

Time Management tools / models – cheat sheet

Model	Description	Usage Example
Eisenhower Matrix	A prioritization matrix that categorizes tasks based on urgency and importance.	Place tasks into four quadrants: Urgent & Important, Important but Not Urgent, Urgent but Not Important, Not Urgent & Not Important. Focus on tasks in the first two quadrants.
Pomodoro Technique	Breaks work into intervals, traditionally 25 minutes in length, separated by short breaks.	Set a timer for 25 minutes, work on a task with full focus, then take a 5-minute break. Repeat the cycle.
Eat That Frog! (Brian Tracy)	Urges tackling the most challenging task first thing in the morning.	Identify the most important task for the day and complete it before moving on to less critical activities.
Time Blocking	Allocating specific blocks of time to different tasks or activities.	Create dedicated blocks for meetings, email, and focused work, ensuring each aspect of your day has a designated time.
Getting Things Done (GTD)	A productivity method that involves capturing tasks in an external system and organizing them based on context and priority.	Use tools like to-do lists and calendars to capture and organize tasks, and regularly review and update your lists.
The 2-Minute Rule	If a task can be completed in two minutes or less, do it immediately.	If you receive an email that can be answered quickly, respond immediately instead of postponing it.
Pareto Principle (80/20 Rule)	States that roughly 80% of the effects come from 20% of the causes.	Identify the 20% of tasks that contribute to 80% of your results and prioritize them.
Batch Processing	Grouping similar tasks together and completing them in a single block of time.	Instead of answering emails throughout the day, allocate a specific time to respond to all emails at once.
EAT Method	A strategy to streamline tasks by eliminating, automating, or delegating them.	Evaluate your tasks and apply the EAT method to reduce the overall workload and increase efficiency.

While many trainers understand the significance of time management, only a few recognize the transformative power of employing different models. Here's why you should invest time in mastering these techniques.

- **Efficiency Boost:** Master diverse time management models for tailored, efficient training.
- **Strategic Planning:** Understand various models for precise session planning.
- **Adaptability Toolkit:** Know different models for quick strategy adjustments.
- **Professional Edge:** Demonstrate mastery for a researched, strategic approach in behavioural training.