

# THE BLOCKENHOWER PARADIGM

ONE PART **SCHEDULE**, ONE PART **PLANNING**,  
AND ONE PART **"DIDN'T SEE THAT COMING!"**  
CONNECT THESE DOTS IN YOUR WEEKLY  
SCHEDULE AND YOU'LL UNPACK A HEALTHY  
BLEND OF **PREPARATION** AND **FRUITION**.

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The Blockenhower Paradigm connects three common tools for healthy planning habits and syncs them for a more holistic approach. The BLOCK Schedule is the platform we build on. The MATRIX is the filter we use to build a productive week on our platform. And the LIST is the daily overflow bin designed to do what lists do - help us remember to follow through on the random to-dos that arise unplanned each day. Together, The Blockenhower Paradigm unites our *macro* planning with our *micro* activities in a schedule that's logical enough to engage, yet loose enough to absorb change and still create flow. Spend some time filling in the gaps, trial for a week or so, adjust, and engage your story with more clarity!

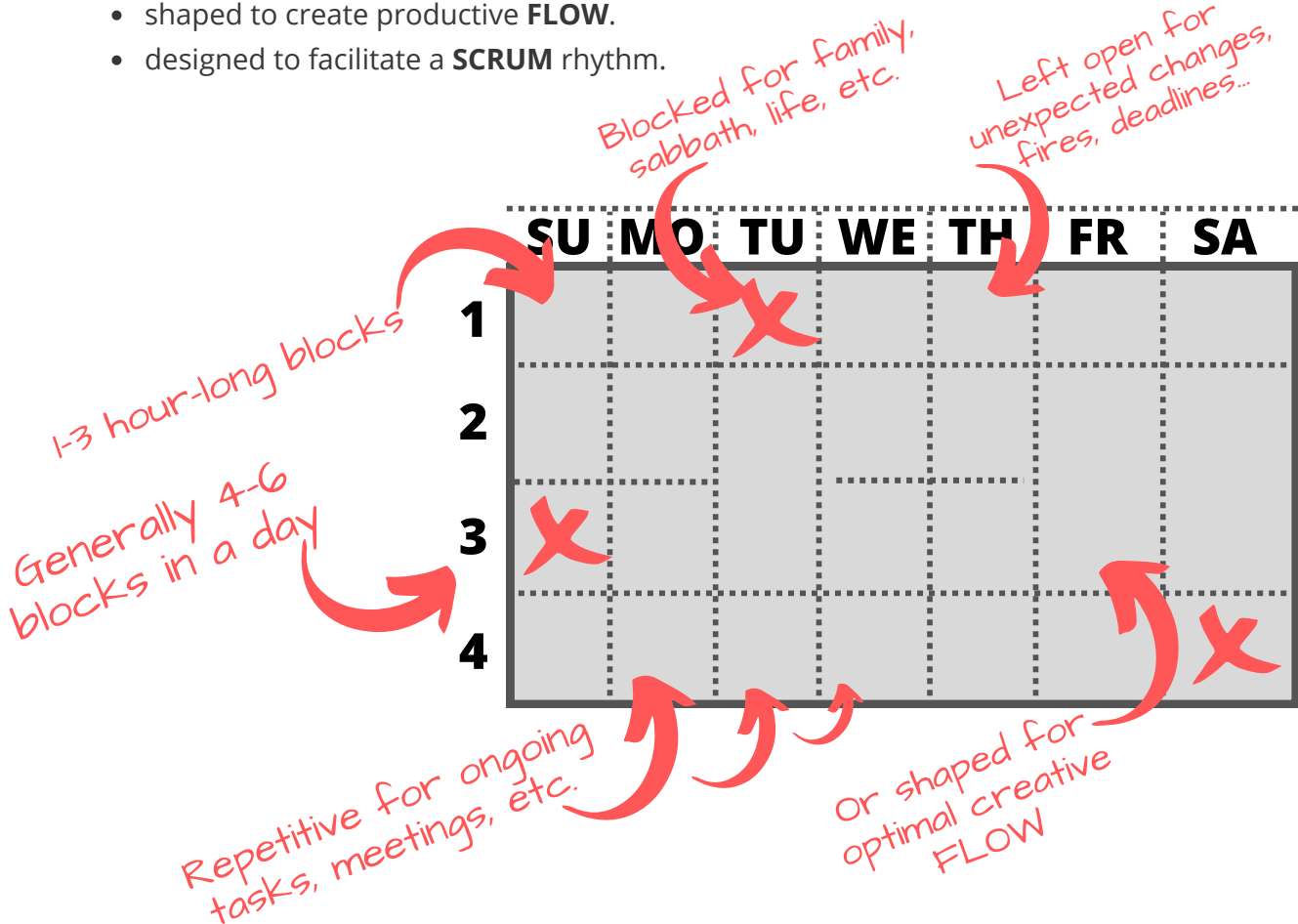
## Qs to Consider Before You Blockenhower:

1. HAVE YOU MADE IT A HABIT TO SCHEDULE THE MOST IMPORTANT ACTIONS FIRST? FAMILY TIME, INTENTIONAL FAITH, HONEST REST, ETC.
2. WHERE IS YOUR DAILY SCHEDULE FALLING SHORT? WHAT'S NEXT?
3. HOW CLEAR ARE YOU ON WHAT YOUR MOST IMPORTANT AND URGENT PROJECTS ARE THIS WEEK? WHAT ELSE IS EATING YOUR TIME?
4. HOW IS YOUR TO-DO LIST HELPING? HURTING?
5. WHAT APPLICATIONS SUPPORT YOUR SCHEDULE, PLANNING, ACTION?

# BLOCK

INSTEAD OF MINUTES AND HOURS, IMAGINE YOUR DAY DIVIDED INTO TOPICAL BLOCKS. OUR SCHEDULES ARE OFTEN SPLATTERED WITH URGENT, RANDOM, MODD-BASED TO-DOS REGARDLESS OF: IMPORTANCE, LONG-TERM GOALS, QUALITY FOCUS, OR HEALTHY RHYTHMS. BLOCKING OFFERS CONTROL WITH FLEXIBILITY - BLOCKS CAN BE:

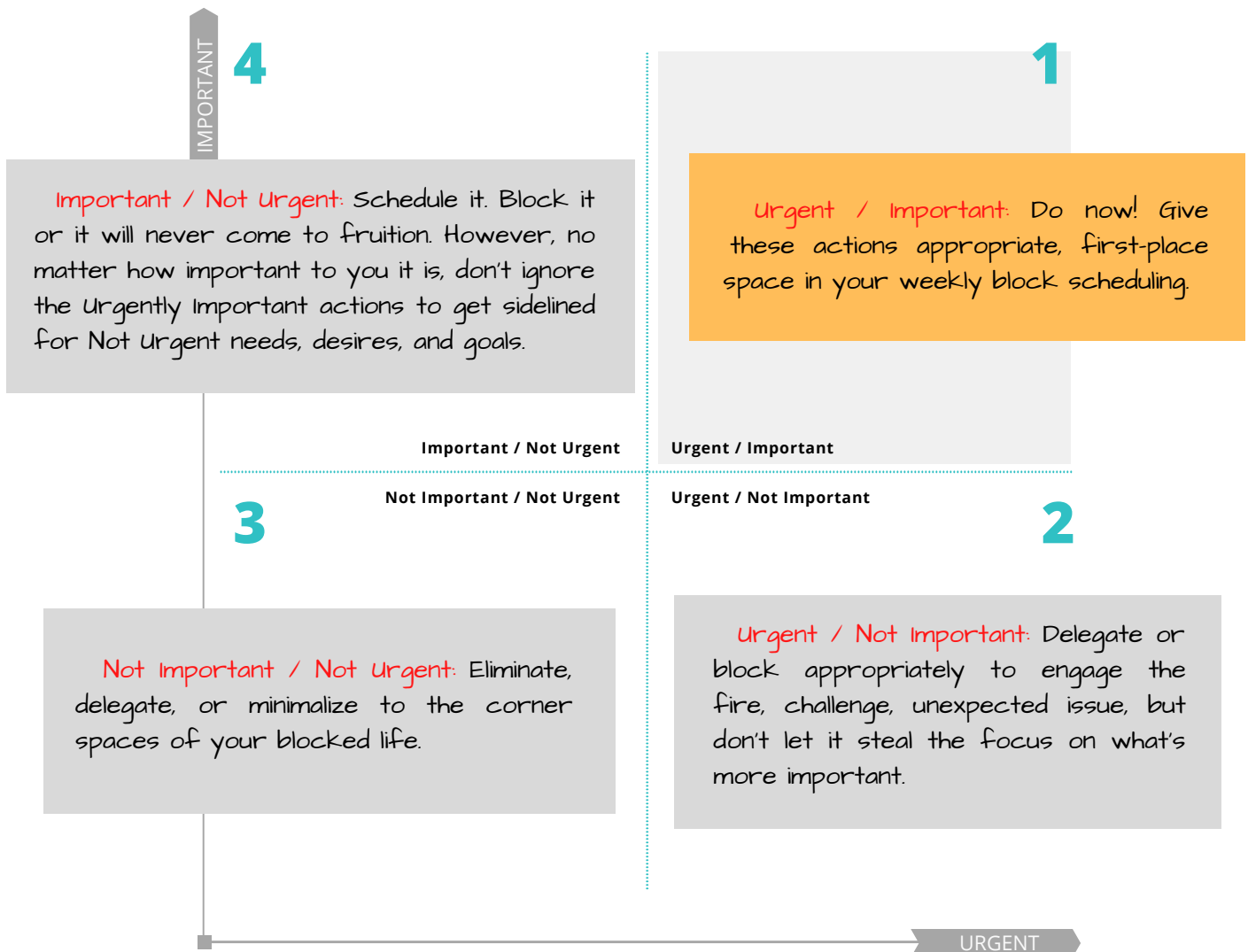
- assigned **different lengths** as opposed to exact and even divisions.
- **repeated** for ongoing events, tasks, or projects at the same time and day of the week each week until a shift is needed.
- created to fill with **potential daily tasks**: meetings, extensions, etc.
- scheduled to **allow for unexpected fires**, changes, challenges, and those general daily pop-up to-dos from that team member who's always behind.
- detailed enough to be a **clarifying daily/weekly guide**.
- general enough to **allow the rest** of the Blockenhower Paradigm to function.
- shaped to create productive **FLOW**.
- designed to facilitate a **SCRUM** rhythm.



# MATRIX

THE EISENHOWER MATRIX IS A SIMPLE EXERCISE INVOLVING THE CLARIFICATION OF WHAT'S URGENT, IMPORTANT, NOT URGENT, AND NOT IMPORTANT. THE GOAL IS TO FOCUS FIRST ON WHAT'S BOTH URGENT & IMPORTANT, PLACE THESE ACTIONABLE ITEMS IN THEIR APPROPRIATE BLOCKS ON YOUR SCHEDULE FOR THE WEEK, THEN WORK BACKWARDS THROUGH THE MATRIX UNTIL ALL ACTIONS ARE EITHER ACCOUNTED FOR, RELEASED, OR ELIMINATED.

Try exercising this process in multiple settings within your creative habit to discover what works best: **Quarterly**: gain clarity for the coming months. **Weekly**: start each week with a quick clarifying order of assignments. **Daily**: begin each day's work with a dose of clarifying project management before the day carries you away.



# LIST

THE LIST IS THE MOST DIVISIVE OF ALL! YES, WE'RE TALKING ABOUT THE CLASSIC LAUNDRY LIST OF DAILY TO-DO ITEMS. SOME WOULD SUGGEST YOU GET RID OF IT ALLTOGETHER, WHILE OTHERS MODERNIZE IT ON PLATFORMS LIKE TRELLO. IN THE BLOCKENHOWER PARADIGM IT PLAYS A SMALL BUT UNIQUE ROLE IN CREATING APPROPRIATE HEADSPACE.

By now you have your **Block Schedule** generally in order. You've also spent time at the start of the week, the month, or the current project **Matrixing** your **Urgent & Important** actions. The **List** is a simple daily habit that:

- helps you to acknowledge and deal with unexpected items/actions in your schedule for the day and drop them into the appropriate block.
- offers you a chance to free up mental space simply by taking note of it as a way of remembering to deal with it at the right time.
- helps you clarify on the go what is most urgent and important as changes arise on the fly.
- allows you and your team to grab ahold of daily items and freely engage them as time and space allows.

*The List (In Action):*

- 1. Weekly family 'Big Breakfast!'*
- 2. Email Team Draft Two.*
- 3. Great idea for Book 3 - see notes and work on thesis soon before I forget!*
- 4. Invite Freddy to BBQ when I see him..*

	SU	MO	TU	WE	TH	FR	SA
1			X				
2							
3	X						
4							X

# YOUR TURN

THE MOST FULFILLING PROJECTS, SCHEDULES, AND LIFE RHYTHMS ARE THOSE LIVED OUT BY MEN AND WOMEN WHO STEP FORWARD EACH DAY ON MISSION, TOWARD THEIR GREATER GOALS, WITH THEIR CORE VALUES CLEARLY INFUSED WITHIN THEIR JOURNEY.

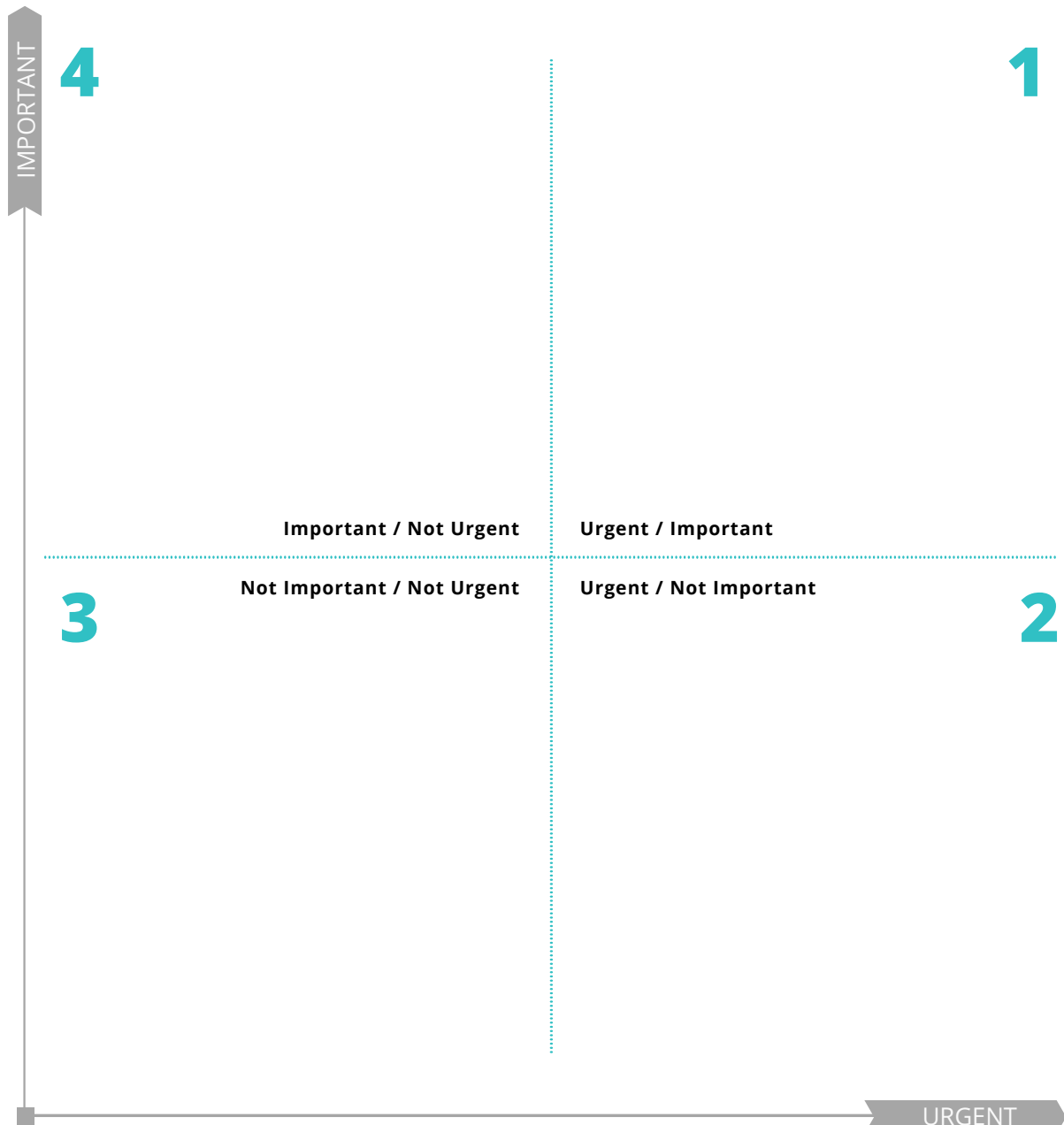
Use the generic template below or create your own. START by scribbling out the first draft. Put down the most important daily/weekly blocks. Be sure to include family time, key meals, quiet time, etc. NEXT, add the urgent items, and so on...

	SU	MO	TU	WE	TH	FR	SA
1							
2							
3							
4							
5							

# YOUR TURN

WHAT'S IMPORTANT ISN'T ALWAYS URGENT. DON'T ROB YOURSELF OF TIME AND HEADSPACE BY EXERCISING ENERGY IN THE WRONG PLACES. GO AHEAD AND FILL OUT A MATRIX FOR YOUR PERSONAL LIFE AS WELL. CLARITY IN ONE AREA OF LIFE FOSTERS CLARITY IN OTHERS.

Be honest with yourself. What do you need to press into more? Where do you need to shift your block schedule in order to create space for what's most important in this season? What can you eliminate? Draw your own, and work on it with a team or your family. Enjoy the ride!



# YOUR TURN

WHEN EVENTS, MEETINGS, IDEAS, AND OBSTACLES COME TO MIND AS YOU WORK, DON'T LET THEM STEAL UNNECESSARY HEADSPACE. INSTEAD, WRITE THEM DOWN ON THE FLOATING TO-DO LIST FOR THAT DAY. AS TIME ALLOWS THROUGHOUT THE DAY, DISCERN THE BEST WAY TO ADDRESS EACH ITEM. START FRESH THE NEXT DAY.

Some items may need put on the block schedule at a later time. Some might need little more than a quick phone call or email. Others might be great ideas worth tucking away for another season when time and space allow. And finally, some items on the list might simply be there to remind you of something at home, in your personal life, etc.

*Today's List:*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.