



# Proven Time Management Techniques and Tools

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How good is your time management?



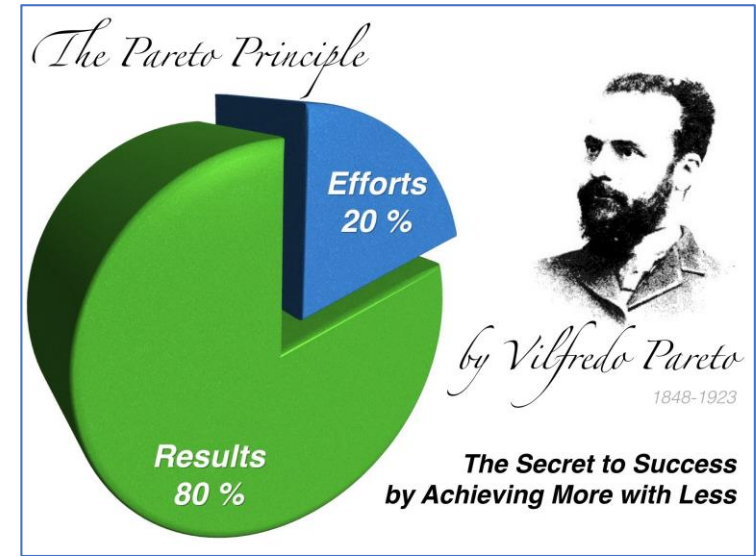


# 1. Pareto Analysis (a.k.a., the 80/20 rule)

The 80/20 rule is a technique created by the Italian economist Vilfredo Pareto. It's the idea that 20% of actions are responsible for 80% of outcomes. The goal of Pareto analysis is to help you prioritize tasks that are most effective at solving problems.

## How it works:

1. **List some of the problems you are facing.** For example, maybe your grades are slipping.
2. **Identify the root cause of each problem.** Maybe your grades are slipping because you spend too much time on social media or any other sort of distraction.
3. **Assign a score to each problem:** Assign higher numbers to more important problems
4. **Group problems together by cause:** Group together all the problems caused by spending too much time on social media.
5. **Add up the score of each group:** The group with the highest score is the issue you should work on first.
6. **Take action.**



## Types of people who will benefit from Pareto Analysis:

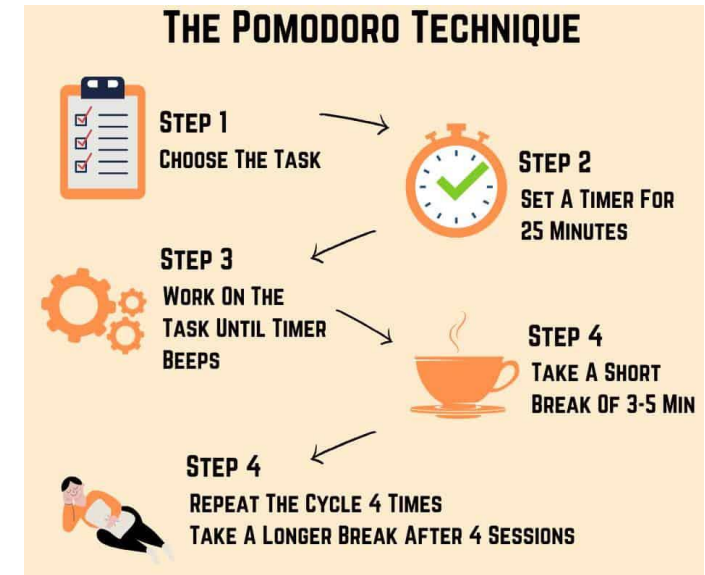
Problem solvers  
Analytical thinkers

## 2. Pomodoro Technique

The Pomodoro Technique was created by entrepreneur and author Francesco Cirillo. This technique uses a timer to break down your work into intervals. Each interval is known as a *Pomodoro*, named after the tomato-shaped timer that Cirillo created.

### How it works:

1. **Choose a task you need to get done.**
2. **Set a timer (e.g., for 25 mins).**
3. **Focus on the task at hand.**
4. **When the timer rings, put a checkmark on a piece of paper.**
5. **Take a short break:** Take a break for about three to five minutes. Go for a walk, grab a cup of coffee, do something non-work-related to give your brain a break.
6. **Repeat steps two to five:** Once you have completed this process four times, you can begin to take longer breaks (20–30 mins).



The Pomodoro technique doesn't just teach your time management; it also teaches you in setting goals and how to achieve them. You'll be able to better stick to your daily schedule and weekly schedule.

### Types of people that will benefit from the Pomodoro Technique:

Creative thinkers

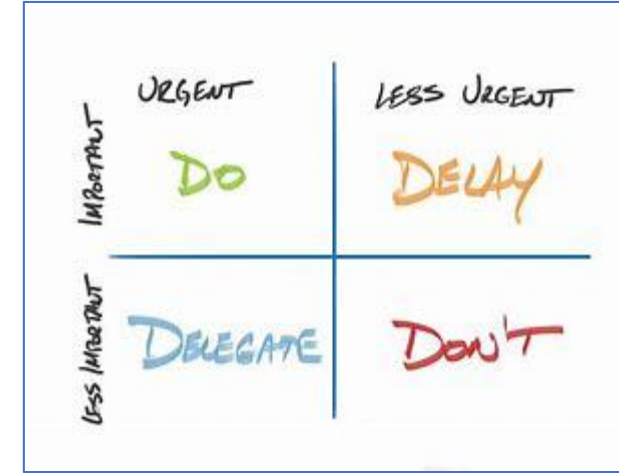
Those who feel burnt out from work/school

# 3. Eisenhower Matrix

Before Dwight Eisenhower became president in 1953, he served in the U.S. Army as an Allied Forces Commander during World War II. He was faced with difficult decisions every day that led him to invent what is now called the *Eisenhower matrix*, or the *urgent-important matrix*.

## How it works:

Organize your task list into four separate quadrants, sorting them by important vs. unimportant and urgent vs. not urgent, as shown in the graphic below. Urgent tasks are those we feel need to get done immediately. Important tasks are those that contribute to your long term goals or values. Ideally, you should only work on tasks in the top two quadrants—the other tasks, you should delegate or delete.



### Types of people who will benefit from the Eisenhower Matrix:

- People in leadership positions
- Critical thinkers

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**Important**

## *DO*

**Urgent and important tasks that need to be done right away.**

- A crisis in the office
- Pressing deadlines

## *Decide*

**These tasks are important but not urgent.**

- Going to the gym
- Time with family

**Not Important**

## *Delegate*

**Urgent but not important tasks.**

- Scheduling meetings
- Appointments

## *Delete*

**Neither urgent nor important.**

- Personal phone calls
- Social media

**Types of people who will benefit from the Eisenhower Matrix:**

People in leadership positions

Critical thinkers

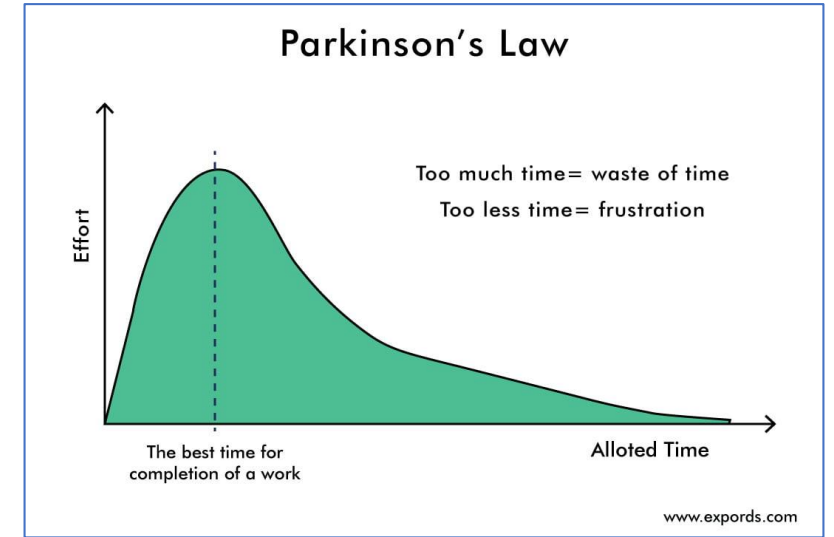
# 4. Parkinson's Law

British historian Cyril Northcote Parkinson became famous for the phrase “work expands so as to fill the time available for its completion.” In other words, the amount of time you give yourself to complete a specific task is the amount of time it will take you to complete that task.

## How it works:

This is not a time management technique *per se*. It's a law that, when understood, can be applied as one of the most beneficial time management methods out there—but you will have to put in the work. That means working more efficiently in shorter bursts of time. Here are some time management tips:

- **Try working without a computer charger.** This will force you to finish a project before your computer dies.
- **Get it done early.** Instead of finishing an essay by midnight, try to get it done by noon.
- **Set a deadline.** Give yourself a set time to do something—and then cut it in half.
- **Limit time for tasks.** Give yourself only 20 minutes in the morning to answer emails.



## Types of people this works for:

Procrastinators

People who work well under pressure



# 5. Time Blocking Method

Inventor Elon Musk is known for being productive. He manages his time so efficiently that he can work over [80 hours a week](#) and still make time for himself. What's his secret? Time blocking.

## How it works:

From the moment you wake up, assign each time block in your day to a task. These tasks can be anything from eating breakfast to studying for a test. Below are the steps Elon Musk uses to block his time:

1. Divide a piece of paper into two columns. On the left, write down each hour of the day and create blocks of time such as half-hour or hour chunks.
2. Estimate the time it's going to take to complete each of your tasks and fit them into your time blocks.
3. Add buffer times in between each time block to allow for adjustments during the day.

6:30-11:50	
7:30-8	BREAKFAST -
8-9	PLAY
9-10	Ready Work
10-11	Work PRE-SCHOOL LIBRARY
11-12	LUNCH + CLEANUP
12-1	Work
1-2	
2-3	Home
3-4	Play
4-5	Work
5-6	FIX + EAT DINNER
6-7	Home Play
7-8	Bed

## Types of people this works for:

Working students or parents

Analytical thinkers



# 6. Getting Things Done (GTD) Method

Created by author David Allen, this process helps you get things done by recording tasks on paper and then breaking them down into actionable work items.

## How it works:

1. **Capture the actions that have your attention:** These actions are tasks that can relate to anything from work to school to your personal life.
2. **Clarify what they mean:** Decide whether the tasks that have your attention are actionable or not. If an item is not actionable, ignore it for now. If the item is actionable, do it, delegate it, or set it aside.
3. **Organize your actions:** Prioritize your to do list according to what you need to get done when.
4. **Reflect:** Review your list of actions frequently to determine your next priority. Cross off tasks you have accomplished and update your list.
5. **Engage:** Take the actions or smaller tasks you can complete right now.



## Types of people who will benefit from the GTD method:

People who struggle to focus on one thing at a time

People who feel overwhelmed in their daily lives

# 7. Rapid Planning Method (RPM)

“RPM” stands for “rapid planning method” or “result, purpose, and massive action plan.” It was developed by motivational speaker Tony Robbins as a way to train your brain to focus on a vision of what you want so you can make it real.

## How it works:

1. **Capturing:** Write down all the tasks you need to accomplish this week.
2. **Chunking:** “Chunk” your tasks together by commonalities. Which items are personal?  
School-related? Career-focused?
3. **Create your own RPM blocks:** On the top of a new sheet of paper, make three columns:  
the task, the result you want from completing that task, and your purpose for completing it.  
Next, list the actions you can take to get there.
4. **Create an empowering role for yourself:** If you’re a student, you might call yourself the “Study Queen.” Anything that will get you jazzed about completing your goal.

## RAPID PLANNING METHOD



### Results-Oriented:

What Do I Really Want?



### Purpose-Driven:

Why Does It Matter To Me?



### Massive Action Plan:

How Will I Achieve It?

@THEPROCESSHACKER

## Types of people who will benefit from the RPM:

Working students or parents

People who have long-term goals

# 9. Eat That Frog Technique

This technique is named after a Mark Twain quote: “Eat a live frog the first thing in the morning and nothing worse will happen to you the rest of the day.” Start your day by doing the most onerous tasks first and getting them out of the way.

## How it works:

1. **Get clear on a goal.** What do you want to achieve most?
2. **Write it down.**
3. **Set a deadline.**
4. **Compile a list** of things you need to do to achieve your goal.
5. **Organize this list in order of priority.** The most important items are probably the most difficult. These are your “frogs.”
6. **Take action.** If you have more than one frog on your plate, eat the nastiest one first.
7. **Repeat this cycle every day** so that you’re always doing something that will push you toward your goal.



**Types of people who will benefit from the Eat That Frog technique:**  
Abstract thinkers  
People with long-term goals



### Parkinson's Law

This law is based on the idea that **the amount of time you give yourself to complete a task**, is the amount of time it will take you to complete that task.

**WORKS WELL FOR:**

- Procrastinators
- People that work well under pressure

### Eat That Frog Technique



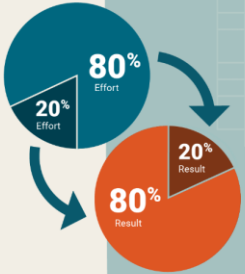
This technique encourages you to **start your day by first doing the things that you may not want to do**, but will benefit you in the long run.

**WORKS WELL FOR:**

- Abstract thinkers
- People with long-term goals

### Pareto Analysis


aka the 80/20 rule



The 80/20 rule is the idea that **20% of actions are responsible for 80% of outcomes**. It helps you prioritize tasks that will solve problems.

**WORKS WELL FOR:**

- Problem solvers
- Analytical thinkers



### Pickle Jar Theory

This theory helps you figure out what is useful and what is not useful in your daily life. It allows you to **prioritize tasks that need to get done today**.

**WORKS WELL FOR:**

- Visual people
- Concrete thinkers

### Getting Things Done (GTD) Method



This process works to help you **move planned tasks aside by recording them on a piece of paper** & then breaking them down into actionable work items.

**WORKS WELL FOR:**

- Distractible people
- People who like to make lists

### Eisenhower Matrix

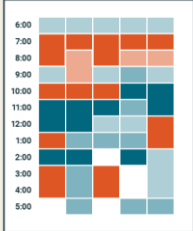


This method has you **organize your tasks into 4 quadrants** sorting them by important vs. unimportant & urgent vs. not urgent.

**WORKS WELL FOR:**

- People with tough decisions
- Critical thinkers

### Time Blocking Method




To use this method, **assign each time block in your day to a task**. These tasks can be anything from eating breakfast to studying for a test.

**WORKS WELL FOR:**

- Working students/parents
- Analytical thinkers

### Rapid Planning (RPM) Method




This technique was developed by Tony Robbins as a way to condition and **train your brain to focus on the outcome you're after**.

**WORKS WELL FOR:**

- Working students/parents
- People with long-term goals

### Pomodoro Technique



This technique has you **utilize a timer to break down your work into intervals**. Each interval is known as a *Pomodoro*.

**WORKS WELL FOR:**

- Creative thinkers
- Those feeling burnt out





# WHICH TIME MANAGEMENT PROCESS WORKS FOR YOU?

Use our flowchart below to figure out which time management process will work best for you.



# 10 Essential Time Saving Tips for Engineers and Scientists

In a recent survey, scientists listed lack of time as one of their biggest pain points related to their work. Due to being highly motivated, engaged, and accomplished, engineers and scientists are more likely to seek and accept numerous challenges and invitations to undertake new projects and responsibilities. This can generate stress, anxiety and frustration, therefore being able to manage your time in the best possible way is imperative.

## START STRENGTHENING THESE SKILLS TODAY WITH 10 HELPFUL TIPS FROM WILEY

### RECOGNIZE HOW YOU SPEND YOUR TIME

Most technically trained individuals have never tracked how they use the hours in their week because their intent is to achieve the best technical result possible. Tracking the time spent on specific tasks every 30 minutes for 1 week will indicate where time is being spent productively and where it is being wasted.

### STAY FOCUSED

Although attention must be given to multiple tasks, too many projects underway simultaneously increases stress levels. Try to maintain primary focus and concentration on one project to ensure completion in a suitable time frame.

### PLAN YOUR DAY

Particular times during the day should be made available for email responses and social interactions so that they do not consume large parts of the day but are an active and important part of your schedule, providing a "refresh" from intense effort that requires high levels of concentration and extensive time.

### DON'T PROCRASTINATE

Try to avoid procrastination as it inhibits progress and achievement. Step back from the task or problem to consider what part it plays in your overall goals and responsibilities. Placing the task in context can supply sufficient motivation to move forward.

### DISCONNECT

Current technologies mean we're 'always connected', when we work like this we can be easily distracted to less important tasks, this can enhance stress and a feeling of frustration. Schedule in time when you disconnect yourself from these technologies to focus on key tasks and projects.

### WHEN ARE YOU MOST PRODUCTIVE?

Evaluate your accomplishments during the week to identify the most productive time(s) in your day. Devote this time to more creative activities such as devising novel project directions or writing proposals, manuscripts, and reports.

### MEETINGS OVERLOAD

High performers are always in demand at an extensive array of meetings, which takes time away from other activities and productivity. This can be a particular concern for younger group members/recent graduates who may be reluctant to say no to such requests. So, ask yourself, do you really need to be in that meeting? And if you do, ensure meetings have concrete outcomes and action points.

### USE THE RIGHT PLANNING TOOL FOR YOU

A variety of planning tools are available, including to-do lists, calendars (hard copy or electronic), charts, and electronic planners. Select the best method for you by answering this simple question: Which of these will I actually use to make my life, and the lives of those around me, better?

### PRIORITIZE TASKS

Determine whether tasks are urgent, not urgent, important, or not important. Give priority to the urgent and important activities.

### MAKE PERSONAL TIME

Overemphasis on work-related tasks can impede both personal and professional growth and over time can raise stress levels and decrease efficiency as well as job satisfaction. Short breaks from difficult and extended tasks to talk with colleagues or friends, spend more time with family, exercise or simply relax has an extremely positive effect on both physical and mental health.

These tips are taken from the new book **Leadership by Engineers and Scientists: Professional Skills Needed to Succeed in a Changing World** by Dennis W. Ross

# Daily Planner



Date: / /

Today's goals			Important things
Time	:00	:30	To do
5am			
6am			
7am			
8am			
9am			
10am			
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			
7pm			
8pm			
9pm			
10pm			
Meal plan		Exercise	
Money spent		Three positive things from today	

# PARKINSON'S LAW

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