

# 8 PRODUCTIVITY TECHNIQUE



# THE POMODORO TECHNIQUE

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If you are a perfectionist, a procrastinator, or someone who is struggling to focus, this time management technique is ideal for you!

STEP 1



Choose a task

STEP 2



Set timer for 25 minutes

STEP 3



Work on your task until the time is up

STEP 4



Take a 5-minute break

STEP 5



Take a longer 15-30-minute break after four consecutive work intervals.

# EISENHOWER MATRIX

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By focusing on what will make you most effective, rather than merely most productive, the Eisenhower Matrix is an easy tool to use when thinking about the long-term effects of your daily activities. It enables you to select and prioritize tasks according to their urgency and importance.

	URGENT	NOT URGENT
IMPORTANT	DO	SCHEDULE
NOT IMPORTANT	DELEGATE	DELETE



# TIME BLOCKING

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The process of time blocking involves scheduling each hour of your day in advance and allocating distinct time "blocks" for certain duties and responsibilities. Your ability to stay task-focused and prevent interruptions from others is increased when your schedule is organized into time blocks.

TASK 1
TASK 2
TASK 3
TASK 4
TASK 5

# EAT THE FROG

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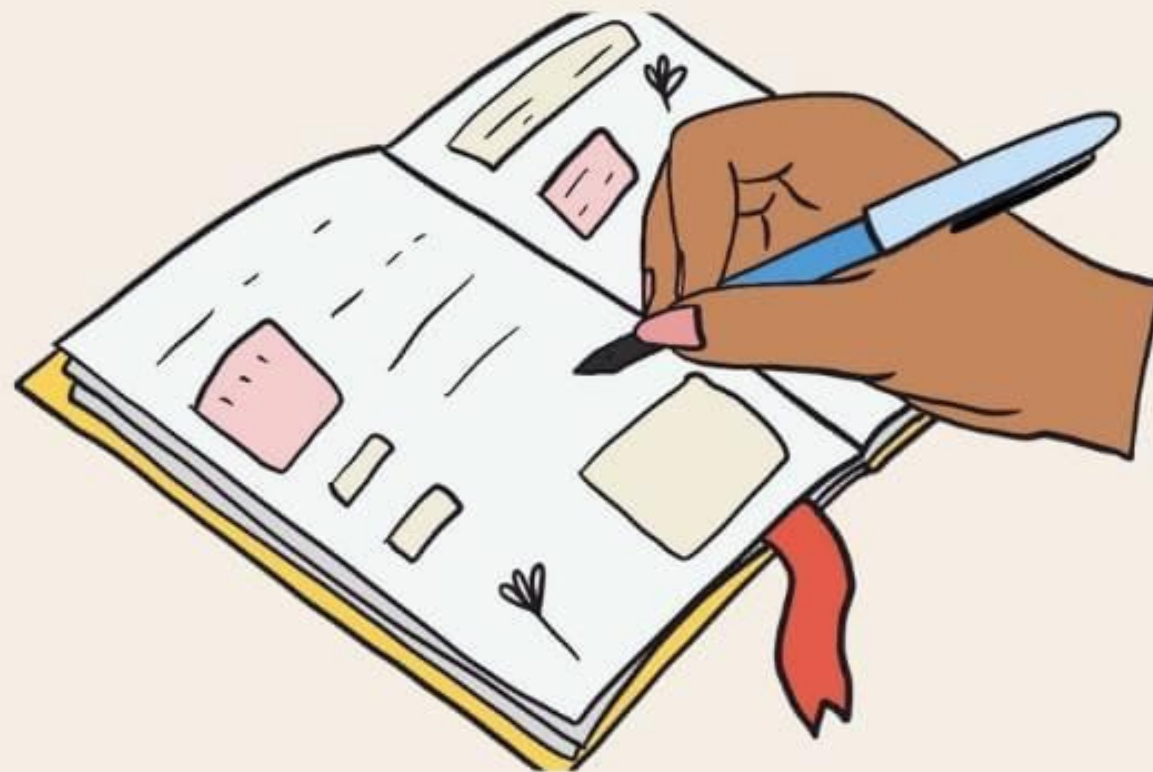
To find complex tasks, you can apply the eat the frog strategy, a productivity and prioritization technique. The goal is to choose one difficult task (the frog) and finish it first thing in the morning (eating it).



# BULLET JOURNALING

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Bullet journaling is an effective productivity system to help you organize your "what" while staying mindful of your "why". A bullet journal is not a pre-made item that you can purchase. Instead, you buy a blank diary and make something that is particular to you and your objectives. The process should be enjoyable and creative!





# PERSONAL KANBAN

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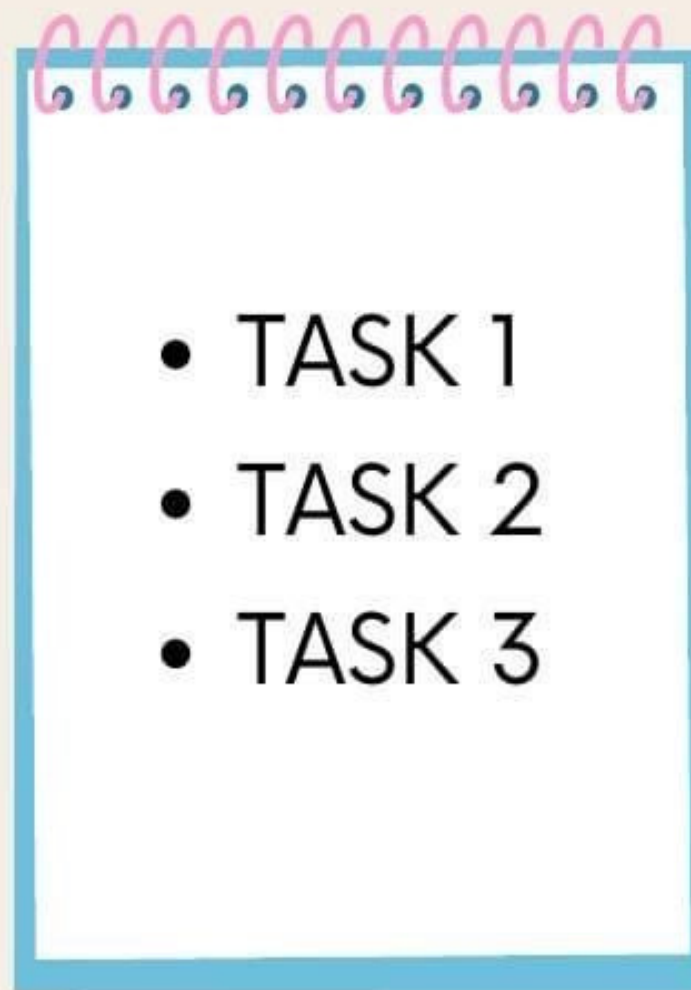
Anyone managing numerous tasks can benefit from using personal Kanban. A personal Kanban board can be an effective tool if you feel like you have a lot of tasks to complete at work or at home.



# THE DAILY TRIFECTA

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Your entire working goals can be simplified and organized using the daily trifecta productivity strategy. The aim is to concentrate on three primary tasks you want to do each day. You can jot these down the night before work or in the morning.



- TASK 1
- TASK 2
- TASK 3