



## Timeboxing

If you want to achieve more, faster and with less stress then make sure Timeboxing is in your toolbox.

Timeboxing (or Time blocking) has been identified by Harvard Business Review as the #1 technique to improving your productivity.

Simply put, if you're not timeboxing daily then you are less productive than you could be.

From my observations as a Leadership Coach - you will be massively less productive and less efficient. The sense of overwhelm, noise and 'busyness' will impact your headspace.

All of this will contribute to your stress levels.

### **Here is how to Timebox effectively:**

- Identify the task you need to complete
- Estimate roughly how long it will take
- Put it into your calendar.

It really is that simple.

Where most practitioners fail is in Step 3 so make sure you timebox the task immediately.

Added benefits:

### **FOR PEOPLE PLEASERS**

- The next time someone asks for help you can check your diary and reply "Sorry but I already have another commitment at that time". This will prevent you from inheriting other people's problems. You can then determine if/when you choose to help out.

### **FOR OVERTHINKERS**

- Time box a difficult conversation or email. Now, instead of thinking about the task multiple times a day, whenever you think of it remind yourself "I don't need to think about that right now. I've already timeboxed it. I will think about it when I need to". This will also help you to stay present more often.