

PRODUCTIVITY TOOLS

Productivity strategies....

....combat procrastination & improve efficiency



Pomodoro technique

Set a timer for 25 min and focus on the task
Take a 5 minute break.
Repeat four times and then take a 20 min break
Taking frequent breaks improves mental agility and maintains focus.

Eat the frog

Identify the hardest task
Do it aka eat it

This builds your momentum for the study block



2 - 5 min Rule

If the task takes 2 - 5 minutes to complete, then do it.

Finishing something builds momentum



To do today OR

Not to do today lists

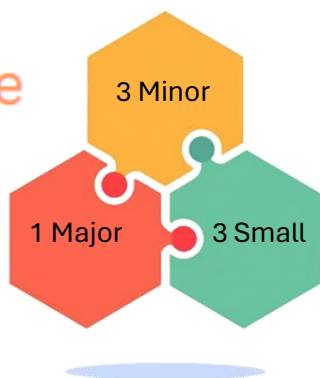
Have one list for the day
Identify the tasks that are essential
Do or don't do them.

Not doing something frees up time

1 - 3 - 5

technique

Prioritise the tasks into manageable chunks



Task Batching



Sort similar tasks
Set focused time
Do tasks in batches.



STOP multitasking
Focus on one task.
This improves concentration.

Countdown

5
4
3
2
1

Just do it

Time Blocking

8 - 9.30 am

Quick tasks | *washing, emails, school run*

Break - in the garden

10 - 12 pm

Deep tasks | *your most important tasks*

Lunch break - walk

2 - 4pm

Important tasks | *projects, content reading*

20 / 80 Rule

20% of your efforts give you 80% of the results.
Focus on the 20% first.

High impact tasks means you achieve more with less effort

