



1) DESCRIPTION OF THE TOOL

Time-blocking technique for time management

The time-blocking technique is a time management strategy where you schedule blocks of time in your day for specific tasks or activities. It involves setting aside a fixed amount of time, typically 30 minutes to an hour, for each task on your to-do list, and focusing exclusively on that task during the designated time period.

During the time block, you work on the task without any distractions or interruptions. This helps you to stay focused and make progress on the task, without getting sidetracked by other activities or responsibilities. Once the time block is over, you move on to the next task on your list.

The time-blocking technique is an effective way to manage your time and increase productivity, as it helps you to prioritize your tasks and ensure that you allocate enough time for each one. It also helps you to avoid multitasking, which can be counterproductive and lead to lower quality work. By breaking your day into manageable time blocks, you can accomplish more in less time and achieve your goals with greater efficiency.

2) OBJECTIVES OF THE TOOL

The objectives of this tool are to help participants understand the importance of time management in the workplace, to learn how to prioritize tasks effectively, and to develop strategies for managing time more efficiently using the time-blocking technique.

3) CONNECTION OF THE TOOL WITH THE SKILL

The time-blocking technique is directly connected to the skill of time management, as it requires individuals to manage time, resources, and responsibilities effectively to achieve specific goals.

4) RESOURCE MATERIALS

The workshop will provide participants with a template for a daily time-blocking schedule, as well as examples of how to use the technique in real-world situations.

5) HOW TO APPLY THE TOOL

The workshop will begin with an introduction to the time-blocking technique and a demonstration of how to use the tool. Participants will then have the opportunity to practice time-blocking for themselves, using their own workloads and schedules as a basis for creating their own daily time-blocking schedules.

6) WHAT TO LEARN

Participants will learn the importance of effective time management in the workplace and will develop practical strategies for prioritizing tasks and managing time more efficiently using the time-blocking technique. They will also learn how to apply the time-blocking technique in their daily work routines and will leave the workshop with a valuable tool that they can use to improve their productivity and achieve their goals.

Example template for a daily time-blocking schedule

Time	Activity/task
8:00-8:30	Check emails and respond to urgent messages
8:30-9:30	Work on project A
9:30-11:00	Attend team meeting
11:00-11:15	Break
11:15-12:15	...

