



Productivity Improvement Techniques

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Agenda

Introduction

1-3-5 Rule

4-D Rule for Time Management

Pareto's Law

Eat the Frog

Maggi Rule

Pomodoro Technique

1-3-5 Rule



List down all tasks based on their priority, and time to do the task



ONE BIG Task to complete

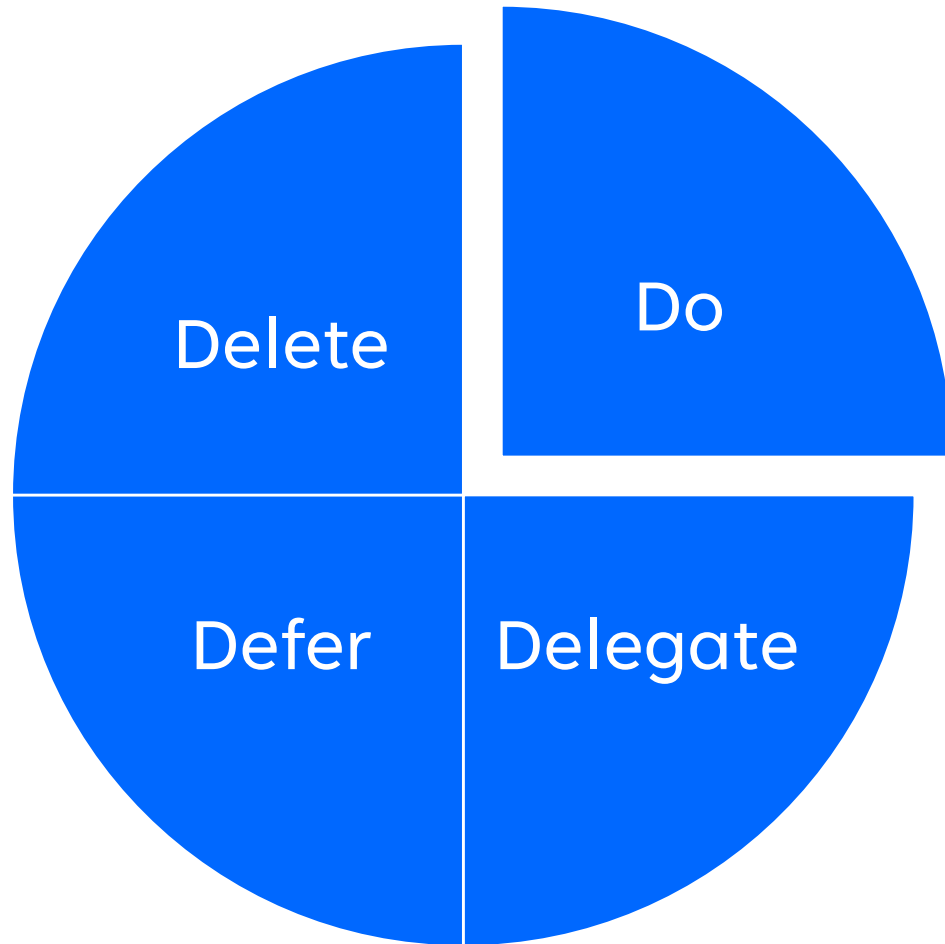


3 Medium Tasks to complete



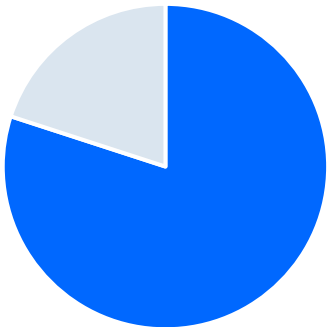
5 Small Tasks to complete

4 -D Rule



80/20 Rule

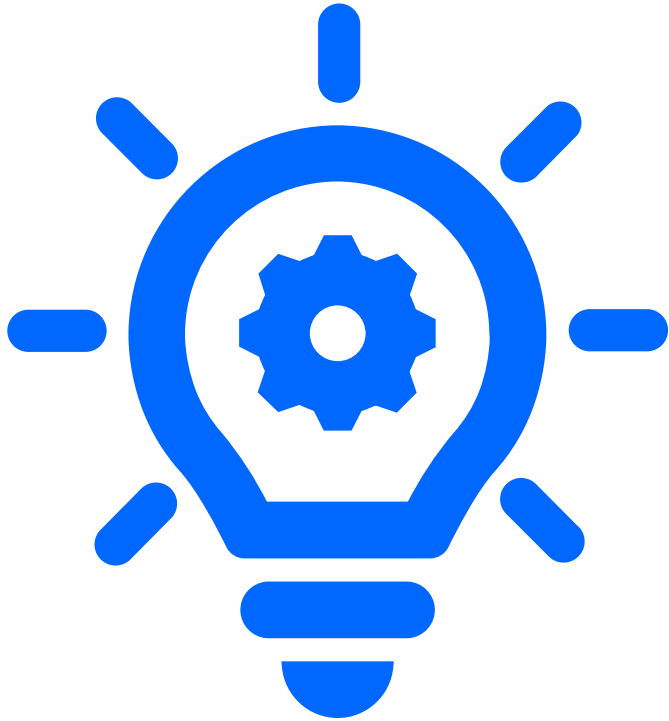
80-20 Rule



Pareto's law states that, 20% of your efforts give you 80% of the results.

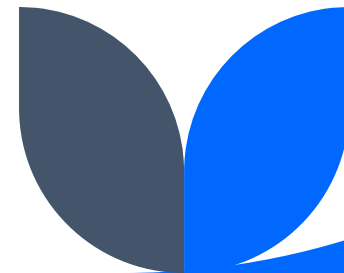
Focus on this 20% of HIGH priority tasks that can be completed FIRST.





Break Tasks into
Smaller pieces

You feel less overwhelmed and more motivated to tackle each part of the task.



EAT THE FROG

Tackle your most challenging
task first in the morning!



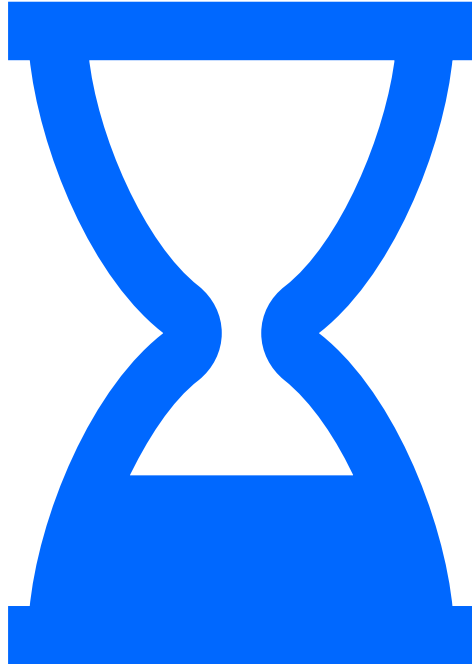


2 Minute Rule

If the task takes less than 2 minutes,
do it right away



POMODORO TECHNIQUE



Set a timer for 25 minutes and focus on ONE Task.

After the timer rings, take a Five-minute Break.

Repeat this cycle four times, then take a longer break of 20-30 mins

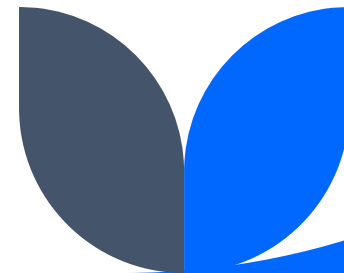
**This Technique helps to FOCUS on the task at hand.
SWITCH OFF phone during this 25-minute period**



“Not to do” LIST



From the Daily list of activities, identify the tasks that are not essential or that can be delegated, and stop doing them.



Zero Multi Tasking



List down all task
to be completed



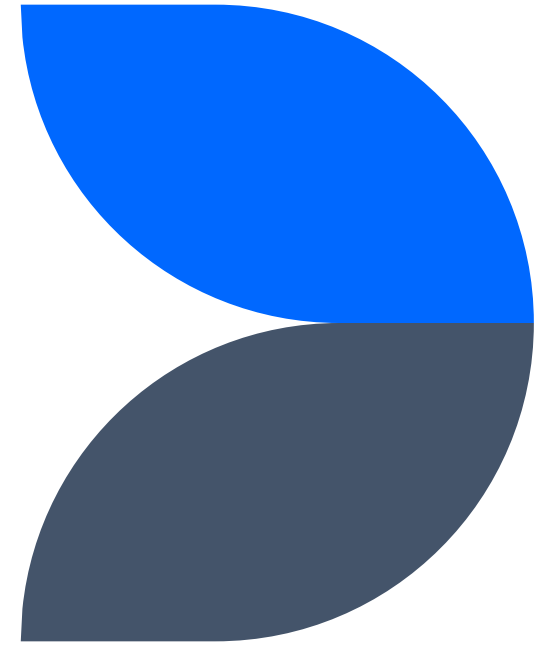
Focus on only one
task at a time.



Avoid Multi Tasking
completely.

**Action is
more
important.**

Start NOW!





Thank you

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