

## The “Kitchen Timer” Technique

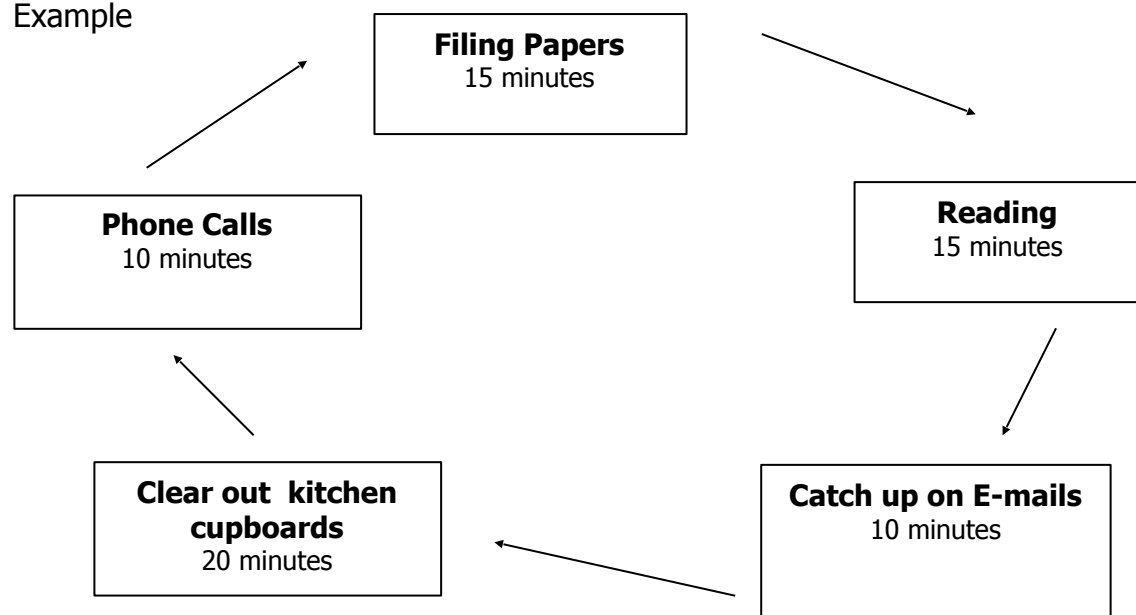
Have you ever felt that you’ve got so much to do it’s totally overwhelming?

Paperwork piled up around the office — dozens of emails to answer — phone calls to make — filing to be done — ironing board piled high — cupboards to be cleaned out...

Whether you’ve been putting off one massive task, or lots of smaller ones, the Kitchen Timer Technique can help. The idea is to tackle the task(s) in short bursts, rather than trying to do it all at once. Here’s how:

1. Make a list of all the things you’ve got to do — don’t make it too long, make it manageable
2. Put it into a rotation flow chart (see below) with time slots allocated for each task
3. Start with task number one and spend, say 10 or 15 minutes on it (set your kitchen timer for the desired time limit)
4. When the timer goes off, move to the next item on the rotation chart
5. Continue doing this until your tasks are finished
6. If it’s just one huge task that’s looming ahead of you, you can set the timer so that you’re only doing it for short amounts of time. Choose what’s doable for you. That way it will seem less overwhelming.

Example



Taken from Get Everything Done and Still have Time to Play by Mark Forster (Hodder & Stoughton)