

Time Management Techniques

- 1. Eat the frog.
- 2. The Pomodoro technique
- 3. The 10-Minute Rule
- 4. Swiss cheese technique

Eat the frog

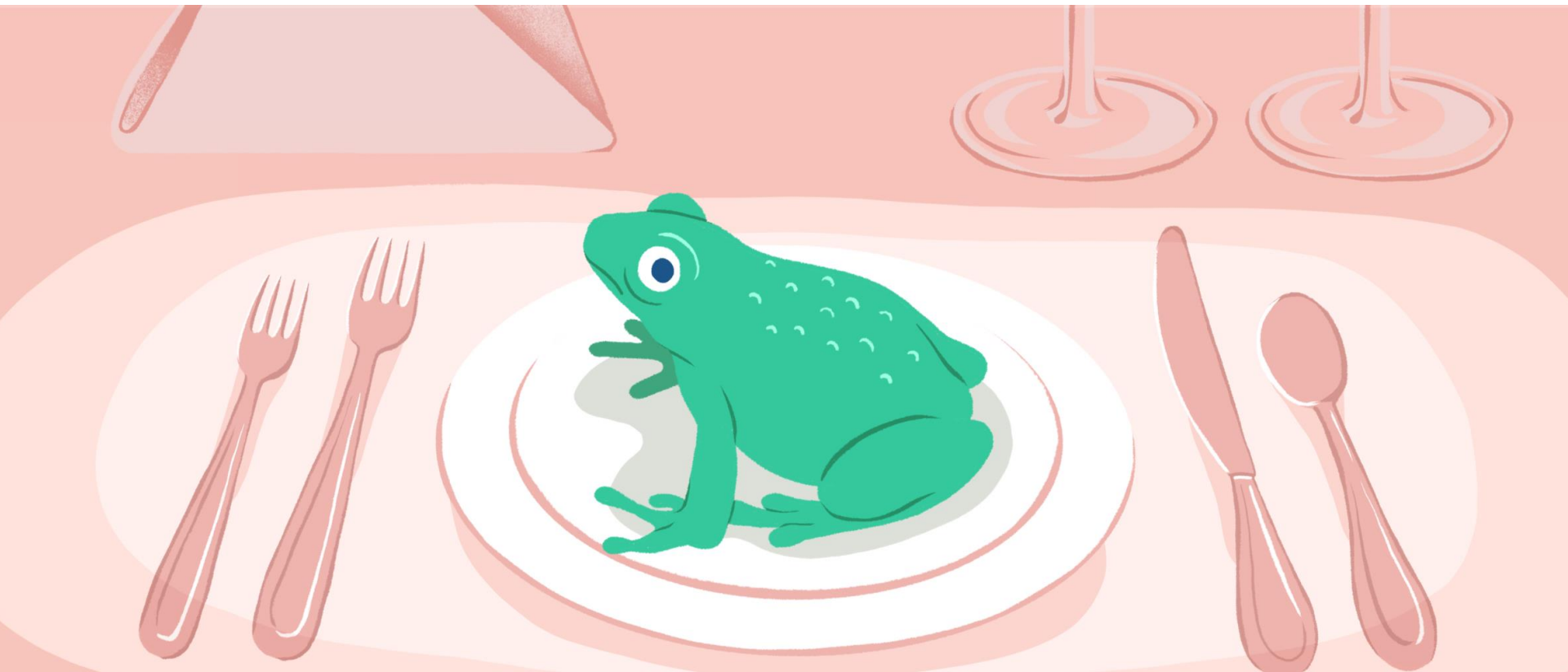
A time management technique

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History

"If it's your job to eat a frog, it's best to do it first thing in the morning" - Mark Twain



Idea

Do things that you don't like first. Or things that are the most difficult



Steps of eating the frog

1. Choose your frog.
2. Choose not-so-big frogs.
3. Turn big frogs into many small frogs.
4. No overfrogging
5. Prepare your next frog



#2

The Pomodoro technique

The Pomodoro technique

Idea:

Having 25-minute periods of focused work followed by short breaks increases quality and effectiveness.

Steps

1. Pick a task
2. Set a 25-minute timer
3. Work on your task until the time is up
4. Take a 5 minute break
5. Every 4 pomodoros, take a longer 15-30 minute break

#3

The 10-Minute Rule

The 10-Minute Rule

Idea:

It is about talking yourself into getting started. It puts you in motion focusing on the output not on outcome. Just tell yourself: "I'll try it for 10 minutes." and start.

Steps

1. Select a task
2. Start working on it immediately
3. After ten minutes have passed, reflect on your focus and patience: do you want to stop working on the task, or do you wish to continue for 10 minutes more?
4. Work for 10-minute time periods until you want to stop working on this task for the day

Idea: complete a random piece of your project at a random time

#4

Swiss cheese technique

Swiss cheese technique

Idea:

Complete a random piece of your project at a random time.

Steps

1. Start by taking a little piece from your overwhelming project
2. Poke holes in the cheese chunk by **continuously doing small tasks one at a time** throughout your work day
3. Create so many holes in the cheese block to finish it easily

Thank you for the attention

