

Time Boxing



Timeboxing is a time management technique where you allocate a fixed time period to a planned activity. You work on the activity during the fixed time period and stop working on it once the time is up, then you assess whether you've reached your planned goals. 'Timeboxing reduces procrastination and improves productivity' (HBR).

Learn More

<https://hbr.org/2018/12/how-timeboxing-works-and-why-it-will-make-you-more-productive>
<https://www.timetackle.com/timeboxing-101-powerful-tool-for-amplifying-your-productivity/>

1. **Identify tasks:** use the boxes below to make lists
2. **Prioritise:** number the most important tasks in each box
3. **Timing:** estimate the time each task will take
4. **Work:** use a planner/diary to decide when to work (use colour coding so you can visualise your work/life balance). There is a weekly planner on the next page and a term planner in Section 5.
5. **Assess progress:** when the allocated time is expired, revise your plan
6. **Reward:** allow some time to rest/recuperate

Task			
STEP1: Create a 'To do' list by identifying all the tasks you need to complete			
Homework <i>Tasks set by your teachers</i> <i>Topics to revise</i> <i>Reading</i>	Assessments <i>List subjects, assessment dates, estimate time</i>	Cocurricular <i>Scheduled training</i> <i>Rehearsals</i> <i>Personal practise / exercise</i> <i>Planned events / fixtures</i>	Social <i>Family</i> <i>Friends</i> <i>Community</i> <i>Personal</i>

STEP 2: Prioritise. Highlight most important items from the list above and estimate how long each task will take.

STEP 3: Schedule. Use the planners at the back of your booklet to help you organise your commitments. Note: there are also annual, week, and term planners in your student diary.

2. ORGANISING & PLANNING

Work expands so as to fill the time available for its completion.

Parkinson's Law

Example

		Strategy		Consulting		Comms / Admin	Me / Family			
Me	06:00 - 06:30	Mon		Tues		Wed	Thu	Fri	Sat	Sun
	06:30 - 07:00	Exercise								
	07:00 - 07:30	Shower etc								
	Family breakfast									
Work	07:30 - 08:00	Email triage / day plan	Commute	Email triage / day plan	Commute	Email triage / day plan	Email triage / day plan	Cycle		
	08:00 - 08:30		Email triage / day plan		School run		Email triage / day plan		School run	
	08:30 - 09:00	School run		School run		School run				
	09:00 - 09:30	Commute	Higher focus	Commute	Higher focus	Commute				
	09:30 - 10:00	Quick wins		Quick wins		Quick wins	Quick wins			
	10:00 - 10:30									
	10:30 - 11:00	Team standup								
	11:00 - 11:30									
	11:30 - 12:00	Higher focus	Higher focus	Higher focus	Higher focus	Higher focus	Higher focus			
	12:00 - 12:30									
	12:30 - 01:00	Stop work								
	01:00 - 01:30									
	01:30 - 02:00	Reserved	Reserved	Reserved	Reserved	Reserved	Reserved			
	02:00 - 02:30									
	02:30 - 03:00									
	03:00 - 03:30	Stop work								
	03:30 - 04:00									
04:00 - 04:30	Low focus	Low focus	Low focus	Low focus	Low focus	Low focus				
04:30 - 05:00										
05:00 - 05:30										
05:30 - 06:00										
Family / extracurricular	06:00 - 06:30	Commute								
	06:30 - 07:00	Dinner								
	07:00 - 07:30									
	07:30 - 08:00									
	08:00 - 08:30									
	08:30 - 09:00									