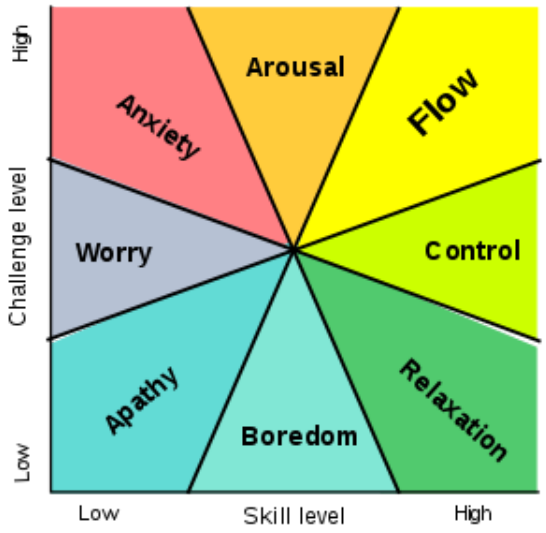
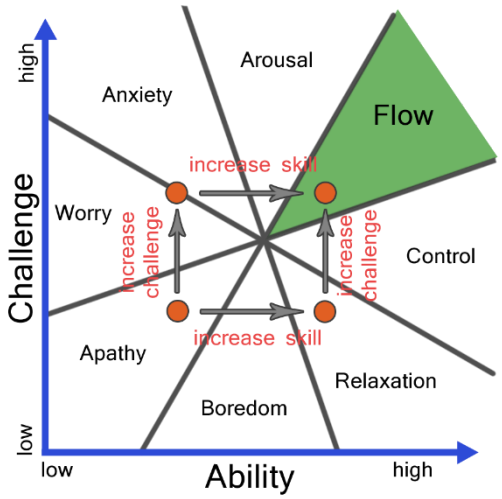
Flowtime Study Technique

Flowtime Study Technique, created by Zoe Read-Bivens, is designed to take advantage of periods of time when you are fully immersed in a task. This period of full immersion, when you are highly productive and your ability to stay focused and engaged is effortless is referred to as *flow state* or simply *flow*. This occurs when the level of challenge and the level of ability are balanced, and productivity is high.





Depending on the task, using your state of flow can increase productivity. By completing the task in one sitting and taking a break after, it can help to finish the task quicker by keeping mental focus rather than taking scheduled breaks throughout.

Flowtime Steps

1. To begin, select a single task to work on, this is called *unitasking*
2. Track how long it takes you to complete the task, include start time, end time and the number of interruptions (this can help you reduce interruptions and distractions in the future)
3. Take a break! Here are break time suggestions:
    a. For 25 minutes of work or less, take a five-minute break.
    b. For 25-50 minutes of work, take an eight-minute break.
    c. For 50-90 minutes of work, take a 10-minute break.
    d. For more than 90 minutes of work, take a 15-minute break.

Flowtime Example

Flowtime Log

File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive

	A	B	C	D	E	F	G
1	**Date**	**Task**	**Start Time**	**End Time**	**Interruptions**	**Work Time**	**Break Length**
2	3/27/19	Write Flowtime Technique post	8 a.m.	11:25 a.m.	0	3 hrs. 25 mins.	30 minutes
3	3/27/19	Invoice clients	11:55 a.m.	12:15 p.m.	0	20 minutes	5 minutes
4	3/27/19	Log tax paperwork	12:20 p.m.	1 p.m.	1	40 minutes	5 minutes
5	3/27/19	Prepare April pitches	1:05 p.m.	3 p.m.	0	2 hours	15 minutes
6	3/27/19	Respond to emails	3:15 p.m.	3:30 p.m.	0	15 minutes	5 minutes
7	3/27/19	Edit Flowtime Technique post	3:35 p.m.	5 p.m.	0	1 hr. 25 mins.	End of day
8							

Date	Task	Start Time	End Time	Interruptions	Work Time	Break Time

Flowtime Chart

References:
https://medium.com/@lightsandcandy/the-flowtime-technique-7685101bd191
https://zapier.com/blog/flowtime-technique/



Say no to Procrastination