

When Elephants Plan: 5 Quick and Easy Time Management Techniques



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Thank You for Being Here

First, I want to say thank you for subscribing to my email list, and for trusting me with your email address. I don't take that lightly, and I'm truly honored to have you as part of this community.

Just to let you know, you'll hear from me about every two weeks with updates on new blog posts and any recently added resources. You might also see a thoughtful quote, or, if she's feeling inspired, a little note from Moxie. My hope is to offer encouragement and ideas that resonate, without adding pressure to your inbox or your day.

I truly hope the time management tools in this ebook help you increase your productivity, reclaim your time, and ease the stress and anxiety that can sometimes get us stuck in the mud.

May your journey be filled with sunshine and blue skies,

Robin G. and Moxie



Moxie, Stress, and Time Management

Moxie, my Inner Elephant, is more than just a metaphor for stress, she represents the parts of me that are instinctive, emotional, protective, and alert. She's my inner critic, my scared inner child, and my human alarm system all rolled into one.

Moxie and I live in different jungles.

She was shaped in the wilds of survival, wired to react quickly to danger, to charge forward at the first sign of a threat. I live in the world of spreadsheets, text messages, and high-speed decision-making.

The jungle I move through often presents nuanced, paradoxical choices that are full of uncertainties, and this is difficult for Moxie. Don't misunderstand me, Moxie is incredibly intelligent and intuitive. She just hasn't had the same exposure to our modern world.

She wants certainty. She wants clear danger or clear safety. She wants an immediate answer to what the outcome will be, positive or negative. And if there's a chance it could go badly, she wants to know just *how* bad.

Moxie, Stress, and Time Management

Moxie doesn't always know the difference between immediate danger and everyday stress. When that clarity is absent, she rushes in, trunk swinging, with a stomp that crashes like a thunderstorm.

Her loyalty to keeping me safe is fierce and unwavering. Even when I try to push her away, she stays close by, ready to charge if something feels "off." I've come to appreciate that, but when Moxie storms in, so does my fight, flight, or freeze response, also known as our sympathetic nervous system (SNS). In these moments our heart rate increases, our muscles tense and our breathing quickens. These primal survival reactions can also be accompanied by a brief, intense feeling of panic or fear, shifting our body into a state of high alert.

Our clarity of thought can be compromised if we don't take a moment to recognize that we are in a state of high alert. When this happens, it can impede our ability to focus and effectively problem-solve.

Using a metaphor has helped me soften the relationship with my inner critic. Giving it the form of an elephant, an animal known for its sensitivity, memory, and strength has created just enough space for me to be curious instead of critical. For me, this brings a kind of emotional neutrality. It helps me explore my reactions and beliefs without getting stuck in judgment or shame.

Moxie, Stress, and Time Management

Moxie's loyalty continues to make my treks through the mud a little easier and that is why I wanted to share her with you.

Not as a rule or a must, but as an opportunity for your consideration.

Maybe the image of an Inner Elephant won't resonate with you. Maybe your inner critic feels more like a lioness, a wolf, or even a dragon. The metaphor is yours to choose, or to leave behind.

The most important thing is what works for you.

If one of your goals is to get curious about the origins of your inner critic, and to become less reactive and more responsive when it shows up, then finding a metaphor that softens the experience might be a helpful option.

Moxie, Stress, and Time Management

As simple as it may seem, time management tools not only help us stay on track to achieve our goals, but they also help calm our Inner Elephant. Predictability helps our nervous system feel safe. And when we feel safe, we can think more clearly, act more calmly, and move through our day with greater focus and less overwhelm.

Knowing that you have techniques to help manage your day helps your Inner Elle recognize that you have a plan to take charge of the situation.

On the following pages, you'll find your printable time management worksheets, instructions for how to use each time management technique, and your free printable journal page and to-do list.

Here's to calm focus, gentle structure, and a little more peace,

Robin G. and Moxie



The Pomodoro Technique

How to Use:

The Pomodoro Technique is an effective way to stay focused and beat procrastination. Here's how it works:

1. Pick a task you want to tackle.
2. Set a timer for 25 minutes (this is one "Pomodoro").
3. Work on the task without interruptions until the timer goes off.
4. Take a 5-minute break. Stretch, grab a snack, breathe.
5. After four Pomodoros, take a longer break — about 15-30 minutes.

Use this sheet to plan out your Pomodoros for the day. There's space to write your tasks and your start and end times. There are also separate sections to log your breaks and writing notes and reminders.

Pomodoro

Date: _____

S M T W T F S
○ ○ ○ ○ ○ ○ ○

TASKS	START	END	DONE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

BREAK LOG	START	END

NOTES / REMINDERS

The Pareto Principle

How to Use:

The Pareto Principle, also known as the 80/20 rule, helps people focus on the few things that make the biggest difference. In productivity terms: “80% of your results come from 20% of your efforts.”

It's a powerful mindset shift. Instead of trying to do all the things, you identify which tasks, clients, products, or habits actually create the most value, and double down on those.

1. Pick a task/activity you want to tackle.
2. Note the amount time spent on the task/activity.
3. Note the outcome, for example, the amount of revenue generated.
4. Rank the impact by the value they create. Highlight the top 20% that are delivering 80% of your desired results.
5. Take action, for example, delegate the task or keep it.
6. Use the Notes/Reminders section to write additional details.

Pareto Principle

Date: _____

S M T W T F S
○ ○ ○ ○ ○ ○ ○

Task / Activity: _____
Time Spent: _____ Outcome: _____
Impact (High / Medium / Low): _____ Action: _____

Task / Activity: _____
Time Spent: _____ Outcome: _____
Impact (High / Medium / Low): _____ Action: _____

Task / Activity: _____
Time Spent: _____ Outcome: _____
Impact (High / Medium / Low): _____ Action: _____

Task / Activity: _____
Time Spent: _____ Outcome: _____
Impact (High / Medium / Low): _____ Action: _____

Notes / Reminders

The Eisenhower Matrix

How to Use:

This tool helps you prioritize by urgency and importance. It's divided into four boxes:

1. Urgent + Important: Do it now.
2. Important, Not Urgent: Schedule it.
3. Urgent, Not Important: Delegate it.
4. Not Urgent, Not Important: Eliminate it.

Eisenhower Matrix

Date: _____

S M T W T F S
○ ○ ○ ○ ○ ○ ○

IMPORTANT

URGENT		NOT URGENT	

NOT IMPORTANT

DELEGATE		ELIMINATE	

NOTES	

Simple Kanban (with Blocked Section)

How to Use:

Kanban is a visual way to manage tasks as they move through stages. This layout keeps it simple:

1. Pick a task you want to tackle.
2. Place a check mark in the progress or done column.
3. If the task is blocked, write the task number and the reason why.
4. Write next steps needed to complete the task.
5. Use the Notes/Reminders section to write additional details.

Kanban + Blocked Tasks Tracker

Date: _____

S M T W T F S
 ○ ○ ○ ○ ○ ○ ○

TASKS	IN PROGRESS	DONE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

BLOCKED	WHY	NEXT STEPS
Task #		
Task #		
Task #		
Task #		
Task #		
Task #		
Task #		
Task #		

NOTES

Daily Schedule / Time Blocking

How to Use:

Break your day into chunks and assign each block a task or type of work.

1. Use the Top Priorities section to list your non-negotiable tasks.
2. Use the time slots to block your tasks.

*If you start to fall behind, remember that it's okay to switch to a different time management technique. For example, if you haven't been able to complete a top priority task, maybe switch to the Pomodoro technique then revisit your daily schedule. **The key is to be flexible and not to feel blocked in.***

Example Time Blocks:

- 8:00–9:00 AM – Morning routine + coffee
- 9:00–11:00 AM – Deep work (writing, design, coding, etc.)
- 11:00–12:00 PM – Emails + admin
- 12:00–1:00 PM – Lunch + walk
- 1:00–3:00 PM – Meetings or collaboration
- 3:00–5:00 PM – Task overflow or creative time

DAILY SCHEDULE

Date: _____

S M T W T F S
○ ○ ○ ○ ○ ○ ○

6:00		3:00	
7:00		4:00	
8:00		5:00	
9:00		6:00	
10:00		7:00	
11:00		8:00	
12:00		9:00	
1:00		10:00	
2:00		11:00	

TOP PRIORITIES

FOR TOMORROW

1. _____
2. _____
3. _____

1. _____
2. _____
3. _____

NOTES / REMINDERS

Daily Journal Page

How to Use:

To help you stay focused, intentional, and aligned throughout your day, use this journal page each morning and evening as a tool for setting and reviewing your daily goals.

Sunrise Reflections - Set the Tone for the Day

Use this space each morning to center yourself before diving into your tasks. This section is all about clarity and intention.

Here are some prompts or ideas to guide your morning reflections:

- Today, I am grateful for (Write at least one thing you are grateful for)
- Today, I intend to... (Set 1–3 clear, achievable goals)
- My top priorities are... (Identify your must-do tasks)
- How I want to feel today is... (Choose your emotional tone—focused, calm, energized, etc.)
- One thing I will do for myself is... (Include a self-care commitment)
- I will stay on track by... (Write a quick strategy for avoiding distractions)

Daily Journal Page

How to Use (continued)

End of Day Reflections - Review, Learn and Reset

At the end of the day, this section helps you assess how things went and what you can improve tomorrow.

Here are some prompts or ideas to guide your end of day reflections:

- What went well today? (Celebrate wins, big or small)
- What challenged me or didn't go as planned? (Note why or why not)
- What did I learn about myself? (Recognize insights or patterns)
- What could I do differently tomorrow? (Make a small, actionable tweak)



Inner Elephant Check-In

Your inner elephant may show up with self-doubt, overwhelm, procrastination, or perfectionism.

Take a moment to reflect and take notes:

- Did my inner elephant show up today? When or how?
- How did I respond?
- Which time management tools helped calm or guide my inner elephant?
- What might help tomorrow if it returns again?



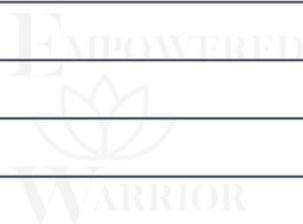
Date: _____

S M T W T F S
○ ○ ○ ○ ○ ○ ○

Sunrise Reflections



End of Day Reflections



Date:

To - Do List



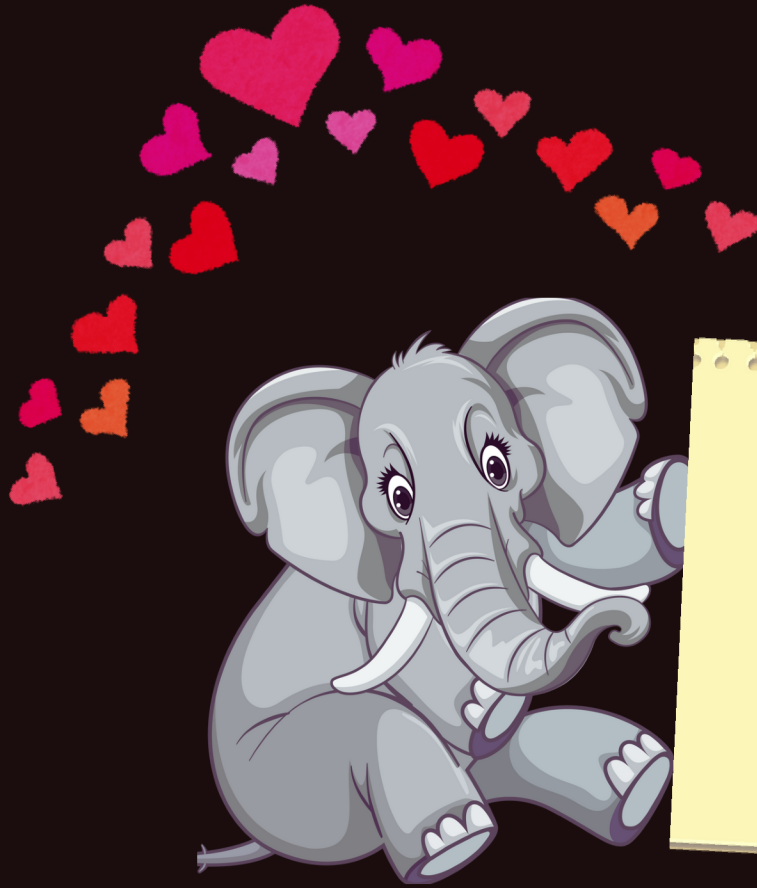
- ♡ _____
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Date:

To - Do List



- ♡ _____
- ♡ _____
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- ♡ _____
- ♡ _____
- ♡ _____



Spreadsheets

Meetings

Phone Calls

Emails

Reports

DEADLINES!!

THANK
YOU