



Time Block Template for Busy Leaders

Build a schedule that reflects your priorities, protects your purpose, and promotes peace.

1. Morning Routine

How will you start your day with clarity, prayer, or preparation?

2. Deep Work Focus Block

When will you do uninterrupted, high-value work?

3. Meetings/Collaboration

What time is set aside for team meetings or partnerships?

4. Leadership/Team Development

When will you invest in mentoring, coaching, or developing your people?

5. Client/Customer Time

What time is reserved for serving or engaging your clients?



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6. Break/Recharge Time

How will you step away to refresh your mind and body?

7. Admin/Operations Block

When will you handle systems, paperwork, or email?

8. Evening Reflection & Planning

What will your end-of-day routine include?

9. Family & Personal Time

When will you be fully present with those you love?

10. Sabbath or Rest Block

When will you pause, worship, and let God renew you?
