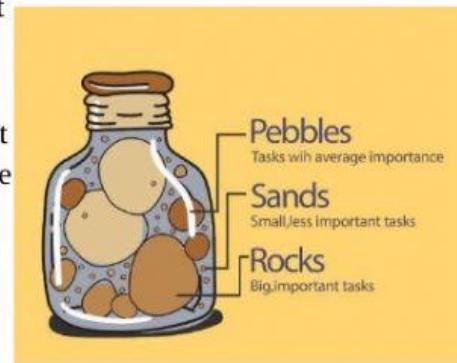# Pickle Jar Theory

developed   fit   prioritizes   stands   estimate   disrupting

The pickle jar theory is based on a time management technique that _____ tasks and responsibilities in a specific order. This theory was _____ in 2002 by Jeremy Wright with the notion that time is a finite space that has limits. In short, the jar of pickles is an analogy where the jar represents our typical day, while the sand, pebbles, and rocks represent everyday activities. What's more, some sources add another element to the analogy — water, which _____ for private life. We can fill the jar with different tasks and activities. But, we need to respect a specific order and time estimate on each activity. Therefore, the pickle jar theory helps us _____ how long a piece of work (either rocks, pebbles, or sand) will take to complete.

Pebbles
Tasks wih average importance

Sands
Small,less important tasks

Rocks
Big,important tasks

How it works:

Imagine a pickle jar full of sand, pebbles, and rocks. The sand is at the bottom and the rocks sit at the top.

1.**The sand**: This represents _____ elements of your day, such as phone calls, text messages, emails, social media, etc.

2.**The pebbles**: This represents tasks that need to be completed, but can be done on another day or by someone else.

3.**The rocks**: These are the most important tasks that need to get done today.

Begin by thinking about how your tasks for the day would _____ into the above categories. Then make a task list starting with the rocks and ending with sand (if time permits). Include an honest time estimate next to each. Try not to plan more than six hours of an eight-hour working day. This will leave buffer time for the pebbles and sand.