Timeblocking

How to work with a calendar

SCS Lightning Talk Series 2022

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Disclaimer

- Just because it works for me, this doesn't mean it is a good fit for others

Calendar Setup

- Single calendars (work, private, hobbyist group)

  - avoid one calendars with N:M -> visual overload

- Not too many calendars

- Recurring items (time is blocked ahead into the future)

- Add buffers around recurring items

Weekly planning

- Define roles

- Plan your week *outcome based*

  - "By the end of the week, I want to have achieved X"

- Place items in calendar

- Depending on your roles, leave 20 - 40% empty and fill those with blockers

Weekly planning - detail

- Go through the backlog of items missed last week

  - Plan or toss (apparently not important enough)

- Plan the upcoming week **as well as** the one following

  - example: Eisenhower matrix can be helpful

- Look ahead (~ 4 weeks)

  - will take few minutes but you have the chance of identifying problems up ahead

Weekly planning - detail

- When finishing the planning:

  - Are all roles satiesfied?

  - How does the week ahead feel?

  - Empty slots in danger of being booked?

Throughout the week

- Usually things will pop up that are not planned

  - That's what blockers are for

  - Blockers also allow for rescheduling

- *Update your calendar* when things change

  - also add stuff that was not planned but happened, will help in weekly planning session

Resources

- *https://hazardous.org/archive/blog/selfcare/management/
2021/12/01/organizing-my-week*

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