

**PLANNING FROM THE INSIDE OUT**

**+**

**BLOCK SCHEDULING**

**COMPANION WORKBOOK**

**LIVE FREE CREATIVE PODCAST**

**EPISODE 56**

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# PLANNING FROM THE INSIDE OUT

## “THINGS TO INCLUDE IN MY LIFE” LIST

- 1 WRITE DOWN THINGS THAT YOU LOVE. INCLUDE THINGS YOU LOVE TO DO, THINGS YOU WOULD LIKE TO INCLUDE IN YOUR LIFE, ACTIVITIES THAT BRING YOU JOY, AND PEOPLE TO SPEND TIME WITH:

- 2 DEFINE FOR YOURSELF HOW OFTEN YOU WANT TO (AND CAN REALISITICALLY) INCLUDE EACH IN YOUR SCHEDULE:  
*Consider your current commitments, energy levels, and season of life.*

DAILY

WEEKLY

MONTHLY/QUARTERLY

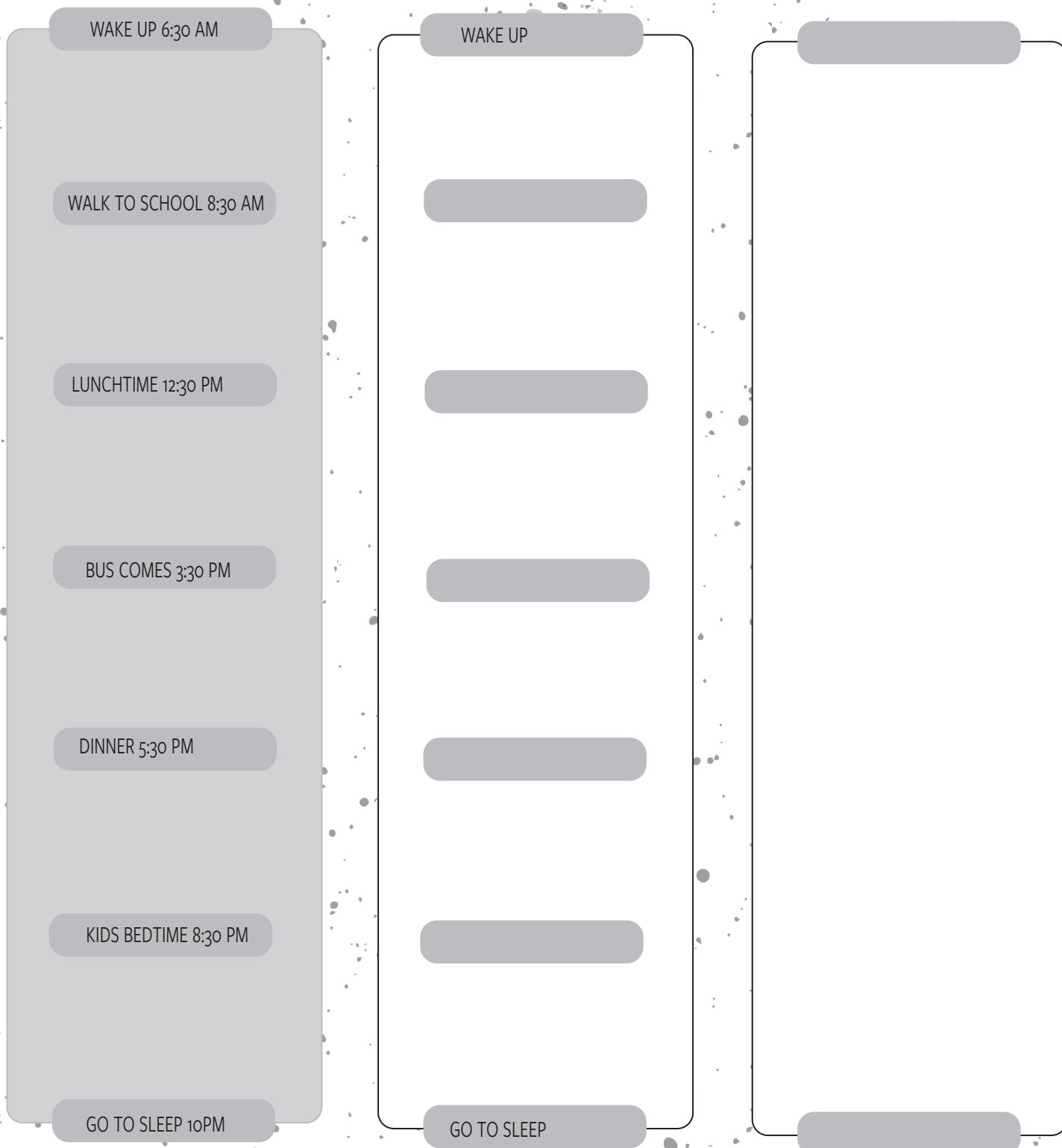
ANNUALLY/BIANNUALLY

# BLOCK SCHEDULING

3

CONSIDER THE NATURAL BREAKS IN YOUR DAY. THESE COULD BE MEALS, NAPS, WORK, OR ACTIVITIES THAT CREATE A BREAKING POINT FROM ONE BLOCK TO THE NEXT. WRITE THEM DOWN BELOW, CREATING A BLOCK FRAMEWORK FOR YOUR OWN LIFE. I'VE PROVIDED MINE AS AN EXAMPLE. MAKE SURE YOUR "DAILY" THINGS FROM THE PREVIOUS LIST ARE INCLUDED. INCLUDE TIMES AND EVENTS IN THE GREY BOXES OR USE THE BLANK COLUMN TO CREATE YOUR OWN NATURAL BREAKS.

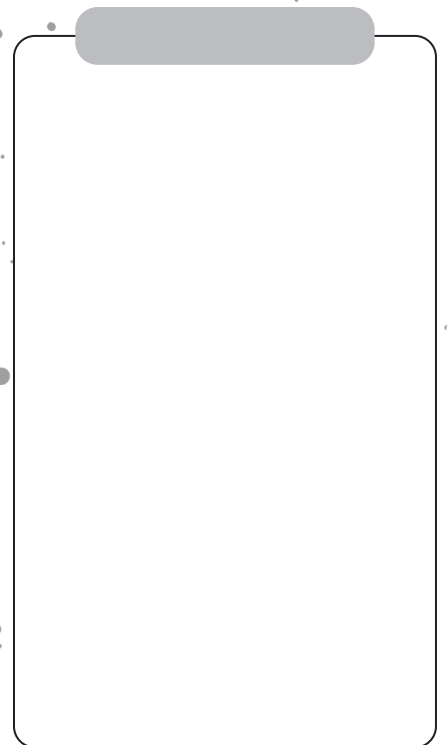
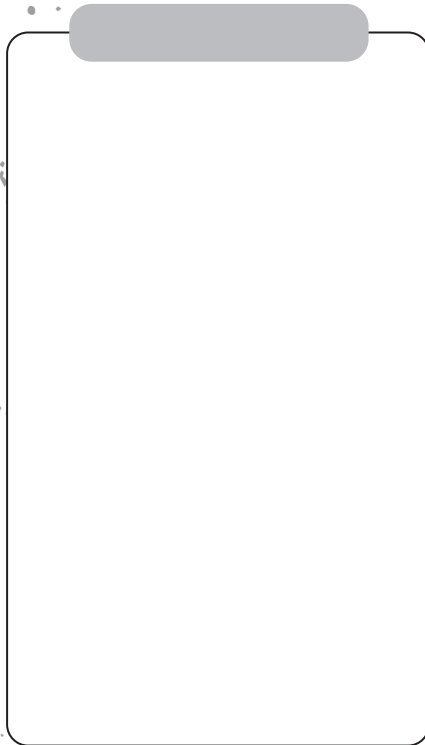
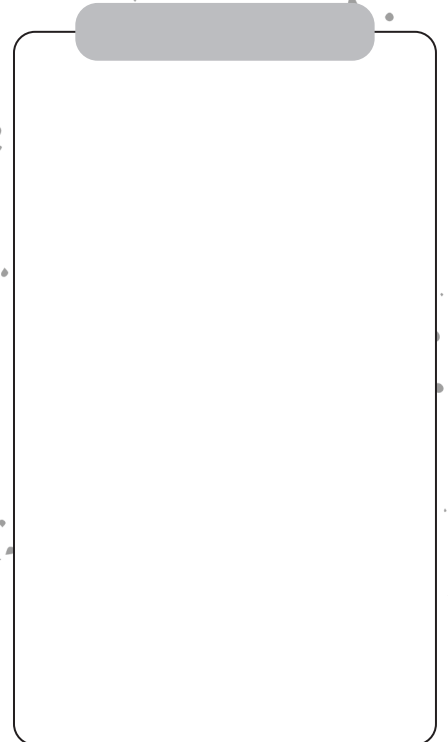
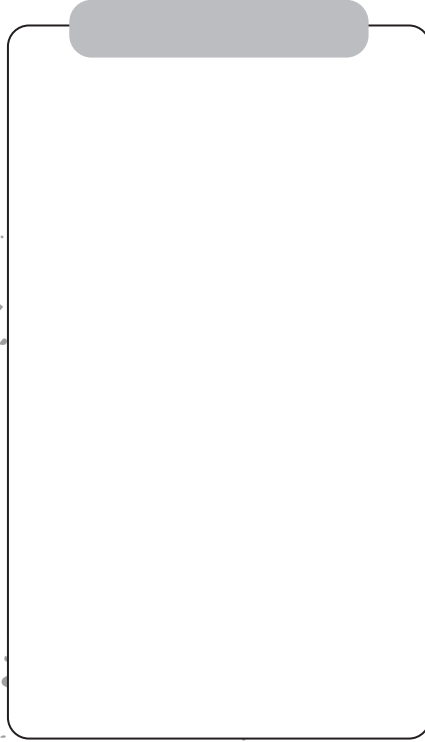
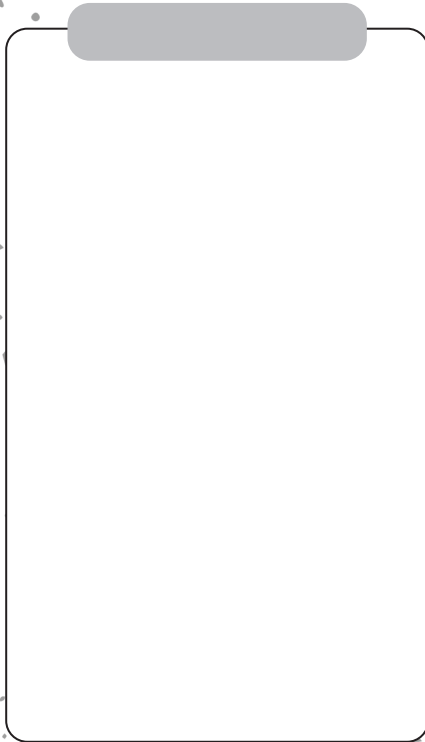
EXAMPLE:



# BLOCK SCHEDULING

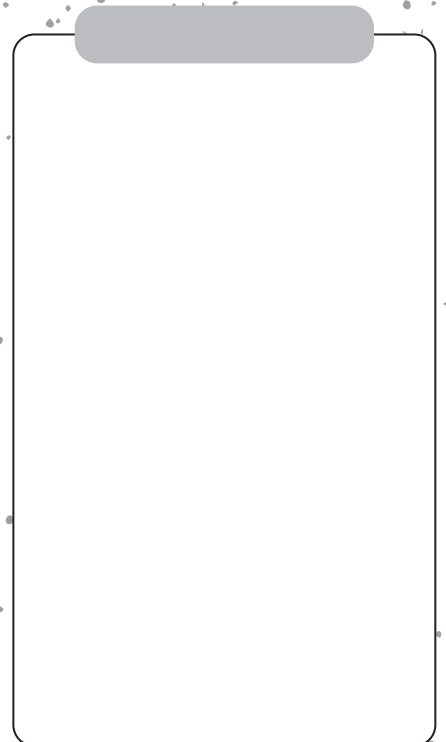
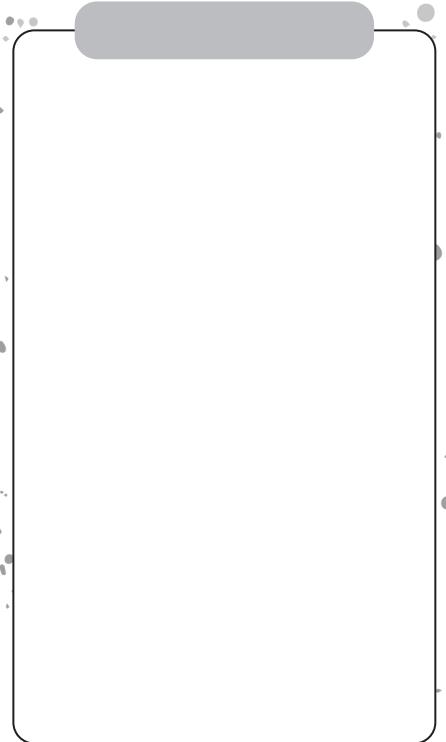
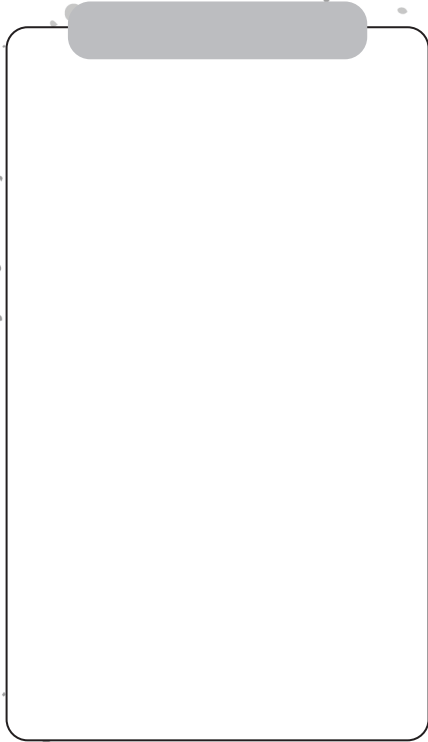
4

DECIDE ON WHAT TYPES OF ACTIVITIES AND TASKS YOU WOULD LIKE TO COMPLETE DURING EACH OF YOUR DAILY BLOCKS. USE THE GREY BOXES TO DESIGNATE THE TIME FRAME FOR EACH BLOCK. FOR IDEAS, LOOK AT THE EXAMPLE SHEETS IN THE BACK OF THIS PACKET.



# BLOCK SCHEDULING

EXTRA PLANNING SHEET



# BLOCK SCHEDULING

5 START BY CREATING YOUR BLOCKS BY DRAWING A STRAIGHT LINE ACROSS EACH OF YOUR TRANSITION TIMES. THEN, USING YOUR GENERAL BLOCK SCHEDULE AS A GUIDE, AND REFERENCING YOUR "THINGS TO INCLUDE IN MY LIFE" WEEKLY LIST, START TO DETERMINE WHERE IN YOUR BLOCK SCHEDULE DIFFERENT SPECIFIC TASKS WILL GO. THIS IS WHERE YOU TAKE THAT LIST OF ACTIVITIES AND SPREAD IT OUT INTO MANAGABLE DAILY TASKS AND ASSIGNMENTS. SEE THE EXAMPLE AT BACK OF THIS PACKET.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

# BLOCK SCHEDULING

EXTRA PLANNING SHEET

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

# BLOCK SCHEDULING

6 YOU NOW HAVE A WEEKLY FRAMEWORK FOR MAKING SPECIFIC PLANS AND ALSO LIVING THE LIFE YOU WANT TO LIVE INCLUDING THINGS THAT BRING YOU JOY. IN THIS SECTION, USE YOUR MONTHLY AND ANNUAL “THINGS TO INCLUDE” LIST TO MAKE SOME PLANS FOR INCLUDING THOSE THINGS INTO YOUR YEAR! BLOCK-BY-BLOCK YOU WILL BUILD THE LIFE YOU WANT TO LIVE!

JANUARY	FEBRUARY	MARCH
APRIL	MAY	JUNE
JULY	AUGUST	SEPTEMBER
OCTOBER	NOVEMBER	DECEMBER



# BLOCK SCHEDULING EXAMPLE

6:30-8:30 AM

## “Morning Block”

- \*meditation
- \*journaling
- \*prayer
- breakfast
- dress
- pack backpacks
- feed pets
- quick clean kitchen
- brush teeth
- kids practice piano

8:30 AM-12:30 PM

## “Household Block”

- \*exercise
- \*walk the dog
- misc. errands
- grocery shopping
- DIY home projects
- visit neighbors
- lunch dates
- eat lunch
- shower
- get dressed

12:30-3:30 PM

## “Work Block”

- record podast
- edit podcast
- write blog posts
- write book chapters
- \*sew
- style photoshoots
- mentorship calls
- email communications
- presentation details
- social media

3:30-5:30 PM

## “After School Block”

- after school snack
- homework
- piano lessons
- soccer practice
- zone cleaning
- play outside
- play dates
- \*one-on-one time
- \*craft projects
- \*bike rides

5:30-8:30 PM

## “Bedtime Block”

- make + eat dinner
- do dishes
- \*family games
- lay out clothes
- pack backpacks
- put away laundry
- take baths
- brush teeth
- prayers
- story time/reading
- 8:30pm kids in bed

8:30-10:00 PM

## “Wind Down Block”

- put away chickens
- 15-minute quick tidy
- catch up with spouse
- evening tea
- review schedule
- \*sit on the porch swing
- \*read a book
- \*evening meditation
- 10pm bedtime

\*From the “Things To Include In My Life” list

# BLOCK SCHEDULING EXAMPLE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
morning		morning routine			sleep in:)	
household run	run + weights *lunch at market	run buy groceries	home workout DIY project	run *visit friends	long run/walk *farmer's market	rest church
work podcast recording	blog posts newsletter	coaching calls	*sewing	book marketing writing		*family hike and picnic
after school *ride bikes to the library	soccer	piano	soccer	no homework! play dates	*family time/big family projects	
bedtime	bedtime routine			*pizza/movie night		*host dinner
wind down			wind-down routine		*date night	

\*From the "Things To Include In My Life" list