streamline.
v i r t u a l   a s s i s t a n t s

Time Management Toolkit

A hand-picked collection of tools and templates to help small business owners manage their time like a boss.

🗒️ 1. Time-Blocking Template

A weekly colour-coded schedule aligned with real business activities like Business Development, Admin, and Deep Work.

👉 Download an Excel version

🧠 2. ClickUp Templates (for digital task-lovers)

These pre-built templates integrate seamlessly into your ClickUp workspace.

- Weekly Calendar Template
- Schedule Blocking Template

🍅 3. Pomodoro Cheat Sheet

Maximise focus, minimise burnout. The Pomodoro Technique helps you manage your energy—not just your time. Here's how to implement it effectively in your workday.

How It Works

- Choose a task to focus on.
- Set a timer for 25 minutes (this is one 'Pomodoro').
- Work on the task—no distractions, no switching.
- When the timer rings, take a 5-minute break.
- Repeat for 4 cycles (about 2 hours).
- After 4 Pomodoros, take a longer 15–30 minute break.

Pro Tips

- 🧠 Batch similar tasks together (e.g., emails, creative, admin) for fewer context switches.
- 🎯 Use your most productive hours for deep work Pomodoros.
- 💡 Track how many Pomodoros a task takes—great for future planning.
- ☕ Actually take the breaks. Step away from the screen if you can!

📅 4. Calendar Set Up Tips

Your calendar is more than just a place to schedule meetings — it's your daily command centre. These quick tips will help you streamline your schedule and protect your focus:

- Use colour-coding to separate task types (e.g., client work, admin, CEO time).
- Enable "Speedy Meetings" in Google Calendar to end events early and create breathing room.
- In Outlook, turn on "End appointments early" under Calendar Options for automatic buffers.
- Block time for planning, deep work, and breaks — not just meetings.
- Set up recurring blocks for routines like weekly reviews or content batching.
- Try Reclaim.ai to automate smart scheduling around your existing commitments — great for protecting focus time without micromanaging your calendar.

Small tweaks, big gains. These habits help you run your day (instead of the other way around).

🕐 5. Bonus productivity resources we use and love

- Harvest: Time tracking and reporting made easy.
- 💬 We use this in-house! Want a referral code? [Link Here]
- Google Calendar + Outlook: Use built-in features like "Meeting Shortening" in Google or "End Appointments Early" in Outlook, task reminders, and colour-coding.
- Akiflow: Syncs tasks from tools like ClickUp or Gmail and lets you drag them straight into your calendar for seamless daily planning. Perfect for business owners who love structure and hate app-hopping.