TIME-BLOCKING TIPS

Time-blocking is a time management technique that blocks chunks of time in your schedule to reserve it for specific tasks. With it, you do more focused work and complete tasks faster.

Key steps to time-blocking:

1. Think about priorities first
2. Create a list of all your to-dos
3. Start scheduling with top-priorities
4. Try task batching along with time-blocking
5. Have themed days
6. Go ahead and start the work

Tips for time-blocking:

- Don't plan back to back
- Know your peak productivity hours
- Schedule for rest too
- Be flexible when needed
- Schedule for distractions
- Set a limit on daily tasks' number
- Keep time blocks under 90 minutes
- Leave space for unexpected

bordio.