

# This is an extremely effective 'packaging' method of billionaire Elon Musk, you can also apply

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Elon Musk actually used the Timeboxing method called Timeblocking to manage his time. This method is used by many others, including Bill Gates and Cal Newport.

Basically Timeboxing is the act of planning and setting certain times for each job you have to do every day.

Elon Musk's application is to plan ahead and limit their work in just 5 minutes.



For example, Elon Musk limits his lunch time to 5 minutes or less. He often chose the break between a meeting for lunch. However, you can choose a different 'easier' limit for yourself when you apply this method to yourself.

So, why do you have to "pack" time for each job?

There are many opinions that applying the Timeboxing method with scheduling a whole day will turn you into a robot. But in fact, scheduling in advance for a day and following it will help us have less miscellaneous time.

And sometimes the free time with nothing to do will make us do something very bad.

According to Parkinson's law, work always extends itself and takes up the amount of time assigned to it. Therefore, when applying the Timeboxing method, you can create useful limits that can really work effectively.



Planning a job for a day will take you less time to think about what you have to do first and complete them more effectively because your time is limited.

By recording the work you have done, after the end of a day, a week you will know exactly how much work you have done, thereby improving your performance.

Here are some suggestions, you can consult to get the version that suits you when applying the Timeboxing method.

Divide the paper into 2 columns. The first column, you plan for one day of yourself. If the plan changes or something interrupts, look and revise the plan in the next column and then continue the work from that point.

When planning you should estimate the time for each specific job. Between the work outlined, you should set aside a short backup time frame to be able to deal with unexpected things that may occur outside of the plan.



You should closely monitor your timetable so that you can estimate the best time. You can rely on the support of the application (such as Toggle, which has both a computer version and a mobile device) to know how much time you spend. Plan what to do and press start, when finished, click finish. Compare actual data and initial estimates to know the difference, thereby making better guesses.

Everyone has 24 hours a day the same, the difference lies in managing and using time effectively or not. With Timeboxing method, you can make the most of your time to ensure productivity but still have time to relax and relax with family and friends.

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