CONSTANT CREATIVE

by Samantha Skelton

A GUIDE TO
Powerblocking
YOUR WORKFLOW

A Guide to Powerblocking Your Workload
for constant creatives

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Ready to be intentional about your workflow?
Read on for a game plan + weekly powerblocking calendar.

Let's Get Started

Work through these questions to figure out your most productive self and get real regarding productivity obstacles:

1. What times of the day are you most productive? Are you an early riser or a night owl?

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_____

2. When do you generally have free time? If you work a full-time job, do you have more time in the morning or evening?

_____

_____

3. What time(s) of the day do you have the most energy? If you work better in the mornings but only have an hour before work, consider going to bed early if you are exhausted by the time you come home.

_____

_____

4. Where do you feel most productive? At home, the library, at a coffee shop, etc.?

_____

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5. What are your biggest obstacles regarding staying in a productive workflow? Social media, being exhausted from the day, kids, not knowing how to approach a certain task, etc.?

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Write down ALL the things you'd like to accomplish for each project, business, or creative venture at the start of each week. Don't hold back! It feels good to get it all out. I've separated the lists into categories, so feel free to print an extra page if you have more projects!

For me, my categories/projects are: Etsy Shop, Blog, Writing, Acting.

Project #1
_____
_____
_____
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_____

Project #2
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_____
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Project #3
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_____
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Project #4
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Answer these questions below to work towards achievable goals

1. What tasks, if completed, would move your projects or business along?

_____

_____

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2. Think of the project you've been working on for a long time. What can you do to gain momentum? Why is this project important to you and what gets in the way of being productive with it?

_____

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3. Are there any projects you can let go of that no longer serve you? For example, just because you told yourself you would accomplish x 3 years ago, doesn't mean it is still important to you today as you pivot and move through new projects/businesses.

_____

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4. Go through your list and ask yourself if each item is relevant and important to your projects. If not, cross it off!

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5. Are there any tasks you can assign to someone else after you go over it? Outsourcing can save you a lot of time and stress.

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Weekly Powerblocking Calendar

	Task 1	Task 2	Task 3
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

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Daily Action Plan:
- Aim for 2-3 powerblocks per day, depending on what your work life routine looks like.
- Highlight your 3 most important tasks for each day and set to work moving through them! If you finish, move onto other important tasks.
- Write your project or focus under each day of the week. Feel free to color code your days if you're type A like me!

Weekly Check-in:
- When did you have the most energy?
- How many tasks did you average per day?
- What worked / what did not work this week?

Follow these tips to maximize your productivity during your powerblocks:
- Stick to "work" work, not personal work. Although you can adapt this same thought process for your chores, focus your energy on your creative work during these power blocks.
- Aim for 2-3 powerblocks per day, focusing on just 2-3 tasks. Make your to-do list do-able and don't set yourself up for failure!
- Silence your social media.
- Don't make your powerblocks longer than 90 minutes to avoid burnout. Try not to go shorter than 30 minutes either.
- Set a timer.
- Focus your powerblocks on one side hustle, business, or project per day of the week. If you only have one project you're working on right now, focus on one aspect of your business/project per day.
- Recognize where you are most productive and make a conscious choice to go there. Whether that's in your home office or a local coffee shop, don't settle for the couch if you truly want to get the most out of your workflow.