



# 3 top time management strategies.

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## 1. Eat the frog

Starting with the hardest task or the task you're least looking forward to means that the rest of your to do list won't seem so bad, and you won't start procrastinating.

## 2. The four Ds

The four Ds are do, delete, delegate and defer. When you get a new task, you choose to either do it if it's very quick, delete it if it's not important, delegate it if someone else is able to pick it up for you or defer if you need extra time to think about it.

## 3. Pomodoro method

This technique breaks tasks into 25-minute blocks with a short break at the end to recharge and refocus. After four pomodoros, you take a longer break. It's designed to boost productivity with intense focus time, but in a sustainable way.