



## **Time-boxing**

### *Maximizing Your Productivity*

Have you ever tried speed networking? At these events, you quickly exchange information with a whole lot of potential contacts. When the moderator indicates that each five-minute "meeting" is over, you move on to the next member of the group.

If you make a strong connection with someone, you can exchange details and arrange to talk again. By the end of the event, you've likely gained lots of exposure, collected a number of business cards, and laid the foundations for valuable, ongoing relationships, quickly and efficiently.

Speed networking is an example of a time-management technique called "time-boxing." Here, you break down projects or daily tasks into set periods of time, which allows you to accomplish more than you would with a less organized schedule.

Learn what time-boxing is, and we'll explore how you can use it to improve project planning, delegation, time management, and productivity.

Peak Learning LLC has been approved by PMI to issue 1 PDU for this course.



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