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.
- Assess progress: when the allocated time is expired, 5. revise your plan
- 6. Reward: allow some time to rest/recuperate

Task

STEP 1: Create a 'To do' list by identifying all the tasks you need to complete

Homework

Reading

Topics to revise

Assessments

Tasks set by your teachers List subjects, assessment dates, estimate time

Cocurricular

Scheduled training Rehearsals Personal practise / exercise Planned events / fixtures

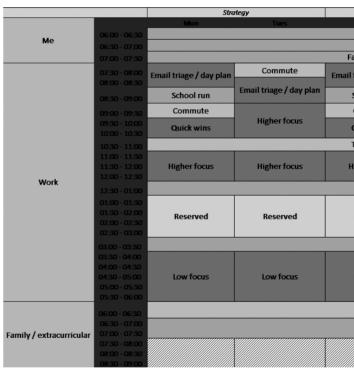
Social Family Friends Community Personal

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.



Example



2. ORGANISING & PLANNING	
Work expands so as to fill the time available for its completion. Parkinson's Law	

Consulting Comms / Admin		Comms / Admin	Me / Family	
Wed	Thu	State Fright State	Sat	Sun
Exercise				
Shower etc				
amily breakfast				
l triage / day plan	Commute	Email triage / day plan	Cycle	
School run	Email triage / day plan	School run		
Commute		Commute		
Quick wins	Higher focus	Quick wins		
Team standup				
Higher focus	Higher focus	Higher focus		
Stop work				
Reserved	Reserved	Reserved		
Stop work				
Low focus	Low focus	Low focus		Week plan
Commute				
Dinner				