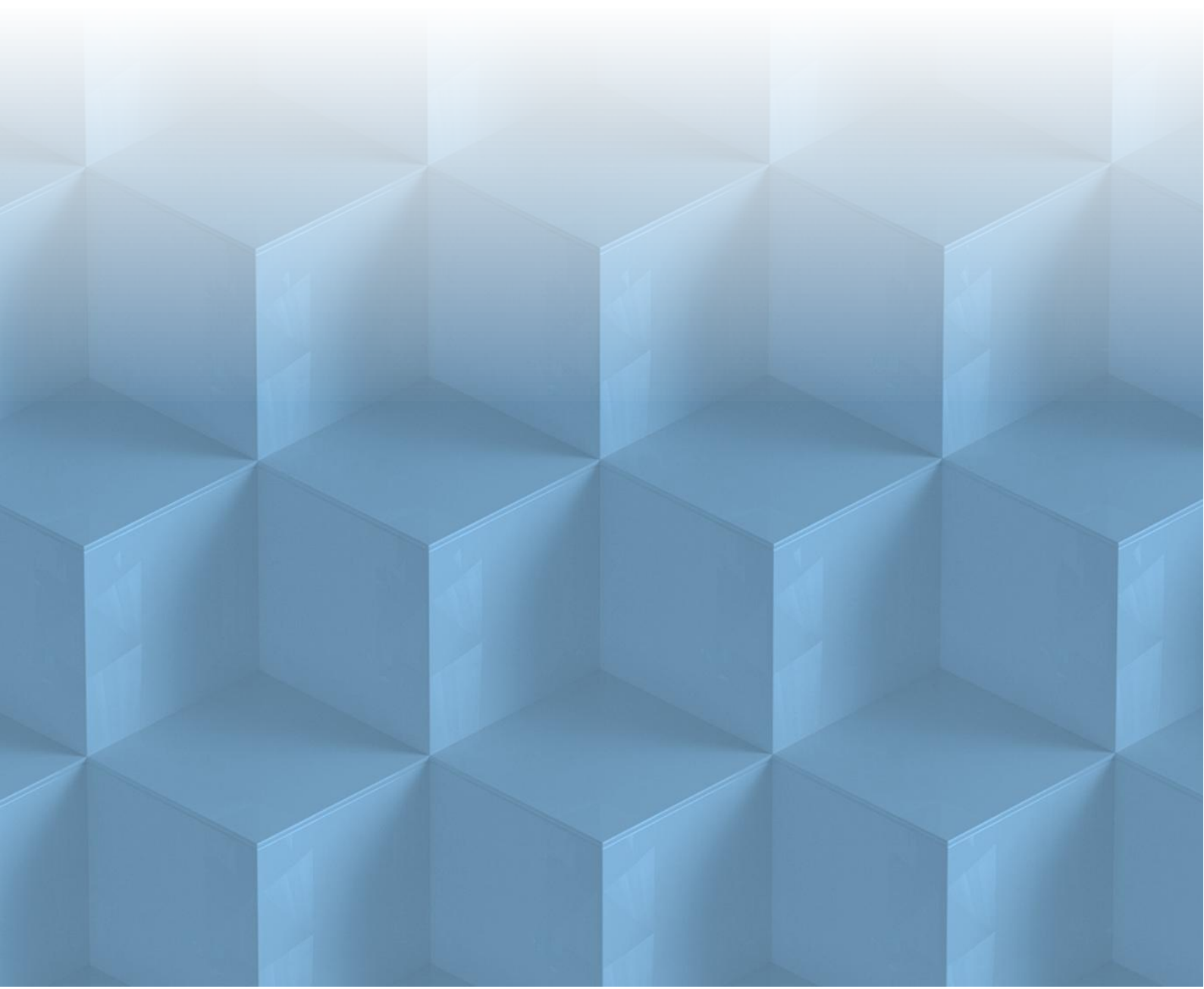
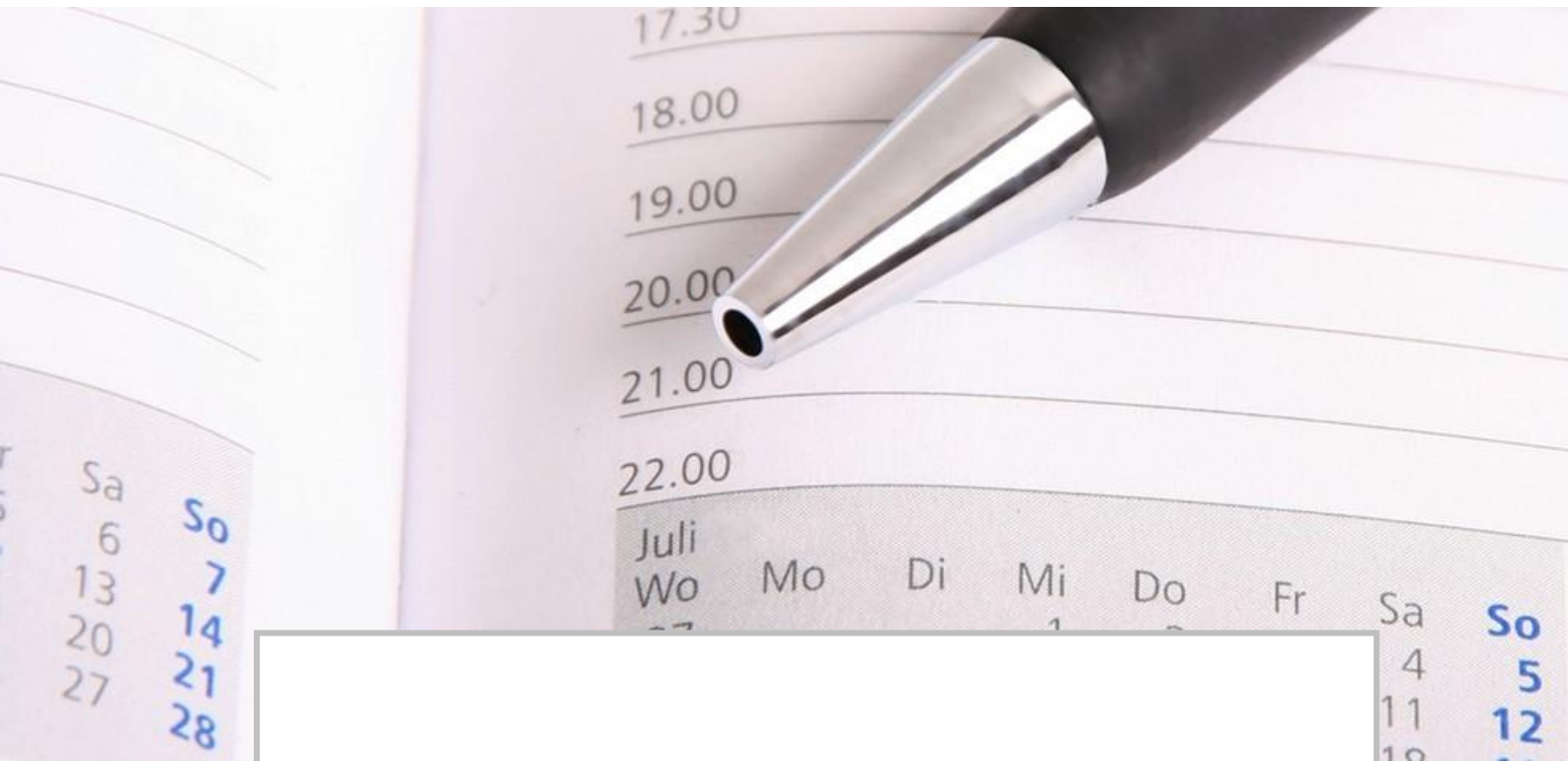


TIMEBOXING

MERGING YOUR PRIORITIES AND CALENDAR

This resource belongs to





”

To *achieve* great things,
two things are needed;
a plan, and not
quite enough time.

Leonard Bernstein

Timeboxing - Merging your priorities and calendar

Timeboxing can give you a much greater sense of control over your workday and will greatly assist you in achieving a better balance between work, life, and wellbeing, as you increase your productivity.

There is a fantastic article by Daniel Markovitz (published by Harvard Business Review) explaining why '[To-Do Lists Don't Work](https://hbr.org/2012/01/to-do-lists-dont-work)'. Following are the major reasons he outlined:

- ☒ **The paradox of choice** - Research has shown that our brains can only handle about seven options before we're overwhelmed. It's easier for us to make decisions and act when there are fewer choices from which to choose. Looking at the 58 items on your to-do list will either paralyse you or send you into default mode: checking email for an hour instead of doing real work.
- ☒ **Heterogeneous complexity** - When your list contains some tasks that are three minutes long and some that are 33 minutes, you'll invariably focus on the shorter one for the psychological payoff and dopamine release that comes from crossing an item off your list. That means some of those tasks – proofreading the 135 pages of the new employee benefits handbook – will wait for a long, long time.
- ☒ **Heterogeneous priority** - When your list comprises items of varying priorities, you tend to take care of the “A” (urgent) priorities and let the “C” (important) priorities lie fallow...until it becomes an “A” priority itself. But would you rather take care of your car maintenance when it's a “C” priority, or when it's an “A” priority: when your car breaks down at 3 AM outside the Desert, 175 miles from home?
- ☒ **Lack of context** - To-do lists don't provide sufficient context for the tasks to help you determine what you should work on. All tasks look the same on paper – three or four words on a line doesn't capture or display the vital bits of information you need: how long will each task take? And the corollary: how much time do you have available? If you can't answer these questions, you can't intelligently decide what you should be working on.
- ☒ **Lack of commitment devices** - To-do lists don't prevent you from choosing the most pleasant tasks over the most important (and often most difficult) ones because they lack “commitment devices” (e.g.: software that disables your internet access for a predetermined time period) that lock you into a course of action that you might not otherwise choose.

Reference: <https://hbr.org/2012/01/to-do-lists-dont-work>

The alternative to the ineffectual to-do list is 'Timeboxing' which provides you with a simple framework to:

1. [Brain dump ideas on how you can move towards your/the organisation's vision and purpose](#)
Ask yourself: What are the Wildly Important Goals (WIGs) that I must accomplish to move closer to fulfilling my/our vision and purpose?
2. [Select the top 1 - 3 priorities based on importance and leverage](#)
Please remember: Our finest effort can only be given to 1-3 WIGs at a time. This step will allow us to:
 - ☒ Stay focused and simply keep track of your progress
 - ☒ Keep you motivated with an inspirational quote
3. [Outline specific actions that need to be completed to achieve your Wildly Important Goals \(WIGs\) and move you towards your vision & purpose](#)
Allocate a certain amount of time to each task, schedule it, and adhere to it. This single-tasking approach will allow you to:
 - ☒ Focus better
 - ☒ Be more relaxed
 - ☒ Get more done
 - ☒ Assess your progress throughout the day
 - ☒ Create more awareness on how long specific tasks take
 - ☒ Meet deadlines
 - ☒ Experience regular success at the end of the day
4. [Reflection on and celebration of your achievements at the end of the day](#)

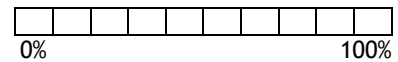
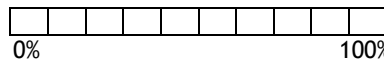
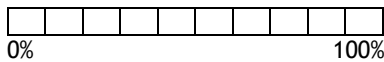
Timeboxing Template

1. Brain dump: How to move towards my/our vision and purpose Date: _____

2. My top 1 - 3 priorities for today (based on importance and leverage)

Wildly Important Goal (WIG) #1 Wildly Important Goal (WIG) #2 Wildly Important Goal (WIG) #3

Progress



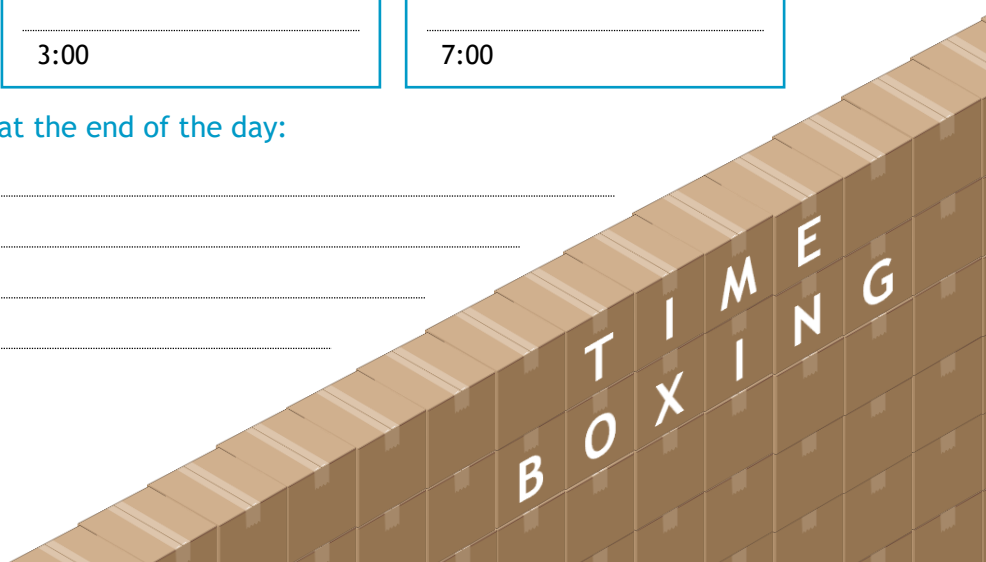
The quote that inspires me to keep going:

3. Outline specific actions to achieve your WIGs and move towards your vision & purpose

Allocate them in your actual calendar or alternatively use the template below.

7:00 <hr/> <hr/> <hr/> <hr/> <hr/>	11:00 <hr/> <hr/> <hr/> <hr/> <hr/>	3:00 <hr/> <hr/> <hr/> <hr/> <hr/>
8:00 <hr/> <hr/> <hr/> <hr/> <hr/>	12:00 <hr/> <hr/> <hr/> <hr/> <hr/>	4:00 <hr/> <hr/> <hr/> <hr/> <hr/>
9:00 <hr/> <hr/> <hr/> <hr/> <hr/>	1:00 <hr/> <hr/> <hr/> <hr/> <hr/>	5:00 <hr/> <hr/> <hr/> <hr/> <hr/>
10:00 <hr/> <hr/> <hr/> <hr/> <hr/>	2:00 <hr/> <hr/> <hr/> <hr/> <hr/>	6:00 <hr/> <hr/> <hr/> <hr/> <hr/>
11:00 <hr/> <hr/> <hr/> <hr/> <hr/>	3:00 <hr/> <hr/> <hr/> <hr/> <hr/>	7:00 <hr/> <hr/> <hr/> <hr/> <hr/>

4. Reflection and celebration at the end of the day:



Bringing award-winning learning impact to you.

Dare to make a difference!



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**CLIMATE
NEUTRAL
NOW**

ACHIEVEMENT 2021 -22

MEASURE ● GOLD

REDUCE ● GOLD

CONTRIBUTE ● GOLD

JOINED 2022