

# *Mastering Time Management*

THE ULTIMATE TRICKS FOR EVERYONE



@Malay Matalia

# ***Eat that frog***

Do the most important & difficult task first thing in the morning.

**Works well for people who struggle with procrastination.**



# **Pomodoro**

25 minutes of work, 5 - minute break,  
and then a longer break.

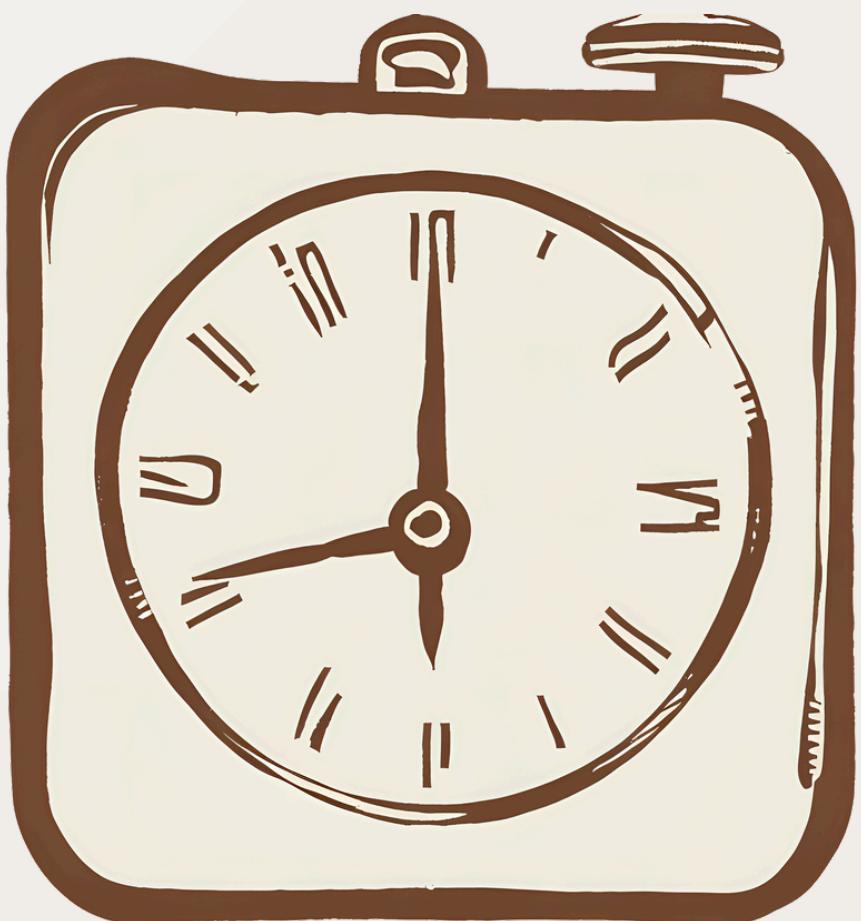
**Works well for people who struggle  
with distractions.**



# **2 Minute Rule**

If a task can be completed in 2 min or less, do it right away.

**Works for boosting productivity and reducing procrastination.**



# **1 - 3 - 5 Method**

1 Big Tasks, 3 Medium Tasks, 5 Small Tasks

By focusing on a limited number of tasks by different levels of complexity, you can stay organized throughout the day.

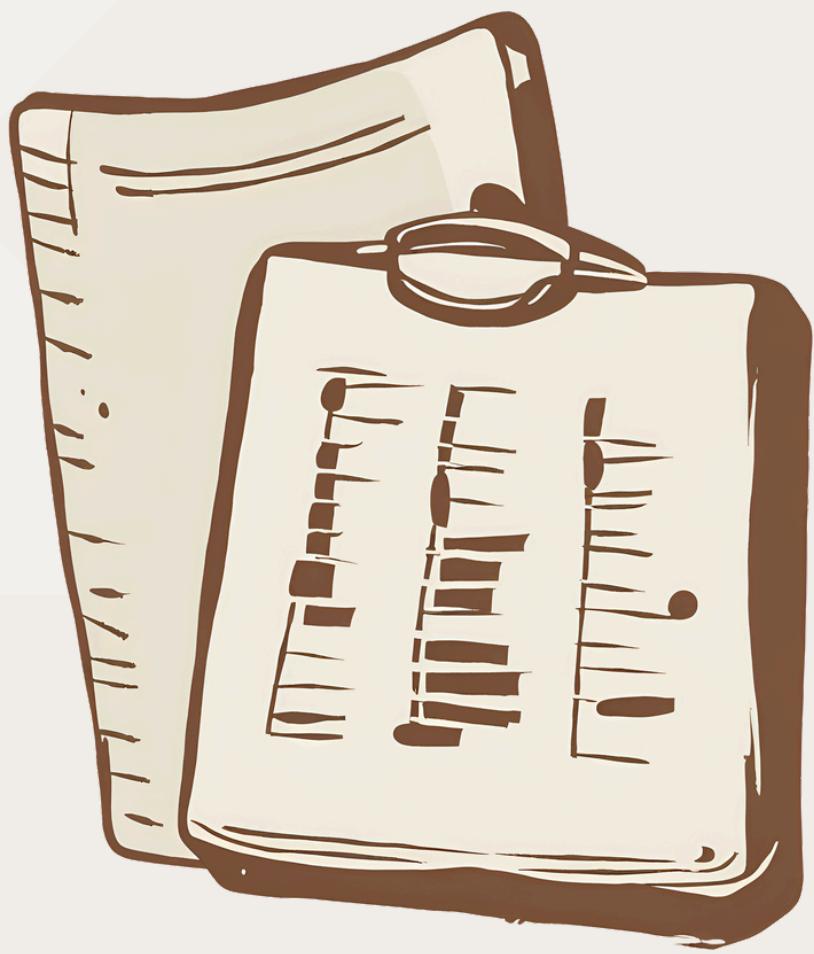
**Works well for those who struggle with overwhelm.**



# **Eisenhower Matrix**

Organize work in four quadrants and decide on urgent vs important & not urgent vs not important factors.

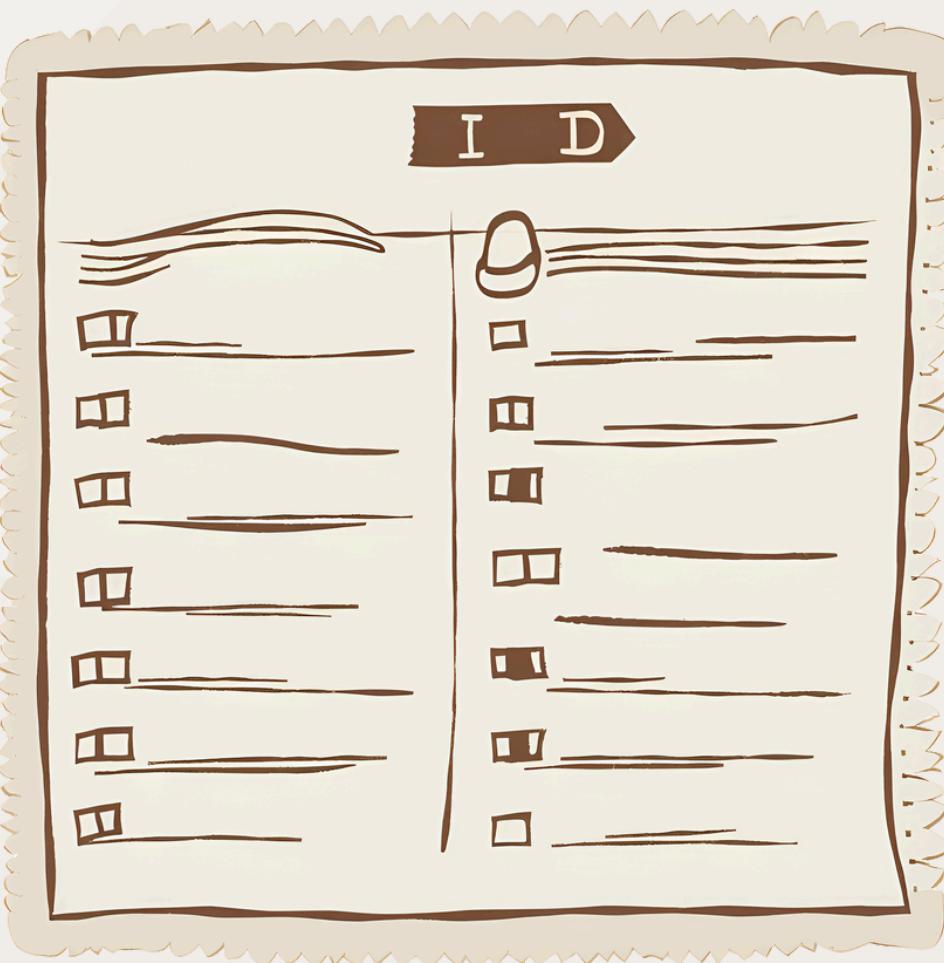
**Works well for people who have to deal with a lot of decision-making.**



# *Getting Things Done*

Add all tasks to a list. If the task is around 2 minutes of work, do it instantly, else - schedule it.

**Works well for people who like to do lists and long-term planning.**



# **Pickel Jar Theory**

Add a finite amount of tasks in a day.  
Identify what is useful and what is not  
useful.

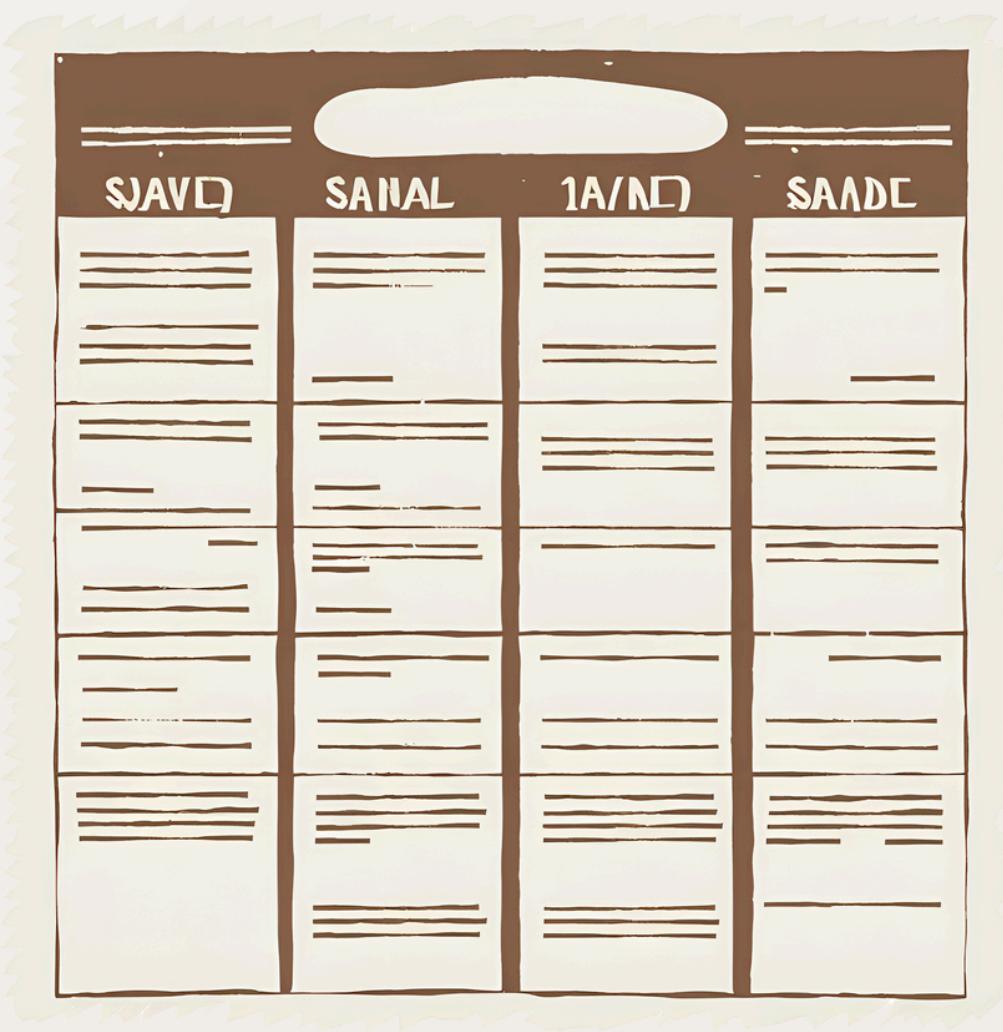
**Works well for people who love  
creative thinking.**



# **Task Batching Technique**

Assign time blocks for the tasks in your day. Most effective with tasks batching.

**Works well for people who manage multiple responsibilities or projects.**



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