

# Productivity Tips:

## Doing less to get more done.



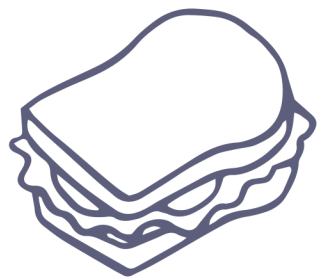
### Time Blocking



THINKING TIME  
(Deep Work)



CALLS



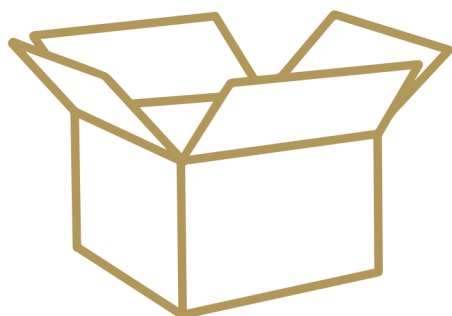
BREAK TIME



ADMIN TIME



*Personal Time*



Batch similar tasks together to reduce context switching, tool switching or focus switching.

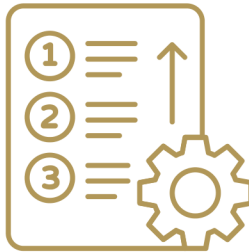


### What is Time Blocking?

A productivity tool where particular tasks or activities are allocated specific blocks of time for execution based on the type of activity to be done.

### Map it to your Energy Levels

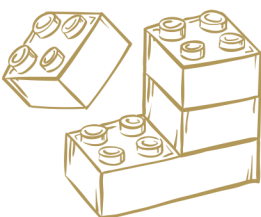
When are you **ENERGISED**?  
When are you **TIRED**?  
When are you **CREATIVE**?  
When do you like to **CONNECT**?  
When do you need time to **THINK**?



### How do you use it?

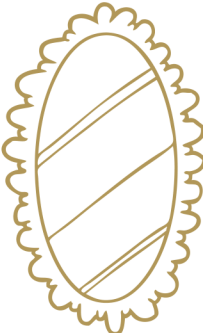
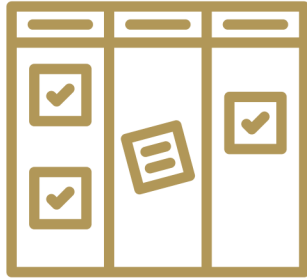
Identify priorities for the day, week or month. Allocate time to highest priority work first!

Break tasks into manageable blocks. Don't do work in big chunks, break it down into 2 hour increments. Within those 2 hours use the Pomodoro Technique to stay focused.



Include breaks and down time. Refresh and renew the energy, focus and enthusiasm.

Make it visual so everyone can see. Set reminders, timers and colour codes to make it clear for everyone.



Review and Adjust Regularly. Change task size or time allocation based on learning and current energy levels.



#### Pro Tip:

Use this to manage your energy levels and do the most energy demanding work at the time of your highest energy levels



#### Links:

Link this with Batching Tasks by tool or type to maximise the impact.  
Add a Deep Work block to allow focus.