

One task. One timebox.

Timeboxing worksheet

Choose a small outcome. Set a finish time. Stop, review, and decide what comes next.

1 TASK + USEFUL OUTCOME

2 TIME LIMIT + START / FINISH

3 STOPPING RULE + SCOPE BOUNDARY

4 ACTUAL RESULT + INTERRUPTION NOTE

5 NEXT DECISION + SPECIFIC NEXT ACTION

Choose: finish here / reduce scope / schedule another box / drop the task

If urgent work interrupts: save your place, note the next action, and choose a new box deliberately. Do not silently extend the original finish time.

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Completed example

Illustrative writing session, not a measured case study.

1 TASK + USEFUL OUTCOME

Draft the opening of a client proposal. Finish a rough 150-word opening that names the client problem and proposed next step; polish later.

2 TIME LIMIT + START / FINISH

25 minutes total: 9:00-9:25 AM. Draft until 9:22; use the last 3 minutes to review and save.

3 STOPPING RULE + SCOPE BOUNDARY

At 9:22, stop drafting. No research or formatting in this box. Mark missing facts with [CHECK]. Save and record the next action by 9:25.

4 ACTUAL RESULT + INTERRUPTION NOTE

Saved a 130-word opening. One client statistic still needs verification. No interruptions. Stopped at 9:25; the full proposal remains unfinished.

5 NEXT DECISION + SPECIFIC NEXT ACTION

Schedule another box: 10:00-10:15 AM to verify the statistic and revise two sentences. Keep the existing 9:30 meeting unchanged.

Choose: finish here / reduce scope / schedule another box / drop the task

If urgent work interrupts: save your place, note the next action, and choose a new box deliberately. Do not silently extend the original finish time.