





# TIME BLOCK WORK METHOD

STEP 3 – Now plan your tasks into the time blocks below, using the timer.

✓	TIME BLOCK 1 - 30 / 60 MINUTES
	TAKE A BREAK - SET TIMER TO 5
✓	TIME BLOCK 2 - 30 / 60 MINUTES
	TAKE A BREAK - SET TIMER TO 5
✓	TIME BLOCK 3 - 30 / 60 MINUTES
	TAKE A BREAK - SET TIMER TO 15 / 30
✓	TIME BLOCK 4 - 30 / 60 MINUTES
	TAKE A BREAK - SET TIMER TO 5
✓	TIME BLOCK 5 - 30 / 60 MINUTES
	TAKE A BREAK - SET TIMER TO 5
✓	TIME BLOCK 6 - 30 / 60 MINUTES