

TIME MANAGEMENT MASTERY

Quick-Start Cheat Sheet

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This cheat sheet pulls the most useful tools from *Time Management Mastery* into one place. You don't need to use everything here — pick the framework that fits your situation and try it for two weeks before switching. The goal isn't a perfect system. It's a working one.

1. Audit first	Use the companion audit to find your weakest areas before choosing where to start.
2. Pick one method	Choose a single prioritisation method (page 2) and use it daily for two weeks.
3. Protect prime time	Identify when your mind is sharpest and guard that window for your most important work.
4. Build the habit	Seven minutes of planning in the morning and seven in the evening is enough to start.

THE EISENHOWER MATRIX — URGENT VS. IMPORTANT

Ask of every task: is it actually important — or just loud?

URGENT + IMPORTANT Q1 — Do Now	IMPORTANT, NOT URGENT Q2 — Schedule
Crises · deadlines · emergencies <i>Handle these — but a life lived entirely here is exhausting.</i>	Planning · relationships · skill-building · rest <i>This is where real progress happens. Protect it deliberately.</i>
URGENT, NOT IMPORTANT Q3 — Delegate	NOT URGENT, NOT IMPORTANT Q4 — Eliminate
Interruptions · some meetings · others' minor priorities <i>Creates the illusion of productivity without the substance.</i>	Busywork · time-wasters · escape activities <i>Provide relief but leave you emptier than before.</i>

Most people spend too much time in Q1 and Q3 (reactive) and too little in Q2 (proactive). Fix that.

YOUR PRIME TIME

What it is	The window when your mind is sharpest — usually a 2–3 hour block. Different for everyone.
How to find it	Track your energy for one week — note when you feel sharp vs. foggy. The pattern emerges quickly.
How to use it	Reserve this window for your single most important task. Decline meetings. Turn off notifications.
My prime time	_____

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DAILY PRIORITISATION — THREE METHODS THAT WORK

Ivy Lee Method

Each **evening**, write your 6 most important tasks for tomorrow. Rank them 1–6.

Next day: start with #1. Finish it completely before moving to #2.

Unfinished items move to tomorrow's new list.

Best for: too many priorities, need a forcing function.

The 1-3-5 Rule

Each day, plan **exactly**:

→ 1 big task (2–4 hrs)

→ 3 medium tasks (30–60 min)

→ 5 small tasks (under 30 min)

If new tasks arrive, they displace something or go to tomorrow.

Best for: balancing depth with quick wins.

ABCDE Method

Label every task before you start:

A — Must do (serious consequences)

B — Should do (mild consequences)

C — Nice to do (no consequences)

D — Delegate it

E — Eliminate it

Rule: never do a B while an A is undone.

TWO PRINCIPLES WORTH KNOWING

The 80-20 Principle

20% of your tasks produce 80% of your results. The rest fill time without advancing much.

→ Identify your high-leverage 20% and protect them

→ Schedule them during prime time with full focus

→ Delegate, shorten or cut the rest

Weekly question: "Which one task, if done, would make everything else easier?"

The 7-Minute Daily Habit

14 minutes a day is enough to build consistent planning.

Morning (7 min)

Set your top priority for the day

Review your calendar

Choose your Ivy Lee 6 or 1-3-5 tasks

Evening (7 min)

Review what got done

Move unfinished items forward

Write tomorrow's list

5 COMMON TRAPS — AND HOW TO SIDESTEP THEM

1	Confusing busyness with importance	A packed day ≠ a productive day. Ask: did I advance what actually matters?
2	Letting urgency win by default	Without protection, urgent tasks consume everything. Schedule Q2 work or it never happens.
3	Checking email first thing	You'll spend your sharpest hours on other people's priorities. Batch email — 9am, 1pm, 4pm.
4	Multi-tasking	Every task switch costs focus and time. Single-task during your focus blocks, always.
5	Prioritising ease over importance	Small wins feel good. But if your one important task never gets done, the day was wasted.

