

Parkinson's Law

applied self-imposed squashing force expands implementing per se

British historian Cyril Northcote Parkinson became famous for the phrase “the amount of work _____ to fill the time available for its completion” — meaning that if you give yourself a week to complete a two-hour task, then the task will increase in complexity and become more daunting so as to fill that week. It may not even fill the extra time with more work, but just stress and tension about having to get it done.

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How it works:

This is not a time management technique _____. It's a law that, when understood, can be _____ as one of the most beneficial time management methods out there — but you will have to put in the work. That means working more efficiently in shorter bursts of time. Here are some time management tips:

- **Try working without a computer charger.** This will _____ you to finish a project before your computer dies.
- **Set _____ deadline.** Give yourself a set time to do something—and then cut it in half.
- **Crush the cockroaches of the productivity world.** When _____ Parkinson's Law, look for those little time-fillers, feed reading, that you might usually think take ten or twenty (or even, god forbid, thirty!) minutes.

You can experiment with Parkinson's Law and _____ your deadlines down to the bare minimum in many areas of your life. Just be conscious of the line between “bare minimum” and “not enough time”—what you're aiming for is a job well done in less time, not a disaster that's going to lose you employment or clients.