



# Amaze yourself

**GET MORE DONE  
IN LESS TIME**

5 STEPS

**1.**

Batching

A photograph of a wooden swing hanging from a tree branch. The swing is made of a thick, curved piece of driftwood. The ropes are made of natural fiber. The background shows a sandy beach, the ocean, and a clear sky. A large, semi-transparent yellow circle is overlaid on the image, containing the text.

YOU HAVE

**ONE LIFE**

LIVE IT

★  
Amaze  
yourself

## 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 be more successful in life.

## ENJOY LIFE

Finally, getting yourself being fully present again and being able to switch off work at night. Offering an instant relief and getting rid of those sleepless nights over all that you still have to do. Enjoying a good meal with friends and not being called away. Finally, 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, humour and focus on mind-set make it easy to achieve a quick turn-around of your situation. From feeling stuck to the freedom of truly having it all.



## BE THE CEO OF YOUR LIFE

Let me help you get there.

>> let's chat about what YOU need <<

[Book a call with me today](#), or simply email me at [yvonne@amaze-yourself.com](mailto:yvonne@amaze-yourself.com)

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 huge amounts of work done, in a short period 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** [preferably] **with a similar nature**. You start with one task and continue with the next and the next. You do so for a limited amount of time only.

You **block time** in your diary, like 3 hours. Let's say in those 3 hours you'll only work on blogs. In those hours you don't do anything else, other than writing those blogs.

You start working with your full attention. Switch off your phone or pop ups from social media, no notifications on new emails. **No distractions.**

## 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 1 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 4 blogs it may only cost you 2.5 hours in total. Whereas normally this would have cost you 4 hours. An **instant productivity boost.**

## ACCELERATOR

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. The mere fact that you've limited the time already means **more focus.**

In short: all tasks can be batched, think of checking email, making calls, writing, research and more.



# DO MORE IN LESS TIME

## 5 Easy Steps to Get You There

### BATCHING

Are you dreaming of days with 48 hours, just to finish your to-do list? Do you feel there is **too much to do and too little time**, almost every day? Start batching! This easy and effective method will bring you enough time. This is how it works:

### PREPERATION

1. **Block time** in your diary. Take at least 2 to 4 hours.
2. Prepare several **tasks of similar nature**/work that can be done consecutively.

### ON THE DAY

3. Make sure there are **no distractions**, switch your phone to airplane mode or switch it off entirely.
4. Start with the first task, and as soon as this one is finished, you continue with the next. You are **batching similar tasks**.
5. **Reward** yourself. Yes! You have done a lot. Congratulations, pop the champagne! Sit it the sun, take a break, it is time to celebrate.

### ACCELERATOR

**Recurring event** Make sure to batch more tasks on a regular basis. How about checking your email 3x a day, instead of all day long. Saves time and decreases stress. Don't like administration? Make it a recurring event, every end of the month. You'll be done before you know it.

## KICK START

Want to know how to create more time and to finally feel less pressured again? Book a [call with me today](#). Let's chat about what YOU need.

## FOCUS CALL

I will show you what steps YOU can take personally to **free up your calendar** and get on top of your workload.

In this 30-minute session, we'll zoom in on your personal situation. We discuss your challenges, and how you can work on boosting your productivity.

It's the quickest way to getting you more time to enjoy, outside work.

**BOOK NOW**

[yvonne@amaze-yourself.com](mailto:yvonne@amaze-yourself.com)



**Enjoy the Time  
You Do Have**  
Instead of  
Complaining about  
the Time You  
Don't Have