**Two Time-Management Techniques**

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|  | *The 2-Minute Rule* | *The Pomodoro Technique* |
| Who created the technique? |  |  |
| What do you need to get started? |  |  |
| What is the first step? |  |  |
| What is the second step? |  |  |
| Third? |  |  |
| What problem(s) does it help with? |  |  |