**Top 3 Productivity Methods That WORK**

There are a plethora of productivity methods out there and it can be difficult discerning which ones are actually effective and which ones can be tossed to the side. With that said, it’s also worth noting that the method that works for you may not work for the next person.

Effective productivity methods depend largely on an individual’s unique personality and any mental hindrances that could stop them from accurately completing certain methods. With that said, there are three popular methods that are proven to be effective: personal kanban, eat the frog, and SMART goals.

Let’s take a deeper look at these three methods.

## 1. Personal Kanban

[Personal Kanban](https://www.personalkanban.com/) instructs you to compile all of the tasks and assignments you need to get done in a “to-do” folder. Once you’ve listed all of your tasks, you then move the most important tasks, usually three at a time, to an “in progress” folder. Once you finish those three goals, you can move them to a folder marked “done” or “complete.”

Doing this keeps you focused on certain tasks until they’re complete before going in another direction with a new set of tasks. This method is best for anyone who likes to follow a strict schedule that they can visibly see.

## 2. Eat The Frog

In the [Eat The Frog](https://todoist.com/productivity-methods/eat-the-frog) method, you need to determine which of your tasks is the most time-consuming or cumbersome. This is usually the hardest and most important task in your day. Once you’ve determined the most important task, you should knock it out first thing in the morning.

Knocking the task out first thing in the morning keeps you from putting the activity off any longer. This method is great for people who struggle with procrastination.

## 3. SMART Goals

[SMART Goals](https://www.mindtools.com/pages/article/smart-goals.htm) refer to the criteria your goals must meet in order to achieve them. SMART is an acronym that represents the following:

* **S:** specific
* **M:** measurable
* **A:** achievable
* **R:** relevant
* **T:** time-bound

The goals you set should be clearly stated and simple to follow, while also being easily measurable. By this, we mean you should fully understand the goal you’ve set and the amount of time it may take to achieve it. These goals should also be reasonable and attainable as you prioritize any goals that have specific time limits.