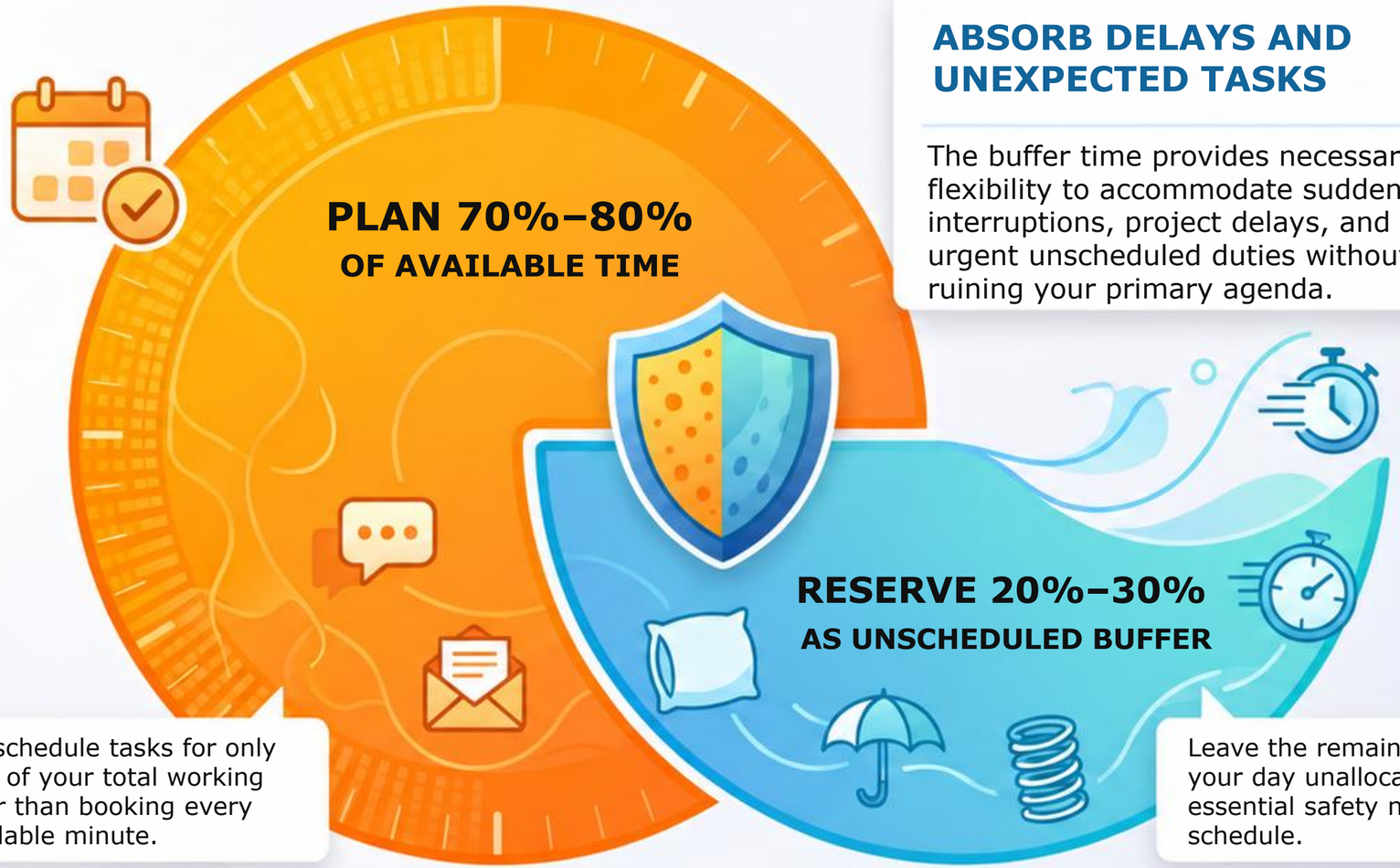
💡 Tip for Everyday Life
Smart Daily Planning: The 70–80% Time Allocation Rule



Intentionally schedule tasks for only 70% to 80% of your total working hours rather than booking every available minute.

ABSORB DELAYS AND UNEXPECTED TASKS

The buffer time provides necessary flexibility to accommodate sudden interruptions, project delays, and urgent unscheduled duties without ruining your primary agenda.

Leave the remaining 20% to 30% of your day unallocated to create an essential safety net for your schedule.

Co-funded by the European Union

CC BY NC SA