

Time Management: Calendar Blocking

Example of Calendar Blocking:

GMT+01	Mon 8/2	Tue 9/2	Wed 10/2	Thu 11/2	Fri 12/2
09:00					
10:00	10:00 – 11:00 Resource Meeting	10:00 – 11:00 Preview Previous Days	10:00 – 11:00 Preview Previous Days	10:00 – 11:00 Review Previous Days	10:00 – 11:00 Review Previous Days
11:00	11:00 – 12:30 Weekly Fundraising Meeting	11:00 – 12:30 Meeting with Management Team			11:00 – 12:00 Meeting Accountants
12:00	12:30 – 14:00 bilateral meeting				
13:00		13:00 - bilateral	13:00 – 14:00 Deadline Report Y		
14:00	14:00 - Lunch Break	14:00 - Lunch Break	14:00 - Lunch Break	14:00 - Lunch Break	14:00 - Lunch Break
15:00	14:30 – 16:00 Monday's All Hands on Deck	14:30 – 16:00 Meeting with partnerorganisation X		14:30 – 16:30 Workshop with staff about fundraising	14:30 – 15:30 photography workshop
16:00		16:00 – 17:30 Fill in forms for accountants			16:00 – 17:00 Filing
17:00	17:00 – 18:00 Plan Follow-up		17:00 – 18:30 Read Proposal and Reflect		
18:00					

What is Calendar Blocking:

Calendar blocking is a technique to help you to manage all of your regular tasks in addition to the things that come up in your day to day work.

This can be a regular guide to help you focus on your priority areas, and use your time effectively.

How to Start?

1. Take time to think about the Key Responsibility Areas of your job role. You may want to consult your job description at this point.
2. Within each of those areas list things that need to happen on a regular basis, or things that you will need to address on a regular basis. Some examples could be:

- If you are the leader of an organisation you may have trouble keeping your board informed - so you can list out “Board Communications”
 - If you are leading fundraising or donor relations, you know you will regularly need to write reports to donors - so list out “Donor Reporting”
- In the end you should have a list of 5- 10 regular items that you need to address to be successful in your role.

Your list could look like this:

- Meetings with direct reportees
- Meeting with supervisor
- Training material development
- Researching new partners
- Internal technology project
- Field visits
- Parent teacher night planning

3. Additionally, note down activities that you need to do regularly as part of the administration of your job role. These items could include things like:
 - Expense reporting
 - Report corrections and submission
 - Email management
4. Once you have these lists created make a rough draft of your calendar, either on scrap paper or in a basic table, and start entering the highest priority activities:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Meetings with direct reportees	Internal technology project	Training material development	Internal technology project	Meeting with supervisor
Afternoon			Parent teacher night planning	Researching new partners	Field visits

5. Once you are happy with the basic calendar, you can use your online calendar or diary to start block these times off every week! This will help you curb the feeling of being overwhelmed and ensure you see your key priority areas moving ahead.

- After the Key Responsibility Areas are addressed start filling in the more administrative tasks like email, which can be a big time sucker, or expense claims. Schedule these activities for when you have low energy in the day, allowing you to keep getting work done during your less productive times of day.

Finally your calendar should look something like this:

GMT+01	Mon 8/2	Tue 9/2	Wed 10/2	Thu 11/2	Fri 12/2
09:00					
10:00	10:00 – 11:00 Resource Meeting	10:00 – 11:00 Preview Previous Days	10:00 – 11:00 Preview Previous Days	10:00 – 11:00 Review Previous Days	10:00 – 11:00 Review Previous Days
11:00	11:00 – 12:30 Weekly Fundraising Meeting	11:00 – 12:30 Meeting with Management Team			11:00 – 12:00 Meeting Accountants
12:00	12:30 – 14:00 bilateral meeting				
13:00		13:00 - bilateral	13:00 – 14:00 Deadline Report Y		
14:00	14:00 - Lunch Break	14:00 - Lunch Break	14:00 - Lunch Break	14:00 - Lunch Break	14:00 - Lunch Break
15:00	14:30 – 16:00 Monday's All Hands on Deck	14:30 – 16:00 Meeting with partnerorganisation X		14:30 – 16:30 Workshop with staff about fundraising	14:30 – 15:30 photography workshop
16:00		16:00 – 17:30 Fill in forms for accountants			16:00 – 17:00 Filing
17:00	17:00 – 18:00 Plan Follow-up		17:00 – 18:30 Read Proposal and Reflect		
18:00					

Best of Luck with your time management!