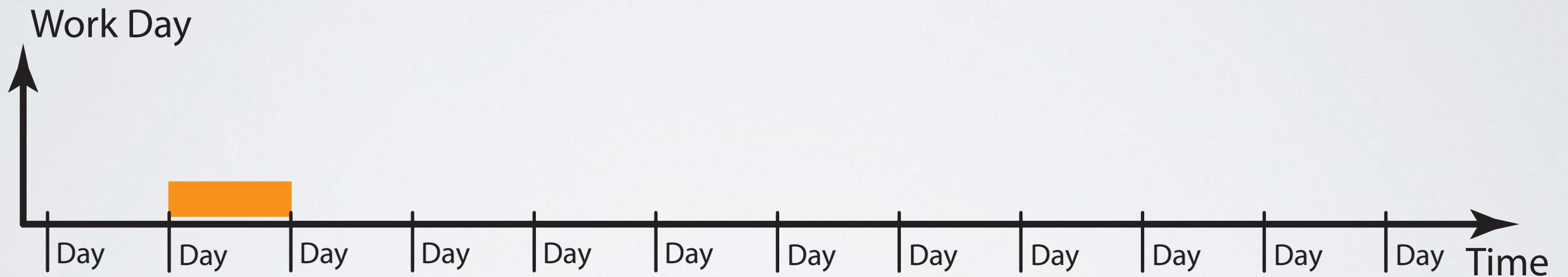


# TIME MANAGEMENT

The Engineer Accelerator  
Malcolm Knapp

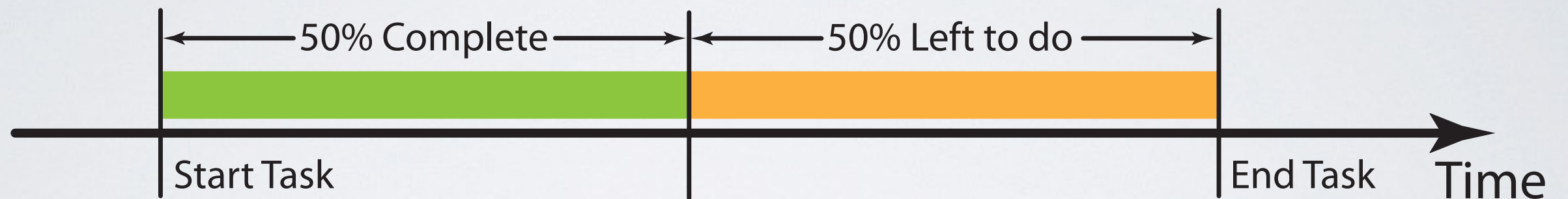
# TASK EFFORT VS TASK DURATION

 Task

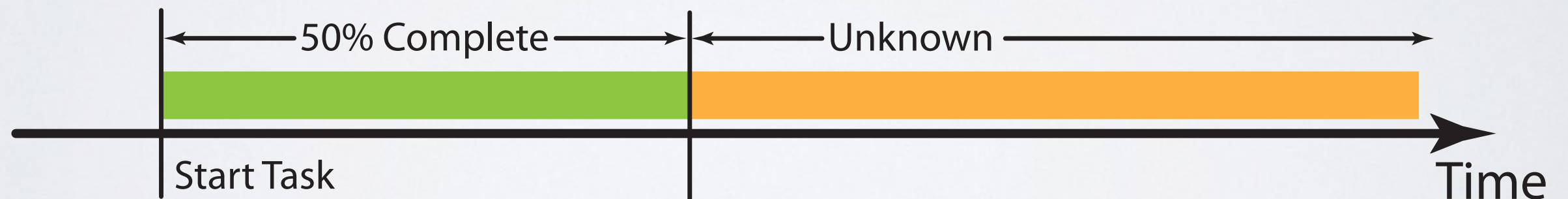


# BOUNDED AND UNBOUNDED TASKS

## Bounded Task



## Unbounded Task



Learning makes any task unbounded

# WORK AND METAWORK

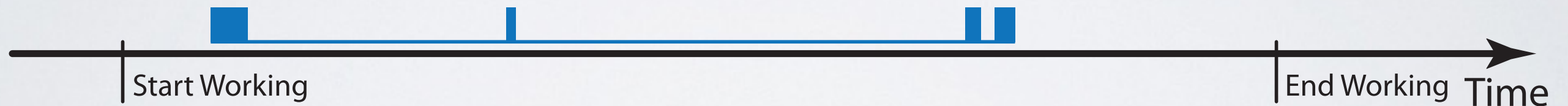
Engineering Work

Startup

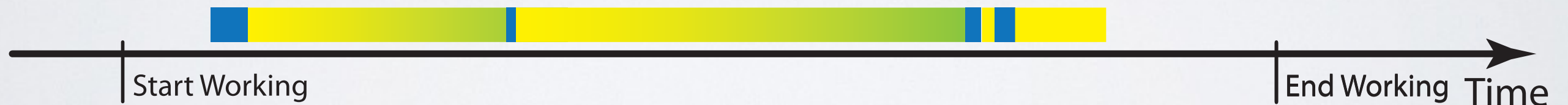
Productive



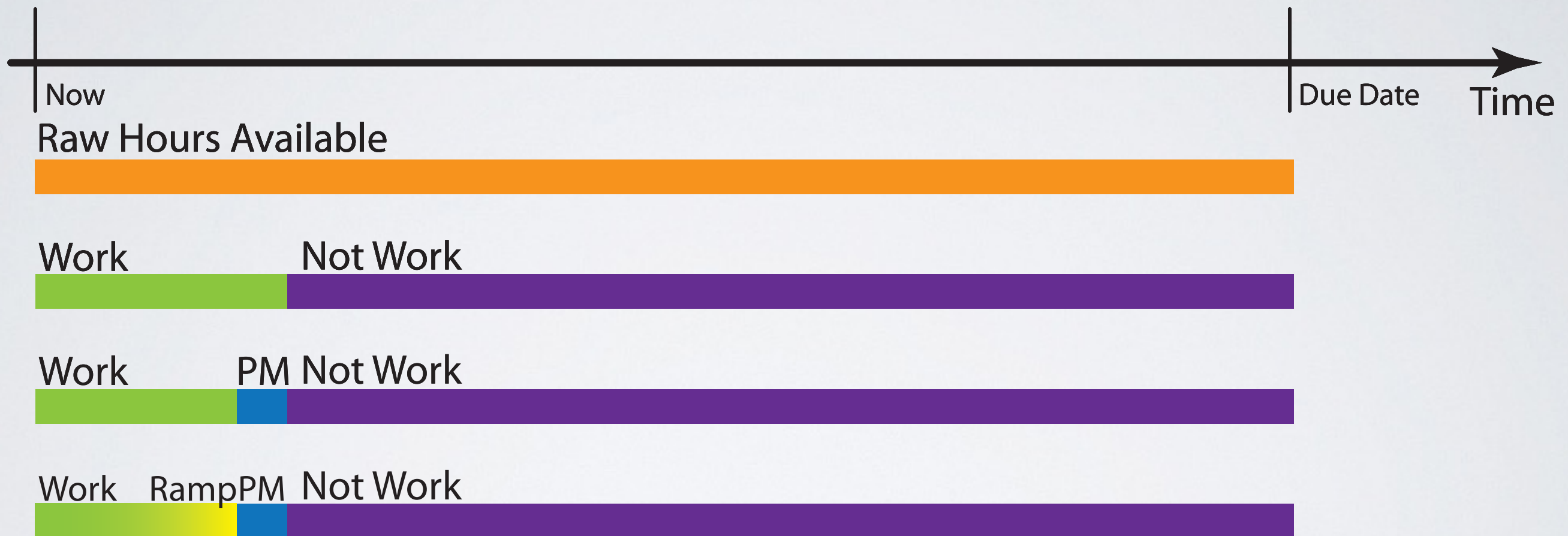
Project Management Work



Mixed Work



# EFFECTIVE HOURS



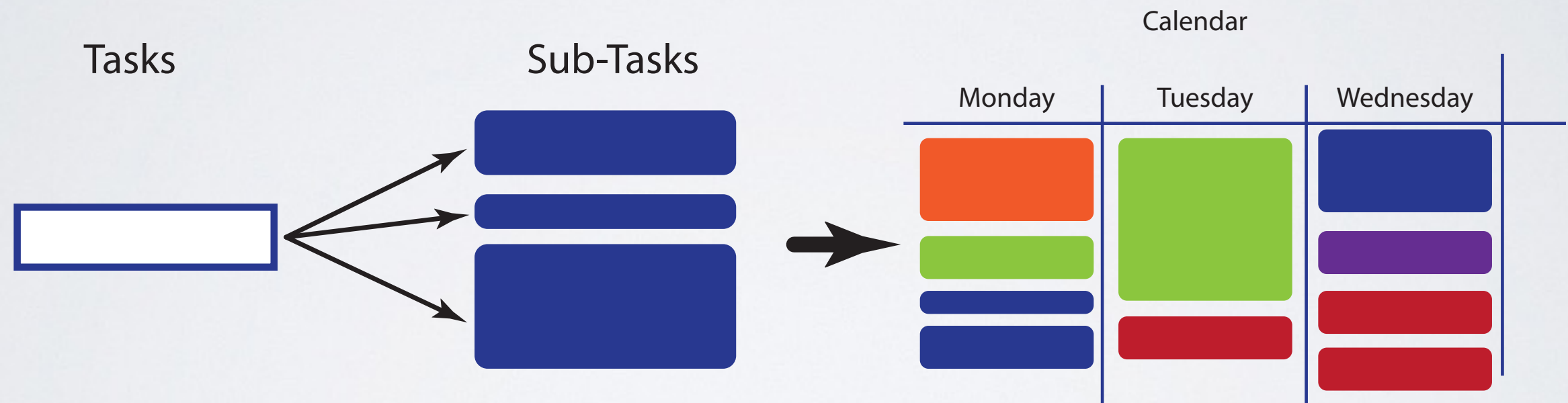
You are not 100% Efficient



# TASK ENUMERATION

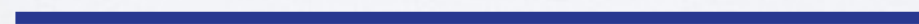
Estimate effort  
for all Sub-Tasks

Map effort to your calendar and  
see if you can hit the due date



# TASK LIST

## Task List



Back Burner

# TASK INSERTION

## Task List

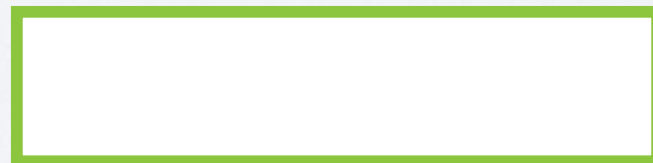
ASAP →



Urgent →



Normal →



Back Burner →

