

# 15 METHODS TO MASTER YOUR TIME

## Pomodoro Technique



## Eisenhower Matrix



## ABCDE Method



## 3-3-3 Method



## 2 Minute Rule



## 80/20 Method



## Eat the Frog

Do your most important and challenging tasks first part of each day



## Getting Things Done



## Kanban Board



## Task Batching



## Time Blocking



## Warren Buffet 5/25 Rule



## MSCW Method



## 1 - 3 - 5 Method



Prioritize a manageable # of tasks daily

## Pickle Jar Method



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