

Time Management



Time Blocking

	Monday	Tuesday	Cont... →
7 am - 8 am			
8 am - 9 am			
9 am - 10 am			
10 am - 11 am			
Cont... ↓			

Divide your day into blocks of time. Each block is dedicated to a specific class, task, or group of tasks

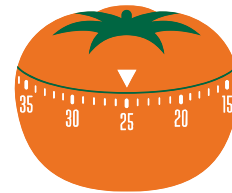


Backwards Planning

Spread out your big projects over time, with the due date as the end date in mind. Give each step a completion date that works backward to the project's due date. Many small wins along the way make big projects feel easier.

Pomodoro Technique

- Break work into 25 minute focused sessions followed by a 5 minute break
- Longer breaks, typically 15 to 30 minutes, are taken after four consecutive 25-minute work intervals
- Longer breaks best for: anyone struggling with focus or prone to distractions



Eisenhower Matrix

Organize and prioritize tasks by level of urgency and importance. Start with the most urgent and important task and work your way through your matrix

Urgent/ Important	Urgent/ Not Important
Not Urgent/ Important	Not Urgent/ Not Important

