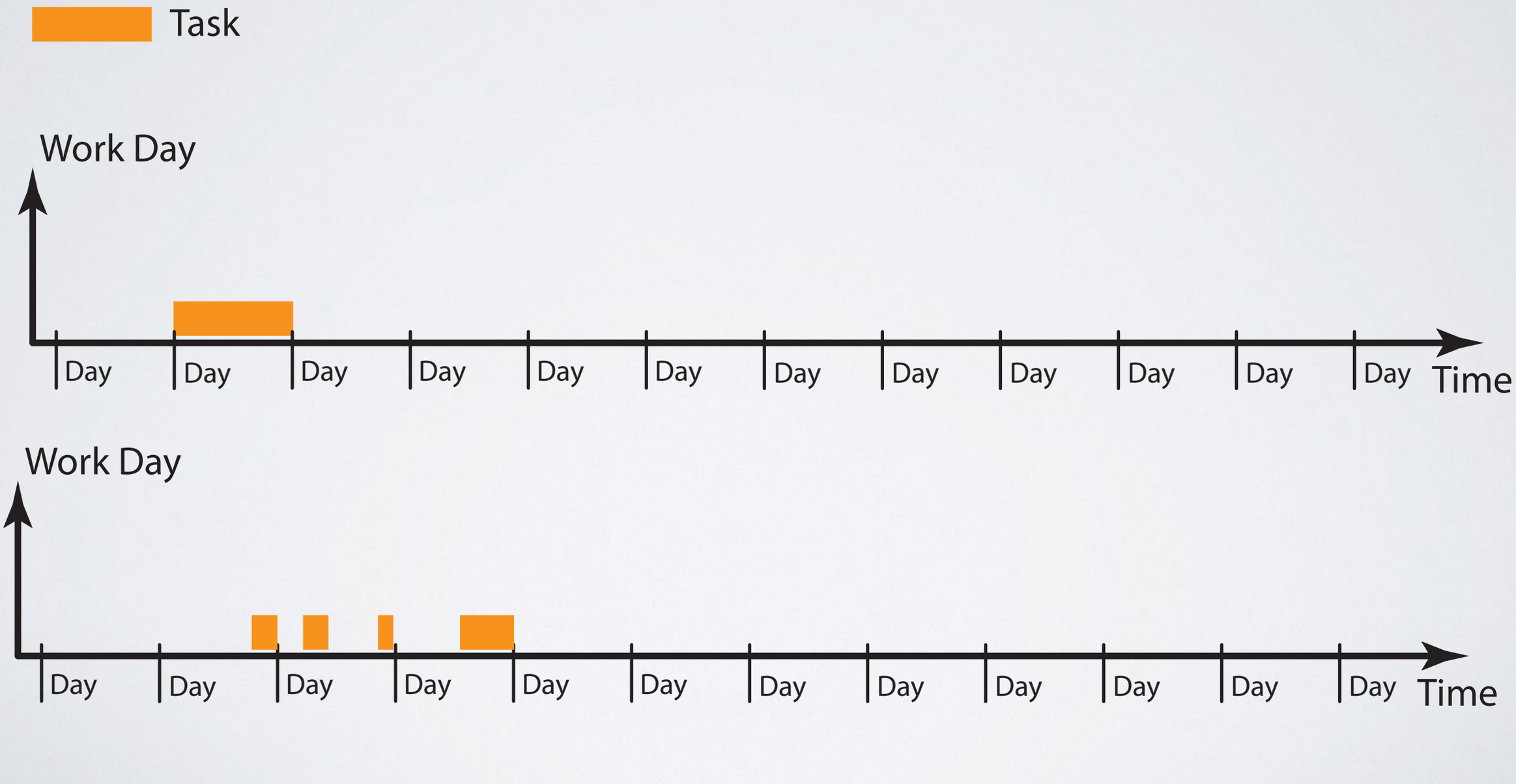
TIME MANAGEMENT

The Engineer Accelerator

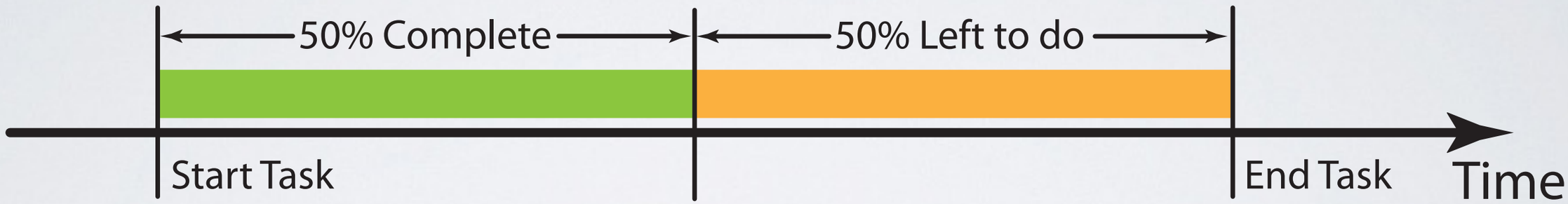
Malcolm Knapp

TASK EFFORT VS TASK DURATION

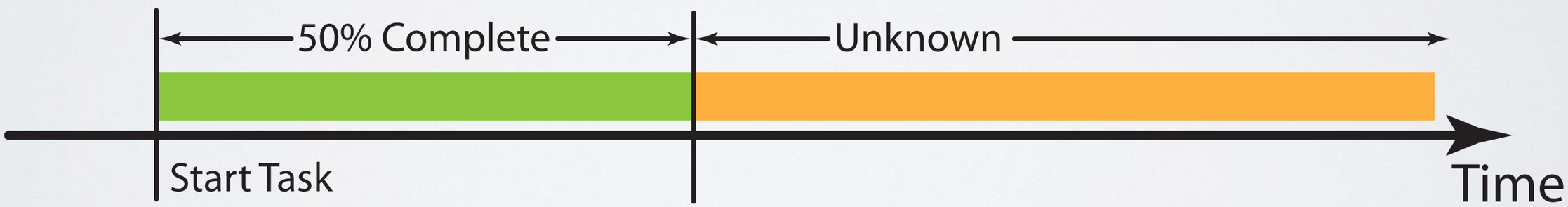


BOUNDED AND UNBOUNDED TASKS

Bounded Task

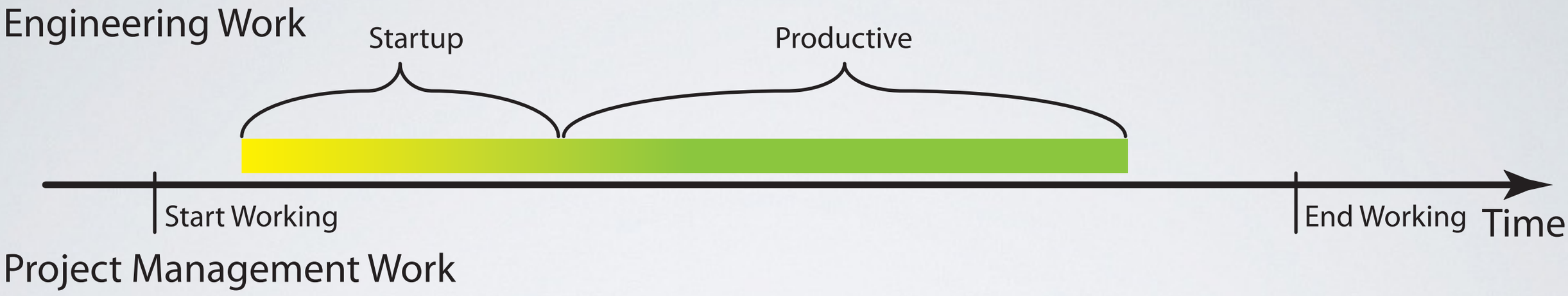


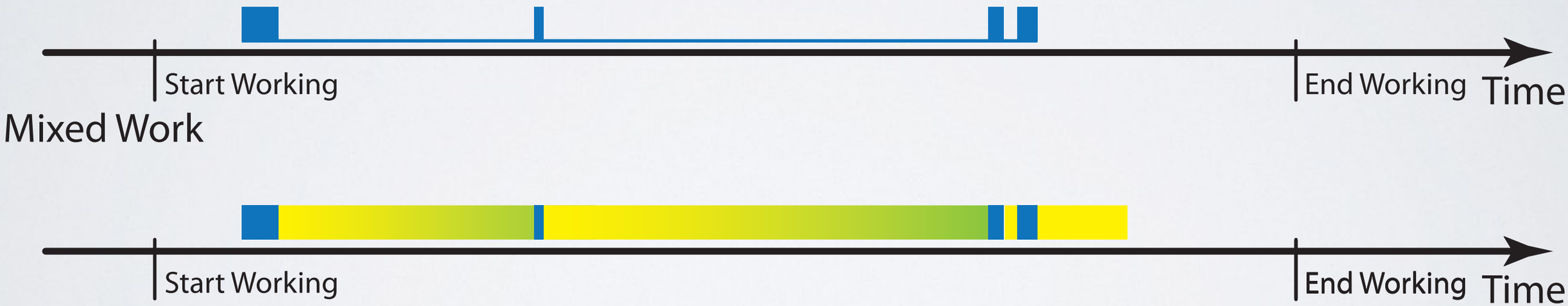
Unbounded Task



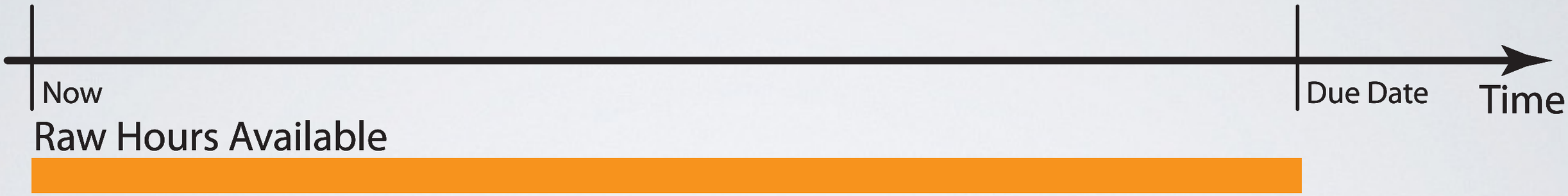
Learning makes any task unbounded

WORK AND METAWORK





EFFECTIVE HOURS

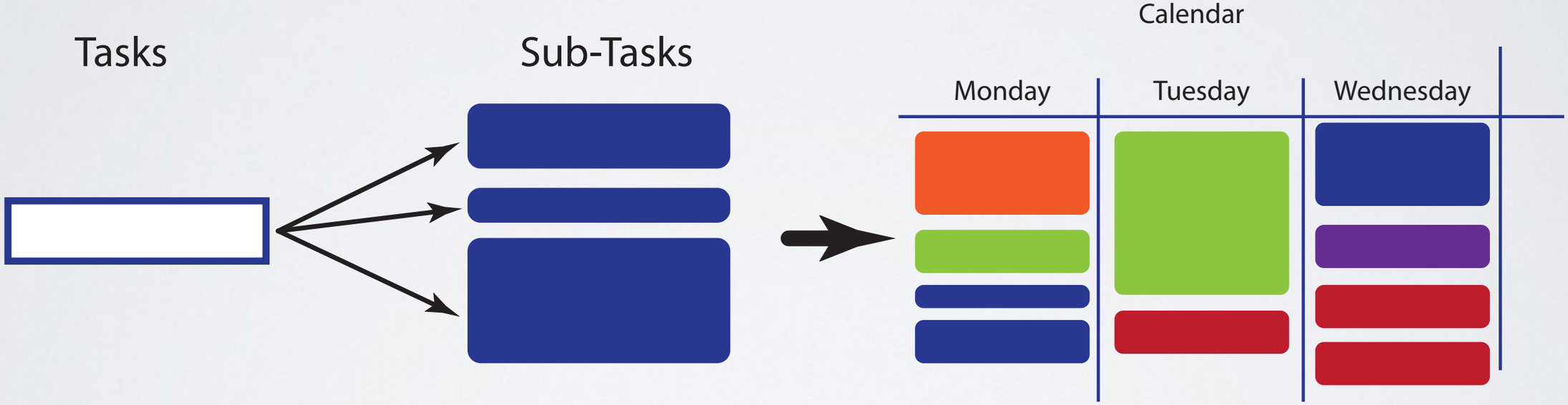


You are not 100% Efficient

TASK ENUMERATION

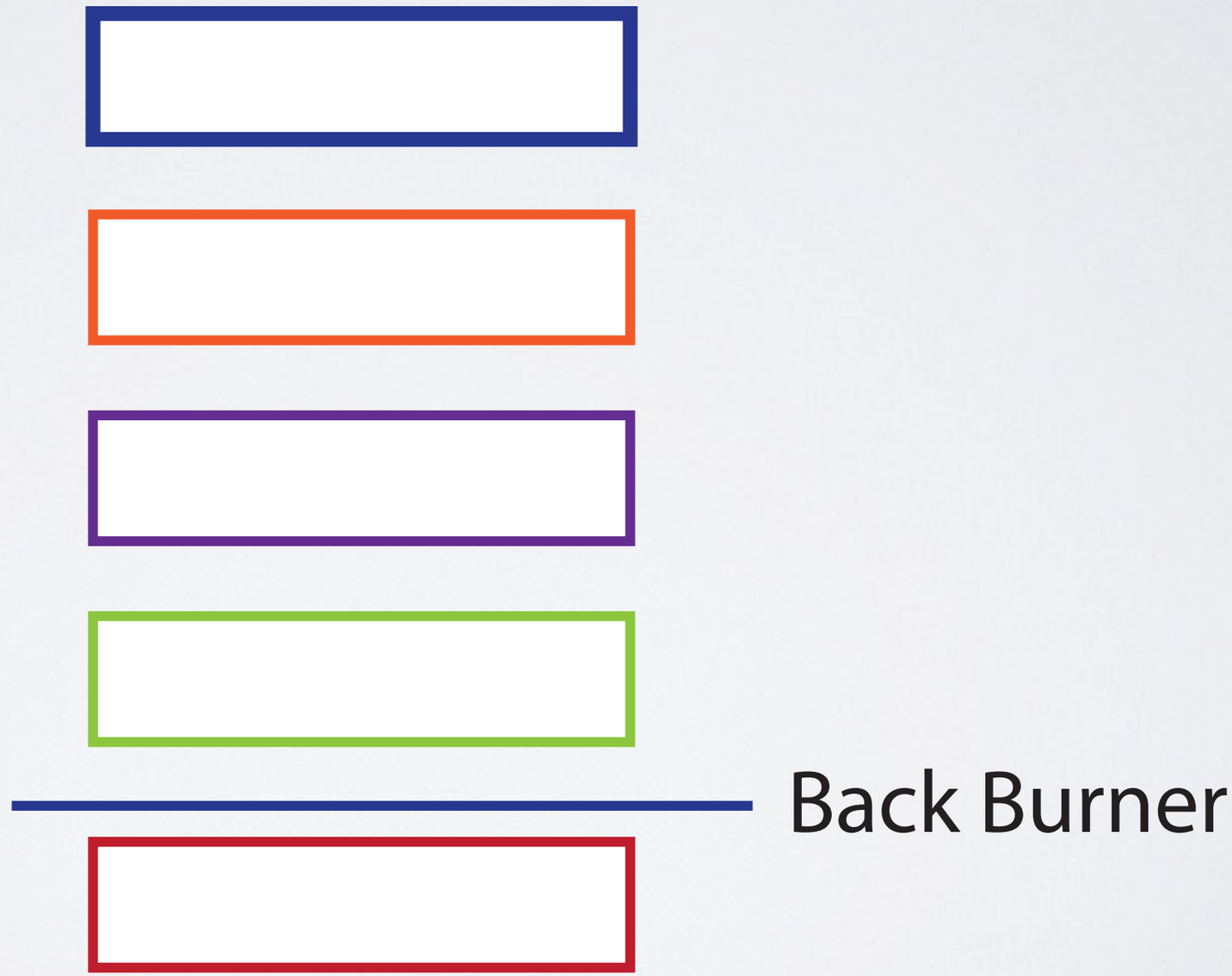
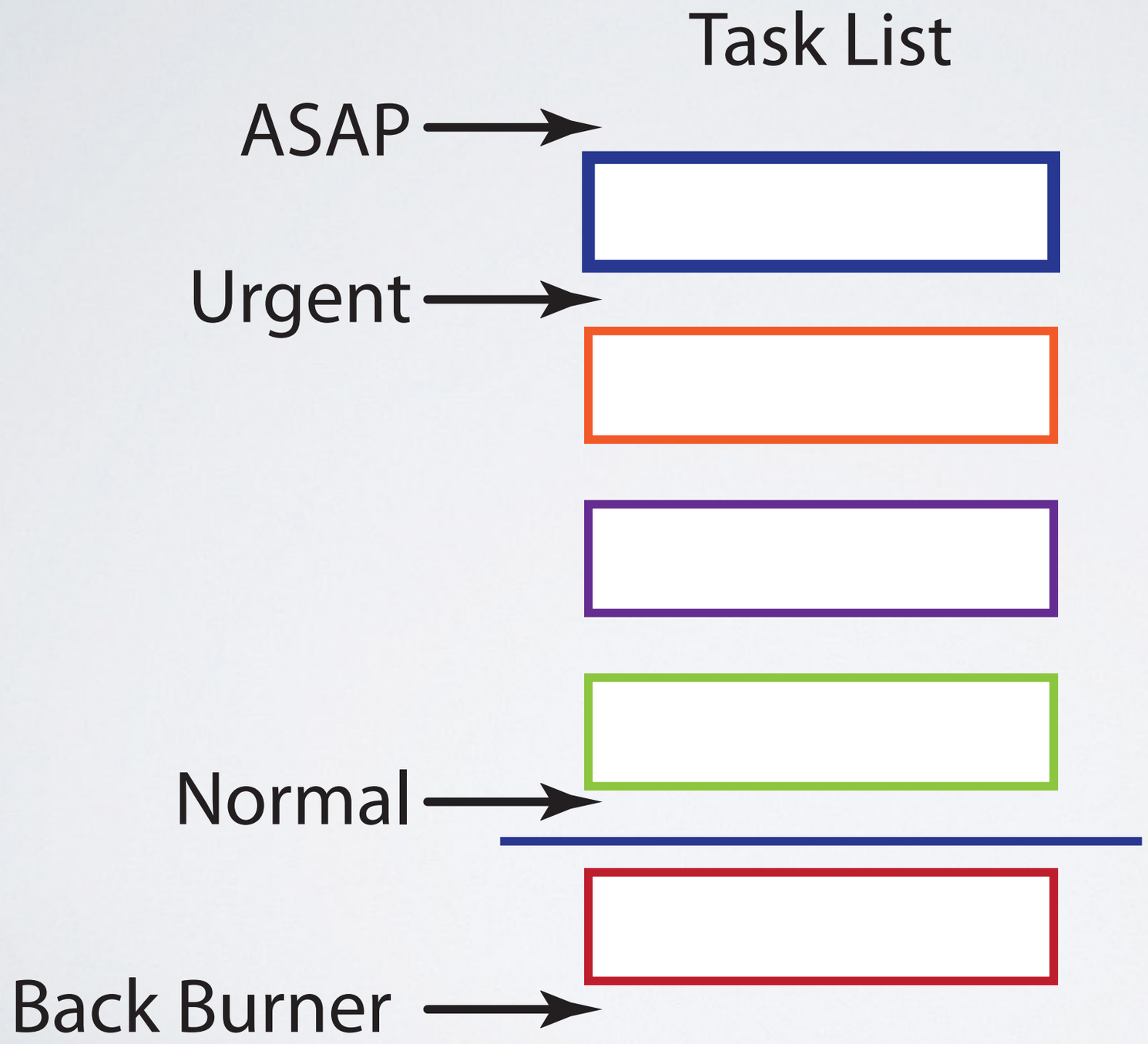
Estimate effort
for all Sub-Tasks

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



TASK LIST

Task List



TASK INSERTION