



# MONDAYS

*with Mike*

## AULTCARE

Weekly PLAN

monday

## Time Management Tips from a Former President and a Tomato-Shaped Timer

What an intriguing title and what a combination of “helpers” with our time management! We all find ourselves in a situation where so much is coming at us that we sometimes need to call a timeout and use a technique or two in order to settle the situation down. Here are two techniques that, when combined, allow us to gain control of the flurry of needs that come our way:

### The Eisenhower Matrix

President Eisenhower used this tool when he needed to prioritize his activities. Simply list all of the tasks you would like to get done. Note which ones are urgent, important, urgent and important, or none of the above. Then, group your tasks into four categories:

- Urgent and important tasks - do these tasks immediately
- Important, but not urgent – schedule these tasks for a later date
- Urgent, but not important these tasks need to get done, but not necessarily by you. See if you can automate, delegate, or outsource them so you can focus on what is important.
- Not urgent and unimportant – ignore or avoid these tasks

The goal is to spend more time in the first two categories and less time in the second two categories. When you are face with a long list of tasks, The Eisenhower Matrix is a great way to separate the wheat from the chaff.

### The Pomodoro Technique

Named after the tomato-shaped timer (“Pomodoro” is tomato in Italian) its creator used when developing it, breaks up your work into dedicated chunks and breaks. This helps us stay on track without getting burned out. The standard Pomodoro work block is 25 minutes of uninterrupted work, followed by a 5-minute break. Once you have repeated three or four of these blocks, you can take a longer break (10-30 minutes) before doing any more work. You can do a 50-minute work block, but you should follow that with a 10-minute break. Experiment with these time blocks to see what works best for you.

Who knew that a former president and a tomato-shaped timer could be our best teammates when we need them!

Have a great week!

