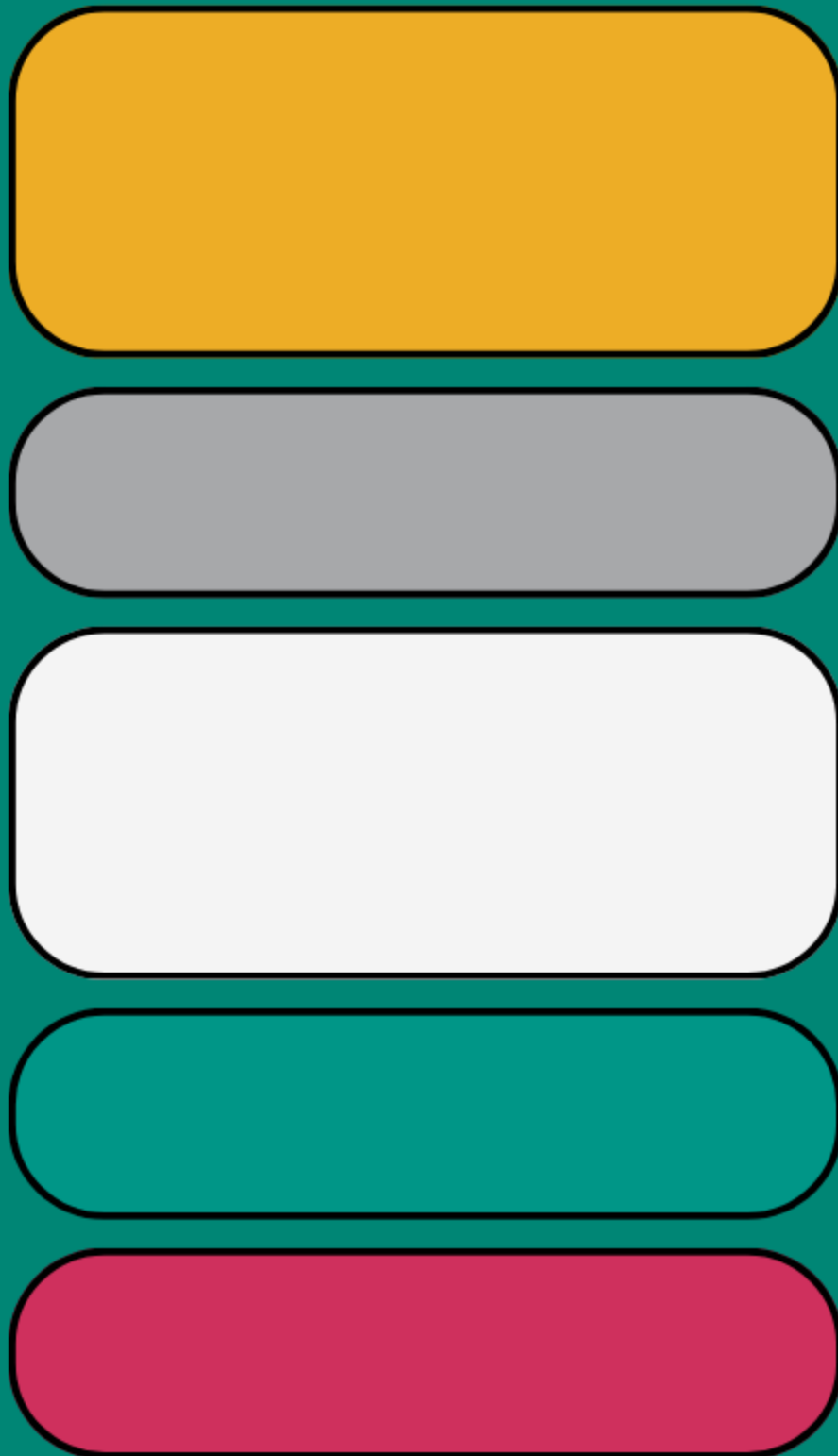


Time Blocking



1. Create a list of your tasks
2. Estimate time for each task
3. Group similar activities
4. Prioritise your tasks
5. Assign time slots for tasks
6. Stick to your schedule

TIPS

- Determine your most and least productive times
- Allocate more time to important tasks
- Take breaks between blocks

Pomodoro Technique



List your tasks



25 minute timer



Focus and work



5 minute break



Repeat 4 times



30 minute break

Eat that Frog

Start with your most important and impactful task.

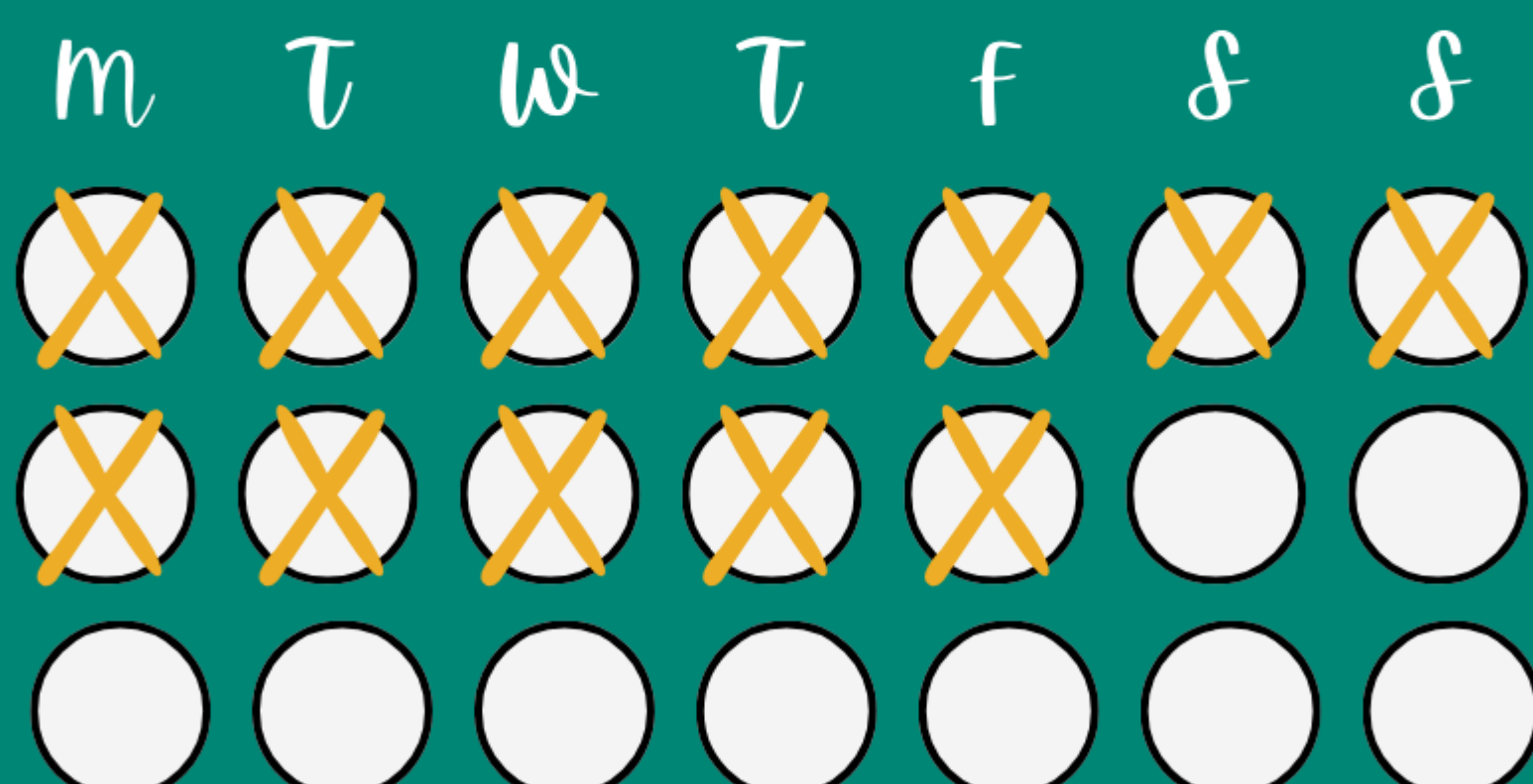
- Define your goals
- Break your goals down into tasks
- Break tasks down into the smallest possible subtasks
- Prioritise your tasks - delete or delegate tasks you don't need to do
- Schedule time every day, ideally first thing in the morning, to work on your priority goal task
- Focus on your goal task (your frog) in your scheduled time, and work on it until it's complete. Here you are eating the frog

Eisenhower Matrix

	Urgent	Not Urgent
Important	<p>DO</p> <p>Do it now</p>	<p>SCHEDULE</p> <p>Schedule a time to do it</p>
Not Important	<p>DELEGATE</p> <p>Who can do it for you?</p>	<p>DELETE</p> <p>Eliminate it</p>

Seinfeld Strategy

1. Set your goal
2. Mark a calendar with an X every day you do it
3. Keep repeating to build a chain of X's
4. Don't break the chain



3/3/3 Method

3

Spend 3 hours on your most important task

3

Complete 3 shorter tasks you've been avoiding

3

Do 3 maintenance activities to keep life in order

