

Apps Apps, like Forest, which discourage you from using your phone for social media, news...

Pomodoro Technique

Setting a timer to work for 25 minutes and then taking a 5 minute recovery break.

Efficient Calendar

Blocking off time in your calendar to focus on a specific task.

Shuffle Method

Switching between tasks you have to complete, and optional fun activities.

Time M. Buddy

A trusted person who provides you with passive and active support to manage your time.

To-do & To-don't Lists

Lists of tasks you want to complete, and tasks which distract you and you want to stop doing.

Task Segmentation Breaking up tasks into manageable chunks that are dealt with separately.

TIME MANAGEMENT STRATEGIES

The Post-it Note Board

A dynamic board with columns, used to monitor the progress of tasks written on Post-it notes.

Task Delegation

Asking peers or colleagues for a little help to complete tasks on time.

Rewards

Having rewards after meeting goals increases your motivation to work.

The Bullet Journal

A structured notebook for recording tasks, deadlines, events and thoughts.

Pickle Jar Theory

Planning your day so your biggest jobs are placed in your schedule first, and smaller jobs can fit around these.

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