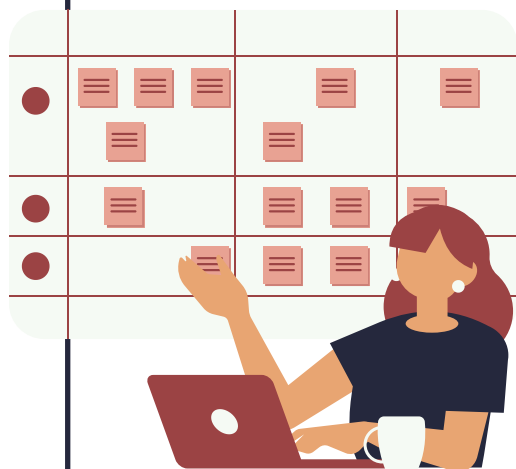


METHODS OF TIME BLOCKING



Time Blocking

Divide your day into **blocks of time** for you to work on specific projects.

I will run these reports to review every Wednesday from 10am to 11am.

Task Batching

Group similar tasks for some blocks of time to reduce the mental load of switching tasks.

I will answer my emails every day after lunch from 1pm to 2pm.



Day Theming

Assign a **different theme** to each day of the week.

On Mondays, I will do research for this week's clients. On Tuesdays, I will focus on professional development. On Wednesdays, I will run and review my reports. Etc.



Time Boxing

Set a **fixed amount of time** for a task and complete as much as possible.

I will finish my claim diary for the day between 2 pm and 4 pm.



Review **unfinished tasks** at the end of the day to start planning for tomorrow.