

SYSTEMS FOR WORKING FASTER



INBOX ZERO

- Methodically delete, sort, or clear incoming emails.
- Prevents constant checking of emails and enhances focus.
- Check your inbox once or twice a day, and categorise emails.

BULLET JOURNALING

- Customisable organisation using bullet points, symbols, and indexes.
- Tracks tasks, events, and notes; helpful for focus.
- Use a pen and paper or record digitally; personalise it.

SMART GOAL-SETTING

- Specific, Measurable, Achievable, Relevant, Time-bound goals.
- Well-defined, trackable objectives; realistic and well-paced.
- Align goals with core values and milestones.

TIMEBOXING

- Allocate fixed periods to specific tasks.
- Improved focus, reduced procrastination, enhanced autonomy.



Tip: Transform to-do lists into calendar entries with time goals.

POMODORO TECHNIQUE

- Work in 25-minute bursts followed by 5-minute breaks.
- Improved concentration, and reduced mental fatigue.
- Take longer breaks after four cycles.

EAT THE FROG

- Tackle the most challenging task first.
- Greater satisfaction and easier handling of other tasks.
- Start your day with the toughest task to boost productivity.



THE 4DS: DO, DEFER, DELEGATE, DELETE

- Prioritise tasks by deciding immediate action, deferral, delegation, or deletion.
- Efficient task management and improved sense of purpose.
- Evaluate tasks for immediate completion or prioritisation.



EISENHOWER MATRIX

- Prioritise tasks based on urgency and importance.
- Focus on urgent matters.
- Categorise tasks to decide whether to do, schedule, delegate, or delete.



KANBAN CARDS

- Visual workflow management using task cards.
- Visualise work, identify bottlenecks, improve efficiency.
- Use cards to track task progress and project stages.

IMPLEMENTATION

- Start small. Experiment with one or two methods. Add more techniques as you need.
- Adjust methods based on personal fit and effectiveness.

