

Task batching workday planner

Group work that shares a useful setup, decide how long it can wait, and protect urgent exceptions and handoffs. Use this plan to test one or two recurring groups before changing your whole day.

How to use the planner

1. Name a specific action and shared setup.
2. Check deadlines and people waiting before choosing batch windows.
3. Set an urgent route and track missing inputs separately.
4. Record what finished, what waited, and what needs changing.

Keep any response coverage your role requires. The sample times are planning examples, not a universal schedule.

Name or role _____ Date _____

Design your batches

Batch and shared setup	Waiting limit or promise	Planned window or frequency	Completion rule

Set the exception rule

Act or route sooner when _____

Urgent channel and coverage owner _____

People who need to know this plan _____

Before you start: are any approvals or input requests needed to unblock someone?

Plan and review your day

Date _____ Most important output _____

List selected work windows. Keep meetings, breaks, and other commitments visible in your calendar. Complete one item at a time within each batch.

Time	Batch or focused work	Finish or handoff needed

Track dependencies without blocking the batch

Item and missing input	Input owner and request sent	Next check or deadline

Record the result

Finished and sent _____

Unplanned switches and reason _____

Missed promises, errors, or oldest waiting item _____

How manageable did the day feel? _____

One change to try next _____

Maya plans a workday

Maya is a project coordinator. Her main output is the scope section of a project brief. She also has routine replies, four invoices, and an approval the designer needs by noon.

Batch design

Batch and shared setup	Waiting limit or promise	Planned windows	Completion rule
Routine replies and approvals Calendar and project records	Agreed routine windows; designer needs approval by noon	9:00, 11:30, 3:30	Answered, approved, or assigned a clear next action
Ready invoice reviews Purchase records and checklist	Check each invoice deadline before queuing	1:30-2:00	Reviewed and routed, or missing input recorded

Exception rule: use the team incident channel for issues that cannot wait. Maya follows the agreed escalation process. A deadline or handoff at risk also gets earlier attention.

Selected work windows

Time	Planned work	Boundary or handoff
9:00-9:20	Replies and dependency check	Request purchase reference; note noon approval.
9:30-10:45	Draft project brief	Finish scope section; note the next section.
11:30-11:50	Replies and approvals	Send designer approval before noon.
1:30-2:00	Review ready invoices	Process three; track the fourth separately.
3:30-3:50	Replies and follow-ups	Check for reference; update waiting item.
4:30-4:40	Daily review	Record unfinished work and next actions.

Meetings, lunch, breaks, and other work occupy the gaps. These are selected windows, not a fully occupied calendar.

What happened and what changes

At 10:05, a service issue meets the agreed exception rule. Maya leaves a stopping note, follows the escalation process, and returns at 10:20.

Window or event	Actual result	Next action or handoff
9:00 replies	Requested missing purchase reference from Jordan.	Check again at 3:30.
10:05 incident	One necessary switch; returned at 10:20.	Resume scope section from stopping note.
10:45 brief	Scope section finished.	Move optional polishing to another day.
11:30 approvals	Designer approval sent before noon.	Designer can continue the next step.
1:30 invoices	Three complete invoices reviewed and routed.	Fourth stays on waiting list.
3:30 follow-up	Purchase reference still missing.	Maya checks with Jordan at 9:00 next workday.
4:30 review	Unfinished work and next actions recorded.	Reserve time for the remaining brief section.

Short review

Measure	Observation in this fictional day
Unplanned switches	One recorded incident-related switch; it met the exception rule.
Timeliness and quality	No missed promise or rework recorded today; check again when work is returned.
Completed output	Scope section, designer approval, three invoice reviews, and routine replies.
Waiting work	One invoice missing a reference. Jordan owns the input; Maya owns the follow-up.

Keep the pre-noon approval window and urgent route. Review several comparable days before changing frequency; one day does not prove a productivity gain.