

Amaze yourself

DO MORE IN LESS TIME 5 EASY STEPS TO GET YOU THERE

Amaze Yourself is a proprietorship registered in the Netherlands. Registered number: 74589784.
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The Batching Technique helps you to get more work done
in at least 5 hrs less per week

Guide to your
step-by-step approach

CREATE MORE TIME

I am Yvonne Dam, an executive coach who helps executives, high achievers, and business owners to be the CEO of their lives. Are you feeling the workload and pressure constantly, and could you do with a break?

But are you often wondering how to deal with it, as there really is no time for anything else? I will help you create that time. By streamlining processes, focusing on what makes an impact you'll achieve more results in no time. Allowing you to become more successful at what you do and ultimately more successful in life.

Enjoy life

Finally, getting yourself being fully present again and being able to switch off work at night. Offering instant relief and getting rid of those sleepless nights overwork you still have to do. Enjoying a good meal with friends and not being called away. Getting back to fully enjoying your life.

Amaze Yourself

During my 25 years in senior positions in Finance, HR, Sales, and Change Management I coached many people towards success. My no-nonsense approach, humor, and focus on mindset make it easy to achieve a quick turnaround of your situation. From feeling stuck to the freedom of truly having it all.

BE THE CEO OF YOUR LIFE

Do you want to know what you can do right now, today, to win back time? Then, book [a Focus Call with me.](#)



It's a complimentary 30-minute call where we go over your current situation. Then, we discuss where you spend your time and how you get the results you're after in 20% less time.

The latter is a guarantee and can be even more for you.

Want to know more?

[Set up a time and date that works for you here.](#)

I'd love nothing better than to connect with you,

Yvonne

BATCHING

Batching is the productivity hack that quite a few people live by. For many people, like Tony Robbins, it's the preferred way for getting loads of work done in a short scheme of time.

Would you love to get more work done? Do you have so many tasks waiting for you that you don't know where to start? Try batching!

What is batching?

Batching is a method to stack tasks with a similar nature, allowing you to get in the flow of working on these tasks, having the focus and mindset to do this work and nothing else.

By setting yourself a specific time in which you want to complete these tasks and switching off all distractions, you become even more efficient.

There are several laws and techniques at play that all build onto this momentum that you've created for yourself. For example, you're using Einstein time, Parkinson's law, coupled with laser focus and flow creates a strong synergy.

Or simply said you're setting yourself up for success by becoming more effective and efficient, so you'll achieve more than before.

How it works

By blocking time in your diary and switching off any distractions, you create focus. Delivering you instant results and time. The power of repetition helps to enlarge your focus. If you write one blog, it may take you an hour. If you write two blogs subsequently, you'll speed up the process. You may work for only 45 minutes on the next. If you're writing four blogs, it may only cost you 2.5 hours in total. Whereas normally this would have cost you 4 hours. An instant productivity boost.

The 5 easy steps

You start with one task and continue with the next of a similar nature, the next, and so on. Thus, you limit the time you have to work on a task, and you have complete focus while doing so. And here's how you do it.

Step 1 - Free up time

The first thing you need to do is determine when you will start batching to free up time. You can do so ahead of time by blocking time in your calendar. Every week, for example, I have my Monday as my writing day. I write my blogs and my social media content. So I reserve my Monday to get into the flow of writing.

But I also have days when I feel inspired to write. I start writing a post, and then another comes up and the next one. I use that momentum there and then, and I go with the flow. I emerge myself in writing and don't stop until the inspiration leaves me. I allow myself to write, pushing all other work that I perhaps had planned to do aside, as I know I am now able to come up with good captions (trust me, I need to seize those moments).

Whether you like to plan it or go with the flow, it is essential to set yourself up for success, meaning you free up time to batch.

Step 2 - Be in the best environment

For some, it is important to create the right environment to work on these tasks. I like working in my office. It is white and has limited distractions. I have a scattered brain that is easily all over the place. So when I want to batch, I retreat into my office.

I have clients who love to work in coffee shops and get inspired by the buzz of the people around them.

When I need to work on something inspirational, I like to do so late at night. Somehow my creativity flows greatly when I am a bit tired, and I simply allow myself to go with whatever comes up for me. Whereas my administration, client emails, and other tasks that need me to be sharp, I prefer to do in the mornings.

That's also setting up your environment, working with your energy. My concentration peaks mornings, and my inspiration at night. I use that. So can you, when planning for your batching.

Then lastly, think about what you need around you to feel good and work on your tasks without disruption. For example, perhaps you like background music. Or it makes you feel good to light candles and burn incense. In contrast, others may need a clinically clean desk before they start and no sound at all.

Make sure to set up your environment, which enhances your mood to work on this specific task. This allows you to use Einstein time; when you're having fun, time seems endless; what feels like 5 minutes was actually 3 hours. Creating the right environment gets you there. It feels so good to be working there that you forget all about the time; it simply flies by.

Step 3 - Determine what you'll work on

Batching works best when you repeatedly work on similar tasks as you'll then get into a rhythm. You start one task, then work on a similar job after that. You then have a similar one,

and so on. Your brain is focused, and by being focused for a more extended period of time, it starts seeing connections and preempt what's coming next. You're optimizing the synergetic effect.

Determine what you'll work on beforehand to make the most of batching. Some examples of what works well:

- writing social media captions
- making branding pictures to go with these captions
- writing blogs or articles
- sorting out receipts within the administration
- making phone calls to clients
- working through emails, and answering these
- recording videos, podcasts, or tv-shows
- editing of photos, videos, or blogs

You can "save" up tasks to allow you to work on similarities at once. For example, don't write a weekly blog; write 4 blogs at once at the beginning of the month. Instead of calling people back whenever you hear a voicemail, schedule an hour once a day to call everyone you need to speak to that day.

Step 4 - Set a time

Before you start, you determine how long you get to work on something. Then, you set yourself a deadline. Don't make it too long, as you'll be unable to hold your attention to one topic.

Let's say I give myself 1 hour to work through all my emails, answer them and make sure my inbox gets empty. Because I have only 60 minutes, I will be eager to start and get it all done within that hour.

My focus is high as I know I have limited time, and I will go from one email to the next without switching to Instagram in between because of the deadline I set. When I give myself 2 hours, I will adjust my tempo accordingly. It will then not take me one, but two hours. This is called Parkinson's law; your activity takes as long as the time you have set aside.

There's one note I need to make. Don't give yourself too little time. I am what I call an optimistic planner. So I think most things take less long than they

do in reality. For example, when I think I can write a post in 7 minutes, it actually takes me 17. Knowing that means that I need to set aside more time than I initially would think of.

Now do bear in mind that the synergy effect of batching kicks in when you start to work on similar tasks back-to-back. So when I want to write a week of content instead of setting aside 7 x 17 minutes (2 hrs), I aim for 1.5 hrs. You get to play with the time setting, and you'll get better at it the longer you batch.

Step 5- Stop all distractions

You need to focus on the work at hand and only pay attention there. To allow yourself to concentrate, it's pivotal that you switch off all possible distractions: no calls, email pop-ups, social media notifications, or anything else.

Just you and the work at hand. It's like putting up a no-disturb sign allowing you to work at the speed of light.

And because our mind likes to wander, it is vital to keep the time you set aside for batching limited and then take a break. Because breaks are pivotal too. So when you need to work on a larger project, rather use batching blocks of 1.5 hrs each, with breaks in between.

Get to work

Now that you have set yourself, your tasks, and your environment up, you are ready to rock and roll. Get batching. And get so much done in a shorter period of time that you wish you'd known this earlier.

KICK START

Want to know how to create more time and to feel less pressured again finally? You know batching may help, yet you desire more. [Book a Focus Call with me](#) today and learn what steps you can take to free up your calendar and get on top of your workload.

In 30 minutes, we zoom in on your personal situation, your circumstances, and your goals. I guarantee you 20% of your time back. Time to be able to do the things that you love, outside work. To be with your family, no longer missing out on important gatherings and simply enjoying life.

Set yourself up for success [by booking your Focus Call](#). Do it today, don't waste another day. If not now, when?

Yvonne

Accelerators

Batching itself is a productivity hack. You can accelerate this even further by scheduling recurring batching blocks. Make it a habit. All tasks that are repetitive in nature can be combined and tackled in a short period of time. You can even schedule batching days with others. The mere fact that you all come together for a very productive workday makes it a very productive workday, as you'll hold each other accountable.