15 METHODS TO MASTER YOUR T



Set timer 25

Task

min break Take 5 min break

Eisenhower Matrix

Not Urgent Urgent Do Decide

Delete Delegate

ABCDE Method

Categorize tasks and execute by importance

- A Most important
- B Important
- C Nice to do
- D Delegate E - Eliminate

@Justin Mecham

3-3-3 Method

timer goes



maintenance tasks work

Eat the Frog

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



2 Minute Rule



take 15-30

minutes do it now If task is greater than 2 minutes delegate or defer

80/20 Method

 If task is less than 2 ... Identify the vital 20% = your focus Eliminate or reduce the trivial

many = 80%



Getting Things Done



Kanban Board



- Categorize tasks:
- · Left: To do
- Middle: Working on
- Right: Completed
- Works great to visualize & optimize:

Task Batching



Time Blocking

8am - 11am Deep Work (your most important tasks)

11am - 11:30am Quick Tasks (emails, phone calls, etc.)

11:30am - 12:30pm Break (eat, exercise, relax)

12:30pm - 2pm Important Tasks (projects, planning, prep, etc.)

2pm - 4pm Meetings (one-on-ones, follow ups, external)

Warren Buffet 5/25 Rule



MSCW Method

· Must-Have: Critical for project success



 Should-Have: Important but not critical



Could-Have: Desirable, if time and resources



Won't-Have: Deferred for future phases

1 - 3 - 5 Method







Prioritize a manageable # of tasks daily

Pickle Jar Method

- . Do major tasks first Slot in minor tasks around the major
- Continuously assess and



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