WEEK PLAN PRODUCTIVITY CHEAT SHEET

🌐 **https://weekplan.net**

2-MINUTE RULE
If a task takes less than two minutes, do it immediately.

5-SECOND RULE
Count 5-4-3-2-1 and start before hesitation stops you.

EAT THE FROG
Start the day with your hardest task to build momentum.

1-3-5 DAILY FOCUS
Plan one big, three medium, and five small tasks per day.

POMODORO TECHNIQUE
Work in 25-minute focus sessions with short breaks.

HIGH IMPACT TASKS
Do tasks that move your long-term vision forward every day.

80/20 RULE
Focus on the few tasks that create most of the results.

SMART GOALS
Set goals that are specific, measurable, achievable, relevant, and time-bound.

BREAK TASKS INTO PIECES
Split big goals into small, actionable steps.

EISENHOWER MATRIX
Decide what to do, schedule, delegate, or eliminate.

TIME BLOCKING
Assign tasks to specific calendar time blocks.

NO MULTITASKING
Focus on one task at a time for better results.

AUTOMATE REPEATING WORK
Automate recurring tasks to save time and mental energy.

DECIDE ONCE
Use routines and templates to reduce decision fatigue.

NOT-TO-DO LIST
Eliminate low-value tasks that drain time and energy.

PROGRESS OVER PERFECTION
Consistent progress matters more than perfect execution.

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