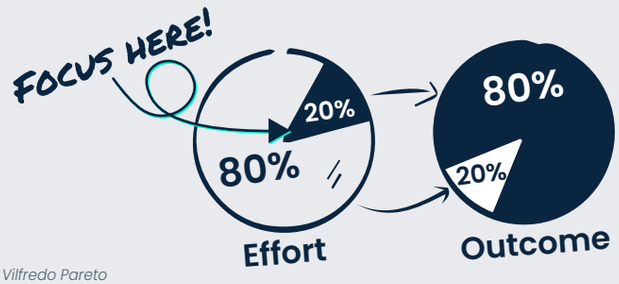
The Ultimate Cheat Sheet

Mastering Time Management

How to Optimize Your Time & Enhance Productivity

The Pareto Principle, aka 80/20 rule

80% of outcomes come from 20% of effort.

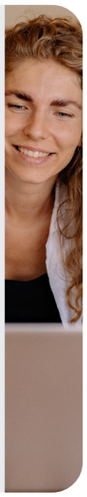


Source: Vilfredo Pareto

The Eisenhower Matrix

Organize tasks into what's urgent vs. important and what's not urgent vs. not important.

	Urgent	Not urgent
Important	Do	Schedule
Not important	Delegate	Delete



- Have you established a productive mindset? — No
- Have you defined your key priorities? — Yes
- Have you organized them into a schedule? — No
- Are you engaging in procrastination? — Yes
- Do you require a tool or system for assistance? — No

Time Blocking

1. Identify your key tasks for the day.
2. Break your day into blocks of time.
3. Focus on 1 task during each period.

MONDAY

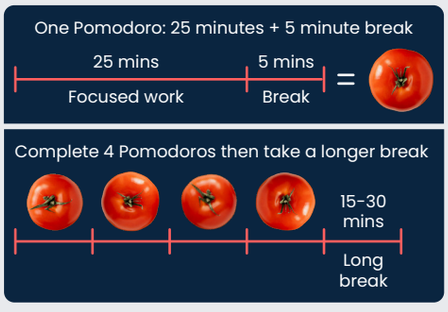
9:00 - 11:00	Focused Deep Work
11:00 - 12:30	Meetings
12:30 - 13:30	Lunch
13:30 - 17:00	Emails, Routine Tasks



Pomodoro Technique

1. Choose your focus task.
2. Focus for 25-minutes.
3. Take a 5-minute break.
4. Rinse & Repeat

Source: Francesco Cirillo



2-Minute Rule

If a task takes less than 2 minutes, do it right away!

Source: David Allen

Eat That Frog!

Do your most important and/or challenging task first thing in the day.

Go on... Eat It!



Source: Brian Tracy's book: Eat That Frog!

teamioed.

Deliver your employee development effortlessly

A learning platform that empowers your managers to lead company-wide learning initiatives through their team meetings. Learn More: teamioed.com