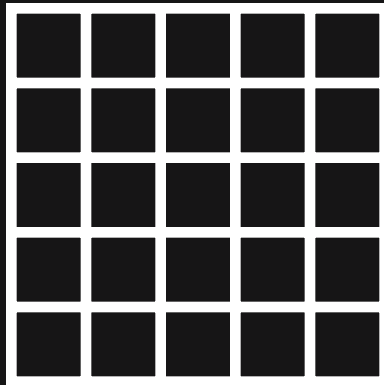


THE GRID



*Simple system that will help you
track your time better*

INPUT

Our time is our most valuable resource. Spending the minutes of your day wisely is the difference between success and failure.

I've spent years thinking about a way to measure my time and make sure I'm on track with my goals and projects. I've tried different things: tools, apps, time management systems, writing daily in journals, and etc. Unfortunately, nothing seemed to work.

Till one day...

THE GRID

The system that I invented, sort to say, it's based on blocks. Each individual block represents 10 minutes. This will mean that one full hour is represented as 6 blocks.

Even though there are countless things that can occupy our time, there are only a few that are repeating no matter of your nationality, time zone, gender, or whatever. I've categorized the major activities I execute daily into 9 groups. The blocks, and the categorizations technique is helping me to stay focused and be efficient throughout my whole day. I hope the system below will be helpful for you as well.

I don't want to bore you with a lot of explanations, I'm sure that you will understand once you read below.

Here's what you will find:

- **Legend:** Detailed explanation of the different blocks I use to measure time.
- **Printable Grid paper:** Two different printables.
- **Example Grid:** A typical day of my life represented by grids.

LEGEND

Full summary of The Grid block based system:



- **SINGLE BLOCK:** One block equals 10 minutes.



- **SLEEP:** This square represents the time we spend sleeping.



- **GET UP:** The Get up symbol measures the time spent trying to get up. It also included the needed time for morning activities: cleaning your face, brushing your teeth, etc.



- **EXERCISE:** The exercise box is used to measure the time you spend training.



- **BREAK:** Use this when you're taking a break. And more specifically when you're taking a quick break from work.



- **EAT:** The circle is used to measure the time we need to eat. When you're eating, no matter if this is breakfast, lunch, or dinner, add a circle inside a box.



- **TRAVEL:** The travel sign is used when you're traveling. In most of the cases when you're traveling from home to work or from work to home.



- **WORK:** The most important block. This box means that you're working. Its major because only when we're working we can achieve what we want.




- **OTHER:** The "X" is for other types of activities: hanging out with friends; playing video games; reading; grocery shopping; watching television; etc.


THE GRID


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00:31-00:60


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Sleep 


Get up 


Exercise 

Break 

Eat 

Work 

Travel 

Other 

THE GRID

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00:31-00:60

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THE GRID

00:31-00:60

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19:00	▷	▷	▷	○	○	○
20:00	×	×	×	×	×	×
21:00	×	×	×	×	×	×
22:00	×	×	×	×	×	×
23:00	×	×	×	—	—	—

Sleep —

Get up |

Exercise //

Break ||

Eat ○

Work ▷

Travel □

Other ×

EXTENDED USE

The functionality of The Grid can be further extended. The only thing you need to do is to create your own boxes.

For example, you can type the letter A inside a box to measure the amount of time spend on project A. Respectfully, type B in other box to measure how much time you need to accomplish project B.

Of course, the scenarios vary depending on your own tasks. For more info you can also check this article: [here](#).

LET'S CONNECT

If you have questions in regards any of the above you can contact me by sending an email to i.durmonski@gmail.com.

I'm also active on [Twitter](#) and [Instagram](#).

Hope to see you somewhere online...