HONOR YOUR TIME BLOCKS

Time blocking is for the whole day, not just the work day — an Emmett Realty Group working sheet.

What is time blocking? You reserve a block of time for one thing that matters and treat it like a closing appointment: it does not move, and nothing else gets scheduled over it. That is true for a lead-generation block — and it is just as true for worship, family, planning, and rest. A day that is planned on purpose beats a day that just happens to you.

THE BLOCKS WORTH PROTECTING

- ☐ **Worship & faith.** Church, prayer, and time in the Word. First things first — this block anchors all the others.
- ☐ **Planning.** Plan tomorrow tonight, and the week on the weekend. Ten quiet minutes deciding beats a day of reacting.
- ☐ **Work.** Lead generation first, then appointments and desk work. Your database hours build the whole business.
- ☐ **Family.** Meals together, evenings, and real time with the people you love. Family time is a block, not a leftover.
- ☐ **Rest.** Sleep, Sabbath, and genuine downtime. Rest is scheduled and defended like any other block — it is what makes the work blocks possible.

THE FOUR DEFENSES — SET THEM BEFORE EVERY BLOCK

- ☐ **Build a bunker.** Protect the block physically. Door closed, phone on do-not-disturb, family and team aware: interrupt only for a true emergency. This defends a family dinner as much as a calling block.
- ☐ **Store provisions.** Have everything ready before the block starts — call list and scripts for work; the Bible and notebook for worship; phones put away for family. Leaving to fetch something breaks the block.
- ☐ **Sweep for mines.** Clear the traps first: notifications off, tabs closed, the nagging errand handled or written down for later — so work does not leak into family time, and the phone does not leak into worship.
- ☐ **Say no.** Whatever is not the block you are in gets a no, a later, or a delegate. "I can't at 9 — I can at 11:30" protects work; "That waits until Monday" protects home.

Today's Blocks

Worship / faith: _____ Planning: _____ Work: _____

Family: _____ Rest: _____