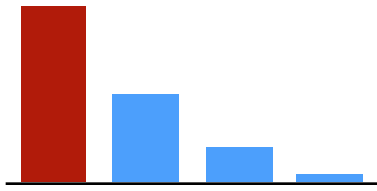


Time management

We all struggle with time management. There is pressure to get everything done but we often have to make tough choices about what to do and what to leave. Fortunately, there are many techniques to help you with this. Find one that appeals to you in the list below.

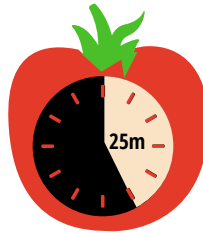
1 Pareto analysis Juran (1951)

List all of the potential root causes for a problem you are having. Assign a score to each one. Take action on the worst offender and leave the rest.



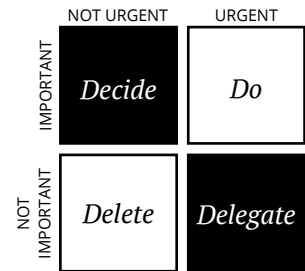
2 The pomodoro technique Cirillo (1988)

Set a kitchen timer for 25 minutes and work without distraction until the alarm sounds. Put a checkmark on a piece of paper and take a break for 5 minutes. Repeat as necessary.



3 The Eisenhower matrix Eisenhower (1953)

Categorize all of your tasks into the four quadrants shown below. Take action accordingly.



4 Parkinson's law Parkinson (1955)

Work expands so as to fill the time available for its completion. Be ruthless about restricting the time you give yourself to work. Be aggressive about getting them done early.



5 Timeboxing Martin (1991)

Review your schedule each day and set yourself fixed amounts of time to work on each task. When the time is up, force yourself to move on.

	M	T	W	T	F
8:00					
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					

6 Getting things done Allen (2001)

Keep a notebook and aggressively use it. Record calendars, e-mails and notes to file in their rightful place. Do small list reviews every day and big list reviews every week.



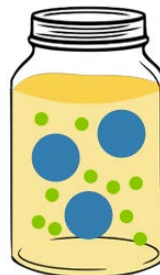
7 Rapid planning method Robbins (2007)

Organize your tasks into categories (school, work, home, etc.). Create RPM blocks like those shown below. Take action.

Task	What I get from this	Why that's important
Finish my term project	I finish the course	I earn my degree
Ask Debbie out	I'll get to feel brave	I really like her
Organize my cv	A shot at a new job	I want to start life on my own

8 Pickle jar theory Wright (2002)

Turn your tasks into a metaphor. Imagine a pickle jar filled with *rocks* (representing tasks that have to get done today), with smaller *pebbles* (tasks that could get done on another day) and lots of *sand* (endless, unimportant tasks). Take care of rocks, pebbles, and sand, in that order, each day.



9 Eat that frog! Chamfort (1795)

Make a list of all the things you have to do. Circle the one thing you'd really rather skip. *Do it. Do it right now.*

