

TIME MANAGEMENT STRATEGIES



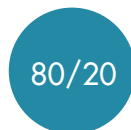
THE EINSTEIN WINDOW

FIND THE TIME WHEN YOU'RE AT YOUR BEST

Nobody operates at peak efficiency all day, every day. Each of us has an Einstein Window, a daily period when our minds are sharpest. When your Einstein Window is open, you'll be at your most productive because your brain is making connections faster than at other times when you might be dragging a little.

Figure out when your Einstein Window is. Then make the most of it by working on your most challenging assignments during it. Make sure to minimize distractions; if possible, find a quiet place to work where you won't face as many interruptions from colleagues.

Source: *The Einstein Window: The key to time management.* Michael Is Amazing.



THE PARETO PRINCIPLE

SMALL STARTS LEAD TO OUTSIZED OUTCOMES

The Pareto Principle is named for the Italian economist Vilfredo Pareto, who once observed that 80% of the land in his country was owned by 20% of the people. On a smaller scale, Pareto also noticed that in his garden, 80% of the fruit was produced by only 20% of the plants.

This 80/20 Rule is the basis of the Pareto Principle, which holds that 80% of consequences result from 20% of causes. From a time management perspective, you can use the Pareto Principle to identify the portions of your work life where a focused effort on your part can have the greatest effect.

Source: *Laoyan, S. Understanding the Pareto principle (the 80/20 rule).* Asana.



THE POMODORO TECHNIQUE

SQUEEZING THE MOST FROM YOUR DAY

What's the best way to maintain your concentration? A distracted student in Italy once used a kitchen timer shaped like a tomato, or "pomodoro," to work out a system where he'd focus on his reading for 25 minutes and then take a short break. After four of these cycles, he'd take a longer break.

You might find that the intervals in the Pomodoro Technique don't suit your own needs, and that's okay. Experiment until you find a length of time that works for you. For example, there's a different approach to the work-and-rest principle called the 52/17 Rule, in which you work for 52 minutes and then take a 17-minute break.

Sources:

The most productive way to schedule your day. Syracuse University.

The rule of 52 and 17: It's random, but it ups your productivity. The Muse.



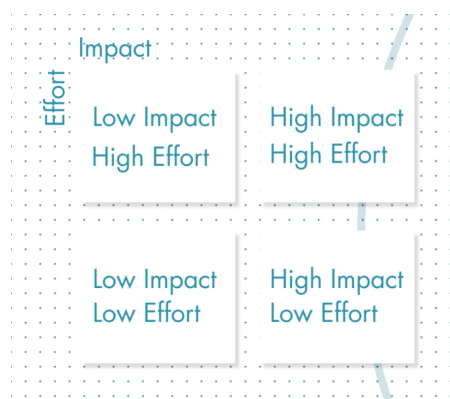
PRODUCTIVE PROCRASTINATION

PUTTING OFF ONE THING, BUT NOT EVERYTHING

People are prone to procrastination. But if you're trying to find reasons not to work on a task, you can't let that turn into an excuse to freeze up on all your tasks.

Productive procrastination is a technique that recognizes our innate tendency to put things off while encouraging us to keep moving forward on our other obligations. If you don't feel like working on something, fill the time with some other assignment, perhaps something that isn't much fun but still needs to get finished and doesn't present any great difficulty. Just don't let your alternative tasks become a permanent distraction from the assignment you were avoiding in the first place.

Source: *Shatz, I. Productive procrastination: How to procrastinate in a structured way.* Solving Procrastination.



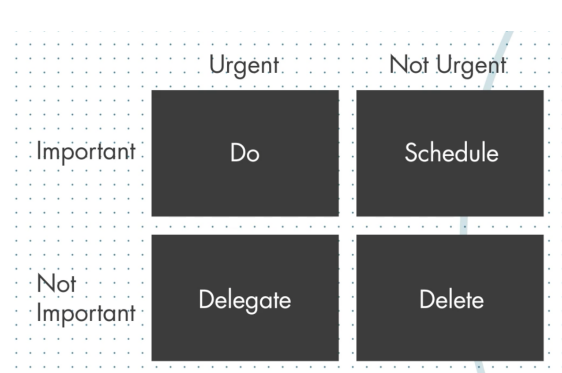
THE PRIORITIZATION MATRIX

USING IMPACT AND EFFORT TO ORGANIZE TASKS

The Pareto Principle teaches us that 80% of consequences result from 20% of causes. A prioritization matrix is a tool you can use to track this imbalance between the effort you put into an assignment and the results you get from it. This can help you figure out the most efficient way to accomplish the items in your inbox.

To use the matrix, you divide your tasks according to the level of impact they have and the amount of effort they require. Once you've done that, you can determine the order in which you'll work on them. Tasks that don't need much work but will create a big impact are the ones you should tackle first. On the other hand, if a task involves intense work but won't matter much even if you finish it, then maybe it shouldn't be on your agenda in the first place.

Source: Prioritization matrix template. Asana.



THE EISENHOWER MATRIX

HERE ARE YOUR TASKS. WHAT DO YOU DO WITH THEM?

The Eisenhower matrix, named for the 34th president, resembles the prioritization matrix in some ways but has a different purpose. While the prioritization matrix helps you figure out the order in which you should do tasks, the Eisenhower matrix is more concerned with what you should do with your assignments.

The Eisenhower matrix uses the variables of urgency and importance to divide tasks into four categories. What you do about a task will depend on which box it lands in.

Source: The Eisenhower matrix: How to prioritize your to-do list. Asana.

OTHER TIME MANAGEMENT TOOLS AND TIPS

- **Planning schedules** can be as high-tech or as low-tech as you like. Try maintaining your schedule over different timeframes: a daily plan, a weekly plan, and a rolling yearly plan.
- **Be flexible** when drafting and updating your schedule. Emergencies will come up, but you don't have to let them disrupt your schedule completely.
- **List top priorities** that you need to accomplish each day. It can help to divide tasks into things that you have to do, things that you'd like to do if possible, and smaller "leftover" tasks that you can slot into free moments of the day.
- **To-do lists** help you prioritize the tasks that are in front of you. If a task appears to be large and unmanageable, try breaking it down into smaller subtasks.
- **Combining tasks** will make them easier to accomplish. When you enter your tasks into a schedule, try to spot activities where you'll need to interact with the same people or use similar resources. You might be able to do multiple things at once!
- **Learn to say no** to activities that will force you to neglect more vital items on your schedule.