

3-Day Time Management Plan for CC+AI Students Using the Pomodoro Technique and Eisenhower Matrix

Overview:

This plan will help you manage your time effectively using the Pomodoro Technique for focused work intervals and the Eisenhower Matrix to prioritise tasks. The plan will be tracked using The Real World (TRW) app, with scheduling on Google Calendar.

Day 1: Preparation and Initial Implementation

1. Morning (8:00 AM - 9:00 AM)

- Setup

- Review your to-do list in the TRW app.
- Use the Eisenhower Matrix to categorise your tasks:
 - Important and Urgent (Do First)
 - Important but Not Urgent (Schedule)
 - Urgent but Not Important (Delegate)
 - Not Urgent and Not Important (Eliminate)

2. Mid-Morning (9:00 AM - 12:00 PM)

- Pomodoro Sessions

- Schedule 4 Pomodoro sessions (25 minutes of work + 5 minutes break).
- Focus on "Important and Urgent" tasks.
- Record completed tasks in the TRW app.

3. Lunch Break (12:00 PM - 1:00 PM)

4. Afternoon (1:00 PM - 4:00 PM)

- Pomodoro Sessions

- Schedule another 4 Pomodoro sessions.
- Focus on "Important but Not Urgent" tasks.

5. End of Day Review (4:00 PM - 5:00 PM)

- Review and Reflect

- Check completed tasks and adjust priorities.
- Plan for the next day using the Eisenhower Matrix.
- Update tasks in the TRW app and schedule them in Google Calendar.

Day 2: Consistent Workflow

1. Morning (8:00 AM - 9:00 AM)

- Review and Plan

- Review previous day's achievements.
- Reassess and re-prioritize tasks using the Eisenhower Matrix.
- Schedule your day in Google Calendar.

2. Mid-Morning (9:00 AM - 12:00 PM)

- Pomodoro Sessions

- Follow the same structure: 4 Pomodoro sessions.
- Focus on remaining "Important and Urgent" tasks and start "Important but Not Urgent" ones.

3. Lunch Break (12:00 PM - 1:00 PM)

4. Afternoon (1:00 PM - 4:00 PM)

- Pomodoro Sessions

- Continue with 4 Pomodoro sessions.
- Address "Urgent but Not Important" tasks if time allows.

5. End of Day Review (4:00 PM - 5:00 PM)

- Review and Reflect

- Assess the day's productivity.
- Adjust and prioritize tasks for the next day.
- Update TRW app and Google Calendar.

Day 3: Optimization and Feedback

1. Morning (8:00 AM - 9:00 AM)

- Review and Plan

- Reflect on the past two days' productivity.
- Prioritize tasks using the Eisenhower Matrix.
- Schedule your day in Google Calendar.

2. Mid-Morning (9:00 AM - 12:00 PM)

- Pomodoro Sessions

- 4 Pomodoro sessions.
- Focus on completing any pending "Important and Urgent" tasks and progressing on "Important but Not Urgent" tasks.

3. Lunch Break (12:00 PM - 1:00 PM)

4. Afternoon (1:00 PM - 4:00 PM)

- Pomodoro Sessions

- Final 4 Pomodoro sessions.
- Address any remaining tasks from all categories.
- Begin planning for long-term tasks.

5. End of Day Review (4:00 PM - 5:00 PM)

- Review and Reflect

- Conduct a comprehensive review of the 3-day plan.
- Note down what worked well and what needs improvement.
- Gather feedback by tagging you in the chat for insights and suggestions.

Tips for Implementation

- Flexibility: Choose your own break activities during Pomodoro breaks.
- Customization: Each student can tailor the tasks based on their specific roles and goals.

- Feedback: Encourage open feedback for continuous improvement.

Tools and Apps

- Google Calendar: For scheduling Pomodoro sessions and task management.
- The Real World (TRW) App: For tracking and categorizing tasks using the Eisenhower Matrix.

1. Pomodoro Technique

The Pomodoro Technique involves breaking your work into focused 25-minute intervals called "Pomodoros," followed by a 5-minute break. After four Pomodoros, take a longer break (15-30 minutes). This method helps maintain high levels of focus and prevents burnout. It's particularly effective for managing complex tasks by making them more manageable and keeping you motivated through regular breaks

2. Eisenhower Matrix

The Eisenhower Matrix helps you prioritize tasks based on their urgency and importance. Tasks are divided into four categories:

- Important and Urgent: Do these tasks immediately.
- Important but Not Urgent: Schedule these tasks.
- Urgent but Not Important: Delegate these tasks.
- Not Urgent and Not Important: Eliminate these tasks.

This matrix helps you focus on tasks that contribute the most to your goals while minimising time spent on less critical activities