

■■ Time Boxing vs Time Blocking – ADHD-Friendly Quick Guide

Time Boxing and Time Blocking are two popular productivity strategies. This quick guide helps you compare them and see which works best for ADHD brains.

Aspect	Time Boxing	Time Blocking
How it works	You assign a fixed time limit to a single task.	You divide your day into structured blocks of time.
ADHD Benefit	Easier focus, quick wins.	Clear structure, fewer decisions.
Drawback	Stressful if you can't finish in time.	Hard to stay flexible.
Best for	Short, focused work sessions.	Planned routines and recurring tasks.

■ Quick Checklist to Try:

- Choose one task to experiment with today.
- Decide: Time Boxing (time limit) or Time Blocking (time slot)?
- Write it in your planner or calendar.
- Notice how it affects your focus and energy.