

Calendar Mastery & Time Blocking — Workbook

This workbook turns the course into a working calendar you actually run. Each section maps to a course module and mixes hands-on exercises, fill-in worksheets, and checklists. Work through it inside Google Calendar or Outlook with your real week open, and finish with the action plan and editable templates.

Setting Up Your Calendar as a System

Audit your current week and configure Google Calendar or Outlook with working hours, layered calendars, and a color legend.

Worksheet: Baseline Calendar Audit

Open last week in Week view and fill in the numbers. Keep these; you will compare against them after a month.

Tool you will use (Google Calendar / Outlook)

Total meeting hours last week

Total uninterrupted focus hours last week

Number of events with no agenda or description

Longest deep-work block you actually kept (minutes)

Biggest single source of interruption

Exercise: Configure Core Settings

Make the four high-impact setting changes from the course, then note what you set so you can adjust later.

- Set your working hours per day and write them here (e.g. Mon-Thu 9:00-17:00, Fri 9:00-15:00).

- Turn on Speedy meetings (Google) or Shorten meetings (Outlook). What default lengths did you choose, 25/50?

- Set your default reminder and week-start day. What did you pick and why?

- Confirm your primary time zone and add a secondary one if you work across regions.

Worksheet: Calendar and Color Legend

Create your layered calendars and lock in a color for each. Never reuse a color for a different category. Work-Focus calendar color

Work-Meetings calendar color

Admin calendar color

Personal calendar color

Tentative / Hold color

Who each calendar is shared with (full details / free-busy / private)

Checklist: Module 1 Setup Complete

- Working hours and location set in the tool
- Speedy/Shortened meetings enabled with 25/50-minute defaults
- Time zone confirmed and secondary zone added if needed
- Five (or fewer) layered calendars created
- A fixed color assigned to each calendar and written down
- Baseline meeting hours and focus hours recorded

Designing Your Weekly Time-Block Template

Theme your days, build a recurring weekly skeleton, and tune it to your energy peaks.

Worksheet: Day Theme Map

Assign one or two dominant themes to each weekday. Give your two most important kinds of work their own days where possible.

Monday theme(s)

Tuesday theme(s)

Wednesday theme(s)

Thursday theme(s)

Friday theme(s)

Two email/message batch times you will commit to

Exercise: Build the Weekly Skeleton

Create recurring blocks in your calendar for the whole week, then answer these to pressure-test the design.

- List your recurring blocks with start/end times for a typical day.
 - Which deep-work block sits before 11:00, and what project does it hold?
 - What percentage of your day is booked? Adjust until it is 60-70 percent.
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- Where is your real, busy-marked lunch and end-of-day shutdown block?
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Worksheet: Energy Tracking Log

For three days, rate your focus from 1 to 5 every two hours, then identify your peak windows.
Day 1 ratings by time block

Day 2 ratings by time block

Day 3 ratings by time block

Your two highest-rated (peak) windows

Your consistent afternoon trough window

One deep-work block you will move into a peak window

Checklist: Weekly Template Ready

- Each weekday has at least one assigned theme
- Recurring focus, meeting, admin, and break blocks created
- At least one deep-work block placed before 11:00
- Lunch and shutdown blocks marked busy
- Day is no more than 60-70 percent booked
- Hardest work scheduled into a tracked peak-energy window

Protecting Focus and Running Better Meetings

Defend deep work with focus blocks and buffers, separate maker and manager time, and cut your meeting load.

Exercise: Lock Down Focus Time

Convert your deep-work blocks into defended focus time and add buffers, then record exactly how you protected them.

- Which blocks are now set to Busy with auto-decline or busy status on?

- Where did you add 10-15 minute buffers before or after key meetings?

- What is your single midday release-valve block, and when?

- How will you signal focus in Slack/Teams (Do Not Disturb, status)?

Worksheet: Maker vs Manager Map

Sort your week into maker and manager modes and define your meeting and office-hours windows.
Maker blocks (long, uninterrupted) and their days/times

Manager blocks (meetings, syncs) and their days/times

Your designated daily meetings window

Your weekly office-hours slot

Default message you will tell your team about protected mornings

Worksheet: Decline Script Bank

Personalize a script for each situation so you can decline or reshape meetings quickly and respectfully.
Redirect-to-async script

Send-a-delegate script

Propose-my-window script

Shorten-to-25-minutes script

Three recurring meetings you will challenge or decline this week

Checklist: Focus and Meeting Hygiene Active

- Deep-work blocks set to Busy with protection on
- Buffers added before and after high-stakes meetings
- Mornings designated as maker time and communicated
- Meetings concentrated into one or two windows
- Office-hours slot published
- No-agenda-no-meeting rule and decline scripts in use

Async Coordination and Keeping the System Running

Set up scheduling links, handle time zones fairly, and install a weekly review ritual that keeps the calendar trustworthy.

Exercise: Configure a Scheduling Link

Create one booking type with guardrails that protect your focus blocks, then test it.

- Which tool did you use (Calendly / Google appointment schedule / Bookings / FindTime)?

- What bookable window, minimum notice, and per-day cap did you set?

- What buffers did you add around each booked meeting?

- When you tested in an incognito window, were your focus blocks hidden?

Worksheet: Time-Zone Coordination Sheet

Document your most common cross-zone collaborators and the fair overlap window for scheduling.
Collaborator 1 city and time zone

Collaborator 2 city and time zone

Collaborator 3 city and time zone

Secondary time zone you added to your calendar

Fair overlap window where all are within working hours

Your plan when no fair window exists (alternate times / record)

Worksheet: Weekly Review Planner

Schedule and script your recurring 30-minute weekly review using the course's six-step routine.
Day and time of your recurring weekly review block

Look-back notes: blocks kept vs blown through and why

Top 2-3 outcomes for next week

Peak blocks where those outcomes are placed

Daily shutdown time for tomorrow's most important task

Checklist: System Running and Sustained

- One guardrailed scheduling link created and tested
- Secondary time zone visible on your calendar
- Fair-overlap or rotation plan defined for cross-zone meetings
- Recurring 30-minute weekly review block scheduled
- Daily 10-minute shutdown habit started
- Monthly meeting-hours and focus-hours tracking underway

Your Action Plan

1. Pick one tool, Google Calendar or Outlook, and set working hours, time zone, and 25/50-minute defaults today.
2. Create five layered calendars and assign each a fixed color with a written legend.
3. Record your baseline meeting hours and focus hours from last week.
4. Draw a day-theme map and choose two fixed email/message batch times.
5. Build a recurring weekly skeleton with deep-work blocks, a busy lunch, and a shutdown block, kept under 70 percent booked.
6. Track your energy for three days and move your hardest work into a peak-energy window.
7. Convert deep-work blocks into defended focus time and add buffers around key meetings.
8. Separate maker mornings from a concentrated meetings window and publish weekly office hours.
9. Create one guardrailed scheduling link and add your top collaborator's time zone to your calendar.
10. Schedule a recurring 30-minute Friday review and a daily 10-minute shutdown, and track your hours monthly.

