

# 11 TIME MANAGEMENT TOOLS TO BECOME ULTRAPRODUCTIVE

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## Pomodoro Technique (by Francesco Cirillo)

Break work into 25-minute focused intervals with 5-minute breaks. Helps with focus and avoids burnout.



## Timeboxing (by Nir Eyal)

1. Decide what to do.
2. Estimate time for tasks.
3. Schedule on your calendar.
4. Follow the plan.
5. Adjust if needed.

|                    |
|--------------------|
| 9 - 10 Deep Work   |
| 10 - 11 Email      |
| 11 - 12 Meetings   |
| 12 - 1 Lunch/Break |
| 1 - 3 Meetings     |
| 3 - 4 Email        |
| 4 - 5 Deep Work    |

## Eat The Frog (by Brian Tracy)

Do your hardest task first thing in the morning to boost productivity and reduce procrastination.



## Two-Minute Rule (by David Allen)

If a task takes less than 2 mins, do it immediately to prevent buildup. If longer than 2 mins: schedule, delegate, or delete.



(by Jeremy Wright)

## Pickle Jar Theory

Treat time as a jar: big tasks are the rocks, smaller tasks are the pebbles, and minor tasks are the sand. Prioritize big tasks first.



## The 3-3-3 Method (by Oliver Burkeman)

3 hours of focused work,  
3 short tasks, and  
3 routine tasks daily for  
balanced productivity.



## Task Batching

Group similar tasks, like emails or calls. Do them together to reduce mental switching.



## Getting Things Done (by David Allen)

**Capture:** Collect tasks.

**Clarify:** Decide if they need action.

**Organize:** Sort tasks into categories.

**Reflect:** Review tasks regularly.

**Engage:** Do tasks based on priority.

| 1       | 2       | 3        | 4       | 5      |
|---------|---------|----------|---------|--------|
| CAPTURE | CLARIFY | ORGANIZE | REFLECT | ENGAGE |



(by Alex Cavoulacos)

## 1-3-5 Method

Break down your day into 1 major task, 3 medium tasks, and 5 smaller tasks. This keeps you balanced and productive.

## Kanban Board (by Taiichi Ohno)

Use a board with columns: "To Do," "In Progress," and "Done."  
Move tasks through columns to stay organized.



## Reverse Scheduling

Plan your day backward from the end to ensure you have enough time for all tasks and relaxation.



# Tools For Mentoring Time Management

**Roman Wölfel**



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