the branch
BATCH SCHEDULING
Booklet

PART 1

About Batch Scheduling

> **"For every minute spent organizing, an hour is earned."**
>
> **Benjamin Franklin**

WHAT IS BATCH SCHEDULING?

Batch scheduling is grouping similar tasks together and scheduling them at certain times throughout your day, week, or month. For example, grouping all your cleaning tasks together then dedicating a few hours throughout your week to ONLY doing the things on your cleaning list. Another example would be to dedicate particular parts of your day to complete all your digital tasks such as replying to emails or online shopping. How to group or batch your tasks will depend on your preferences.

WHY SHOULD I BATCH SCHEDULE?

Batch scheduling allows for you to plan tasks and then focus on completing them with your full attention. Multitasking may work in some situations, however research shows that you end up doing more work when multitasking as opposed to completing a single task or group of related tasks with your full attention. Focusing on one thing or one type of thing at a time will yield better and more accurate results.

HOW OFTEN SHOULD I BATCH SCHEDULE?

Batch scheduling can be used in any situation in which tasks need to be completed. You could do this on a daily, weekly or monthly basis. You can even batch your tasks for a certain hour. The purpose of this is not to stress you out by giving deadlines, but rather giving your to-do list a structure that sets you up for success.

Be flexible and gracious with yourself. You can never predict what a day will bring, so your tasks may not always get completed when you schedule them. I recommend batching on a weekly basis, but do what works for you!

PART 2

Components of Batch Scheduling

> "A good system shortens the road to the goal."
>
> Orison Swett Marden

THE TWO MAIN COMPONENTS OF BATCH SCHEDULING:

1	2
Listing your tasks	**Assigning times**
First, make a list of all your **task categories**. These are completely dependent on your personal goals so they will look different for each person. Here are a few ideas of categories: meal prep groceries chores emails online shopping business tasks kids activities After you've listed your categories, you can **list tasks within each category**. You now have batched your tasks.	After step 1 you can do one of two things, you can **refer to your list** of tasks whenever you have time to accomplish something OR you can **schedule times for each category**. examples: meal prepping- Saturdays 3-4 pm plan kids activities- Mondays 8-8:15 am respond to emails- mornings before kids wake up This is scheduling your batches of tasks. There may be tasks that you can't find a slot for and that's ok. Just having them listed out is very helpful.

PART 3

Examples

“What it lies in our power to do, it lies in our power not to do.”

Aristotle

Here's an example of what batch categories could look like.

to do list

things to do ASAP -call dentist -fill out preschool form -buy Kayla's birthday gift	**meal prep** • M- cut onions, peppers, brown beef • T- chop cauliflower, prep tortillas • W- cut potatoes, marinate chicken • TH- cut veggies, make curry sauce • F- cut onions, carrots, celery for soup
work -prepare presentation -plan next week's content	**groceries** -eggs -butter -strawberries
digital -look up age 2 milestones -reply to emails -order vitamins	**cleaning** -deep clean oven -vacuum living room and dining room -wipe bathrooms -take out trash -laundry
kids -set up pool outside -go through old toys -go through clothes and take out small items	**other** -send card to grandma -call Arthur

Here's an example of what a weekly batch schedule could look like.

M	T	W	T	F	S	S
6- digital 8-8:15 kids 9-10 work	6- digital 9-10 work 1-2 cleaning	6- digital 9-10 work	6- digital 9-10 work 1-2 cleaning	6- digital 9-10 work	3-4 meal prep	3- batch schedule for next week

PART 4

Blank Templates

“Think left and think right and think low and think high. Oh, the thinks you can think up if only you try!”

Dr. Seuss

to do list

things to do ASAP	**meal prep**
work	**groceries**
digital	**cleaning**
kids	**other**

M	T	W	T	F	S	S

to do list

M	T	W	T	F	S	S

to do list

weekly plan

M	T	W	Th	F	Sa	S

weekly plan

M	
T	
W	
Th	
F	
Sa	
S	

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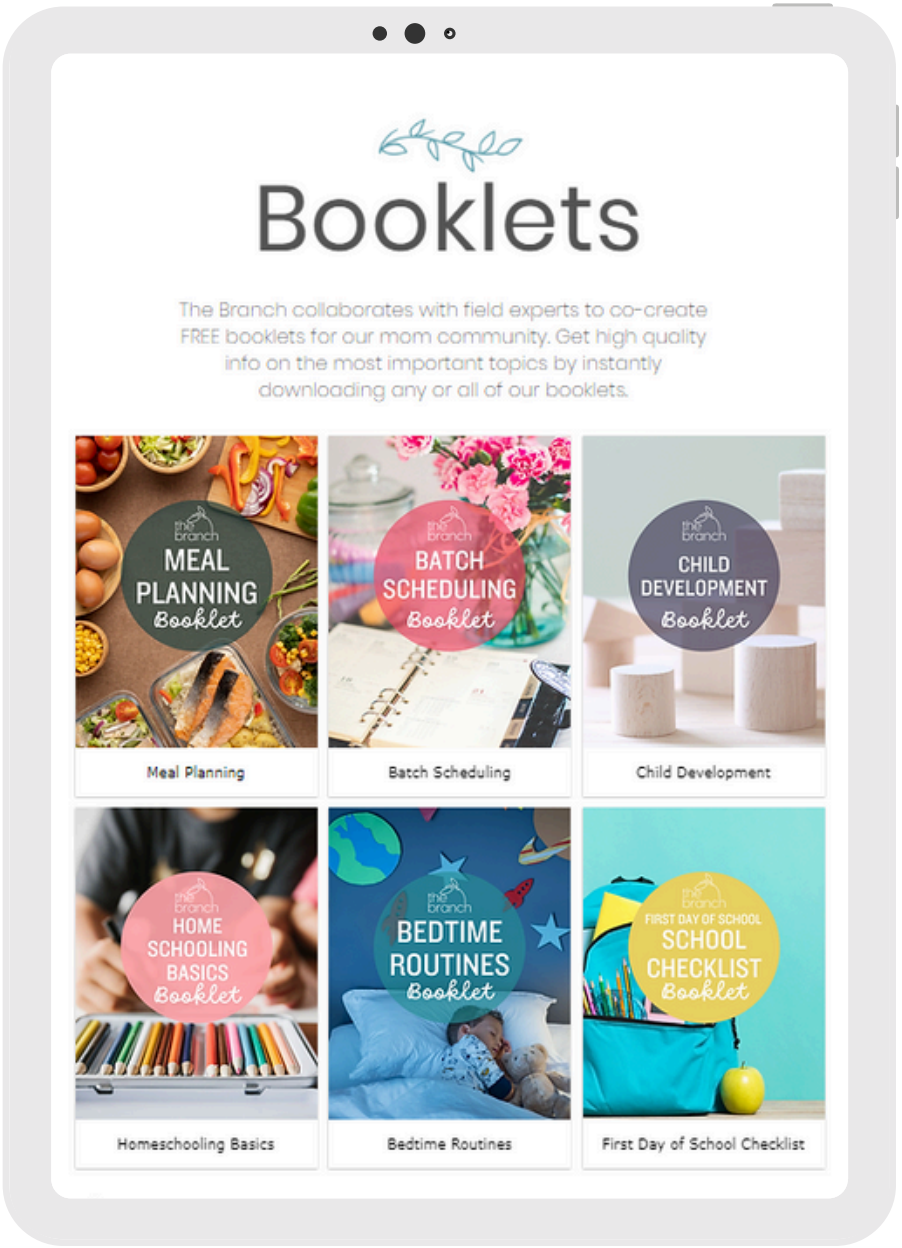

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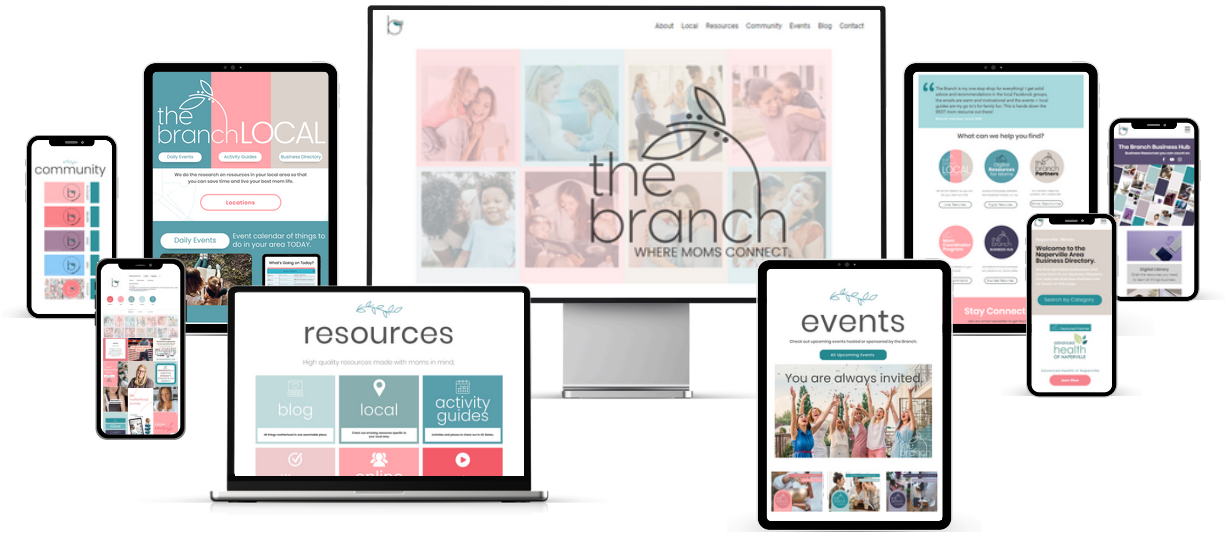
WHERE MOMS CONNECT, GROW + THRIVE.



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