

11 TIME MANAGEMENT TOOLS TO BECOME ULTRAPRODUCTIVE

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Pomodoro Technique (by Francesco Cirillo)

Break work into 25-minute focused intervals with 5-minute breaks. Helps with focus and avoids burnout.



Timeboxing (by Nir Eyal)

1. Decide what to do.
2. Estimate time for tasks.
3. Schedule on your calendar.
4. Follow the plan.
5. Adjust if needed.

9 - 10 Deep Work
10 - 11 Email
11 - 12 Meetings
12 - 1 Lunch/Break
1 - 3 Meetings
3 - 4 Email
4 - 5 Deep Work

Eat The Frog (by Brian Tracy)

Do your hardest task first thing in the morning to boost productivity and reduce procrastination.



Two-Minute Rule (by David Allen)

If a task takes less than 2 mins, do it immediately to prevent buildup. If longer than 2 mins: schedule, delegate, or delete.



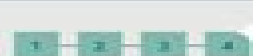
(by Jeremy Wright) Pickle Jar Theory



Treat time as a jar: big tasks are the rocks, smaller tasks are the pebbles, and minor tasks are the sand. Prioritize big tasks first.

The 3-3-3 Method (by Oliver Burkeman)

3 hours of focused work,
3 short tasks, and
3 routine tasks daily for
balanced productivity.



Task Batching

Group similar tasks, like emails or calls. Do them together to reduce mental switching.

Getting Things Done (by David Allen)

Capture: Collect tasks.

Clarify: Decide if they need action.

Organize: Sort tasks into categories.

Reflect: Review tasks regularly.

Engage: Do tasks based on priority.

1	2	3	4	5
CAPTURE	CLARIFY	ORGANIZE	REFLECT	ENGAGE



(by Alex Cavoulacos) 1-3-5 Method

Break down your day into 1 major task, 3 medium tasks, and 5 smaller tasks. This keeps you balanced and productive.

Kanban Board (by Taiichi Ohno)

Use a board with columns: "To Do," "In Progress," and "Done."
Move tasks through columns to stay organized.



Reverse Scheduling

Plan your day backward from the end to ensure you have enough time for all tasks and relaxation.



Tools For Mentoring Time Management

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