

Time Blocking

Years 7–12 | Study Planning Strategy

WHAT IS TIME BLOCKING?

Time blocking means assigning specific tasks to specific time slots in your calendar or planner — rather than working from a general to-do list. Instead of "I'll study today", you commit to "I will review Chapter 3 Chemistry from 4:30–5:15pm". Each time block has a dedicated task.

WHY DOES IT WORK? THE PSYCHOLOGY

- Vague intentions ("I'll study tonight") rarely translate into action. Concrete implementation intentions — specifying when, where, and what — dramatically increase follow-through.
- Time blocking creates a visual representation of how much time is actually available, preventing over-scheduling.
- Dedicated blocks protect study time from "task creep" — the tendency for other activities to fill available time.
- For neurodivergent learners, time blocking provides the external structure that can be difficult to generate internally.

"A to-do list tells you what to do. A time block tells you when. The when is what actually gets it done."

TIME BLOCKING RULES

- Be specific about the task — "Maths" is too vague. "Active recall: Chapter 5 trigonometry" is a time block.
- Protect your blocks — treat them like appointments you cannot cancel.
- Include travel, meals, and exercise — everything competes for time.
- Review your blocks each Sunday and adjust for the week ahead.

WEEKLY TIME BLOCK PLANNER

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
3:30pm							
4:00pm							
4:30pm							
5:00pm							
5:30pm							

6:00pm							
6:30pm							
7:00pm							
7:30pm							
8:00pm							