

WAYS TO PLAN

Planning isn't one technique, it's whichever of these actually gets used on a Tuesday morning. Pick one, build the habit, add more later.

Written To-Do List

Built the night before, so the day starts with a plan instead of a scramble.

Best for: a simple daily starting point

Time Blocking

Give every task its own slot instead of a vague 'get to it later.'

Best for: days that keep getting eaten by other people's priorities

The Two-Minute Rule

If it takes less than two minutes, do it now, don't add it to the list.

Best for: clearing the small stuff that clutters a list

Batch Similar Tasks

Group like with like. Fewer context switches, more actually gets done.

Best for: admin, emails, calls, anything repetitive

The 80/20 Rule

Find the 20% of tasks doing 80% of the work, and start there.

Best for: when the list is too long to do it all

Delegate

Not everything on the list has to be done by you.

Best for: when the list is the problem, not the time

THE RULE

Pick one planning method for the month. A simple plan you actually use beats a perfect system you abandon by Thursday.