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focus and the time spent on a task expands according to parkinson s law **timeboxing how to use it for effective time management** - Apr 04 2022

web apr 18 2022 2 set your timebox after choosing the tasks you move forward to the next step i e setting up the timebox for each task for that you need to estimate the time needed for each task and then set a specific time for each task s completion ensure that your plan includes breaks and contingencies to make up for unexpected interruptions