

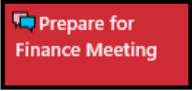



Time Blocking Recurring Meetings

Time blocking is the time management method of blocking time on your calendar for your most important tasks. One of the best uses of time blocking is for recurring meetings. By default, the actual meeting is going to be on your calendar. However, what about the time that you need to prepare for the meeting?

This week, go through your calendar and identify all of your recurring meetings. For each meeting, do the following:

1. Determine what you need to do in order to be prepared for the meeting. Estimate the amount of time it will take you. If you do not have any responsibility (you are just a participant in the meeting), then move to the next meeting.
2. Based on the amount of time you have estimated you will need to prepare for the meeting, back up on your calendar and start to find a block of time that you can put on your calendar for prep time. For example, if you always have a meeting on Thursdays, and you need 1 hour to prepare, you might find a slot on your calendar on Tuesday that will allow you to prepare.

Tuesday	Wednesday	Thursday
15	16	17
		
		

3. It may be that you need a larger block of time to prepare than your calendar will allow for. If that is the case, then you need to work your way backward from the meeting to pick up enough blocked time to prepare. For example, for a Thursday meeting, you might need a block on Tuesday and a block on Monday.