

PRODUCTIVITY

cheat sheet.

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2 MINUTE RULE.

If a task takes less than 2 minutes to complete, do it right away.



5 SECOND RULE

Count backwards 5-4-3-2-1 and just force yourself to take action.



POMODORO TECHNIQUE

1. Set a timer for 25 minutes and focus on one task.
2. After the timer rings take a 5 minute break.
3. Repeat this cycle four times, then take a longer break of 20-23 minutes.

This is based on the idea that frequent breaks improve mental agility and maintain your focus on the task at hand.



1-3-5 RULE

At the start of each day, identify: 1 big thing to accomplish, 3 medium things and 5 small tasks.



80/20 RULE

20% of your efforts give you 80% of the results. So focus on that 20% of super important stuff first.



ProMentality
Performance & Wellness



BREAK TASKS INTO PIECES

You'll feel less overwhelmed and more motivated to tackle each part of the task.



EAT THE FROG

Tackle your most challenging task first thing in the morning.

By completing your hardest task early, you build momentum for the rest of the day.



"NOT-TO-DO" LIST

Identify tasks or activities that are not essential or that can be delegated and STOP doing them.

this frees up time and energy for more important tasks.



ELIMINATE MULTITASKING

Focus on ONE task at a time to improve concentration.

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