

Five Laws of Time Management

1. **Parkinson's Law:** Work expands to fill the time available for its completion. Set time limits and stick to them
2. **Murphy's Law:** Anything that can go wrong, will go wrong. Build in a buffer for unexpected events
3. **Illich's Law:** Working beyond a certain time, reduces productivity. Take regular breaks
4. **Carlson's Law:** Focus on one task at a time without interruption to complete work more quickly and with fewer mistakes
5. **Pareto's Law:** 80% of our results come from 20% of our work. Prioritise by doing the most important work first

