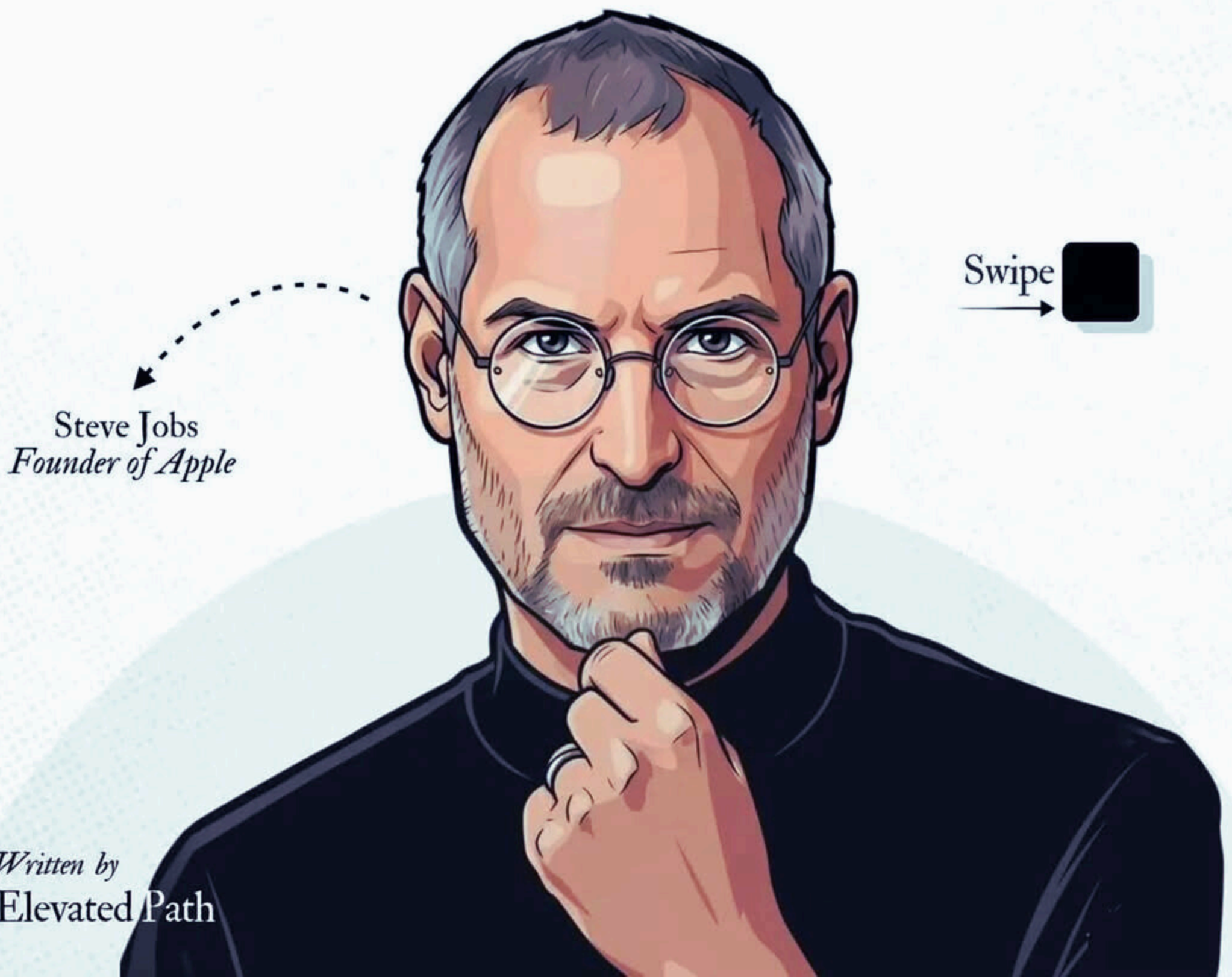


10 FRAMEWORKS USED FOR

Time Management

(*by top performers*):



Steve Jobs
Founder of Apple

Written by
Elevated Path



The Eisenhower Matrix

A really simple **categorisation** process that helps you decide **what actually deserves your time** by splitting tasks into **four boxes**:

- **Do It Now**

Tasks that require immediate action and have significant consequences.

- **Schedule It**

These tasks have no deadlines but they are critical to success.

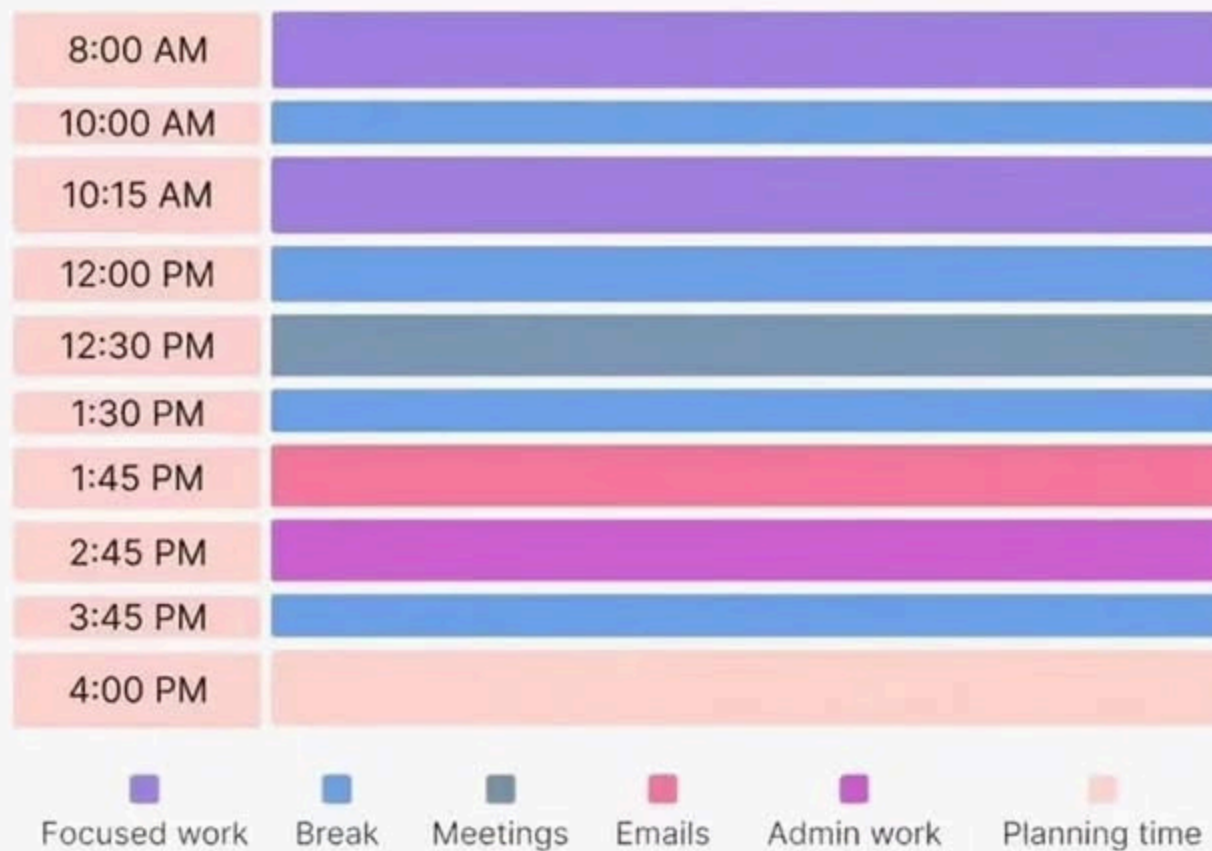
- **Delegate It**

Tasks that demand immediate attention but aren't as important.

- **Eliminate It**

These tasks are time-wasters with no real value or impact.

Task Batching



#2

Task Batching

Work expands to **fill the time** you give it.

Set **tight deadlines**.

Instead of: *Vaguely setting Friday as a deadline.*

- Batch One: Admin Tasks
- Batch Two: Sales Calls
- Batch Three: Face to Face Meetings
- Batch Four: Product Development

M	T	W	T	F	S	S
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X
X	X	X	X	X	X	X

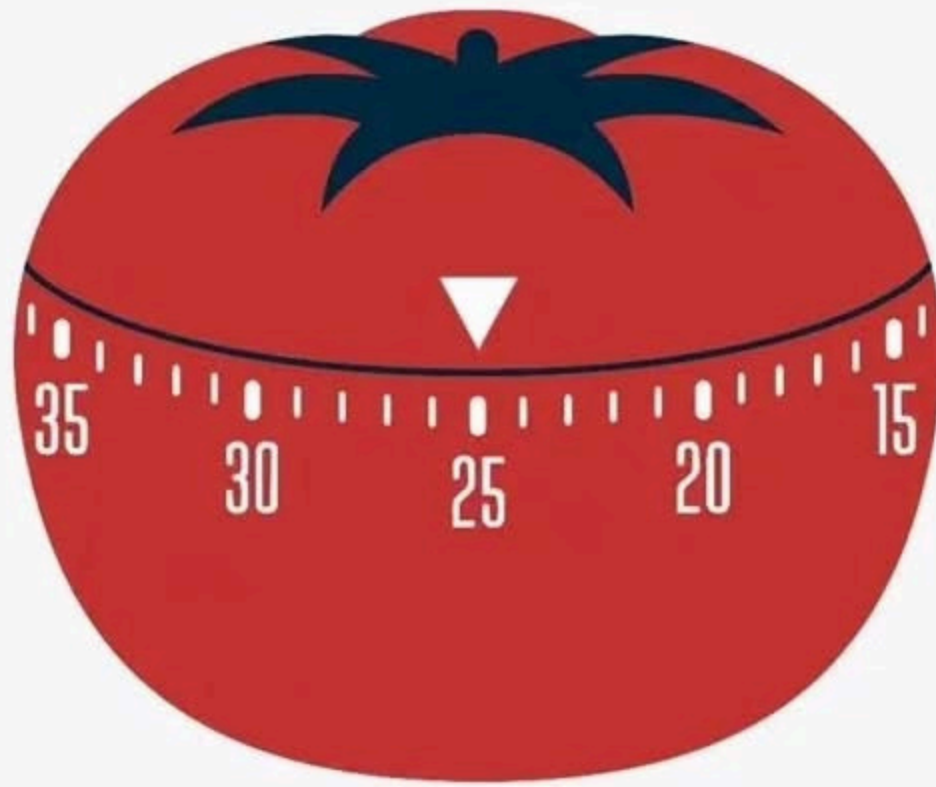
#3

The Seinfeld Strategy

Manage your time by **turning goals into daily measurable habits.**

Keep up the daily streak for as long as you can and **never take 2 days off.**

One day is okay, *two days are not.*



#4

The Pomodoro Technique

Work in **25-minute sprints**, then take a **5-minute rest** without screens.

Pair this with **task batching** to power through your to-do list and complete more than you thought possible.

- Choose a task
- Set a timer
- Work without distractions
- Take a short break
- Repeat

3 Hours

On your most important tasks

3 Hours

On Shorter Tasks

3 Hours

On Admin tasks

#5

3/3/3 Method

This is a strategy for structuring your day from Oliver Burkeman.

Whose best-selling book, **Four Thousand Weeks**.

The 3-3-3 Method is as follows:

- Spend **3 hours** on your most important thing.
- Complete **3 shorter tasks** you've been avoiding.
- Work on **3 maintenance activities** to keep life in order.



#6

The 2-Minute Rule

If a task can be completed in **2 minutes**, do it now.

Get it out of the way and **build momentum** in your day.

Beating procrastination doesn't come from big wins, it **comes from small regular wins**

- ***Take action*** on the small stuff straight away.
- It builds ***momentum***.
- Clears ***mental clutter***, and
- Gives you a ***sense of progress***.



#7

Biological Scheduling

Identify **peak productivity hours** based on your natural energy cycles.

Schedule your **most important tasks** in your high-energy periods.

10 AM



Hardest Tasks

12 PM



Creative Tasks

2 PM



Admin Tasks

4 PM



Meetings



#8

Digital Detox

Schedule regular periods of **time away from digital devices.**

Return to your work with superior **mental clarity and productivity.**

- Aim to do this a **few times per day.**
- Go for a walk, get a coffee, chat to a colleague, all **without any screens.**
- It **gives you time to reset** and attack your next work block.

9 AM	Deep Work
10 AM	
11 AM	Meetings
12 PM	
1 PM	Team Lunch
2 PM	Deep Work
3 PM	
4 PM	
5 PM	Sales Calls
6 PM	

#9

Time Blocking

Time blocking asks you to **set aside certain chunks of time** to focus on a given task or activity.

For example, "*I will work on a first draft of my blog post from 9 am to 11 am tomorrow.*"

Plan your day in blocks, allocate time to each task and commit to it.



#10

8/8/8 Rule

When **choosing tasks** to spend time on, **ask yourself** how you will feel in...

- **8 Mins**
- **8 Months**
- **8 Years**

This will help you decide what is really **worth your time**.