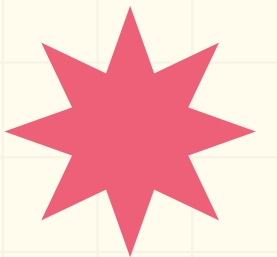
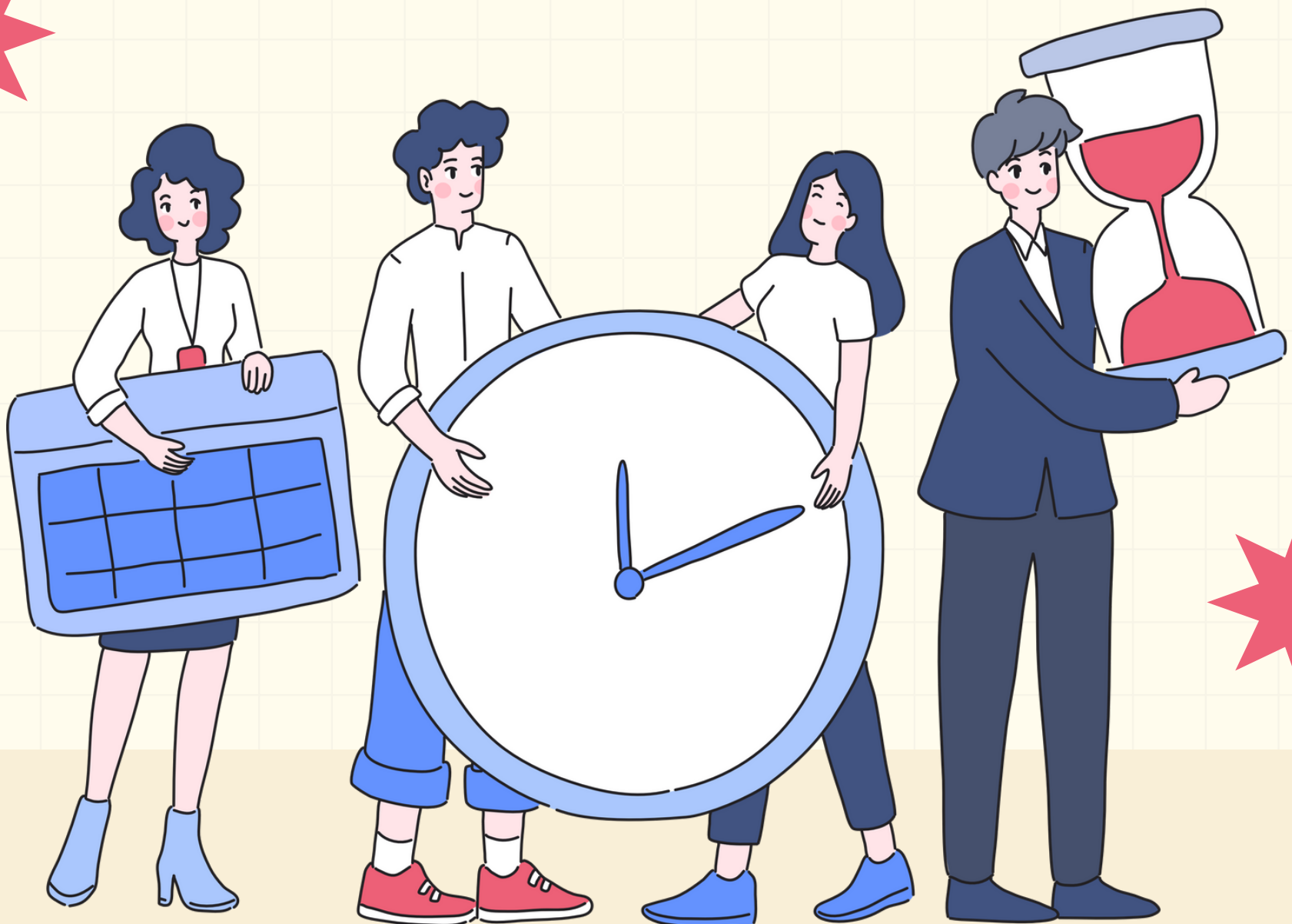
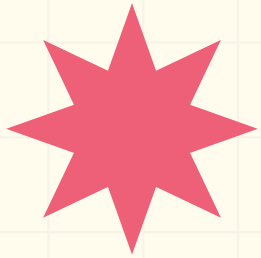


#SelfImprovementTips

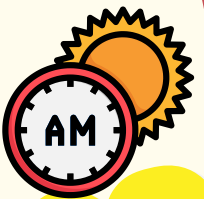
Mastering the Timeboxing Technique

How to Get More Done in Less Time





TIMEBOX



Let's
START



END OF
THE DAY

How to Timebox?



BLOCK OUT SPECIFIC
TIME SLOTS IN YOUR
CALENDAR FOR
EACH TASK.

GUESS HOW
LONG EACH
ONE WILL TAKE!

LIST YOUR TASKS.