

TIME MANAGEMENT TOOLS

Slide 5

PART 1

Go through these methods to develop good habits. Study them carefully in pairs and discuss why you think they can be good or bad, which can be their strong points and to what extent you apply them to your own life.

Effective time management requires two things: planning and organizing.

Time management involves a three-step process:

Step 1: Assessing how you currently use your time.

Step 2: Creating a schedule.

Step 3: Following the schedule.

The Pomodoro Technique helps increase your productivity. Meanwhile, the Pareto Principle teaches you how to get maximum results in the least amount of time. Finally, the Eisenhower Matrix helps you identify which activities are urgent and important so you can act on them appropriately.

Pomodoro Technique

The Pomodoro Technique is a time management technique where you break down all of your tasks into 25-minute focused blocks of time. Between each time block, there is a five-minute break. And after completing four Pomodoros you take a longer break—usually 15 to 30 minutes.

Pareto Principle

It seems that only a handful of your tasks will produce any sort of measurable result. The key lesson of the Pareto Principle is to be constantly intentional with how and where you spend your time. In short, 80% of your outcome is based on 20% of your efforts. 20% of your input (time, resources, efforts) accounts for 80% of your output (results, rewards, revenue). For example; If you keep 80% of your eating healthy, you can afford a 20% splurge on an indulgence such as ice cream.

Eisenhower Matrix

It helps you prioritize your tasks based upon their urgency and importance. It also allows you to identify tasks that you should either delegate or leave undone. It is based on the use of four quadrants to determine the urgency of one's tasks.



Make a list of the tasks you want to complete by the end of the day. Try to be realistic about your efficiency instead of creating a lengthy list of tasks that will be impossible to complete. Use the Eisenhower matrix to rate the importance of each task. Structure your day so that you work on the first quadrant tasks, then the second, then the third, and only work on the fourth if you have time.

Adapted from information taken from:

<https://www.developgoodhabits.com/time-management-worksheets/>

Find out about other possible methods. For example:

Eat the Frog

To quote Brian Tracey from his book, "Eat That Frog,"

"If the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long."

Your frogs each day are the tasks that will have the greatest impact on achieving your goals, which are usually the tasks that you're most likely to procrastinate starting.

The Glass Jar: Rocks, Pebbles, Sand

Categorize your work in this way:

- **Rocks:** Your most important strategic projects
- **Pebbles:** Projects and tasks that are important but not the most critical
- **Sand:** Smaller, more insignificant tasks

Tackle the rocks first. If you keep tackling the small things (the sand and pebbles), and not the important strategic items, the rocks, then your jar will quickly fill up with no room for more rocks.

Adapted from:

<https://www.thebalancecareers.com/time-management-techniques-2276138>

And still others. If you don't come up with any other ideas, you can consider these:

- Take Care of Your Health
- Create the right environment, Get Organized
- Eliminate Electronic Time Wasters
- Reduce the Number of Meetings
- Learn to Say No
- Establish Prioritized Goals

Whatever your goals are, they should also be SMART: Specific, Measurable, Attainable, Relevant, and Timely.