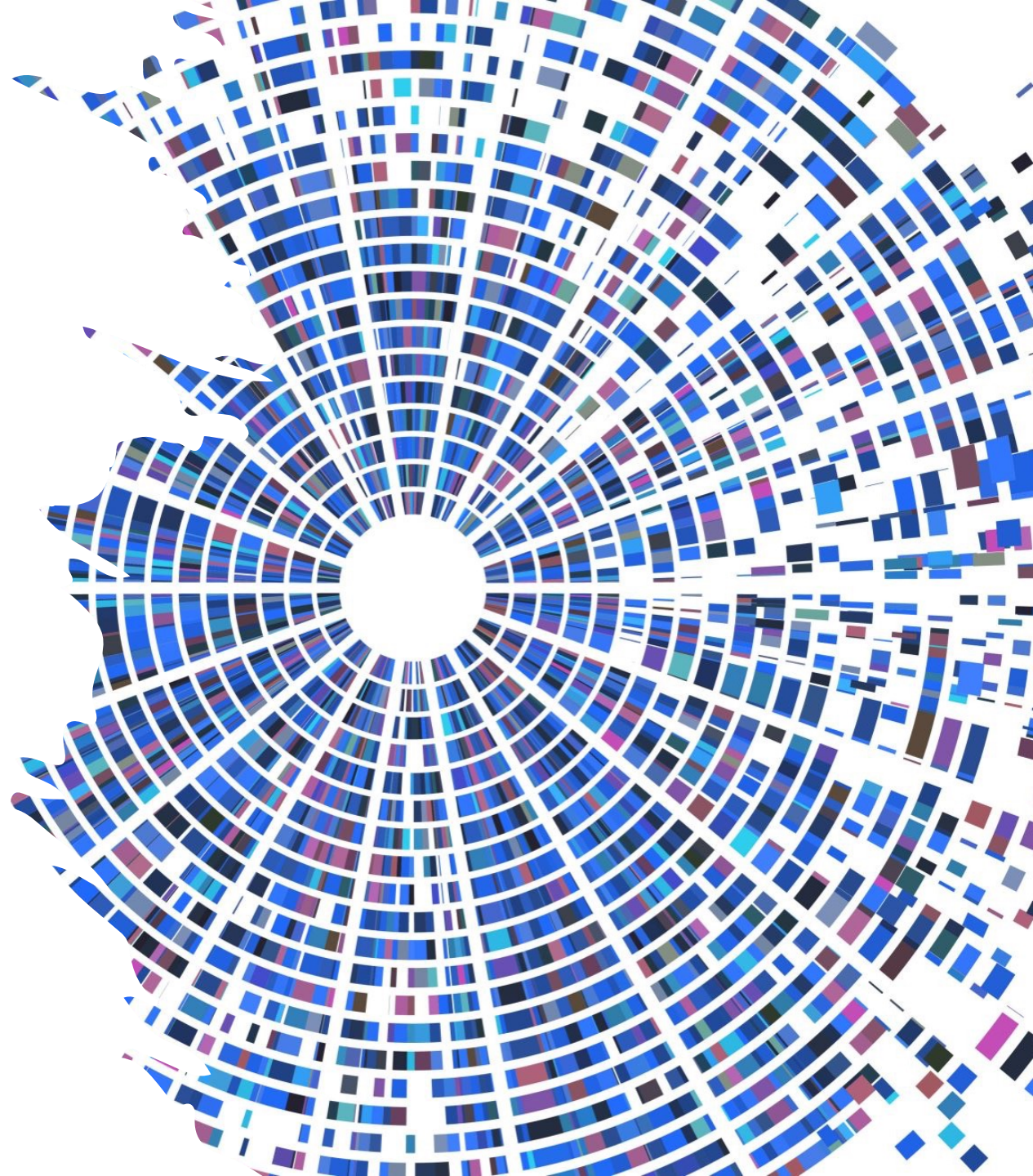


The Timeboxing Method

Efficient Time Management



What is timeboxing?

- Timeboxing is a strategy that involves **allocating a fixed unit of time**, called a **timebox**, to a specific task or project.
- Some people call it **Time Blocking** (= blocks of time).

How it works

Define	Define the task or project you want to work on.
Set	Set a specific time limit for the task (e.g., 25 minutes, 30 minutes, or 60 minutes).
Focus	Focus solely on the task during allocated time.
Stop	Stop working on the task when the time is up.

Benefits of Timeboxing

- 1. Increased Focus:** Knowing that there's a set time encourages concentration.
- 2. Better Planning:** Break down larger projects into manageable chunks.
- 3. Improved Productivity:** The sense of urgency boosts overall efficiency.
- 4. Prevention of Perfectionism:** Avoid spending excessive time on details. (sometimes not desired)

Applying Timeboxing in Real Life



Spending too much
time on social media.



No time for
gym/exercise.



Never ending daily todo
list.

Tips for Effective Timeboxing



Choose Appropriate Time Increments: Experiment with different time limits to find what works best for you.



Minimize Distractions: Create a focused environment to enhance productivity.



Evaluate and Adjust: Regularly assess your progress and adjust your timeboxes accordingly.

Useful sources

- <https://calnewport.com/deep-habits-the-importance-of-planning-every-minute-of-your-work-day/>
- <https://www.youtube.com/watch?v=fbAYK4KQrso>
- <https://clockify.me/timeboxing>
- <https://eightify.app/summary/productivity-and-time-management/elon-musk-s-timeboxing-method-efficient-time-management>

Thank you for your attention.

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