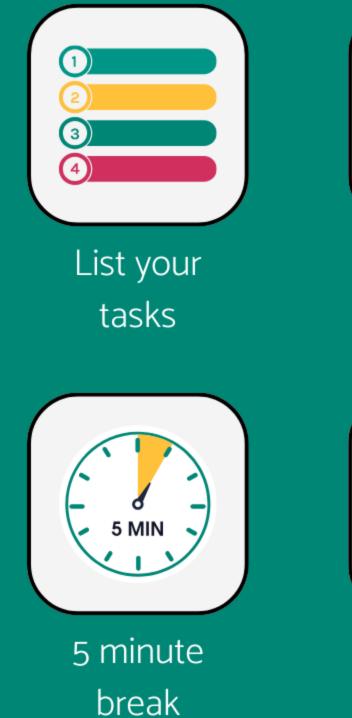
Time Blocking

			1	
Pomod	oro		an	
FUIIUU		EC		UUC

- 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



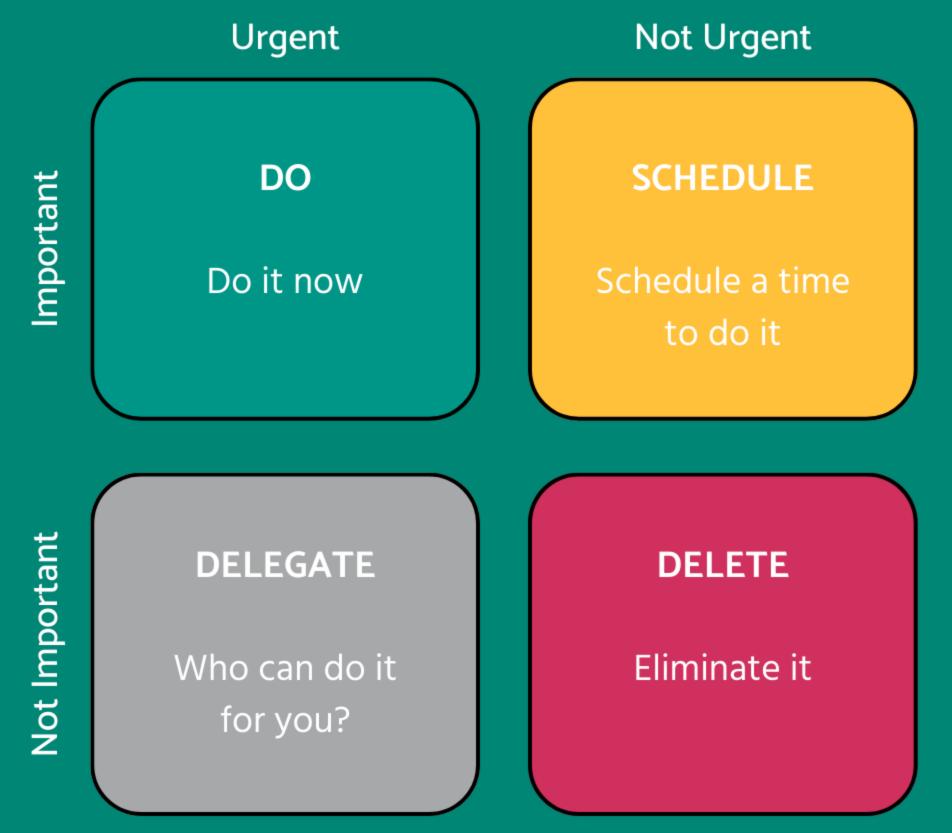
30 minute break

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