Batching Worksheet

Batch, (present participle: batching)

arrange (things) in sets or groups

What is batching?

In a business (or organising your life sense) batching is the process of putting like tasks together. It means setting aside an intentional amount of time for intentional tasks and making an intentional effort to not allow the distractions or interjections of others break that focus. After that block of time is up, take a planned break, then begin the next block of focused time. Each block of focused time is dedicated to one task or set of similar tasks.

Rather than running backward and forward already, or always jumping from one tasks to a completely different one, batching allows you to get in the flow, and smash a series of related tasks out quickly.

Life example:

Rather than running backward and forward across the house to put things away, do all the jobs in one location. Eg Don't take the pair of kids socks you found in the kitchen back to their room when you are supposed to be cleaning the kitchen. Empty the dishwasher, load it, wipe down the counters, etc… then take the sock. It saves you spending all day running around the house.

Business example:

Rather than entering each expense into your bookkeeping system when it comes it, schedule a time, once a week, to sit down and go through the pile.
This saves you logging in and out all the time, trying to remember where everything is, and breaking away from other tasks.

Benefits of batching:

You maximize your concentration and decrease distraction.
Simply put, because you aren't jumping from one task to another, you get more done in less time. Which is what we all want really…

What can be batched?

Just about anything can be batched. From personal errands and activities, to content creation. From finance to filing. From invoicing to Instagraming.

Anything that you do more than once during a week or month (or even year) can be batched together.

Brainstorm all the things in your life that you can batch together.

When will batching work for you?

Is there one day a week that you can allocate certain tasks.

Realistically, when will you have time to batch those tasks? What day or time will work for you?

Focus on fewer things.

Even once your list has been reduced, there is still a large chance that you can't do it all at the same time.

What should you be focusing on first? Why will these things help you to reach your goals? (Make sure you aren't filling your time with busy work)

And lastly

You don't have to take batching to the extreme, or batch everything. Simply start with one group of tasks and see if it works.
And if it doesn't work for you, that's ok too.

Batching on steroids

Using "The Pomodoro Technique" allows you to put timeframes around your batches of work. Just follow the steps below:

- Plan and prioritize the tasks that need to be completed, by writing them down.
- Set a timer for for 25 minutes and devote that time to a task, or to a group of similar tasks. Larger tasks can be broken into multiple blocks or "pomodoro's," and smaller tasks (responding to email, returning phone calls, etc) can be grouped into a single block. After completing each Pomodoro, you put an "X" next to it and mark the number of times that you were distracted.
- Take a 5 minute break.
- Begin another block of time or "pomodoro."
- After completing 4 pomodoro's, take an extended 20 minute break.

You can Google Pomodoro to find out more about the technique and to see if it makes batching easier for you.