

Time Chunking

Chunking – Grouping together information to produce effective results. What categories go with which?

Review the following list and put a number by those areas that go together.

We want to be effective in our time management, therefore, let's plan our day around like categories. Where can we save time in travel, work, personal life? To balance our lives, we can touch on all three and complete goals along the way.

For example, let's say running is the first exercise on our list - Number 1 which goes with buying new gym shoes that's also Number 1, complete this category with all things related to exercise. Once you have the category and all things related to that category, then put them in order as to what you need to do first. For example you will need to buy the gym shoes before you go running especially if you don't have any gym shoes. So gym shoes would be 1A, ALSO notice that you are going to start lifting weights, so you'll want to buy weights while you're at the store too. Next comes the physical exercise running this would then be 1C on your list of things to do during the day.

Continue the CHUNKING process. What would be your next priority? What are the steps to the process for that priority? If you're going to the store, are there other stops you can make along the way instead of making another trip.

If you are working on a project and you are delegating tasks. Make sure to review the complete project and who can you delegate to. Make sure you have everything outlined prior to going to that person you are delegating to. Chunk it - One trip, One time, then follow through!

Now let's make it personal. Go back to your Time Toolbox - Your Daily Activities list that you started this program with. Match it up with your Time Quadrant sheet. Do any of your tasks you do during the day fit in Q 1? Q 2? Q3? Q 4? Fill that in now on your Daily Activities sheet.

You may find some things fall into Q3 or Q4 and you should not be performing. Remember time is precious – look to eliminate these areas in your life or at least minimize them.

Lastly – look at how you will CHUNK your day! What do you want to do first, second, third. Don't forget to EAT THE FROG early in the day!

Now that you have your quadrants lined up you will want to use your time effectively to ensure you're not running every direction to accomplish your tasks. This is the importance of chunking your time period. Note there are some tasks that you cannot move for example picking up the children in our example, but could this be delegated? Think of daily tasks that you can delegate as well.

Are there tasks that can be combined?

Again, are there tasks that are Q3 or Q4? If so you will need to take those off the list and either give them to someone else to do or eliminate completely.

Next chunk it! Decide what you will do by when and how you will chunk your day into effective parts to ensure Q2 comes alive and Q1 diminishes and Q3 and 4 go away.

