

TIME MANAGEMENT



Time management is a crucial skill for balancing all aspects of your life. Whether you find yourself distracted, not knowing what to do next, or feeling too exhausted to get things done, time management skills can help you manage these roadblocks to productivity. Time management skills aren't only useful for our work lives, but are relevant to how we spend time outside of work, too.

WEEK 1

ELIMINATE DISTRACTIONS

Ivy Lee Method & Pomodoro Method

WEEK 2

REDUCE DECISION FATIGUE

Task Batching & the Box Method

WEEK 3

TECH THAT WORKS FOR YOU

Digital Detox & Outlook Overhaul

WEEK 4

WORK BASED ON ENERGY LEVELS

Ultradian Rhythms & Boost Breaks

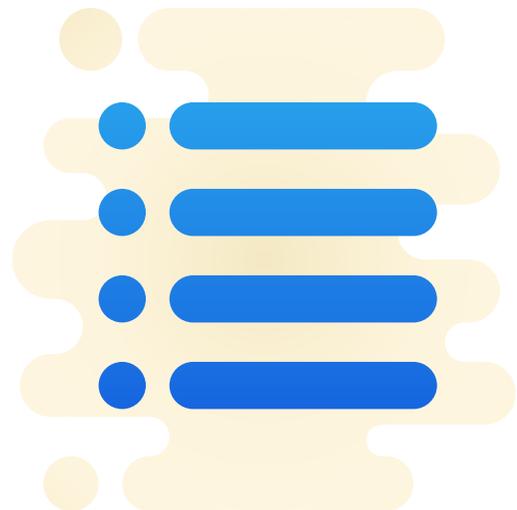
• TIME MANAGEMENT •

WEEK 1: ELIMINATE DISTRACTIONS

Distractions are one of the biggest reasons we find ourselves struggling with time management. Unexpected interruptions, the draw of more interesting tasks, and constant notifications are all major culprits. This week, try two different methods for eliminating distractions and getting things done: the **Ivy Lee Method** and the **Pomodoro Method**.

IVY LEE METHOD

This method eliminates distractions by forcing you to have a strict cut-off for your to-do list. This strategy is simple: either first thing in the morning or the night before, write down your **six most important priorities** for the next day. Focus on completing those six tasks during your day. If you need to work on a bigger project, break down the steps so that your six tasks are more achievable.



POMODORO METHOD

The Pomodoro Method encourages you to work with the time you have instead of against it. **Set a timer for 25 minutes**, focus solely on what you need to do for those 25 minutes, and when the timer goes off, take a 5 minute break. After your fourth round, take a longer break (about 15-20 minutes).

Breaking your day down into 25 minute intervals makes time management feel more achievable than thinking about focusing on work for 8 hours straight.

[Learn more about these strategies here](#)

• TIME MANAGEMENT •

WEEK 2: REDUCE DECISION FATIGUE

The exhaustion we feel from making too many decisions, otherwise known as decision fatigue, is another reason we may struggle with time management. The strategies from Week 1 can also help with decision fatigue, and this week we'll introduce two new strategies to try: **task batching** and the **Box Method**.

TASK BATCHING

Task batching is a time management method in which you group similar tasks together. Blocking off time to focus solely on emails, research, calls, or other tasks you have to complete keeps you from asking yourself "what next?" after you check something off your to-do list. Plan your day in advance around the types of tasks you need to complete.

BOX METHOD

The Box Method, also known as the Eisenhower Method, requires you to put your to-do list items in one of four categories: important & urgent, not important & urgent, important & not urgent, or not important & not urgent. For tasks that are important and urgent, do those first. Not important but urgent tasks are delegated. Important tasks that aren't urgent are deferred and done at a later time. Tasks that are neither important nor urgent are deleted from your list.

| | Important | Not Important |
|------------|-----------|---------------|
| Urgent | DO | DELEGATE |
| Not Urgent | DEFER | DELETE |

[Learn more about these strategies here](#)

• TIME MANAGEMENT •

WEEK 3: TECH THAT WORKS FOR YOU

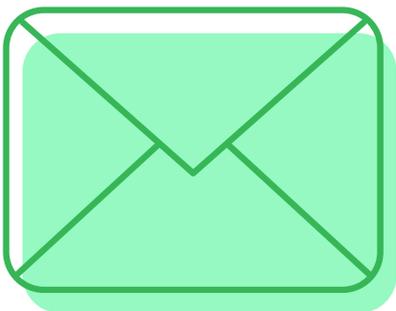
Often when we lose our focus, technology is the culprit. The draw of social media, emails that interrupt our flow, and the vastness of articles, videos and more that are available to us online, are all easy distractions from what we want to get done. Technology should make productivity easier, not more difficult. Try a digital detox or an Outlook overhaul to make your technology work for you, not against you.

DIGITAL DETOX

There are lots of different ways to do a digital detox, and the strategies you choose are going to vary based on your current relationship with technology and what exactly is getting in the way of your productivity. Here are some places to start:

- Set strict no-phone zones, or places where you don't allow smartphones (your workspace, the bathroom, and the dinner table are all good options)
- Turn your phone off when you're doing work, or place it somewhere that you cannot see it
- Turn off notifications for everything except phone calls and calendar reminders, so you aren't interrupted by unimportant pings and vibrations

If you want to learn more about ways to change your relationship with your smartphone and other technology, try out the [30-Day Digital Detox Challenge](#).



OUTLOOK OVERHAUL

If you work in an office, a lot of your day is probably spent on Outlook, sending and receiving emails. These tools in Outlook can reduce interruptions and maximize productivity:

- Limit desktop notifications to only important emails
- Set check-in reminders using the flag feature
- Use the Post-It Notes feature for meeting notes
- Schedule "No Meeting" time blocks on your calendar

[Learn more about these strategies here](#)

• TIME MANAGEMENT •

WEEK 4: WORK BASED ON ENERGY LEVELS

This strategy focuses on working based on your optimal energy levels and taking regular breaks so you don't end the day feeling exhausted.

ULTRADIAN RHYTHMS

Like sleep cycles, our bodies move through varying waves of energy and alertness. Typically, these cycles, known as Ultradian Rhythms, are roughly 90-120 minutes of prime performance followed by a 20-minute period of recovery. Breaking your workday into 90-120 minute periods of intense work, followed by 5-20 minutes of intense rest can help maintain energy and focus throughout our workday and beyond.

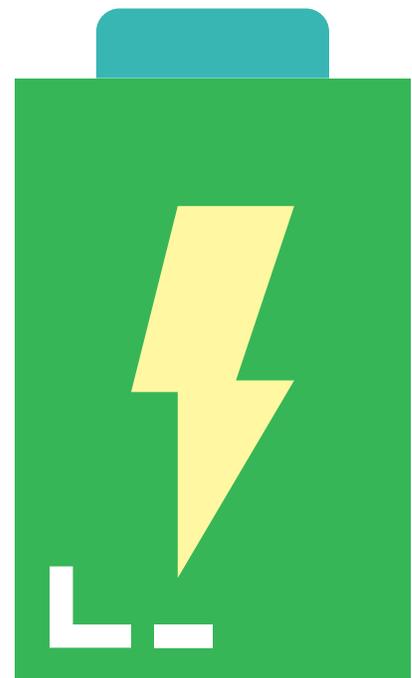
[Use this Excel sheet from Trello](#) to track your energy throughout the day and find your energy peaks and dips. Plan your day around this, scheduling projects that require intense focus at the times when your energy is at its highest.

BOOST BREAKS

Boost breaks are short breaks that you can take throughout your day to help you re-energize and refocus. Take boost breaks based on what you need:

- Need social connection? Have a quick chat with a coworker or a friend
- Need a mental break? Try coloring, a 5-minute meditation, or reading for pleasure
- Need an energy boost? Have a healthy snack or do a quick workout

If you want to learn more about Boost breaks and download additional resources, [check out the Boost resource page on the GatorCare website.](#)



[Learn more about this strategy here](#)