



Time Management

Quick Tips

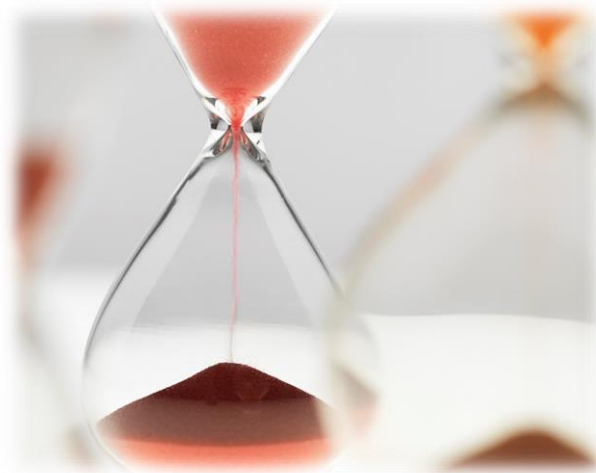
Webinar Companion Handout

What is Time Management?

Time management is the process of planning and controlling time spent on certain activities.

Why is Time Management Important?

Effective time management helps us to increase our productivity, reduce our stress level, and achieve our goals.



"If you don't know where you are going, you'll end up someplace else." – Yogi Berra

Practical Techniques

Before discussing different time management techniques, it's important to take an inventory of everything you need to do! This will make it easier to plan and control your activities.

It will also make sure that nothing gets overlooked while simultaneously reducing your cognitive load. You will then have more energy to devote to your actual tasks!

Once you have a list, you can start organizing it using the **1-3-5 Rule**, our first time management technique.

1-3-5 Rule

The **1-3-5 Rule** helps us make sure that we make progress on our to do lists by organizing our tasks into large, medium, and small categories.

Here are some general guidelines to help you estimate task size:

- Large tasks: More than 3 hours
- Medium tasks: Between 1 and 2 hours
- Small tasks: Less than 1 hour

Each day, schedule at least 1 large, 3 medium, and 5 small tasks. The **1-3-5 Rule** is very similar to the [Pickle Jar Method](#) in its approach.

Techniques to Set Priorities

After organizing our list, we may notice that we have more tasks than time. To make sure we have time for what is most important to us, we must set priorities.

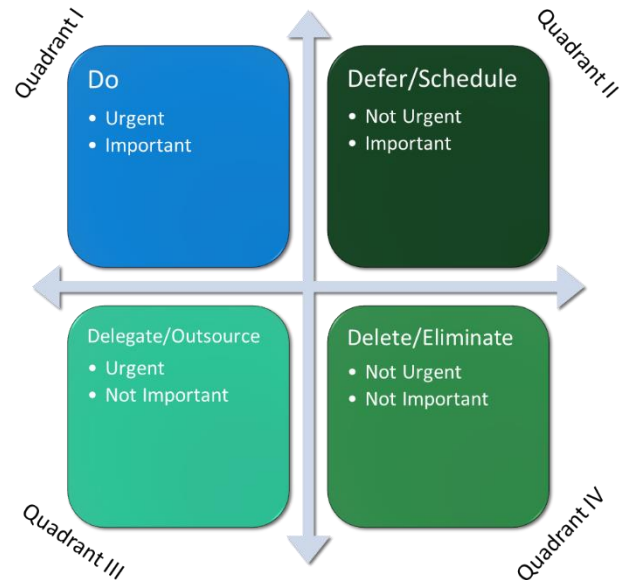
Eisenhower Matrix

In a mid-1950s, President Eisenhower quoted a university professor who exclaimed he had “two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent.”

Famed author Stephen Covey took this quote and developed the **Eisenhower Matrix**. It categorizes tasks according to urgency and importance. Urgent tasks require your immediate attention while important tasks impact your long-term or overall goals.

Once we have categorized each of our tasks as urgent/not urgent and important/not important, we can determine how best to handle them.

- Immediately **do** the tasks that are both urgent and important. (Quadrant I)
- **Defer** or schedule the tasks that are important but not urgent. (Quadrant II)
- **Delegate**, outsource, or automate tasks that are urgent but not important. (Quadrant III)
- **Delete** or eliminate those items that are not urgent or important. (Quadrant IV)



This method is also sometimes referred to as the **4Ds Method**, because we can use Do, Defer, Delegate, or Delete to easily remember the action needed for each of the four quadrants.

MoSCoW Prioritization Framework

The **MoSCoW** framework comes to us from the world of agile software development, but we can apply the same principles with our everyday tasks. It works especially well with project planning, whether it's our “little p” projects or large, complex ones.

Must-haves

- Non-negotiables, for example paying rent or an incoming invoice from certain supplier
- Health or safety issues
- Essential for current business goals



Should-haves

- Important, but not vital
- Omission may cause some frustration or require workarounds

Could-haves

- Desirable, but not important at the current stage
- Doesn't significantly improve value or impact
- Should only be done if there's additional time or budget

Won't-haves

- Nice to have, but has no measurable impact
- Out of budget or scope given current resources
- Think of the [Buffet 5/25 Rule](#)

Pareto Principle

- Focus on your most impactful tasks
- Roughly 20% of effort will yield the majority of results
- Delegate, Outsource, and Automate the other 80%
 - Quadrant III and IV of the **Eisenhower Matrix**
 - Could do and will not do of the **MoSCoW Framework**



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Pomodoro Technique

Once we have identified our priorities, using the Pomodoro Technique will help us stay focused while we complete our tasks.

There have been several studies that have shown that when we try to do everything at once, our performance suffers. Each time we switch between tasks, we become less efficient. [A 2021 article in Discover News](#) explained that “Multitasking can interfere with working memory, causing students to do worse in school, and possibly even [impact their] ... long-term memory.”

Key Takeaways

Time management is the process of planning and controlling time spent on certain activities.

Effective time management **helps us** to increase our productivity, reduce our stress level, and achieve our goals.

By leveraging various time management techniques, we can **prioritize** our most important tasks and **stay focused** while completing them.



Rainwater Growth, LLC

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Notes:

ADDITIONAL RESOURCES:

- [Nine Steps to Time Management Success - Rainwater Growth.](#)
- [18 Time Management Tips to Boost Productivity \[2024\] - Asana](#)
- [12 Top Time Management Skills and How to Improve Them - Built In](#)
- [Reclaim Hours in Your Day With 5 ChatGPT Prompts - Forbes](#)
- [This Brilliant Time Management Technique Will Help You Better Manage Your Weekly Schedule - Inc](#)
- [Simple Success Plans - Daily Success Checklist Kit \(Free Download with Email\)](#)