

# TIME MANAGEMENT

There are a number of tools that can help you manage your time more efficiently and be more productive. Some are elaborate methodologies while others are quick techniques that can help you squeeze a bit more out of your day. Click on the tools below to learn more about them and find one that works for you.

## BULLET JOURNALING

A mindfulness practice AND a productivity system - customizable & creative

## GETTING THINGS DONE

A productivity method that encourages individuals to capture tasks and ideas in a systematic way, allowing for organized action and reduced stress.

## KANBAN

Developed by an industrial engineer at Toyota, Kanban is a popular visual framework to manage and keep track of work

## POMODORO

A time management method based on 25-minute stretches of focused work broken by five-minute breaks.

## EISENHOWER MATRIX

Organize tasks by urgency & importance to effectively prioritize the most important work.

## ZEN TO DONE

A simple, minimalist productivity system that emphasizes habits & routines, making it easier to manage tasks and stay organized.

## TIME BLOCKING

Schedule specific blocks of time for different activities or tasks throughout the day to enhance focus and efficiency.

## 2-MINUTE RULE

Click to read how James Clear uses the 2-minute rule to stop procrastinating

