# **Affinity Diagram**

Create a "must-do

now/today" and

"do later" list

Limit the number of

daily tasks to a

reasonable number

Write down your ideas about the project and place them under the appropriate category.

#### Task Prioritization

Break tasks into high, medium, and low priority

Set clear deadlines for each task, including personal ones

Organize tasks into quadrants for urgent and important tasks

### Time Blocking & Scheduling

Allocate specific time blocks for high-priority tasks

Build in buffer time between meetings or activities

> Reserve mornings for most critical tasks

Use color-coded

calendars blocks

for different life

areas (work, school,

personal)

Schedule breaks to prevent burnout and maintain productivity

## Productivity Tools & Apps

Sync calendars across devices to ensure tasks are visible

Use a task management app to organize and track progress (Todoist, Trello)

Set up automated reminders and notifications

Use time tracking apps to track and analyze time used daily

Use focus apps to minimize distractions (Pomodoro timers)

### Mindset & Habit Buillding

Create a "wind-

down" evening

routine to reflect

and plan for

tomorrow

Start small by

focusing on one

time management

habit per week

Create a consistent morning routine to keep days efficient

Build a habit of weekly reviews to access progress and adjust plans

Use habit tracking apps to maintain consistency

### **Work-Life Balance**

Establish a workflow for repetitive work tasks

> Automate recurring tasks (bill payments, grocery orders, etc.)

Establish boundaries between work and personal time

> when possible, especially at work or home

Schedule downtime for relaxation and hobbies

Delegate tasks