SALESEDGE FIELD GUIDE / ENGLISH EDITION

THE 3–1 SYSTEM

Three focused work blocks and one management block.

READ / APPLY / REVIEW

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Individual personal and professional use.

FIELD GUIDE / ENGLISH EDITION

THE 3–1 SYSTEM

Plan a workable day with protected focus blocks, response windows and a one-week review.

THE PROBLEM BEHIND A BUSY DAY

Many productivity methods assume a predictable day: short meetings, one main communication channel and clear boundaries between work and breaks. Your working day may look quite different. Messages arrive in several apps, colleagues need answers, shared spaces are noisy and meetings break up the time you hoped to protect.

None of those conditions makes focused work impossible. They do mean that a plan should reflect the environment you actually work in. A timetable that depends on everybody else disappearing is unlikely to be useful.

The 3–1 System is a proposed structure for planning around those constraints. It gives substantial work a place in the day and reserves a separate place for coordination. Treat the times below as a starting template, not a universal rule or a measured productivity guarantee.

THE STRUCTURE: THREE PLUS ONE

The illustrative schedule runs from 08:30 to 17:30, with lunch in the middle. Adjust it for your working hours, responsibilities and when you can concentrate. Unallocated time is deliberately available for transitions, routine tasks and unexpected demands.

Block A — Focused morning work, 08:30–10:00. Set aside 90 minutes for the most important output: writing, designing, analysing or building. Where your role permits it, do this before opening routine email and messages. If your best concentration happens later, move the block rather than forcing an unsuitable morning routine.

Block B — A second protected block, 10:15–11:45. Use another 90 minutes for substantial work or a meeting that requires concentrated preparation and participation. Keep the 15-minute gap after Block A for a short break, an urgent reply or a practical transition. Do not quietly turn the gap into a new hour of commitments.

Lunch, 13:00–14:00. Include a real break in the plan. If possible, leave your work area or take a short walk. Choose a break that helps you return ready to work; this guide does not prescribe a medical or cognitive treatment.

Block C — Focused afternoon work, 14:30–16:00. Use the third protected block for the next important task. Match the difficulty to the attention you have available. The purpose is to give that task an explicit appointment, not to insist that everyone has the same afternoon energy.