

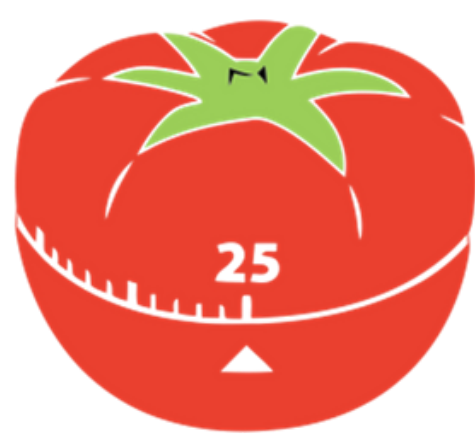
TIME MANAGEMENT

TECHNIQUES

EFFECTIVE PLANNING AND PRIORITISATION

1. THE POMODORO TECHNIQUE

The Pomodoro method breaks down study sessions into brief periods, with each period referred to as a "pomodoro"

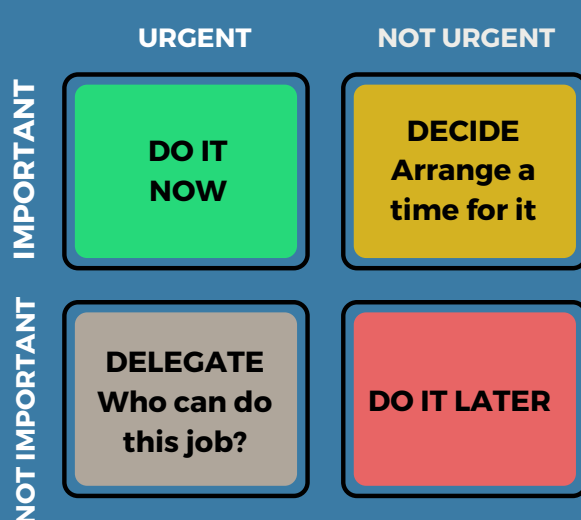


Work for 25 Minutes + Take a Break for 5 Minutes

Once every 4 Pomodoro cycles are completed, a more extended break is taken.

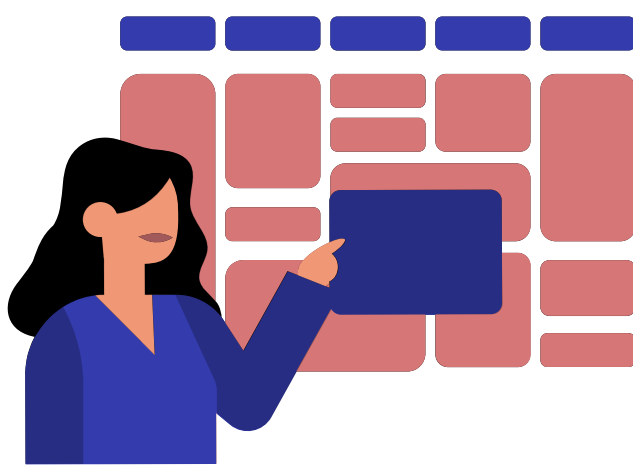
2. EISENHOWER MATRIX

We can establish a **priority sequence** by segmenting a coordinate system into **four quadrants** and classifying tasks based on **their urgency** and **importance levels**.



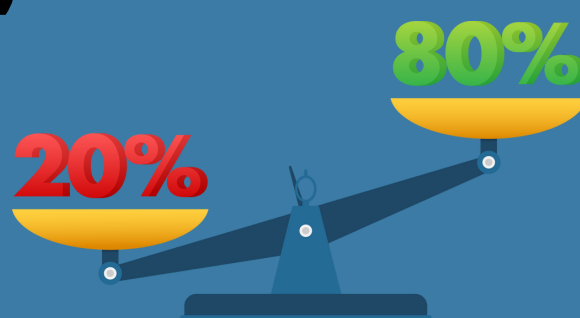
3. TIME BLOCKING

Assigning different colors to different tasks or activities can make it easier to see and understand time periods. This helps you stay organised and keep track of what you need to do.



4. PARETO PRINCIPLE (THE RULE OF 80/20)

This principle states that **80% of the results come from 20% of the effort**. Therefore, to manage time effectively, it's crucial to concentrate on important tasks, as they contribute the most, while minimising less important ones to maximise productivity.



5. TWO MINUTE RULE

If a task can be accomplished in **under 2 minutes**, addressing it immediately is the most efficient strategy.



6. EAT THE FROG

The Eat the Frog strategy promotes a **proactive** mindset and seeks to address procrastination by motivating individuals to **face difficult tasks promptly** instead of delaying them. This method facilitates improved time management.

