The 5 Categories of Modes
The Way to Make Work and Life TREAT You Better

The following is a quick reference guide on the 5 categories of modes you can apply to tasks on any sort of to do list. Categorizing your tasks by mode is one of the elements of TimeCrafting, the productivity approach and philosophy created by productivity strategist Mike Vardy.

Theme-Based Modes

These modes are broad in scope and can be used for those who don't feel that "time theming" can work for them because of their schedule. Essentially they map out well with (or even mirror) your Daily Themes. **Examples: Family Mode, Optimization Mode, Household Mode**

Resource-Based Modes

If you want to know what you need to have at your disposal (or where you need to be or who you need to talk to about something) to complete a task, then Resource-Based modes are going to be very helpful. If you use Microsoft Word a lot, then having "Word Mode" can gather all of your Word-based tasks into one mode. Same goes for Evernote. You can even create one for the biggest time suck of all: email. **Examples: Email Mode, Assistant Mode, Kitchen Mode**

Energy-Based Modes

Your energy levels play a much bigger role in your task and time management that you give them credit for. By using modes that identify what level of energy you need to tackle a task, you're setting yourself up for better results on all of the items on your to do list - and you can even be more effective when you not feeling 100% to boot! **Examples: High Energy Mode, Low Energy Mode, Deep Work Mode**

Activity-Based Modes

Pretty much any verb is an Activity-Based mode, but you'll want to use ones that pertain to your life in a way that you can connect with them more efficiently and effectively. That means you want to get specific and make them deeply personal. **Examples: Errand-Running Mode, Reading Mode, Learning Mode**

Time-Based Modes

This category is probably the easiest to start with (or fall back on) because it is the most easily measured. Having a "5 Minute Mode" is especially useful when you know you only have a half-hour between appointments because instead of scanning your to do list looking for tasks to try to do in that timespan, you can simply do quick math to try to complete six 5 minute tasks instead. **Examples: 5 Minute Mode, 15 Minute Mode, 30 Minute Mode**