

**Systemise your  
business, organise  
your time &  
prioritise you**



## MODULE 9 - BATCHING TASKS

Welcome to Module 9 of the “Managing You HQ” program.

We’re talking about **batching tasks** today, and it’s something I do on a really regular basis.

In fact, I did a tonne of "batching" to create the content for this program, so stay with me because it really saved me a lot of time.

How does batching work?

Ok, well, say these are regular tasks you have to do in your business:

- recording videos
- editing videos
- recording podcasts
- social media scheduling
- writing client newsletters / magazine articles
- uploading content to your blog
- website updates
- client prep work / lesson planning
- emailing out clients notes

Each task takes more than a few minutes to do - some of them hours each month.

There is no reason why you have to do each and every single one of these tasks every single day or week.

Successful podcasters do NOT record a podcast each week: they spend **one whole day** out of their schedule recording several podcasts/interviews, and then once they have a pool of 5 podcasts, they release them over the next month, then repeat that process for the next “batch”.

So, get your diary out, and find "gaps" of time here and there where you can block out time to enable you to spend **one afternoon** in the next week where you record all of your videos for the month in one go for example.



Block out another **morning** that same month to spend typing up newsletter content where you get in that "creative zone" and focus only on that for those hours.

Perhaps there's an **evening** somewhere else in the month, where you could spend it scheduling in your social media content for the entire month ahead (planning ahead is a highly productive trait to have because everything starts to fall into place).

On a **Saturday or Sunday** once month, you could upload 3 blogs in one go, and your first blog could go live straight away, the second blog you could schedule in to go live next month, then the third blog the following month etc.

Tasks don't have to be completely "finished" as such in each "batch" - it's just more of a get focussed, get your head down and if it's in the diary for that time of the day/month etc - get it as close to done as possible and "batch" the final edits of it for a future session!

Focussing on the same types of tasks at the same time means you'll not get distracted, and you'll produce more work in a shorter space of time because you're thinking of nothing else.

If "batching" doesn't work for your brain, why not think about "themes" for days of the week, so if you wanted to write a newsletter, upload your blog and record a video all on the **same subject matter** – do that!

You'll love the concept I'm sure, and it may just transfer over into your personal life too.

I "batch" loads of stuff at home eg washing, filing, gardening, shopping etc, so rather than moving aimlessly from one task to the next, batch the same type of task together, and you'll soon realise how much more productive the concept makes you.

Let me know in the [Facebook Group](#) about what task you're going to "batch first" and when!

**Happy Batching!**

*Claire Mockridge*