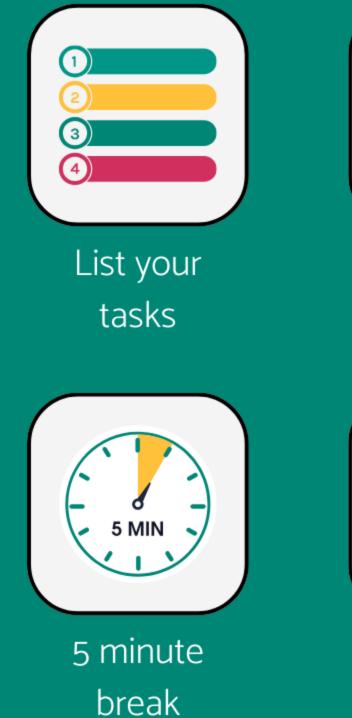
## **Time Blocking**

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





25 minute

timer



Focus and work

Repeat 4 times



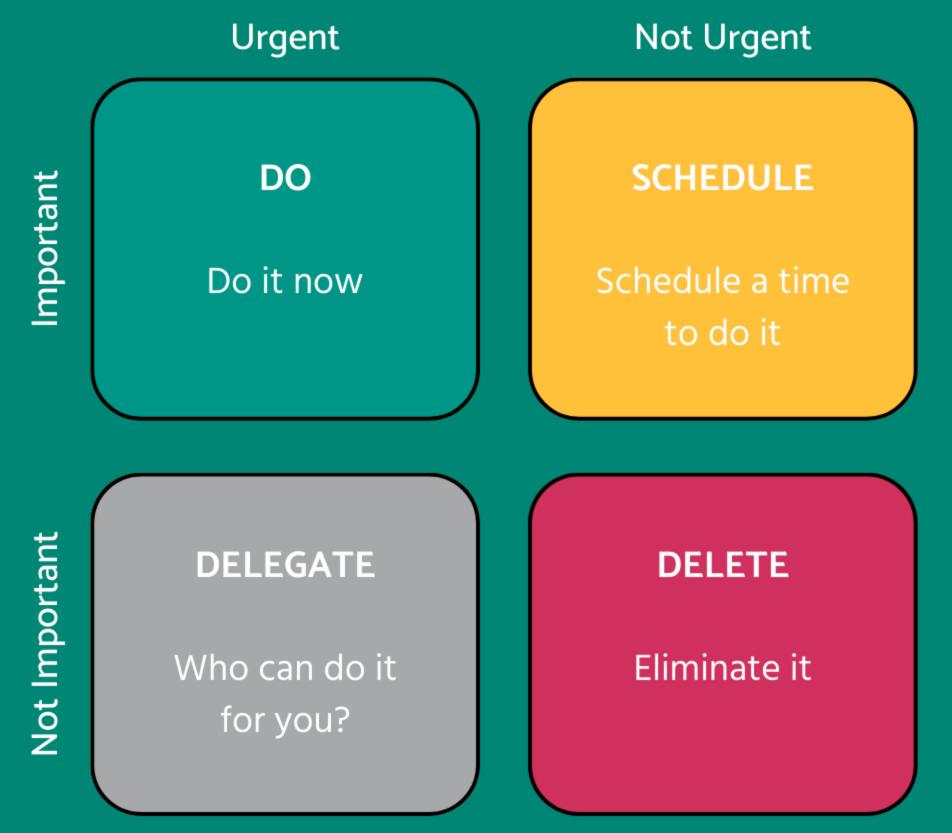
30 minute break

## **Eisenhower Matrix**

## 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



## 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

# M T W T F S S

Spend 3 hours on your most

important task

### Complete 3 shorter tasks you've

been avoiding



Do 3 maintenance activities to keep life in order

The Thrive Team