have four sessions to edit this week, plug them in. If you know that you need to spend a whole day working on your website, plug it in. If you know your monthly taxes are due Friday, plug it in on Thursday.

### Step Three: *do work*

*Turn off distractions, turn on some tunes and get after it.* Of course we know that distractions come in many forms and sometimes we need to be flexible. Life and people we love are distractions that we can embrace; social media notifications and a mountain of editing or emails are distractions that we can put aside while we do another task that's equally important. Accomplish your tasks, *distraction free* and enjoy how gratifying it is to systematically check things off of your list!

**Time blocking your work day is different from managing your schedule or your calendar.**

**It is centered on tasks and productivity, not on events.**

**It gives you control of your distractions and your successes.**

Computer Time							
I'm at work when I'm at work, so I can be at home when I'm at home.							
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
MORNING 7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
AFTERNOON 12:00							
12:30							
1:00							
1:30							
2:00							
2:30							
3:00							
3:30							
4:00							
4:30							
EVENING 5:00							
5:30							
6:00							
6:30							
NIGHT 7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							

sample time blocks: EMAIL | EDITING | WEBSITE | SOCIAL MEDIA | WRITING | FINANCE | LEARNING

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## Sample Time Blocking Worksheet

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
MORNING 7:00							
7:30							
8:00							
8:30							
9:00	ANSWER EMAILS	SOCIAL MEDIA PLANNING		FINANCE + FILE TAXES	DESIGN+ORDER 1 BOOK		
9:30							
10:00		WRITING TIME		WRITING TIME	EDIT 1 SESSION		
10:30							
11:00							
11:30							
AFTERNOON							
12:30	DESIGN+ORDER 1 BOOK				LEARNING TIME	SOCIAL MEDIA ENGAGEMENT	
1:00							
1:30	WORK ON WEBSITE	SOCIAL MEDIA ENGAGEMENT	ANSWER EMAILS	SOCIAL MEDIA ENGAGEMENT		CATCH UP	
2:00		WORK ON WEBSITE	EDIT 1 SESSION				
2:30							
3:00		EDIT 1 SESSION			ANSWER EMAILS		
3:30			WORK ON WEBSITE				
4:00	WORK ON WEBSITE						
4:30							
EVENING							
5:00							
5:30							
6:00							
6:30							
NIGHT 7:00							
7:30							
8:00	CULL 2 SESSIONS	EDIT 1 SESSION					PLAN NEXT WEEK
8:30							
9:00							
9:30							
10:00							
10:30							

*This week I was able to edit four sessions, work on my website for five hours, spend three hours emailing with clients, design and order two books, file my monthly taxes, take an online course, engage on social media for three hours, and more, in approximately 25 hours at my desk.*

*I've factored in my personal schedule commitments and my own bedtime, and I've left margin and flexibility at multiple chunks to account for when things don't go exactly as planned.*

### Feeling stuck?

Email [julie@juliegriffineducation.com](mailto:julie@juliegriffineducation.com) to set up a tele-mentoring appointment if you'd like to walk through this or any other time-saving and workflow strategies together!

More tools, resources and learning opportunities for family photographers at:  
[juliegriffineducation.com](http://juliegriffineducation.com)

