9 TYPES OF

TIME

MANAGEMENT

TECHNIQUES &

TOOLS

1 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 20% tasks that will solve problems.

Works well for:

Problem solvers

Analytical thinkers

80%

20%

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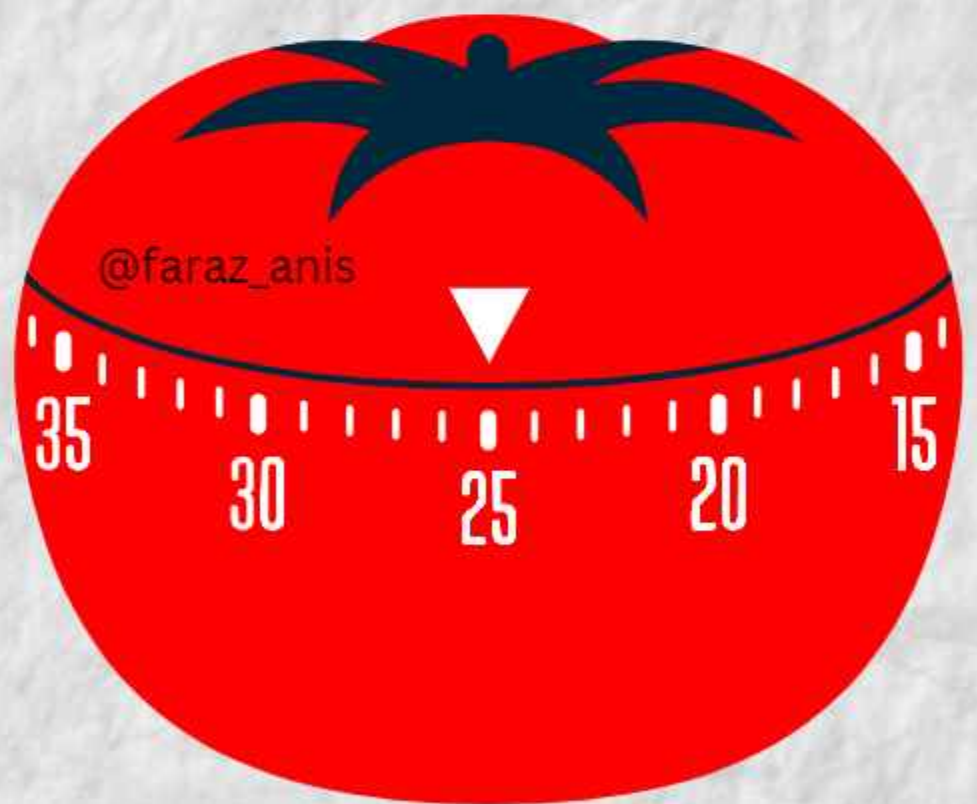
EFFORT

RESULTS

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2 POMODORO TECHNIQUE

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

Works well for:

Creative thinkers

Those feeling burnt out
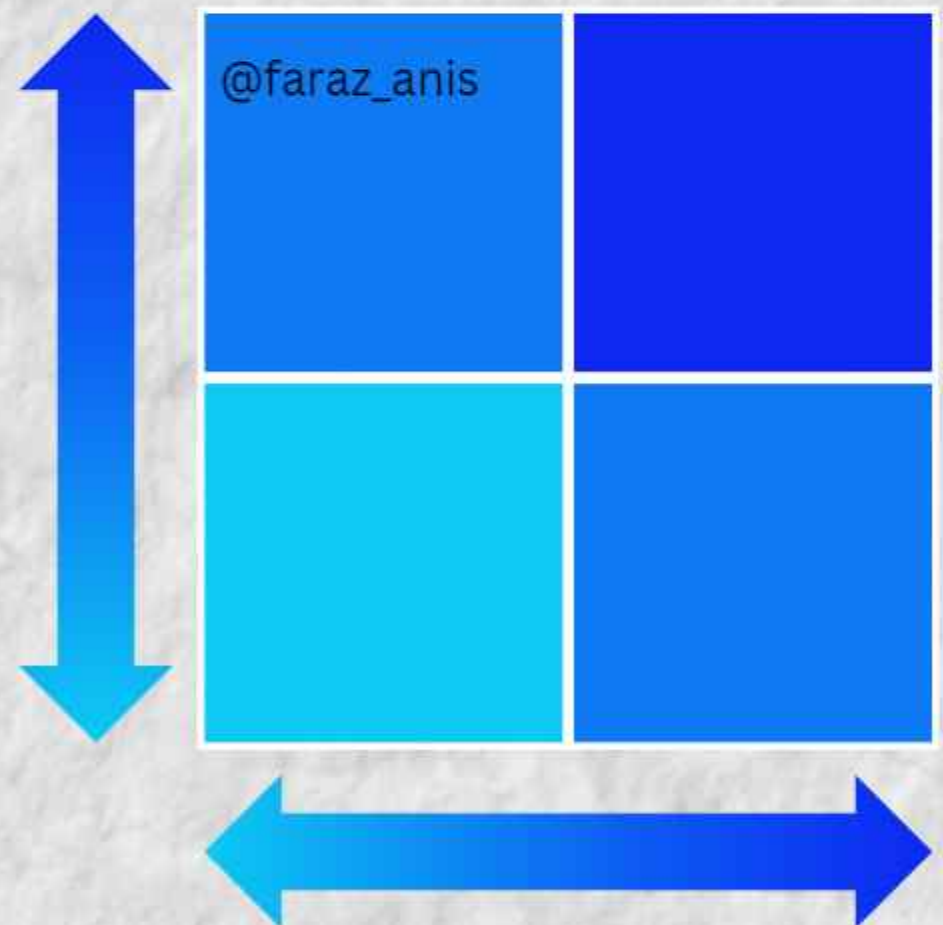
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35 30 25 20 15

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3 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

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4 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

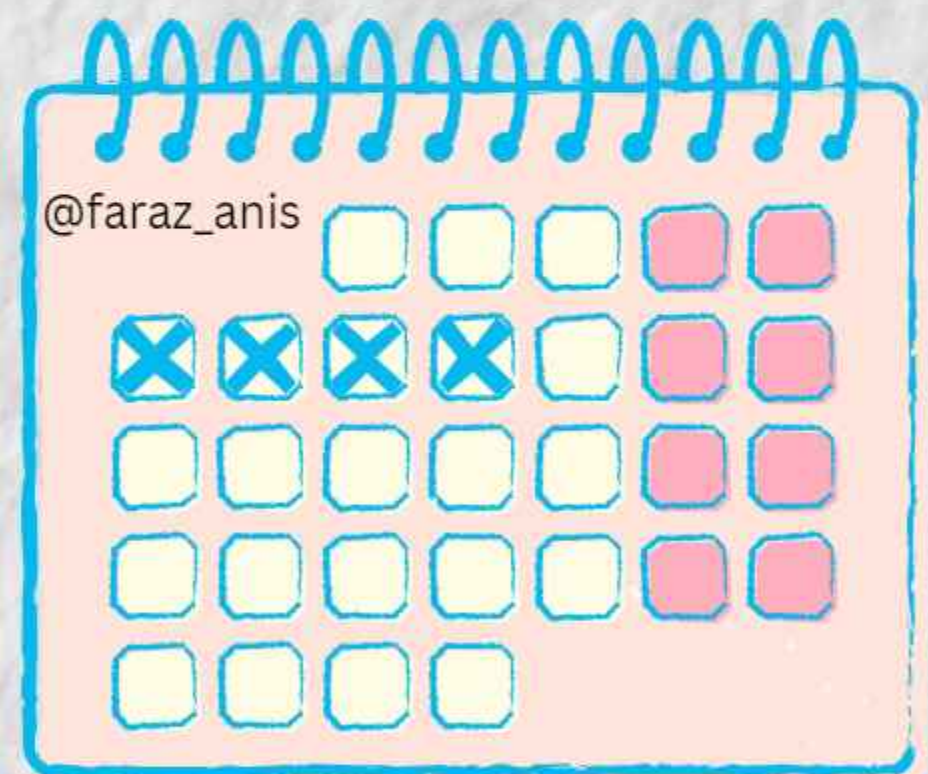People that work well under pressure

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5 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

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6 GTD METHOD (GETTING THINGS DONE 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

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7 RPM (RAPID PLANNING 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

RESULTS PURPOSE

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8 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

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pickle

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.

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Works well for:

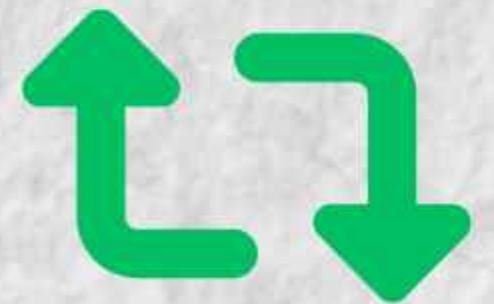Abstract thinkers

People with long-term goals

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Thank you!

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