ILLINOIS VALUE PROPOSITION

Taking My Time: Timeboxing and Time Blocking

Growth and Advancement | 60-Second Focus | Individual

Timeboxing is a productivity technique where you allocate a specific block of time in your calendar to work on a particular task in the future. This method helps you focus on one task at a time and ensures that you dedicate sufficient time to it.

Time Blocking is a more comprehensive approach where you plan your entire day in advance, reserving specific hours in your calendar for different tasks. It's essentially timeboxing on a larger scale, helping you manage your time more effectively and maintain a balanced schedule.

Instructions for Timeboxing and Time Blocking

Identify Tasks: List all the tasks you need to complete.

Estimate Time: Determine how much time each task will take.

Create Timeboxes:

- Open your calendar and create a block of time for each task.
- Ensure that each timebox is realistic and allows you to focus solely on the task at hand.

Schedule Time Blocks:

- Plan your day or week in advance by scheduling specific hours for each task.
- Include breaks and buffer time to account for unexpected interruptions.

Stick to the Schedule: Follow your timeboxes and time blocks as closely as possible.

Review and Adjust: At the end of the day or week, review your schedule and make adjustments as needed.

We'd love for you to be engaged and give this a try! By actively participating, you'll not only boost your productivity but also gain better control over your schedule. Plus, it's a great way to experiment with different techniques and find what works best for you.

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