

How to use Parkinson's Law

What it is

Work expands to fill whatever time you give it, so give it less time on purpose and it still gets done.

When to use it

For tasks that always seem to take way longer than they should.

Steps

1. **List today's tasks, with a tighter deadline for each.** Less time than feels comfortable for every one.
2. **Start the clock.** Race it, and check each task off as you beat your own deadline.

Common mistake

Giving yourself the 'usual' amount of time out of habit. That's exactly the time it'll take.

Pairs with

Pomodoro Technique and Eat the Frog.

Example: a Sunday afternoon

Date: Sun, Mar 3

Tasks and tight deadlines Less time than feels comfortable.

- ☒ Finish the expense report, 30 min not an hour
- ☒ Clean the kitchen, 15 min
- ☐ Reply to the family group chat, 5 min
- ☐ Mow the lawn, 40 min not all afternoon
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- ☐ _____
- ☐ _____

Start time

1:00 pm

Time-Limit Planner

Date: _____

Tasks and tight deadlines Less time than feels comfortable.

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Start time
