



Why one **block**

Check-ins that you answer as they arrive cost more than the minutes they take. Each reply reopens one athlete's whole picture, then you lose it again. A single block lets you read every answer in the same frame of mind, compare athletes side by side and finish. This is my coaching judgement, not a study.

Three rules hold it together:

- **Same block, same day, every week.** The ritual is the system. Protect the slot like a client session.
- **One list.** All athletes are cleared in this block, from one place, not from a dozen chat threads.
- **Phone away.** Twenty minutes with nothing else open.

Apply it.

1. Pick the day and time. Check-ins go out on one day, and your block comes after the athletes have had time to answer.
2. Put it in your calendar for 25 minutes. Aim to finish in 20.
3. Tell athletes when to expect your reply. They stop wondering and stop messaging you early.

4. If your roster is bigger than 15, run two blocks. Do not stretch one.

Illustrative example, not a client. A coach sends the form on Monday morning and holds the block on Tuesday at 09:00. Every athlete knows to expect a reply by noon on Tuesday. The coach's phone is in another room.

Workbook. Exercise 1, the block timer, with space for the slot you choose and a log of how long each block took.

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Part 2. The form: four to six questions