

THE VALUE of Timeboxing



Timeboxing helps to trim out unnecessary details, making you more efficient in the way you work



Some people work best under pressure.

Timeboxing allows you to create a sense of urgency for the task at hand

People may become overwhelmed by the number of tasks they have to do. Timeboxing helps to break these tasks up, making them easier to manage

Timeboxing helps to prioritise tasks of different priority levels

If you end up with an unfinished task at the end of a timebox slot, make a note and adjust the next timebox you do involving that task

