



Different planning models to create focus

There isn't a one size fits all approach for how you set your daily plan. You'll want to choose a method that suits you based on how you like to work and what motivates you.

This list is by no means comprehensive, but should give you some good ideas to start.

Model	Description
Getting Things Done (GTD)	The GTD method is based on the concept of getting ideas and tasks out of your mind and onto paper in order to focus. Created by productivity consultant David Allen, the GTD method rests on the idea of moving all issues, to-dos, projects, and relevant info out of your mind by recording them externally and then breaking them into actionable work items with known time limits. This allows your attention to focus on taking action on each task, rather than using all your focus-power to recall them intuitively.
Bullet journaling	Bullet journals are a planning and organizational method created by designer Ryder Carroll. The idea is to organize your schedule, reminders, to-do lists, brainstorms, and other tasks (personal and work-related) into one notebook to rule them all. Bullet journalers use abbreviated bullet points to log information and a system called migration to periodically update lists, pull tasks into the next month, and stay organized.
Rapid planning method (RPM)	<p>Created by Tony Robbins, RPM uses a time management strategy called chunking to group related tasks together and then create a purpose-driven plan around them based on the following questions:</p> <ul style="list-style-type: none"> • What do I really want? • What's my purpose? • What's my massive action plan? <p>The chunking technique allows you to set realistic and achievable goals with the resources you have and prioritize what matters most without exhausting yourself.</p>
The Eisenhower Matrix	<p>This one comes from a quote attributed to President Eisenhower: "I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent."</p> <p>Using the Eisenhower Matrix, tasks are evaluated based on their importance and urgency and then prioritized accordingly.</p> <ul style="list-style-type: none"> • Important and urgent: Do immediately (crisis, issues with deadlines) • Important and not urgent: Decide when you'll do it and assign a clear due date (projects that help advance personal or long-term business goals)



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	<ul style="list-style-type: none">• Unimportant and urgent: Delegate to others, if possible (requests for help from colleagues, emails marked urgent)• Unimportant and not urgent: Drop (checking Twitter, browse the REI sale for new gear)
Kanban	Kanban is Japanese for billboard, and was created by Toyota engineer Taiichi Ohno. Planning with Kanban is fairly straightforward — you create a visual task board and then move work across three categories: to do, doing, and done.