



THE CALENDAR BLOCKING GUIDE

Own Your Time
Before It Owns You

Block. Protect. Thrive.

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The Problem

Your calendar is running you instead of you running it. Every open slot is an invitation for someone else's priority.

THE TRUTH: If you don't schedule your priorities, someone else will fill your time with theirs.

The Calendar Blocking Framework

- PROTECT first — Your non-negotiables go in FIRST
- PRIORITIES second — Your top 3 weekly priorities
- BATCH third — Group similar tasks together
- BUFFER last — White space between blocks

THE ORDER MATTERS. Protect → Priorities → Batch → Buffer.

STEP 1: PROTECT YOUR NON-NEGOTIABLES

These are the things that NEVER get moved or cancelled.

YOUR PROTECTED TIME

My protected time blocks:

What I'm protecting (family, health, etc.):

My boundary statement: "I am unavailable during _____"

STEP 2: SCHEDULE YOUR PRIORITIES

After protecting your non-negotiables, schedule your TOP 3 priorities for the week.

THIS WEEK'S PRIORITIES

Priority 1: _____ When: _____

Priority 2: _____ When: _____

Priority 3: _____ When: _____

STEP 3: BATCH YOUR TASKS

Group similar tasks into blocks. Context-switching costs you 25% of your productive time.

YOUR TASK BATCHING

Admin/email block: _____

Client calls block: _____

Creative/deep work block: _____

Team meetings block: _____

Content creation block: _____

STEP 4: ADD BUFFER TIME

15-30 minutes between meetings. At least 1 hour of unscheduled time daily.

WHY BUFFER MATTERS:

- Prevents meeting fatigue
- Allows for unexpected fires
- Gives you processing time
- Protects your energy

THE IDEAL WEEK TEMPLATE

Use this as your template:

	MON	TUE	WED	THU	FRI
AM					
PM					

YOUR CALENDAR AUDIT

ASSESS YOUR CURRENT CALENDAR

How many hours in meetings this week? _____

How much protected time? _____

How much buffer time? _____

How much deep work time? _____

What needs to change:

One thing I'll block off starting Monday:

Your Next Steps

TAKE THE DIAGNOSTIC

5 minutes to discover your primary zone and get personalized insights. Free.

[TAKE THE FREE DIAGNOSTIC →](#)

BOOK A STRATEGY SESSION

90 minutes to get crystal clear on your zone, your roadmap, and your next 90 days.

[BOOK YOUR SESSION →](#)



Hi, I'm Lauren!

Three years ago, my daughter asked her dad 'why is mom always working?' — and I was standing right there. That moment changed everything. Today I close my laptop at 4 PM every day, never miss Friday pickleball with my daughter, and help other CEO parents do the same. You can have profit AND presence. I'm proof.

profitandpresence.com

[@scalewithlauren](https://www.instagram.com/scalewithlauren)

[YouTube: @ProfitandPresenceCo](https://www.youtube.com/@ProfitandPresenceCo)

You can't skip zones. But you CAN move through them faster with the right support.