

SELF-LEADERSHIP MATRIX Time Blocking Method

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 AM to 12 Noon							
12 Noon to 6 PM							
6 PM to Midnight							

Strategy for Time Blocking:

Aggregate appointments/activities within categories and look for opportunities to maximize replenishing down time.

Guidelines for Time Blocking:

- Segment your activities into 5-6 major categories that are meaningful to you.
- Determine desired percentages for each category.
- Translate percentages into hours/week.
- Put an X in any box that you have one appointment/activity or more in each category.
- Put a 0 in any box in which you have no plans...when your activities will be more spontaneous.

Goal: Life balance within 21 boxes: 15 X's, 6 0's

- 20-21: Burnout
- 18-19: Stress Zone
- 15-17: Busy, but productive
- 10-14: On vacation
- 6-9: Retirement Lifestyle

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