

ENHANCING PRODUCTIVITY THROUGH TIME MANAGEMENT RULES

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Abstract. *Smart work is better than hard work – as quoted, employees never aware of the need to go for a smart work. With corporate CEOs recommending a 70-hour or even 90-hour work per week, human work force can subtly perform their task relaxed and can enhance the productivity at a consistent rate. After the practice of scientific management, works were being allocated as per the skill set of the employees. Time management is a vital component in the productivity. Some of the best time management and task oriented practices for the productivity enhancement are discussed here.*

Keywords *Productivity, Time Management, Pomodoro, Eat-The-Frog, Eisenhower Matrix, GTD Approach, 5-Minute Rule*

TIME MANAGEMENT TECHNIQUES

Usually time-based techniques are meant to give clarity and thereby more attention will be gained on the work. Time management methods include the steps as prioritisation of tasks, setting up of goals, framing deadlines, taking breaks and completion of tasks.

POMODORO TECHNIQUE

The techniques was developed by Francesco Cirillo. This is a time-based technique where a Pomodoro timer is set for 25 minutes. The work will be carried out without any distractions for the set period and a five-minute break will be given when the alarm rings. The process can be repeated for three or several times to break the monotony. After that a long gap of thirty minute period will be given to the employees. This enables the workers to get rid of the tedious work process and meantime, they can relax themselves.

ELON MUSK'S 5 MINUTE RULE

Elon Musk divided his entire time into five-five minute blocks, from waking up in the morning to his night sleep time into five-minute blocks. For instance, first five-minute, he will take for arrangement of file, the next five-minute for his breakfast and so on. This would enhance his concentration on work and there by the productivity increase.

EAT-THE-FROG APPROACH

This approach was elaborated by Brian Tracy suggest 21 ways to avoid procrastination enables the employees to eradicate the two hurdles of productivity i.e., procrastination and lack of motivation. This is a prioritization technique. It aims at identifying one challenging or difficulty task (the frog) and complete it (eat it). And the rest of the tasks will be easier to complete. Mark Twain in his anecdote says, "If you have two frogs to eat, don't eat the smaller frog first". Hence the toughest job should be picked first in the morning followed by the smaller or the easiest tasks.

GETTING THINGS DONE (GTD) APPROACH

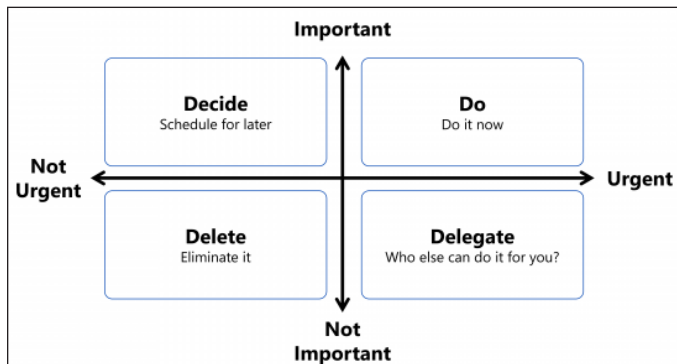
This was framed by David Allen. The method envisages how we approach our work and life. The GTD approach aims at moving out all the items of interest, issues which hinder the work from one's mind and transforming them into action oriented tasks within the time limits. According to him, five stages as Capture (to collect), Clarify (process), organize, reflect (plan) and engage (do).

EISENHOWER MATRIX

It is a task-oriented approach, which envisages the to-do list based on the priority or urgency. This is a 2X2 grid matrix

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constructed on important and non-important criteria. Based on the interaction, there are parameters as DO, DECIDE, DELEGATE and DELETE.



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PICKLE-JAR THEORY

This is also a traditional form of time management technique and it is also known as the bucket of rocks theory or the Jar of life theory, which was developed by Jeremy Wright. As per his definition, the jar of pickles is a metaphor and the jar represents our productive day, which is being filled with activities as sand, pebbles and rocks which represents our daily activities. To this we may add water, which represents

our personal life. Here the sand represents the socialisation, chatting with our colleagues which hinder our work and the pebbles are of more importance than the sand, which represents immediate attention. These are followed by the rocks, which are eminent to accomplish our goals and failing to do may lead to serious consequences. The rule states that, try to fill the jar with the rocks first i.e., the important tasks first, followed by the pebbles. Least importance will be given to the sand.

OTHER TIME-BASED METHODS

90-20 Rule: A 90-minute work followed by a 20-minute rest.

112-26 Rule: Working for 112 minutes followed by a gap of 26 minutes.

52/17 Method: Denotes working for 52 minutes continuously and a gap of 17-minute rest.

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