

MASTERING TIME

Proven Time Management Techniques

1 THE EISENHOWER MATRIX

- Prioritize tasks by urgency and importance: Do, Decide, Delegate, Delete.
- Impact: Focus on essentials reduce stress, and enhance efficiency.

2 POMODORO TECHNIQUE

- Work 25 mins, then a 5-min break. Repeat. Longer break every 4 cycles.
- Impact: Sustain focus, and provide brain rest periods.

3 TIME BLOCKING

- Allocate time blocks for different tasks throughout the day.
- Impact: Ensure focus, minimize distractions.

4 2-MINUTE RULE

- Do tasks under 2 mins immediately.
- Impact: Prevent task buildup, reduce procrastination.

5 SETTING SMART GOALS

- Goals: Specific, Measurable, Achievable, Relevant, Time-bound.
- Impact: Provide clarity, focus, and efficient goal achievement.

6 TASK BATCHING

- Group similar tasks, and tackle them in one block to reduce switching.
- Impact: Increase efficiency, and maintain mental flow.

7 THE 80/20 RULE (PARETO PRINCIPLE)

- Focus on tasks yielding 80% results from 20% efforts.
- Impact: Prioritize high ROI tasks, enhance productivity