

# MANAGE YOUR TIME



## 2 MINUTE RULE

- If it takes less than 2 minutes, do it NOW
- If the task is greater than 2 minutes, delegate or defer

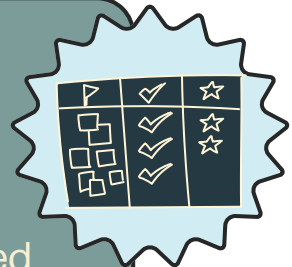
## KANBAN BOARD

Visualize and categorize your tasks

Left: To do

Middle: Working on it!

Right: Completed



## TASK BATCHING

1. Sort similar tasks
2. Block out dedicated work time
3. Do the tasks in batches

## 1-3-5 METHOD

Identify 1 major task, 3 medium tasks, and 5 small tasks. Divide and conquer!

