

Time Management

Work Smarter Not Harder

Agenda

- **Auditor of State's Office Overview**
- **Core Values and Career Vision**
- **Time Management Techniques & Strategies**
- **Building Effective Habits**
- **Resources**
- **Questions**

Introductions

- **Name and Role**
- **Organization**
- **Favorite Easter Food...**



Auditor of State's Office Overview

Our Mission, Responsibilities, and Organizational Impact

Our Mission

As Ohio's chief compliance officer, the Auditor of State makes Ohio government more efficient, effective, and transparent by placing checks and balances on state and local governments for taxpayers.



Auditor Keith Faber

- Father of 2 and husband to Andrea
- From Celina, Mercer County
- First job as janitor at age 12
- Watchdog of the Treasury award winner
- Graduate of OSU, Moritz College of Law
- Public servant for more than 24 years
 - Ohio House of Representatives: 2001–2007 and 2016-2018
 - Ohio Senate: 2007–2016, including President of the Senate, 2013–2016



By the Numbers

5,900

\$3,800,000,000

124,000

\$200,000,000

\$6,400,000,000

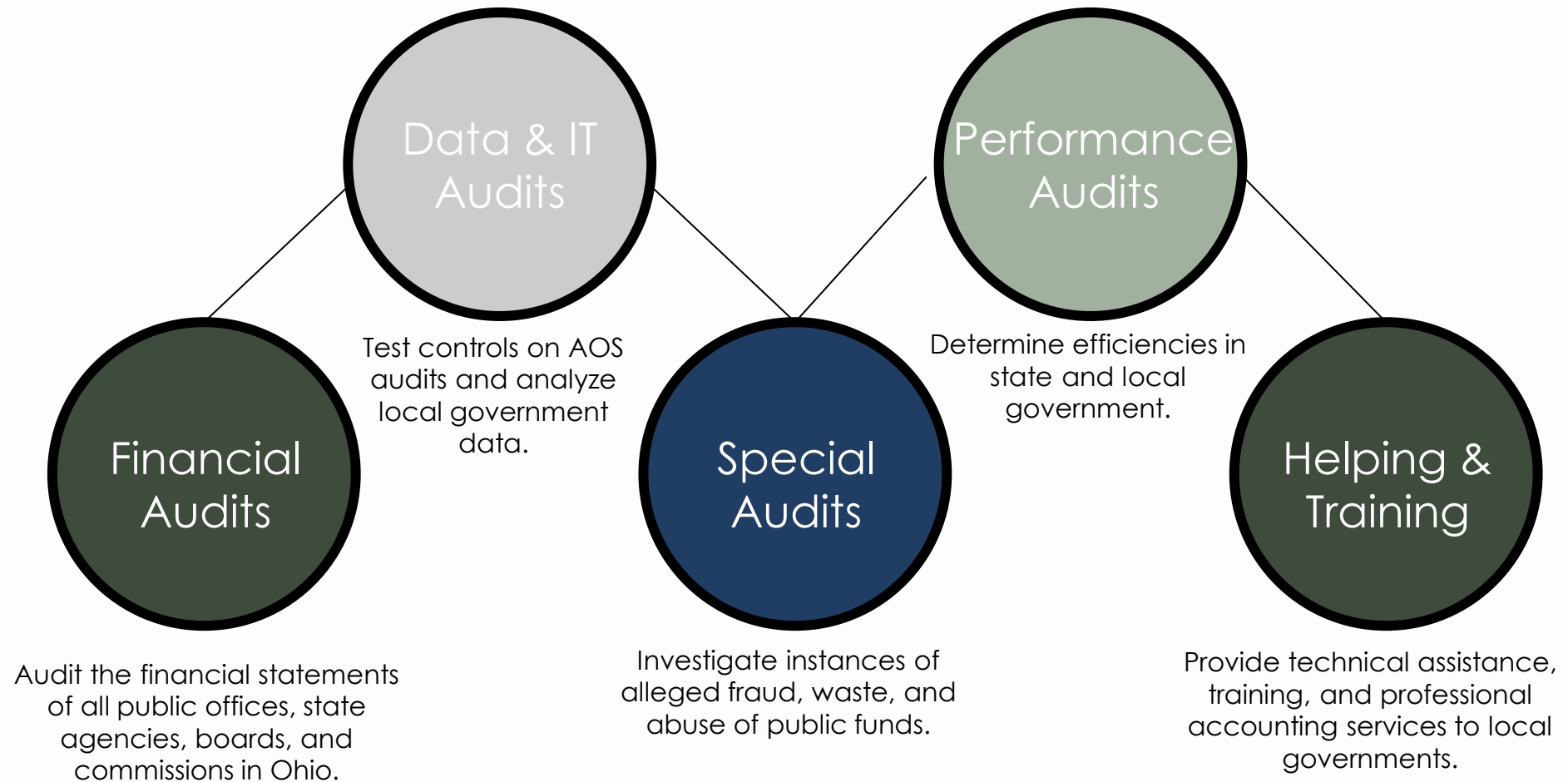
154

800

1,704

\$28,529,126

Responsibilities of the Office



What Do These Items Have in Common?



Efficient • Effective • Transparent

Core Values and Career Vision

Why Knowing Your Core Values Matter

- Your time is limited—knowing what matters most helps you spend it intentionally.
- Values act as a filter for your priorities and decisions.
- When your schedule aligns with your values, you feel more focused and fulfilled.
- Without clarity, it's easy to say “yes” to the wrong things and “no” to what truly matters.
- Time management isn't just about doing more—it's about doing what matters most.



Identify Your Core Values to Make Better Leadership Decisions

6 Steps to Identifying Your Core Values

1. **Reflect** on high-energy moments.
2. **Recall** your best work environments.
3. **Listen** to what others ask of you.
4. **Imagine** your legacy.
5. **Spot** your dealbreakers.
6. **Name** what you can't stand in others.

The Value Identification Framework

- **Introspection:** Reflect on defining moments to uncover authentic values.
- **Define & Articulate:** Select 3–5 non-negotiables; state them in action terms.
- **Seek Feedback:** Ask mentors/colleagues if your actions match your values.

Impact on Decision-Making

- **Clarity in Crisis:** Values simplify tough choices.
- **Consistency:** Living values compounds trust over time.
- **Culture Setting:** Leader behavior shapes team culture and safety.
- **Long-Term Returns:** Values-based choices outperform shortcuts.

Core Values Exercise

- How are you showing up at work? In your personal relationships? For yourself? How you show up in the world is determined by your core values.
- It doesn't take years of self-reflection to uncover your core values. This simple exercise can help you determine them so you can start aligning your personal goals with them. How long will it take? About 10 minutes, well worth the investment!



Core Values Exercise

Step 1

Abundance	Growth	Thankfulness
Acceptance	Happiness	Thoughtfulness
Accountability	Health	Traditionalism
Achievement	Honesty	Trustworthiness
Adventure	Humility	Understanding
Advocacy	Humor	Uniqueness
Ambition	Inclusiveness	Usefulness

Step 2

Abundance	Acceptance	Appreciation	Balance	Cheerfulness
Growth	Compassion	Encouragement	Health	Fun
Wealth	Inclusiveness	Thankfulness	Personal Development	Happiness
Security	Kindness	Thoughtfulness	Spirituality	Humor
Freedom	Love	Mindfulness	Well-being	Inspiration
Independence	Making a Difference			Joy
Flexibility	Open-Mindedness			Optimism
Peace	Trustworthiness			Playfulness
	Relationships			

Step 3

Freedom	Making a Difference	Mindfulness	Well-being	Happiness
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Step 4

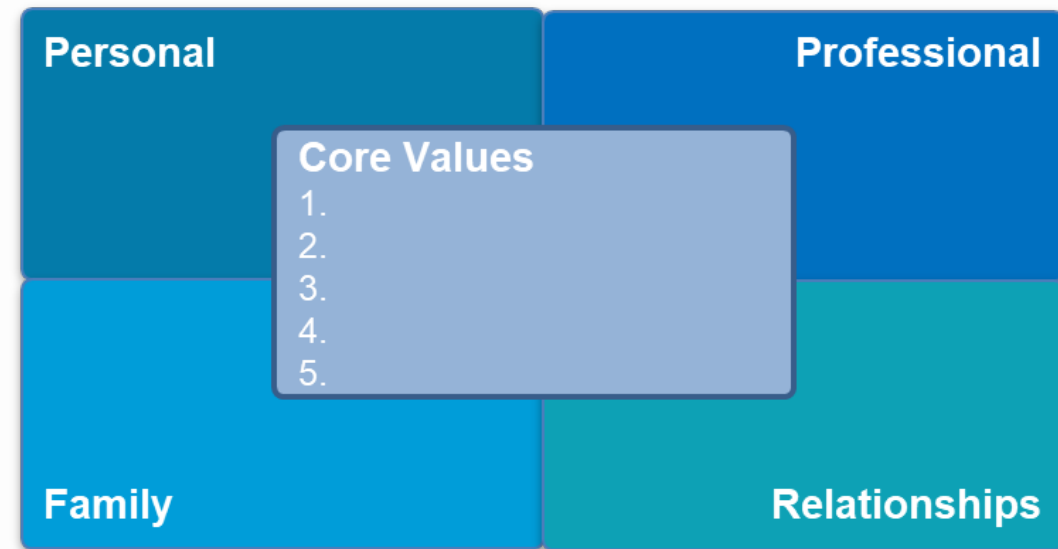
Live in freedom.
Seek opportunities for making a difference.
Act with mindfulness.
Promote well-being.
Multiply happiness.

Lastly- Post Your Core Values Where You See Them when Faced with Decisions

[Access the Core Values Exercise Worksheet Here](#)

Questions to Consider

1. How do these values make me feel good about myself?
2. How do I feel when these values aren't present in my life?
3. How do I feel when they are present in my life?
4. How do these values represent things I would support, even if my choice isn't popular and puts me in the minority?



Career Vision Statement

Why have a Career Vision Statement?

- Provides direction, inspires daily action, and guides decisions toward long-term vision.

What makes a good Career Vision Statement?

- Rooted in personal values, written in the present tense, and evolves as you grow professionally.

How to write a Career Vision Statement?

- Begin with reflection prompts to clarify your strengths, values, and aspirations.
 - **Strengths Identification:** What am I good at, and how has it shaped my success?
 - **Value Reflection:** What do I need every day to feel fulfilled in my work?
 - **Contribution to Field:** What problem in my field do I most want to solve?
 - **Desired End State:** If I could design my career without limitations, what would it look like in 10–20 years?

What is an example of a Career Vision Statement?

- *"To lead with integrity and balance, focusing my time on developing people and building systems that create long-term impact rather than getting lost in daily distractions."*

Time Management Techniques & Strategies

CLEAR Framework

Use the **CLEAR** framework and the “five finger test” to decide if items on your current to-do list are really important.

Connected

- Is it connected to your North Star (your mission, vision, or core values)?

Linked

- Is it linked to a goal?

Essential

- Is it essential (something that must be done by you and no one else)?

Advantageous

- Is it advantageous (an investment in your future self)?

Reality-Based

- Is it reality-based (or are you over-perfecting it)?

Matrix Examples

Eisenhower Matrix

	URGENT	Not Urgent
Important	Q1 Urgent Important Crisis mode, immediate action	Q2 Not Urgent But Important Long-term planning, prevention
Not Important	Q3 Urgent Not Important Delegate or minimize	Q4 Not Urgent Not Important Low-priority tasks

Time Matrix

	URGENT	Not Urgent
Important	Q1 Necessity Crises Emergency meetings Last-minute deadlines Pressing problems Unforeseen events	Q2 Effectiveness Proactive work Important goals Creative thinking Planning and prevention Relationship building Learning and renewal Recreation
Not Important	Q3 Distraction Needless interruptions Unnecessary reports Irrelevant meetings Other people's minor issues Unimportant email, tasks, phone calls, status posts, etc.	Q4 Waste Trivial work Avoidance activities Excessive relaxation, television, gaming, internet Time-wasters Gossip

Covey's Matrix

	URGENT	Less Urgent
Important	DO NOW	SCHEDULE
Less Important	DELEGATE	ELIMINATE

The 1-3-5 Rule: Prioritize with Purpose

The 1-3-5 Rule

- **Complete**
 - 1 Major Task
 - 3 Medium Tasks
 - 5 Minor Tasks

How to Implement the 1-3-5 Rule

- **Step 1:** List Out All Your Tasks
- **Step 2:** Separate Tasks by Size
- **Step 3:** Identify the Most Urgent Tasks
- **Step 4:** Plan Accordingly
- **Step 5:** Start with the Big One



Five Daily Productivity Questions

1. **What is the ONE THING that must get done today no matter what?**
Identify and prioritize the most critical task to ensure it's completed first.
2. **What is something I need to do but don't want to do today?**
Address tasks you've been avoiding to reduce stress and increase productivity.
3. **What could I start today that will avoid an emergency tomorrow?**
Proactively begin tasks to prevent last-minute rushes and emergencies.
4. **Where could I potentially lose a large portion of time today?**
Anticipate time drains and plan accordingly to maintain focus and efficiency.
5. **When can I batch common activities together today?**
Group similar tasks to streamline efforts and minimize context switching.



10 Questions for Better Time Well-Being

- What is the first thing I do in the morning?
- How do I manage my calendar?
- How much time do I dedicate to deep work during a typical day?
- How many breaks do I take during a typical day?
- How do I cultivate my curiosity?
- Do I have time for self-reflection during the week?
- Is my physical workspace setting me up for success?
- Is my digital workspace setting me up for success?
- How do I know the work day is over?
- What is the last thing I do in the evening?



More time questions

- If I could only achieve one thing today, what would it be?
- What's the second most important thing I need to accomplish?
- What's the third most important?
- What else needs to be done?
- What could I complete today that would make me happy when reflecting on my day?
- What can I do that will move me closer to achieving my goals?
- Are there projects or tasks that others own but I should follow up on?
- What key relationships in my life need my energy today?
- What can I do today that would remove stress from my life?
- What tasks can I delegate to someone else today?

Mastering Time Management Through Essentialism

Essentialism

- The discipline of choosing what's most important and saying no to what doesn't matter.
- Essentialism requires acknowledging three primary facts:
 - "I choose to."
 - "Only a handful of things are truly vital."
 - "I can do anything but not everything."

A Simple Guide to Practicing Essentialism

- Identify your top priorities and say no to what isn't essential, so you can focus on what truly matters.
- Prioritize rest and renewal by taking breaks, getting enough sleep, and engaging in activities that bring joy.
- Create systems and routines for the things you do every day to save time and energy.
- Have the courage to choose what's most important and be intentional about your time and energy.

Questions to Ponder

- **What are the things that truly matter to you?**
- **What do you need to say no to in order to focus on what's most important?**
- **What systems and routines can you create to make the most of your time and energy?**

4 Questions to Help You Decide What to Stop Doing



1. What is the real value of the activity?

- The work we do should add value. If there is no value, why continue doing it?




2. What are alternative uses for the time and resources?

- Consider how the time and resources currently used could be redeployed to higher-value activities.



3. What are you afraid will happen if you stop the work?

- Fears often center on reactions from others. In many cases, the actual risk is minimal.



4. What are the likely benefits of stopping the work?

- While outcomes are never guaranteed, stopping certain activities may create meaningful benefits.

Keyboard Activity



The Delegation Framework: 4 Key Questions

Who's closest to the action? (Proximate Decisions)

- Frontline team members often have direct, timely insight. Proximity is expertise — let them lead.

Have we made this decision before? (Pattern Decisions)

- If yes, create criteria or a playbook. Routine calls can be systematized and handed off.

Could someone else offer a better perspective?(Unique Insight)

- Technical expertise, lived experience, or customer proximity may outweigh positional authority.

Where is momentum stalled (Unblocking Momentum)

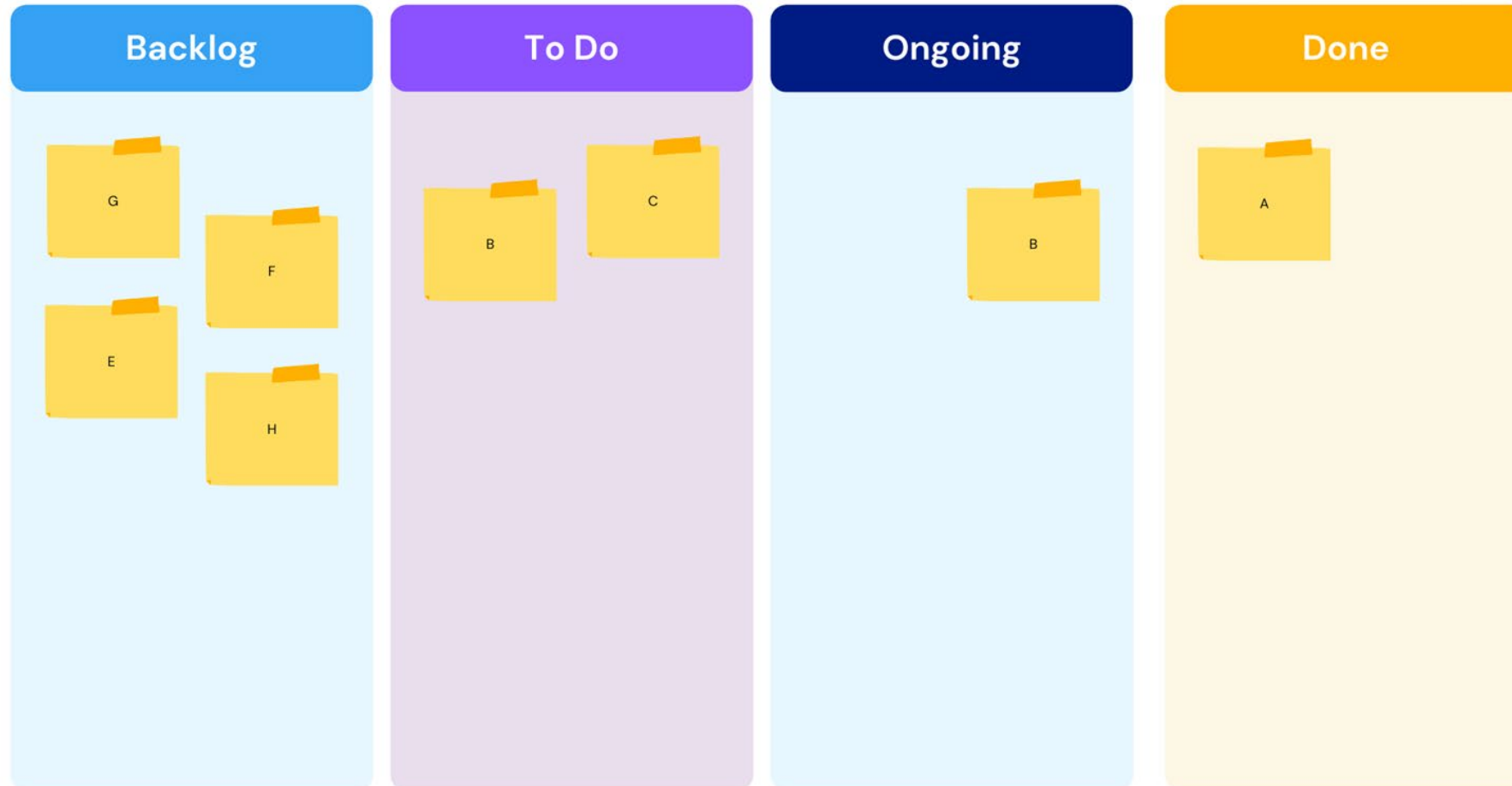
- When projects stall due to lack of ownership, delegate authority to unlock momentum.

Aspects of Productivity

- **task de·com·po·si·tion** /task dē,kämpə'ziSH(ə)n/ noun
The process of breaking large tasks down into microtasks such that each microtask contributes towards the overall goal.
- **task com·ple·tion** /task kəm'plēSH(ə)n/ noun
The completion and aggregation of microtasks. Involves motivating people to complete microtasks, designing where and when to embed microtasks, and managing attention.
- **task sourc·ing** /task sôrs-sing/ noun
The sourcing of tasks and microtasks to an actor to complete. A microtask can be completed by the task owner, peers, the crowd, or automation.


Kanban Boards

Kanban Board: 4 columns



The Pomodoro Technique

PICK A TASK




Write XYZ
est. time: 2 hrs

Task 2

Task 3


A list should be planned ahead of time.

SET THE TIMER TO 25 MINUTES



Although a mechanical timer is suggested (like this tomato-shaped kitchen timer), any type will do.

GET TO WORK



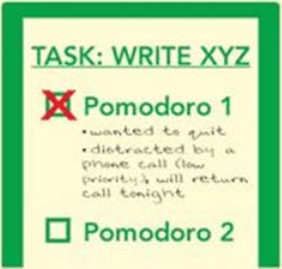
NO DISTRACTIONS ALLOWED

STOP WHEN TIME IS UP



This block of work time is called a POMODORO.

RECORD PROGRESS



TASK: WRITE XYZ

Pomodoro 1

- wanted to quit
- distracted by a phone call (ow priority)
- will return call tonight

Pomodoro 2

Make note of anything that could aid future improvement.

TAKE A FIVE MINUTE BREAK



GET UP


MOVE

GET YOUR MIND OFF THE TASK

NOURISH YOURSELF

Breaks keep you fresh.

GET BACK TO WORK



AND REPEAT PREVIOUS STEPS

AFTER THE FOURTH POMODORO TAKE A LONGER BREAK (15 - 30 MINUTES)



Squeeze in mindless chores for increased productivity.

The Benefits of Using the Pomodoro Technique

Enhances Focus and Minimizes Distractions

Working in short, timed intervals encourages deep concentration and reduces the urge to multitask.

Prevents Mental Fatigue

Frequent breaks between work sessions help maintain energy and avoid burnout throughout the day.

Creates a Sense of Accomplishment

Completing each Pomodoro gives a small win, building momentum and motivation to keep going.

Improves Time Awareness

Tracking your sessions helps you understand how long tasks actually take and adjust planning accordingly.

Supports Sustainable Productivity

The structured rhythm of work and rest promotes consistency without overexertion.

[Access the Pomo Exercise Worksheet Here](#)

The Flowtime Technique

What is the Flowtime Technique

Flexible Alternative to Pomodoro

- No rigid 25-minute intervals—you work until focus naturally fades, then take a break.

How it Works

- Choose a single task and note your start time.
- Work until tired or distracted, note the end time, then take a break.

Suggested Break Times

- Up to 25 min → 5-min break
- 25–50 min → 8-min break
- 50–90 min → 10-min break
- Over 90 min → 15-min break

Why Flowtime Works

- **Supports Deep Focus (“flow”):**
No disruptive timers—allow your attention to stay intact until you're naturally ready to pause.
- **Data-informed Planning:**
Tracking work and break durations helps you understand how long tasks actually take for better future planning.
- **Adapts to your Rhythm:**
You choose work and break lengths based on what your mind and body need—not the clock.

Rapid Planning Method (RPM)

What Is RPM?

Goal-focused Framework:

Define what you want, why it matters, and how to achieve it with meaningful direction.

Three Core Elements:

- **Results:** Clarify the exact outcome you aim for.
- **Purpose:** Understand the emotional drive behind the goal.
- **Massive Action Plan (MAP):** Outline key steps to reach the result.

How RPM Works & Its Benefits

5-Step Process:

- Clear your mind and capture everything.
- Organize and prioritize tasks.
- Align your purpose and craft your MAP.
- Take action and cultivate an identity aligned with goals.
- Evaluate progress and adapt as needed.

Benefits: Boosts productivity, clarity, motivation, flexibility, confidence, and meaningful progress through purposeful planning and regular reflection.

Top Unconventional Time Management Techniques

The 52/17 Rule	Work with intense focus for 52 minutes, then take a 17-minute break to maintain productivity and energy.
Energy Zone Scheduling (Green/Yellow/Red Zone)	Structure the day around energy levels — high-priority work in peak energy, routine tasks in moderate
The 18-Minute Plan	Spend 5 minutes planning your day in the morning, 1-minute reviews every hour, and a 5-minute reflection at the end to ensure you stay focused on what matters.
Avoid-at-All-Cost List (Warren Buffett's 5/25 Rule)	List your top 25 goals, then highlight the top 5. The remaining 20 are your "avoid-at-all-cost" list, as they are the distractions most likely to derail your progress.
Context Management (Not Time)	Manage environment and cognitive load by minimizing distractions and reducing interruptions.
The 4 Ds (Do, Defer, Delegate, Delete)	Immediately evaluate tasks. Do it (if <2 mins), Defer it (schedule), Delegate it, or Delete it.
The Pickle Jar Theory	Put in the "rocks" (critical tasks) first, then "pebbles" (important, not urgent), and finally "sand" (trivial distractions) to ensure your time is filled with what matters.
Non-Dominant Hand Exercises	Intentionally perform small tasks with your non-dominant hand to break autopilot, foster mindfulness, and increase mental flexibility.

Building Effective Habits

Eat that Frog Summary

“There will never be enough time to do everything you have to do.”

11 Minutes

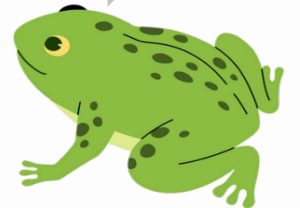
The average amount of time an employee can focus on a task before being interrupted.

25 Minutes

Average time it takes to regain full focus after an interruption.

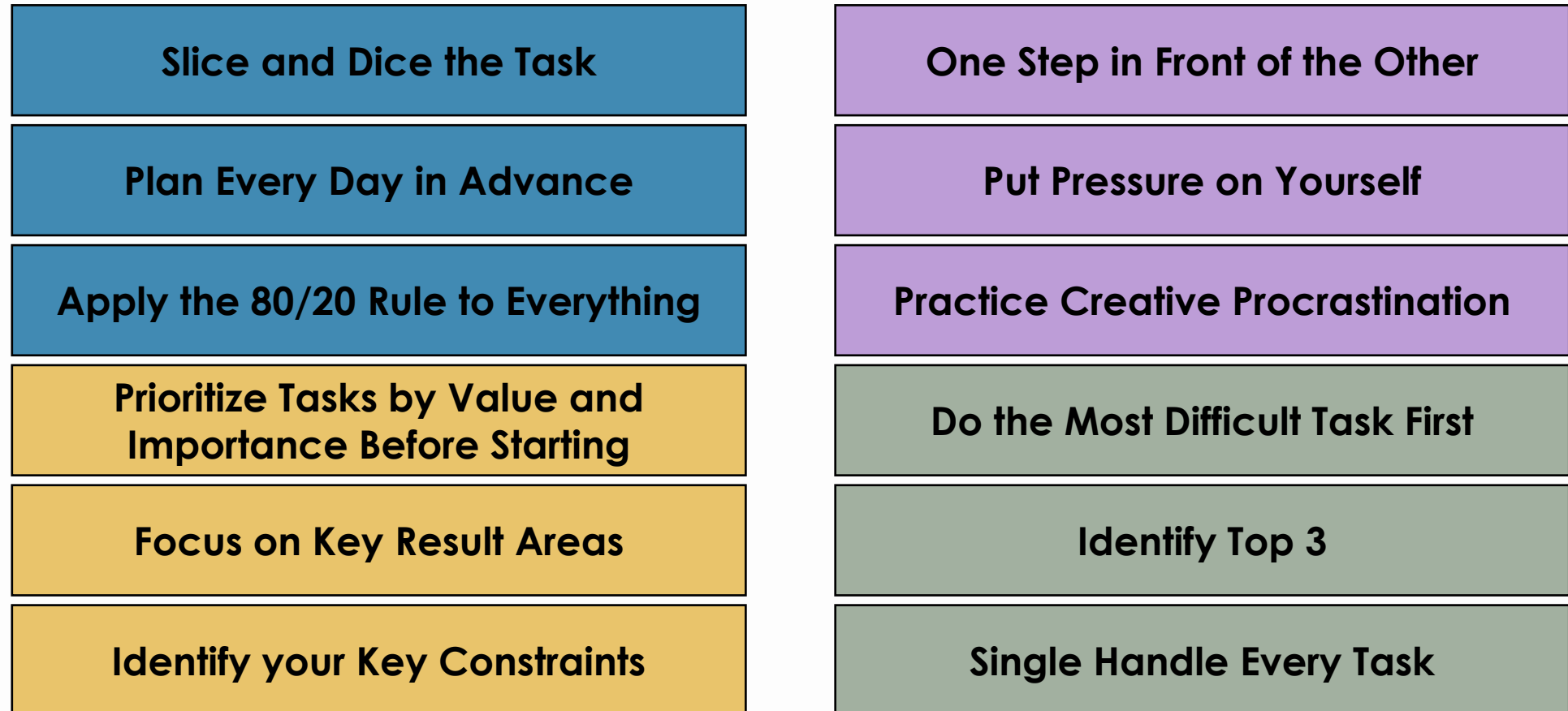
588 Billion

Estimated annual loss to the U.S. economy due to unnecessary interruptions and recovery time.



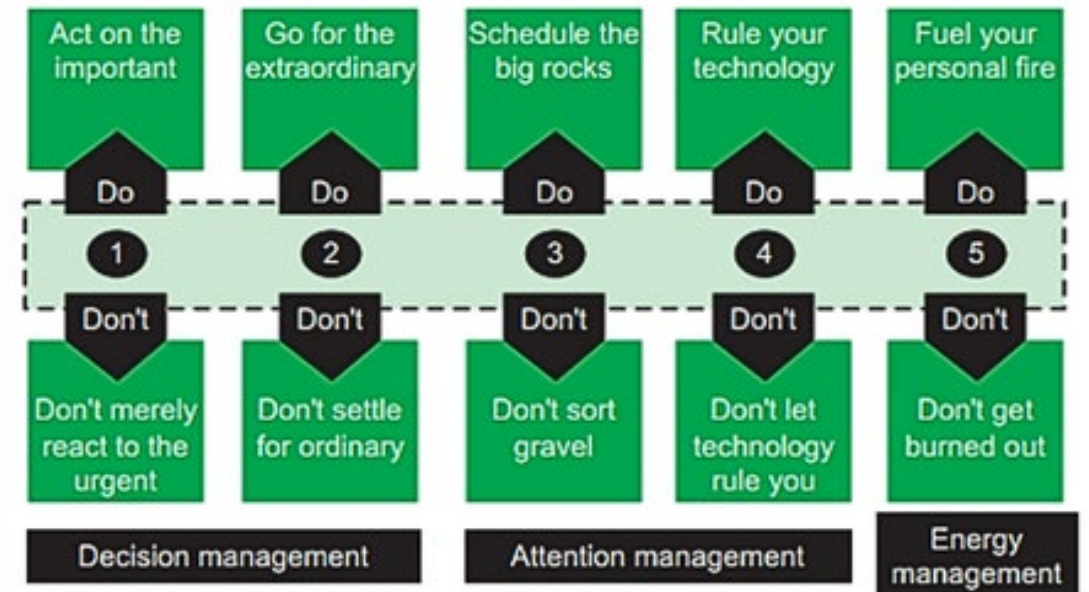
Eat that Frog Summary

Principles for overcoming procrastination so you can “Eat Your Frog.”



The 5 Choices to Extraordinary Productivity

- **Act on the Important, Don't React to the Urgent:** Discern the important from the urgent and not important and increase your ROM (Return on the Moment) in the midst of fierce distractions.
- **Go for Extraordinary, Don't Settle for Ordinary:** Redefine and prioritize your roles in terms of extraordinary results to achieve high-priority goals.
- **Schedule the Big Rocks, Don't Sort Gravel:** Use tips and tools to schedule your priorities (instead of prioritizing your schedule) and execute with excellence on your most important options.
- **Rule Your Technology, Don't Let it Rule You:** Make your technology work for you, not against you, and turn it into a productivity engine.
- **Fuel Your Fire, Don't Burn Out:** Increase your energy to think clearly, make good decisions, and feel more accomplished at the end of every day.



The 5 Choices to Extraordinary Productivity- Pause, Clarify, Decide

Pause

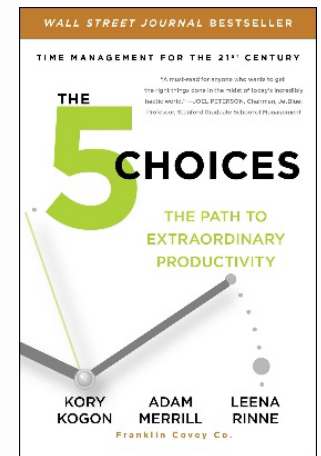
Step back from reactive mode; don't let urgency drive your decisions.

Clarify

Assess what's coming at you—ask if it aligns with your true priorities.

Decide

Choose intentionally whether the task is worth your time and energy.



The 5 Choices to Extraordinary Productivity- Defining & Elevating Roles

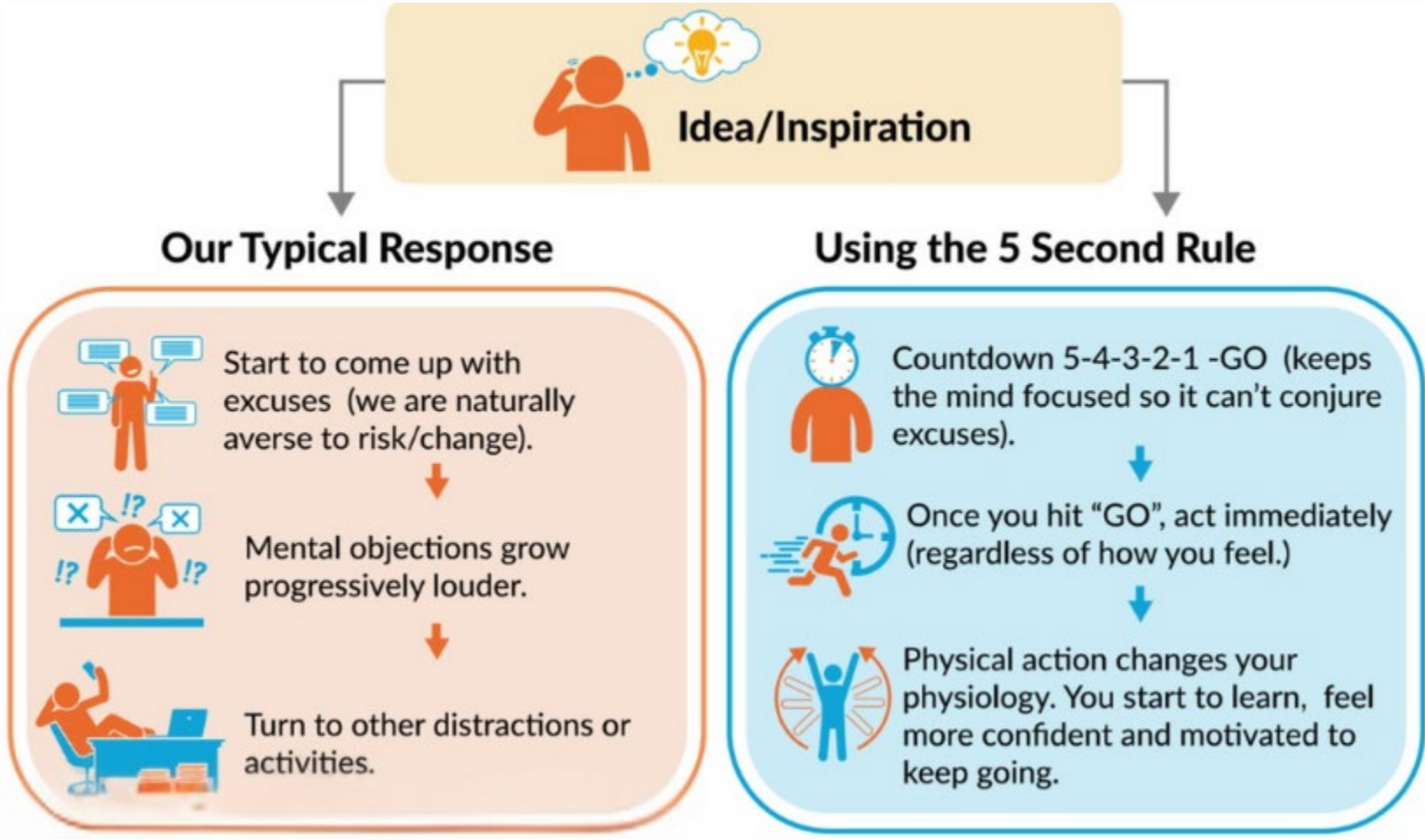
- **Recognize Your Roles:** Roles define how we live and work (e.g., parent, team lead, community volunteer).
- **Apply the Time Matrix to Prioritize Vital Roles:** Use the Important vs. Urgent lens so family, health, and self-care aren't crowded out.
- **Identify Your Most Important Roles:** Focus on the few that matter most right now for clarity and balance.
- **Redefine Ordinary Roles as Extraordinary:** Give roles energizing titles that reflect higher purpose (Marketing Director → Business Catalyst; Photographer → Visual Artist).
- **Create a Q2 Role Statement:** Define success with the formula — “As [Role], I will [Extraordinary Outcomes] through [Key Activities].”
- **Purpose of the Role Statement:** Guides daily decisions, focuses energy, and aligns actions with deeper purpose.

Micro-Starts: The Two-Minute Rule for Task Execution

Beat procrastination by acting quickly on small tasks and starting bigger ones with micro-actions.

- Big tasks trigger avoidance, while small ones pile up and drain energy.
- Ask: “**Can this be done in two minutes?**”
 - **If Yes** → Complete immediately → reply to an email, file a document, rinse a dish.
 - **If No** → Begin with a micro-start → writing one sentence or opening the file.
- Builds momentum that reduces procrastination and sustains productivity.
- Eases mental pressure from the Zeigarnik Effect — your brain keeps unfinished tasks active, creating tension until you act.

Mel Robbins' 5 Second Rule



The 80/20 Time Audit (Pareto Principle with a Twist)

What It Is

- Rooted in Pareto's Law: 80% of outcomes often come from 20% of efforts.
- A systematic audit of your week to uncover high vs. low-impact tasks.
- Uses data-driven reflection and a weekly “elimination sprint”.

How to Use It

- Track your time for 1 week (Toggl, RescueTime, or spreadsheet).
- Categorize tasks: High, Medium, Low impact.
- Quantify the 80/20 split—where do results truly come from?
- Eliminate, automate, or delegate the low-impact tasks.
- Reallocate saved time to the top 20% activities.
- Review monthly with a Pareto Elimination Sprint.

Why it Works

- Reduces cognitive overload and decision fatigue (cuts productivity drains up to 40%).
- Creates continuous improvement as priorities shift.

Example in Action

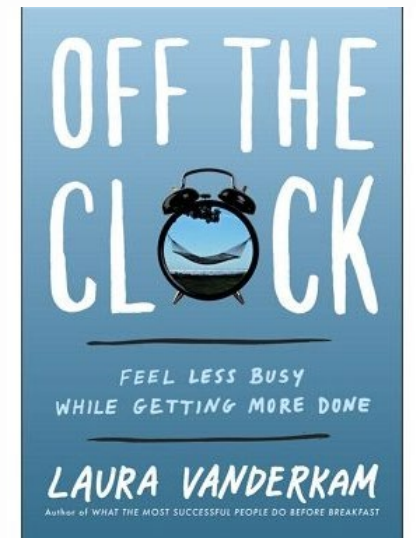
- Freelancer shifts 10 hours from low-value tasks to client work and pitching.

Off the Clock

Time freedom requires time discipline.
Time is both precious and abundant — mindset matters.

Seven Areas to Increase Time Abundance

1. **Tend Your Garden:** Track time, journal daily, create awareness.
2. **Make Life Memorable:** Prioritize experiences over autopilot living.
3. **Don't Fill Time:** Focus on 3 key daily tasks that truly matter.
4. **Linger:** Slow down, savor moments, arrive early.
5. **Invest in Your Happiness:** Do important tasks first; plan joyful activities.
6. **Let it Go:** Focus on small, sustainable process goals (BTN goals).
7. **Be Grateful:** Enjoy moments knowing they are fleeting.



Uncommon Meeting Time Management Tips

Strategy	Why It Works (The Core Benefit)	How to Implement
Schedule in 5-Minute Increments	Shorter slots force focus and prevent Parkinson's Law (work expands to fill the time).	Use 5, 10, or 15-minute blocks instead of default 30–60 minutes.
Use Odd Start Times	Odd times disrupt autopilot behavior and boost punctuality.	Start at 10:10 AM instead of 10:00 AM.
Create a Parking Lot	Keeps discussions on track without losing valuable ideas.	Capture tangents in a shared doc and revisit later.
Replace Catch-Ups with Loom Videos	Asynchronous updates save live time while preserving nuance.	Record 5-minute screen shares with transcripts; let teams view at 2x speed.
Purge Stale Meetings Quarterly	Increases energy and shortens meetings by ~34%.	Run anonymous surveys to identify least-productive meetings and cut or redesign them.
Stand or Walk Meetings	Naturally reduces duration by ≈34% and helps combat Zoom fatigue.	Hold stand-ups in person or phone-based walking meetings.
Apply the "POST" Framework in Invites	Clarifies purpose and focus, reducing fluff and scope creep.	Outline Purpose, Outcome, Structure, and Timing in invite; note what you WON'T discuss.
Pre-Screen Invites	Eliminates unnecessary attendance and protects focus time.	Ask: "Will I contribute uniquely?" and "Will I gain info not in notes/recordings?" If no to both, decline politely.

Email Productivity Hacks

Strategy	Description + Why It Works	How to Implement
Delay All Outgoing Emails by 2–5 Minutes	Holds emails briefly so you can edit, add attachments, or cancel. Prevents rushed mistakes and saves time on follow-up fixes.	Outlook: File > Manage Rules > New Rule > “Defer delivery by minutes.” Gmail: Settings > General > “Undo Send” (up to 30 sec) or Boomerang for longer delays.
Create a ‘Waiting For’ Folder for Delegated Tasks	Keeps delegated items out of your inbox, reduces mental load, and avoids re-reading stalled threads.	Gmail/Outlook: Create folder/label “Waiting For.” Drag after replying; review weekly.
Use Gmail’s ‘Multiple Inboxes’ for Parallel Views	Lets you view drafts, sent, and archived messages alongside your inbox. Eliminates tab-switching and spots reply gaps faster.	Gmail: Settings > Advanced > Enable “Multiple Inboxes.” Customize sections.
Set Up Color-Coded Labels for Visual Scanning	Makes your inbox scannable like a dashboard. Cuts reading time by 50% and highlights priorities instantly.	Gmail: Sidebar > Create Label > Assign Color. Outlook: Use Categories.
Automate ‘Probably Spam’ Filters for Unsubscribes	Routes promos/newsletters out of your inbox while keeping them accessible. Frees inbox space for high-value mail.	Gmail: Filters > Create > Keyword “unsubscribe” > Skip Inbox. Outlook: Rules > Move to folder.
Leverage Preview Text as a Subheadline	Uses the first 40–50 characters to boost open rates by 20–30%. Prevents resends with more engaging subject previews.	Compose: Use first 40–50 characters as teaser (e.g., “Quick win: Save 2 hours today”).
Snooze Emails with Custom Timers	Hides non-urgent emails until the right time, reducing inbox clutter and ensuring follow-ups aren’t forgotten.	Gmail: Hover > Clock icon > Pick time. Outlook: Use Snooze in toolbar.
Build Snippets for Repetitive Phrases	Saves time on common responses, reducing drafting from minutes to seconds.	Gmail: Add-ons like Streak/Right Inbox. Outlook: Quick Parts > Insert.
Play the ‘Email Game’ for Forced Speed	Gamifies inbox clearing, trains decisiveness, and cuts email processing time by 30–50%.	Install Boomerang’s Email Game. Use a 100-second timer per email for archiving/replying.
Re-Send Top Emails to Non-Openers with Tweaks	Doubles reach and boosts engagement 15–25% by resending high-performers to non-openers with slight adjustments.	Mailchimp: Segment non-openers > Resend with new subject, preview, or timing.

Resources

Resources

- <https://jamesclear.com/atomic-habits>
- <https://www.psychologytoday.com/us/basics/habit-formation>
- <https://www.franklincovey.com/courses/the-5-choices/choice-3/>
- <https://www.franklincovey.com/courses/the-5-choices/>
- <https://www.comprose.com/blog/employee-interruptions-cost-u-s-economy-588-billion>
- <https://trainingmag.com/6-jaw-dropping-facts-about-workplace-interruptions-and-what-you-can-do/>
- <https://www.jonosanders.com/books/make-time-jake-knapp/>
- <https://lauravanderkam.com/2017/06/7-productivity-tips-really-use-really-work/>
- <https://paulminors.com/blog/eat-frog-book-summary-pdf/>
- <https://tanyadalton.com/podcasts/275-how-to-organize-your-to-do-list/>
- <https://scottkrouse.com/off-the-clock-vanderkam-on-time/>
- <https://asana.com/resources/what-is-time-blocking>
- <https://www.mindtools.com/axsiha/get-organized-with-to-do-lists>
- <https://fisher.osu.edu/blogs/leadreadtoday/why-and-how-career-vision-statements>
- <https://slab.com/blog/eisenhower-matrix/>
- <https://public.summaries.com/files/1-page-summary/the-5-choices.pdf>
- <https://hubstaff.com/blog/1-3-5-rule/>

Resources

- <https://lauravanderkam.com/start-here/>
- <https://www.fedracongressi.com/how-to-be-productive-using-the-pomodoro-technique-infographic/>
- <https://eliteroadwarrior.com/five-productivity-questions-i-ask-every-single-day/>
- <https://fortelabs.com/blog/para/>
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