

BATCH WORKING *guide*

*getting started
and creating your
first batch schedule*





WHAT IS BATCH WORKING?

Batch working, also known as batch processing, time blocking, is the idea of working on one specific type of task at a time, until it's complete.

We have all heard that multitasking is extremely ineffective, but as entrepreneurs and bloggers, it's so easy to do because there are always at least 100 things we need to get done at a time.

Batch working is something you're already doing in your personal life. Things like doing the dishes, laundry, cooking and meal prepping. You wouldn't wash one dish, then go put away three pieces of clothing and then start cooking part of dinner. But that's exactly what we often times are doing in our businesses, switching from task to task and feeling like we never accomplish anything at all.

With batch working, you're going to find that you are 1000x more productive and finally get rid of that cloud of overwhelm that is hanging over your head.

HOW DO YOU START BATCHING YOUR WORK?

Before you can start actually batching your tasks, you need to first figure out what those tasks are. This is such a great activity to be able to get a really clear overview picture of all of the hats you're wearing in your business.



LIST OUT YOUR BUSINESS TASKS

Set a timer for THREE minutes. Then write down every single task you can think of that you do for your business. If necessary, break it into subsections to separate admin type work from client or sponsorship work.

Take a look at your list. The amount of tasks you do may surprise you! Now here is the part where you're going to figure out what tasks you can really batch and get ahead and stop being overwhelmed.

Create a key for like tasks. Example: put a star next to all "content creation", a circle next to client work, a square next to email & admin tasks, etc.



FIGURING OUT YOUR BATCH SCHEDULE

This is going to vary so much from person to person depending on what your normal working schedule is (whether you're full time or a work through naptime mompreneur or rocking your side hustle).

There are a few different ways you can think about creating a batch work schedule. I suggest picking which one resonates with you the most. You can always switch it later. Different batching schedules:

- + Theme Days
 - + Monday for content creation
 - + Tuesday for taking photos
- + Theme Weeks
 - + 1st week of the month for recipe development and taking photos
 - + 2nd week of the month for content creation
 - + 3rd week of the month for social media planning, etc.
- + Theme Months
 - + January: Content Creation
 - + February: Client Work
 - + March: Content Creation
- + Specific Time Blocking
 - + Mornings for education
 - + Midday for client work
 - + Afternoons for content creation

Especially at the beginning, it's really important to keep this "schedule" loose. It may take some time to get used to this style of working and you may feel like you're dropping some balls at first. Writing down a daily action plan of what you need to get done will help!



EXAMPLE OF A WEEKLY BATCH SCHEDULE

							CLIENT WORK
							CONTENT WRITING
							SOCIAL MEDIA
							ADMIN

EXAMPLE OF TIME BLOCKING SCHEDULE

Monday	
Personal Development	8-10
Client Work	10-12
Lunch	12-1
Content Writing	1-3

EXAMPLE OF DAILY BATCH SCHEDULE

MONDAY
Recipe development
TUESDAY
Photography
WEDNESDAY
Writing
THURSDAY
Social Media
FRIDAY
Admin



CREATE YOUR BATCHING SCHEDULE

TASK TYPE

SCHEDULE

Content Creation

Tuesdays/1st week of month

Remember to keep this as a loose schedule. Review every week if you have a daily schedule to make sure that your schedule is working for you or weekly if you have a week by week schedule.

For the full blog post about batch working visit:
<https://www.graceandvinestudios.com/time-blocking>

