



# Timeboxing

## A great way to manage your time!



### My intentions for today are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

REMEMBER TO MAKE THESE INTENTIONS SPECIFIC SO THAT YOU CAN MEASURE YOUR SUCCESS

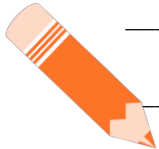


### HELPFUL HINTS AND TIPS

- Make sure you fill in your intentions in the section above. This will help you to keep your focus on your main goals for the day.
- Next, list all of the tasks you'd like to complete today.

\_\_\_\_\_ To Do \_\_\_\_\_

\_\_\_\_\_ To Do \_\_\_\_\_



_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- Assess how much time you'll need to allocate to each task.
- Now complete the attached time grid remembering to allocate rest times and catch up blocks of time every hour or so.
- Once your time grid is complete, you're all set to go.
- Make sure you have everything you need to hand.
- Set your timer.
- Timebox your way through the day!



DAY \_\_\_\_\_

DATE \_\_\_\_\_



TIME	SPECIFIC TASK/REST TIME	TIME ALLOCATED	WHAT AM I PLEASED WITH	WHAT COULD I DO DIFFERENT NEXT TIME?
07:00				
07:30				
08:00				
08:30				
09:00				
09:30				
10:00				
10:30				
11:00				
11:30				
12:00				
12:30				
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15:00				
15:30				
16:00				
16:30				
17:00				
17:30				
18:00				

Please post a comment under my blog post to tell me how useful you found this printable worksheet.  
THANK YOU!