



## Time Tactics

<p><b>Time Blocking</b></p> <p>Time management method that is meant for individuals to organize their workday/week into specific blocks of time. Each block is dedicated to completing a specific task, with the intention for the individual to stay focused on that task exclusively.</p>	<p><a href="https://blog.rescuetime.com/time-blocking-101/">https://blog.rescuetime.com/time-blocking-101/</a></p> <p><a href="https://www.betterup.com/blog/time-blocking">https://www.betterup.com/blog/time-blocking</a></p>
<p><b>Distraction Management Tools</b></p> <p>Technology and other tools that help mute distractions that come when we are trying to do focused work blocks.</p>	<p><a href="https://hughculver.com/get-focussed-13-tools-to-eliminate-distractions-today/">https://hughculver.com/get-focussed-13-tools-to-eliminate-distractions-today/</a></p> <p><a href="https://hbr.org/2019/12/10-quick-tips-for-avoiding-distractions-at-work">https://hbr.org/2019/12/10-quick-tips-for-avoiding-distractions-at-work</a></p>
<p><b>Scheduling Tools</b></p> <p>Tools that let you create a scheduling link you can send to people, allowing them to book meetings directly on your calendar.</p>	<p><a href="https://zapier.com/blog/best-meeting-scheduler-apps/">https://zapier.com/blog/best-meeting-scheduler-apps/</a></p>





## Energy Management

How we manage our energy to support our productivity. Often includes Intangible aspects: the feelings one may experience, the sleep hours that one needs to be fresh, or the productive hours within the day.

<https://hbr.org/2007/10/manage-your-energy-not-your-time>

<https://www.betterup.com/blog/manage-your-energy-not-your-time>

<https://alifeofproductivity.com/calculate-biological-prime-time/#:~:text=Takeaway%3A%20Your%20%E2%80%9Cbiological%20prime%20time,you%20have%20the%20most%20energy.>

## Setting Boundaries / Saying No

The concept of setting and communicating clearly about your capacity and how you want to spend your time.

<https://www.inc.com/eleanor-beaton/why-you-need-to-quit-managing-your-time-start-managing-your-boundaries.html>

<https://artists-edge.com/boundaries-time-management-sanity/#:~:text=In%20the%20context%20of%20time,or%20jobs%20oin%20your%20life>

