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Laws of Time Management

And **1** Myth

2. Murphy's Law

“Anything that can go wrong, will go wrong”

💡 **Build in a time buffer for unexpected events**



3. Illich's Law

“Beyond a certain threshold, human efficiency decreases, even becoming negative”

- 💡 **Take regular breaks and know when to stop for the day**



4. Pareto's Law

“80% of our results come from 20% of our work”

💡 Prioritise by doing the most important work first



The Multitasking Myth



Contrary to received wisdom, multitasking does not help us either to be more efficient or more effective.

In fact, some researchers suggest that “switching losses” while carrying out multiple tasks at the same time can actually reduce productivity by as much as 40%



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