

# AutoFocus

- Make a long list of all your tasks
- Break the list into “pages” – 10 to 20 tasks per page
- Start at the beginning; for each page scan through the tasks and do whatever catches your eye
- If you don't finish the task, enter it at the bottom of the list and resume your scanning/doing at the page you left
- When you find nothing catches your eye, move on to the next page
- If nothing on a page catches your eye on the first pass through, cross everything out.

# ABC-123

- Label the tasks on your task list with the following letters:
  - A: must do, have high consequences for not being done
  - B: should do, have mild consequences
  - C: no consequences
- For each group (A, B, C), number them by importance
- Work through the list, doing A's in order, then B's, then C's.

# Pomodoro

- Decide how long you will work (minutes) and how long you will break between work sessions
- Set a timer for your work session. Do nothing but your one task during this session.
- When the timer goes off, set it for your break time. Do anything you want.
- Repeat several times; after which task a longer break.

## Energy Management

- Label those tasks on your task list that require little energy
- Create a list of other tasks (not necessary) that require little energy
- When you are feeling low energy, pick one of those low energy tasks
- When you are feeling high energy, make sure the tasks you are doing are not low-energy tasks

## Sprint

- Use the forms at <http://www.simpleproductivityblog.com/sprint/>
- List your tasks in the Task List sheet, noting where they have to be done
- Use the timing sheet to group tasks that can be done in the same location, noting the duration you will be in that area
- Work your way through the tasks using the schedule.