

# Time Management & Work Cycles

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with thanks to C. Michael Fields



# Work Cycles

# Scientific Method aka Hypothetico deductive reasoning model

## Steps in the Scientific Method

1. Make observations
2. Construct a Hypothesis
3. Test
4. Draw a conclusion
5. Either re-enter from step 2 or leave the cycle

From [https://en.wikipedia.org/wiki/Hypothetico-deductive\\_model](https://en.wikipedia.org/wiki/Hypothetico-deductive_model)

# Cyclical Work Cycles

# Cyclical Work Cycle Benefits

Helps keep thoughts focused

Allows better workflow and ensures less points are forgotten

Avoid hitting walls

# Pomodoro Method

1. Decide on the task to be done.
2. Set the pomodoro timer (traditionally to 25 minutes).[1]
3. Work on the task.
4. End work when the timer rings and put a checkmark on a piece of paper.[5]
5. If you have fewer than four checkmarks, take a short break (3–5 minutes) and then return to step 2; otherwise continue to step 6.
6. After four pomodoros, take a longer break (15–30 minutes), reset your checkmark count to zero, then go to step 1.

From [https://en.wikipedia.org/wiki/Pomodoro\\_Technique](https://en.wikipedia.org/wiki/Pomodoro_Technique)

# Ultraradian

<https://www.inc.com/wanda-thibodeaux/why-working-in-90-minute-intervals-is-powerful-for-your-body-and-job-according-t.html>

# Multiple Sleep Cycles?

2021:

<https://www.inverse.com/mind-body/did-we-used-to-have-two-sleeps-rather-than-one-should-we-again>

2012: <https://www.bbc.com/news/magazine-16964783>



# Non-Cyclical Work Cycles

# Timeboxing

Key point: When is something “done”?

Set expectations

Small successes lead to positive feedback and continued success

Solutions to issues like writers’ block to get into a zone

# Other Methods

Get Things Done (GTD) Method

90 Minute Focus Block

Flow State

Eisenhower Matrix

2 Minute Rule

1 - 3 - 5

Caffeine Nap

# Tips for Success

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Find one that works for you!

Work<->Life balance is important

How is the Pandemic and WFH affecting your Balance?

Set boundaries, use your calendar, leave your laptop out of reach

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The faintest ink is better than the brightest memory