

TIME MANAGEMENT TOOLS & TIPS FOR POWER USERS. ORGANIZE YOURSELF

1 Use swappable tools



2 Avoid unique tools

“ Use as simple tools as you can. The more generic it'll be, the better ”

3 Plan then done

GTD® by David Allen

1 Collecting tasks (outside of head!)

2 Task analysis and activity (it will take me more/less than 2 minutes?)

3 Regular review of notes

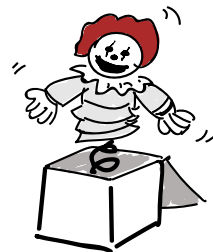
4 Rhythm of the work

work and breaks

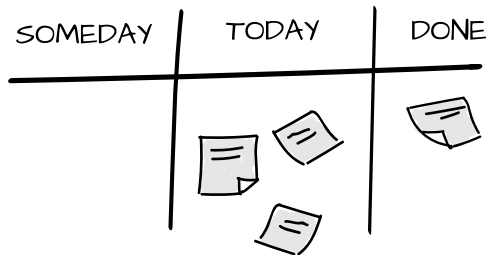


25 min.
POMODORO
TECHNIQUE
5 min.

5 Prepare for unexpected



6 Kanban board - time control panel

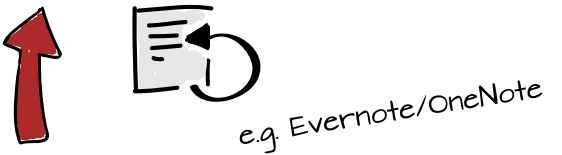


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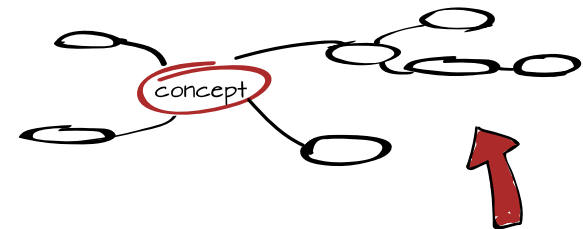
Fast notes - do then delete or archive



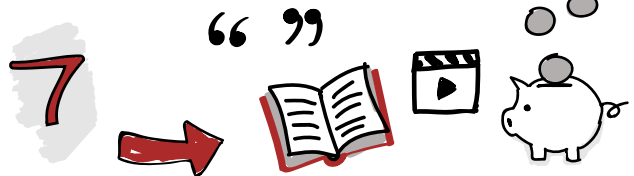
10 Keep research notes and web slices on online notebook



9 Create mind maps

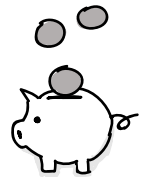


8 Track your progress - what, where, why



7

“ ”



Backups. Backups everywhere

