



POWERFUL PRODUCTIVITY

These time management techniques can boost your efficiency and shorten your to-do list.

THE POMODORO TECHNIQUE

Create periods of intense focus and reduce procrastination

1. Choose a task that deserves your full attention.
2. Set a timer for 25 minutes.
3. Work on the task—uninterrupted—until the timer rings. Put a check mark on a piece of paper.
4. Take a five-minute break.
5. Set the timer for another 25 minutes, again putting a check mark on a piece of paper. Record how many intervals it takes you to complete certain tasks.
6. When you complete four intervals, take a longer break of 20 to 30 minutes.
7. Repeat until you finish your task.




“As the timer clicks away, I get to it. I can work on anything for 25 minutes.”

—Jeannel King, owner, Big Picture Solutions

EAT THAT FROG!

Complete your most challenging or unpleasant task first

1. Make a list of everything you need to accomplish.
2. Identify your frog (or frogs) and put them on the top of the list.
3. In the morning, eat that frog!



“I almost look forward to getting to the task so I can get it over with and move on. Plus, it gives me confidence to tackle anything else on my list that day.”

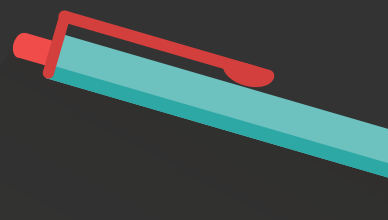
—Jamie Novak, owner, Bite Size Living



GETTING THINGS DONE

Gather all tasks—big, small, personal, professional, immediate, long term—in one place

1. Capture all of your daily, monthly and big-picture tasks.
2. Clarify the tasks and make sure they're actionable.
3. Organize them into categories.
4. Reflect on the task list repeatedly: every week, month or even day.




“I plan out daily and weekly tasks the weekend before, and then the lists are augmented as the week progresses.”

—Nanette Miner, president, The Training Doctor

THE ACTION METHOD

Organize to-do lists into the following buckets:

1. Action Steps: List specific tasks that are actionable items.
2. References: List any supplementary info/resources you need to get tasks done.
3. Backburners: List things that don't need to be done immediately.



“It has helped me beat deadlines much faster and has reduced the stress of missing important tasks or not getting them done on time.”

—Thomas Fulmer, owner, Thomas Fulmer Company



THE SEINFELD METHOD

Perfect your craft with practice and consistency

1. Choose one or more specific tasks/goals that you want to improve.
2. On a calendar, mark off each day you complete the task.
3. Try not to break the chain!



“The right process over time eventually gives you the right results.”

—Ben Rosenfeld, comedian, BigBenComedy

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