

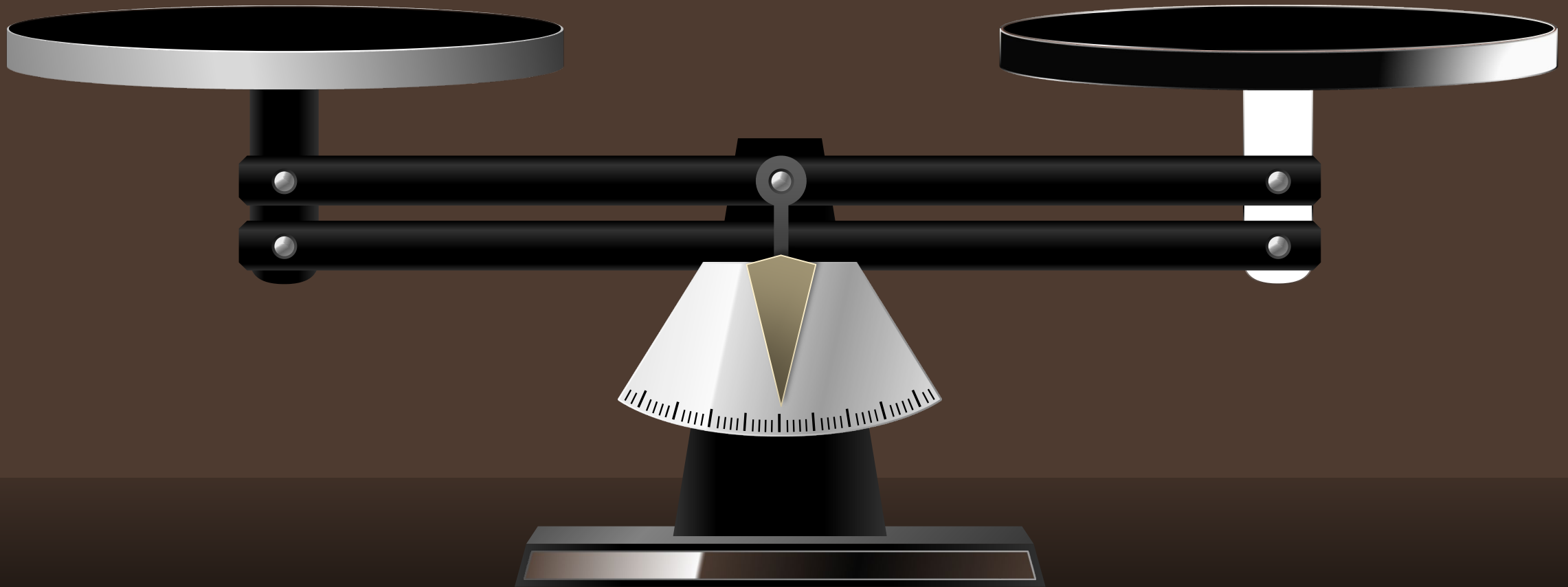


TIME MANAGEMENT

Presented by Rebecca Provost, MEd
FDL EA/ER Program Coordinator

Time

Management



How do we balance them?

Time Management

- Why time management is important
- Planning your week
- Different Time Management Techniques



IMPORTANCE OF TIME MANAGEMENT

Time Management

Stressed out?

Wondering how you will get it all done?

Tasks seem never ending?

This is where time management comes in. It is an effective and efficient way of organizing your tasks, time, goals. It allows you to improve work productivity, reduce stress, and ultimately give you a work/life balance.



Time Management

- Today more results are needed with less time and staff.
- With time management skills deadlines are met
- Employees will be more productive and better results will be delivered
- Greater job satisfaction due to less stress
- Provide less turn over and job progression
- Will lead to less procrastination

What are 4 benefits of having good time management?

The benefits of managing time are simple. Good time management allows you to accomplish bigger results in a shorter period which leads to more time freedom, helps you focus better, allows you to be more productive, lowers your stress and gives you more time to spend with the people that matter most.



CONSIDER TIME THE SAME AS MONEY

Golden Rule of Time Management



PLANNING YOUR WEEK

Planning Your Week

Planning is the first, the best, and most proven time management skills. It allows you to:

- Properly organize
- Gives detailed insight into all the things that you need to do.
- It will give you direction for your daily, weekly, and monthly tasks.



Planning Your Week

To begin with:

Organize your desk.

Focus on one task at a time

Take regular breaks

Focus on your biggest task first

Set small objectives

Use the two-minute rule

Make meetings more productive

Delegate tasks

Limit interruptions

Organizing your desk can be cathartic. Having a clean organized desk will help you organize what is needed to be done. Just like a chef needs all his tools by him to cook a meal you also need to be able to see and organize your thoughts.



TIME MANAGEMENT TECHNIQUES

Planning Your Week: Increasing Organization

“We all have a million things to get done every single week!” How many times have we heard that before? It seems that the more we try to get things done on our “lists” the farther behind we fall. Here are some ideas that may help to prioritize your week.

Set an intention for the week. Positive intentions keeps one centered throughout the work. They can also keep one focused and productive when life throws curve balls. Kick-off every week with an intention — like to be kinder, lead by example, or to live each day with purpose.

Do a brain dump. Before mapping the upcoming week, conduct a brain dump or mind sweep. It’s a simple activity where you get everything out of your head and onto a piece of paper or a digital memo. The benefits of this exercise are:

- You now have a single place for all of your thoughts or ideas.
- You’re able to make connections over a period of time.
- Prevents you from forgetting ideas or things that you need to remember, like making a phone call.
- It gives you a chance to prioritize your responsibilities.
- Clears the cache of your brain.
- Reduces distractions.
- It’s been proven that writing things down improves recall.
- Makes it easier to plan out not just a weekly calendar, but a monthly calendar.

Prioritize your tasks. All the methods we will be looking at, have one thing in common, prioritization of tasks. Prioritize tasks into what is important all the way to what can be delegated

Last week tonight. Look at your previous lists or tasks. Are there any that are recurring? Can you find areas where you can plan your time more efficiently? This will help find areas that might be better outsourced than to have you do them.

Connect and visualize the big picture. You can take a step back and just BREATHE! Look at your goals and what you want to accomplish – both in your work life and personal life. The big picture is what really matters.

Define personal success v. business success. This is where boundaries come in. Being successful doesn't mean just accomplishing your goals at work but also having made time for your personal life. Keeping that work/life balance.

Sundays aren't just for football. Sundays have long been used to spend time with family, attend a religious service, or sit back and watch lots of football. But, if you want to have a more productive and organized week, then you should also use Sundays to your advantage. How you plan to do this is totally up to your discretion. But here are some ideas:

- Do household chores like laundry or cleaning your home.
- Run errands like going to the grocery store or filling your car with gas.
- Prepping all of your meals for the week.
- Writing out and organizing your to-do-lists.
- Taking care of yourself so that you can reset your body and mind.

Limit the number of your plans. Getting overwhelmed with everything that you have to do in a day, let alone in a week can be overwhelming. Take a deep breath and breathe. Begin by taking a look at your list and trimming it down. Can you delegate something to someone else? Is this task really necessary right now? Try to accomplish one major goal a day on your list and cross it off. This is where SMART goals will be helpful.

Arm yourself with the right tools. Ensure you are using the right "tools" to help you keep organized. In the upcoming slides, we will be talking about a couple of different methods to break down tasks and make your time more effective and efficient. Look at this throughout the week. Are you keeping up with your goals? Are you falling behind. Sometimes you need to allocate more time than originally thought – so make the adjustments and move forward.

Anticipate time for the unexpected. The unexpected will always happen. One way to ensure it is a little less stressful is to block some time out the week for the unexpected.

Schedule meetings wisely. Meeting should be effective and efficient. They should be specific and goal oriented with a realistic schedule and ensuring that the conversations stay on task.

Live a clutter-free life. Clutter is stressful and distracting. And it's not good for your overall health. That's why you must maintain a clutter-free life.

Have an accountability buddy. You must hold yourself accountable. But, it never hurts to have a second set of eyes to review your calendar.

Allocate time for fulfilling routines. Fulfilling routines keep us fresh and rejuvenated. But, with so much going on around us, they can be easy to overlook. Make sure that you block out time for these routines every day.

Take on your hardest tasks ASAP. The beginning of the day should be for your hardest tasks and your soft tasks (emails) should be saved during lulls in productivity.

Introduce rewards. Rewards are a simple and effective way to keep motivated. So, if you've had a successful and productive week, then treat yourself.

Accept that you're not perfect. Definitely, don't just go through the motions. Always strive to do your best. But, also realize that nothing will ever be perfect. Perfectionism can hold you back from succeeding in life. Sometimes good is enough.

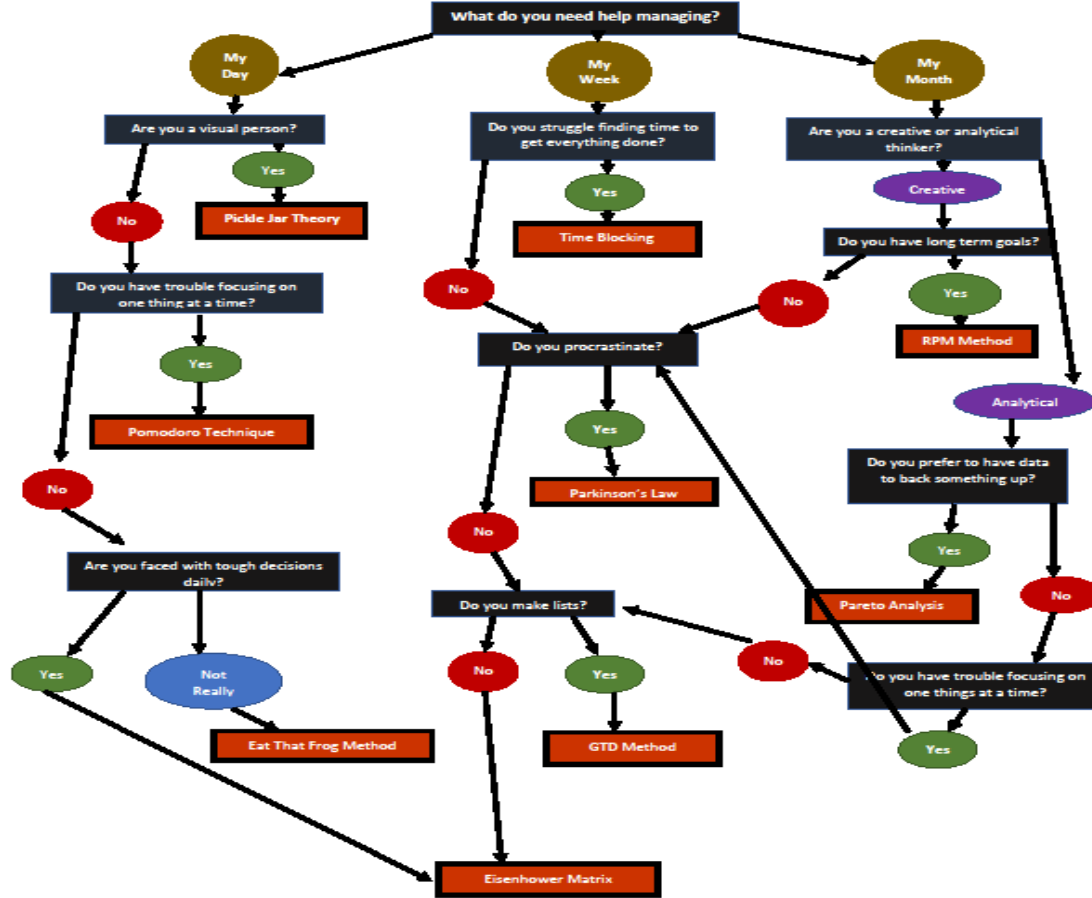
Reschedule. If something did not get done during the week, just add it to your to-do-list for the following week. It was not a priority, it should be after the next weeks priority list.

Reflect and celebrate the past week. Reflect on what was done at the end of the week. This allows one to stay motivated to keep on moving forward. If something during the past week didn't get done it also allows me to plan to focus on those items that need more attention or resources.

Resource: <https://www.calendar.com/blog/25-tips-to-plan-your-week-at-work-for-increased-organization/>

WHICH TIME MANAGEMENT PROCESS WORKS FOR YOU?

Use the flowchart below to figure out which time management



Which Management Process is Right For You?

Take a look at this flow chart. Do you have problems organizing your day? Week? Month? On the following pages each of the time management techniques will be discussed. Which one will be beneficial to you to organize your life?

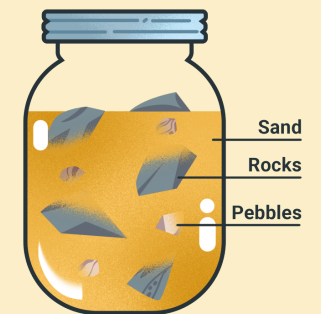
The Pickle Jar Theory is based on prioritization of tasks and responsibilities in a specific order.

1. The **SAND** represents all the small, trivial work such as social networking, chatting with colleagues, and mind wandering – distractions that kill productivity at work.
2. The **PEBBLES** represent tasks with higher levels of significance. These tasks can be delegated or postponed. They are important but not urgent.
3. The **ROCKS** represent the most important tasks during a workday.
4. **WATER** stands for your private life.

Pickle Jar Theory

Daily Time Management Technique

Good for abstract thinkers & People with Long-Term Goals



Implementation of the Pickle Jar Theory

To start with, sometimes it is important to actually fill a jar out to see where your priorities are! You will need to give special attention to the order of how you organize your life.

1. First fill your jar on how you spend your day. How much time do you begin your day with distractions such as chatting or social networking with colleagues. This is the “sand” in your jar.
2. Now fill your jar with your “pebbles”. These are tasks that are urgent but can wait. It may be a phone call, a meeting, or even a report that is waiting for you to finish.
3. Finally fill your jar with your rocks. Can you fit in the rocks? Can you get all the important jobs done that are needed to be done in the day? If not, your day ends up being unproductive.

Does this mean you cannot get back on track? Actually getting back on track is easier done than you think.

1. First fill your jar with your rocks. What are, at least, the 4 most important duties that day that must get done?
2. Then fill your jar with those urgent tasks that are important, but not as important as the first 4 you just named.
3. In the end, fill the jar with sand, which are your distractions.

This way you will get your “urgent/important” tasks done and can deal with the rest later. However do not forget to fill your jar with water. Remember the water stands for “private/family” time. These family and private-related activities provide us with a supportive and relaxing environment which is crucial for growth and development in every aspect of life.

Advantages of the pickle jar theory

- Great way to organize your day. Doing multiple things doesn't necessarily lead to success but being frazzled and unproductive. Feeling overwhelmed by your workload is no stranger to working people. If you build time management skills, you will find your days organized and more productive. The Pickle Jar theory integrated into your life will help you take control of your daily routine and let you have time for your private life.
- Helps you prioritize your tasks. This theory helps one prioritize tasks more skillfully. This theory, allows you to fill your jar with 4 rocks, it will ensure that you have to think about what to filter what's important and what is not. People tend to do urgent tasks first as they seem easier and payoffs happen sooner than with important tasks. This theory helps you visualize a bigger picture and truly understand the importance of your tasks.
- Gives you more free time at hand. When using the Pickle Jar theory in your daily routine, you make estimates of how long it will take you to work on your "rocks". This will help you spend less time on "shallow" work and will provide you with more family and private time as you are not bringing work home with you.
- Eliminates distractions. According to Cal Newport, the author of "Deep Work: Rules for Focused Success in a Distracted World", shallow work (pebbles and sand) is inevitable — but, must be kept confined so as to not hinder the performance of your important tasks. Moreover, in his book, he repeatedly emphasizes the importance of uninterrupted, deep work. By following the Pickle Jar theory guidelines, you make time for your most important tasks and don't let distractions interfere with your work.
- Helps you overcome procrastination. Good organization and prioritization are some of the most beneficial techniques that can curb procrastination in the workplace. Being organized positively affects setting goals and stops you from making automatic habits that trigger procrastination. When you set goals and time estimates for your tasks, your brain receives signals that keep it alert and helps you beat procrastination.
- Prevents multitasking. It's common knowledge that doing several things simultaneously hinders your performance. Switching from one task to another repeatedly makes you feel overwhelmed and results in decreased performance and diminished quality. This is where this theory helps you since it stops you from multitasking as well. Having a clear insight into your workload and time estimates, you will have fewer chances of multitasking again. It helps you set priorities and focus on one task at a time. Not only will you focus more, but you will avoid making mistakes.
- Helps us make time estimates. Among other benefits, the Pickle Jar theory helps us organize our workdays more meticulously by making work-time estimates. When you determine your "rocks of the day", it's quite easy to set time estimates for each and stick to them. This is a huge advantage of this theory since it helps you calculate your productive time or gives a report on how you waste your time, for instance.

Resource: <https://clockify.me/blog/managing-time/pickle-jar-theory/>



Pomodoro Planner

Date

Top Priorities

| Details | Target | Actual | Time Spent |
|---------|--------|--------|------------|
| | | | |
| | | | |
| | | | |
| | | | |

| Start Time | End Time | | Tasks (to include breaks) |
|------------|----------|--------------------------|---------------------------|
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | |

Pomodoro Technique

Daily Time Management Technique

Good for Creative Thinkers & Those who feel burnt out from work


HOW TO POMODORO

Break your workday into 25-minute chunks separated by five-minute breaks. These intervals are referred to as pomodoros. After about four pomodoros, you take a longer break of about 15 to 20 minutes.

The Pomodoro Technique is a time management system that encourages people to work with the time they have—rather than against it. It is probably one of the easiest time management techniques and one that you are probably already using without even realizing it.

The idea behind the technique is that the timer instills a sense of urgency. Rather than feeling like you have endless time in the workday to get things done and then ultimately squandering those precious work hours on distractions, you know you only have 25 minutes to make as much progress on a task as possible.

Additionally, the forced breaks help to cure that frazzled, burnt-out feeling most of us experience toward the end of the day. It's impossible to spend hours in front of your computer without even realizing it, as that ticking timer reminds you to get up and take a breather.

- 
- Focus on prioritization and productivity.
 - Identifies difficult tasks
 - Works by
 - Getting things done first thing in the morning
 - Working during the most efficient time of the day
 - Promotes deep work
 - “Frogs” are important, not urgent
 - Typically require more than a hour to complete

Eat That Frog Theory

Daily Time Management
Technique

Good for abstract thinkers
& People with Long-Term
Goals

Eat That Frog Theory

The eat the frog strategy is a prioritization and productivity method used to help people identify difficult tasks. The idea is that you identify one challenging task (the frog) and complete the task first thing in the morning (eating it) before doing any other work. If there are more than one “frog” eat the biggest one first.

Working Theory

Eat that frog focuses on success early in the day and focuses on only completing one task for the day. Once your “frog” is completed you can move on to other smaller tasks.

Scientists have proven that most everyone is more efficient and productive first thing in the morning. Our brains are at their peak performance levels and taking on challenging tasks first thing in the morning uses this advantage.

This theory also promotes deep work. Deep work is “professional activity performed in a state of distraction-free concentration that pushes your cognitive capabilities to their limit. These efforts create new value, improve your skills and are hard to replicate (Cal Newport, Professor of Georgetown University, 2012).”

This theory requires extreme focus by choosing the most difficult task of the day and doing it first thing in the morning.

Identification of Frogs

Figuring out what is a “frog” and not is a matter of prioritizing your daily work load. This can be done by:

- Frogs are important, not urgent. These are tasks that make a positive impact on the team or overall goal.
- Frogs require more time than other tasks. “Frogs” typically require more time to complete but they should be no more than 4 hours long. If “frogs” are longer than 4 hours they should be broken down into smaller “frogs”.
- Frogs come with resistance. Typically there are some mental resistance to the frog first thing in the morning. It might be due to their challenging nature or something that is just not like.

Tips for Eating That Frog

1. Frogs are best eaten daily. In order to make progress eating frogs daily needs to become a habit. Even if frogs need to be broken down into smaller frogs, still keep eating them daily in order to see progress.
2. Do not plan your frogs too far in advance. Frogs should be planned out the day prior, this will eliminate any procrastination for the next day. This will set you up for success and keep the momentum going.
3. Always eat your frogs first thing in the morning. The whole point of this theory is to tackle that challenging task first thing in the morning where you are more productive and efficient and concentrate on other tasks late in the day.

- Plans every moment of your day.
- Single tasking makes you 80% more efficient.
- Problems with Time Blocking:
 - Takes a lot of effort
 - Work days are not the same every day
 - Time estimations can be off
 - Interruptions will hurt in this method
 - No flexibility

Time Blocking

Weekly Time Management Technique

Good for working students or parents & Analytical thinkers

DAILY SCHEDULE

Week of: January 3, 2022

| | 1/3 | 1/4 | 1/5 | 1/6 | 1/7 | 1/8 |
|---------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|----------|
| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
| 7:00 AM | Morning Routine | Morning Routine | Morning Routine | Morning Routine | Morning Routine | |
| 7:30 AM | Reading + Breakfast + Big 3 Planning | Reading + Breakfast + Big 3 Planning | Reading + Breakfast + Big 3 Planning | Reading + Breakfast + Big 3 Planning | Reading + Breakfast + Big 3 Planning | |
| 8:00 AM | Gym | Gym | Deep Work Wednesday | Gym | Gym | |
| 8:30 AM | | | | | | |
| 9:00 AM | Meeting Prep | Focus Work + Zero Distraction | | Focus Work + Zero Distraction | Email | |
| 9:30 AM | | | | | | |

Time Blocking Method

Time blocking is the practice of planning out every moment of a day in advance and dedicating specific time “blocks” for certain tasks and responsibilities.

While a standard to-do list tells you what you need to do, time blocking tells you when you’re going to do it.

This might sound like a calendar is a chaotic mess but in reality, when a calendar is filled in with things that are wanted it is harder for others to “steal” time away.

Time Blocking: How & Why

The simple reason why time blocking works is that it’s designed for focus. The human brain needs guardrails at work. Otherwise, we fall into what’s known as Parkinson’s Law:

“Work expands so as to fill the time available for its completion”

Single-tasking, focusing on one task at a time, can make you up to 80% more productive than splitting attention across multiple tasks. Time blocking isn’t a perfect solution as there are many reasons not to use it too:

- It takes a lot of time and effort. Scheduling each minute of a day means scheduling every minute of your day. It’s a much more labor-intensive system than just writing out the 4 or 5 tasks you need to complete.
- Schedules are not the same every day. Time blocking is much easier when you have a clear set of tasks.
- Bad at estimating how long a task will take. Being overoptimistic with how much can get done in a day can be disheartening and stressful as one feels constantly behind.
- Constant interruptions and “urgent” tasks can destroy the system. Relying on upfront planning means that when one thing goes wrong, the whole system breaks down.
- Flexibility is key in most workplaces. When using the time blocking method, it does not consider any “emergencies” that might come within the workplace that will require your immediate attention.
- The bigger picture can be lost. Focusing just on each day can sometimes make it harder to think about making progress on long-term goals.

Steps to Time Blocking

- Start with your high-level priorities. The first question you need to answer is: Why use time blocking? Knowing high-level priorities and goals will shape what makes it onto a schedule and how time is blocked out that day.
- Create a “bookend template” for the day. Start creating “blocks” to include “guardrails (time that is spent outside of work). Guardrails (personal time) is just as important as work time.
- Set aside time for both deep (meaningful work) & shallow tasks (things that can wait). Make meaningful work (deep) during times when productivity is at its highest and fill in the rest of the time with things that do not take much concentration or activity (shallow). The more time that is blocked out during peak production and meaningful work, the better.
- Add blocks for reactive tasks each day. Time blocking will never work one is overly optimistic about your time. The power of time blocking comes in choosing when these tasks instead of letting them infiltrate every moment of the day.
- Write down your daily to-do list (for work, home, and family/social) and fill it in. Check the template on what the day should look like look to see if it actually looks like that. Write out tasks for the day and fit them into the appropriate slots. Are there enough slots for both deep and shallow work tasks? Remember, this is a framework and not necessarily set in stone. It will take some time to find a schedule that works.

Quick Tips

- Place buffers in between tasks. Everyone has what’s called “attention residue.” After completing a task this “residue” can take anywhere from 10-15 minutes to get over.
- Schedule your breaks (not just lunch). Humans are not machines. Ensure that time is set aside time throughout the day for a quick stretch or walk to give the brain (and eyes) a rest.
- Use the right daily time management strategies to stay on track. Time blocking means sticking to your schedule.
- Overestimate how long things will take (at least to start). Don’t be over-optimistic with estimating how much time it will take to get something done.
- Put in time for downtime, relaxation, and learning. The most productive people pair work with rest. Give yourself the time you need to relax, let loose, and even learn new skills. You don’t have to be 100% productive 100% of the time.
- Tell people what you’re doing. No one is an island. Make sure there is a two-way line of communication so people understand what is being worked on.
- Set an “overflow day” to stop you from feeling overwhelmed. If you’re constantly falling behind on tasks, set aside an overflow day dedicated to getting caught up.
- Revise as needed. No one works well within a rigid system. Try to be as realistic as possible when setting a schedule but be prepared to move things around or throw it out for a day if a crisis unfolds.

Resource: <https://blog.rescuetime.com/time-blocking-101/>

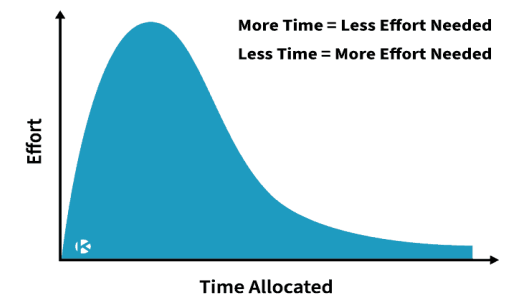
- Work expands the more time it is given.
- Taking extra time on a project does not mean better performance.
- If needed to perform the task again will take longer to perform.
- Focus on how much time it will take to complete a task, not how much time is available.
- Try to finish the work within the timeframe given. Set “artificial” deadlines to meet that timeframe given.

Parkinson's Law

Weekly & Monthly Time Management Techniques

Good for Procrastinator & People who work well under pressure

Parkinson's Law



Parkinson's law is the adage that “work expands so as to fill the time which is available for its completion”, which signifies that the more time people dedicate in advance to a certain task, the longer it will take to complete it, even if it could have been completed in less time.

For example, according to Parkinson's law, if someone is given a week to complete a task should really only take them a day to finish, they will often end up unnecessarily stretching out the task, so that it will take them the whole week to complete it.

Parkinson's law has important implications in a variety of situations, both when it comes to increasing productivity, as well as when it comes to predicting people's behavior

Examples of Parkinson's law

Parkinson's law can affect people's behavior appear in a wide variety of situations.

Students will often take as long to finish an assignment as they're given, so that regardless if they're given a week, a month, or a whole semester to complete an assignment, they will likely finish it right before the deadline.

Contractors will often take as long to complete a task as they're allowed to, even if they could complete it in far less time than that.

When people decide to work on some project, whether it's a business idea that they want to develop or a story that they want to write, they will often end up taking significantly longer to get started and to finish those things than they need, especially in situations where they don't have a concrete deadline for finishing the project.

Reasoning Behind Parkinson's law

The phenomenon described by Parkinson's law has been observed in a number of scientific studies, which show that when people are given extra time to complete a task, they will generally take advantage of that time, even if they don't really need, and even it doesn't lead to better performance on the task.

Furthermore, this effect sometimes extends to subsequent attempts to perform the same task. This means that if someone is given extra time to perform a task the first time around, they will often take longer than necessary to complete the task again in the future, even if you remove the explicit instructions giving them extra time.

This research suggests that when people are given a task to perform, they often think in terms of "how much time do I have to complete it?", rather than in terms of "how much time do I need to complete it?". This mindset can cause people to waste time needlessly, and work in a relatively inefficient manner.

There are additional factors that can lead people to take longer to complete tasks if they have more time to do them. There are 2 additional factors.

1. **Procrastination.** Which causes delays on tasks until right before the deadline regardless of how much time they have to complete them, since they can't bring themselves to get started earlier.
2. **Anchoring.** This concept can often cause people to take longer to complete tasks, if they stretch their estimates of how long a task should take them based on how much time they're given to complete it.

Accounting for Parkinson's Law

To account for Parkinson's law, before scheduling a task or getting started on it, you should first try to determine how much time it should take to complete it. When doing this, you should focus not on how much time is available for completing the task, but rather on how much time it should realistically take in order to complete it, without compromising performance.

Then, you should do your best to complete the task within that timeframe, or, if you're accounting for Parkinson's law while scheduling tasks for others, encourage them to complete their work within that timeframe. To achieve this set "artificial time constraints" (i.e. deadlines), beyond the original ones that initially applied to the task. An example of this is if you know a certain task could technically be completed by the end of next month, but you know that it's possible to get it done within a few days, you can set a deadline for yourself to finish the task within that timeframe.

In general, the deadlines that you set should be based on the following factors:

1. **The amount of that should be dedicated to the task.** For example, this can involve deciding to dedicate only 1 hour to a task, even though you can afford to dedicate 10 hours to it.
2. **The point in time by which this task should be completed.** For example, this can involve deciding to finish a certain task by the end of the week, even though you're allowed to take a month to do it.

Finally, note that in some cases, when you try to account for Parkinson's law, you might end up discovering that your original time estimates were wrong for some reason. If this means that you truly need more time than you originally thought in order to finish your work at an acceptable level, simply readjust your expectations, add the extra time that you need, and keep working until you finish the task.

Extending Parkinson's Law

Though Parkinson's law revolves around the time it takes to complete work, the underlying principle behind it can be extended to areas beyond time management and personal productivity.

When accounting for Parkinson's law, you can account for this extended version of the law, which takes into consideration all the potential resources that might be used for a task, similarly to how you account for the original version of this law, which takes into consideration only the time spent working on a task.

Specifically, when analyzing an upcoming task, you should ask yourself "what resources do I need in order to complete this task", rather than just taking advantage of all the resources that are available. When in doubt, ask yourself whether the downsides of using a resource past a certain point outweigh the benefits of using it, and if they do, then you should limit the use of that resource.

Applying Parkinson's Law & Common Sense

The key thing to remember when accounting for Parkinson's law is that when choosing how much time or other resources to dedicate to a task, you should choose an amount that ensures that you don't waste anything needlessly, but which simultaneously ensures that you don't compromise the quality of your work.

That is, when accounting for Parkinson's law, you should focus on setting realistic time (and potentially resource) constraints, and making sure that you abide by them as much as possible. This is as opposed to doing things such as setting minimal time constraints, which will guarantee that you don't spend too much time on each task, but which can result in subpar work.

Summary and Conclusions

Parkinson's law is the adage that "work expands so as to fill the time which is available for its completion", which signifies that the more time people dedicate in advance to a certain task, the longer it will take to complete it, even if it could have been completed in less time.

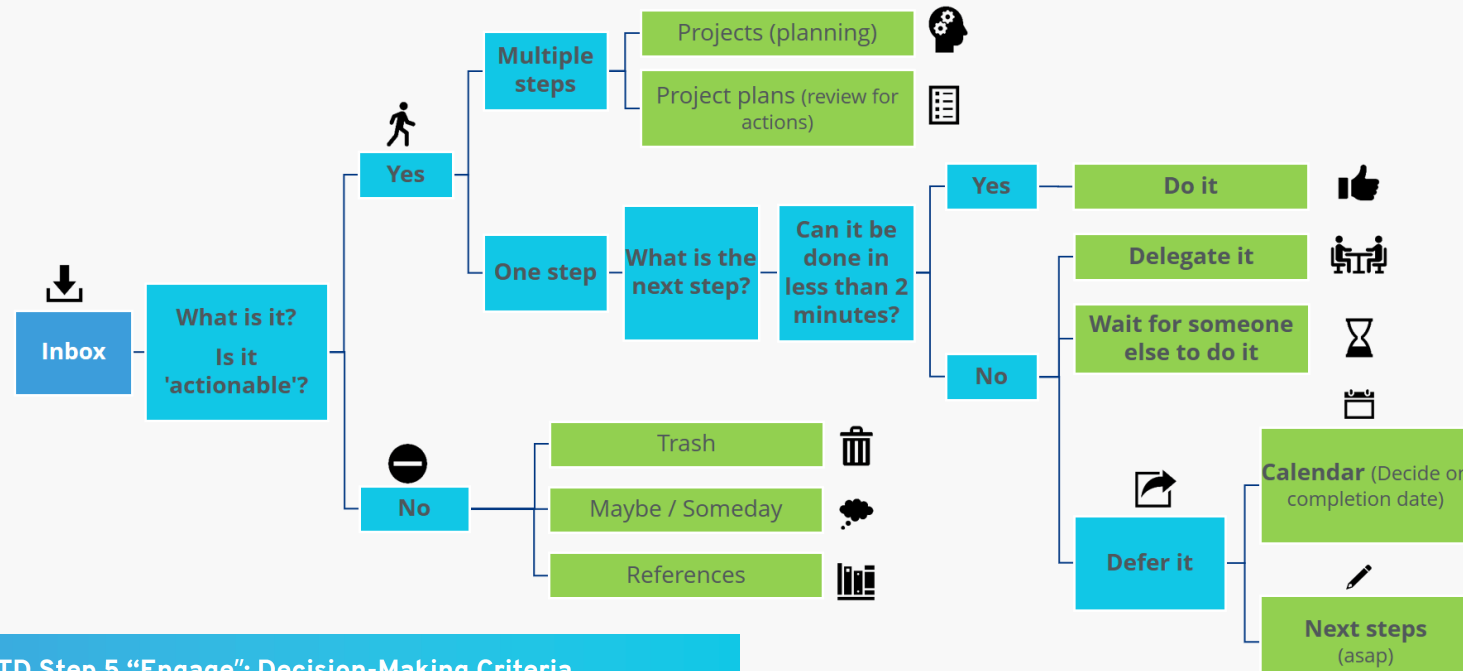
The behavior underlying Parkinson's law is motivated by a number of factors, such as people's tendency to focus on how much time they have to complete a task, rather than how much time they need, as well as the common tendency to procrastinate on tasks until right before the deadline.

To account for Parkinson's law, before scheduling a task or getting started on it, you should first try to determine how much time it should realistically take to complete it, without compromising performance.

To ensure that that time isn't wasted when working on tasks, you can set artificial deadlines, which limit either the amount of time that can be dedicated to the task (e.g. 15 minutes), or the point in time by which this task should be completed (e.g. by the end of the month).

Resource: <https://effectiviology.com/parkinsons-law/>

Getting Things Done: Workflow

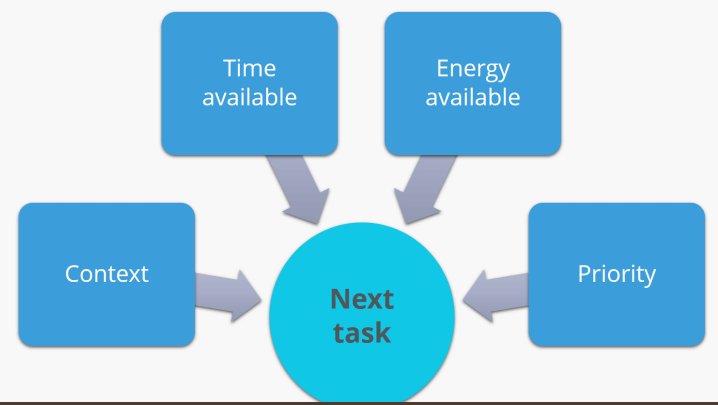


Get Things Done (GTD) Method

Weekly Time Management Method

Good for People who struggle to focus on one things at a time & People who feel overwhelmed in their daily lives.

GTD Step 5 "Engage": Decision-Making Criteria



The 5 steps of the Getting Things Done method



Getting Things Done (GTD) Method

Getting Things Done (GTD) is a time management and productivity system that helps one complete tasks and meet commitments in a stress-free and efficient manner using a comprehensive system of lists and calendars.

The fundamental idea of the GTD method is to put down all tasks in writing to ensure that nothing is forgotten. In the long run, this will alleviate stress because it is all written down. This written organizational system will help assure that everything is done on time and nothing will be forgotten. It will allow the user's mind to focus better on the tasks at hand rather than worry about the tasks that have been overwhelming.

In this method, the user breaks down larger tasks into smaller subtasks and set specific deadlines for them. Doing a regular review ensures that you'll keep track of all your tasks and projects, identify weaknesses in your system, and make improvements

The 5 Steps of the GTD Method

The GTD method consists of five steps that you do in a specific sequence. We'll take a closer look at them below:

Capture. Collect all your tasks, appointments and ideas in "inboxes" (these don't have to be physical in-trays). An inbox can be any organizational system that lets you capture things in writing. That means you can use both digital and analog inboxes, such as your email inbox, calendars, or physical trays. This first step can take several days when you first start using the Getting Things Done method. After that, you simply add new tasks, appointments and ideas to your inboxes as they arise. This rarely takes more than a few minutes.

Clarify. You need to review and process everything you've collected in your inboxes. This means you have to decide where things belong in the Getting Things Done system. Ask yourself the following questions for each item:

- What kind of task is it?
- Is it actionable?
- What's the next action?
- When reviewing your inboxes, don't put anything back in the inbox. Decide where each item belongs. If no action is possible or necessary, choose one of three options: Trash it, Put it on the 'Maybe/Someday' list, Archive it for reference

Organize. First, assign all actionable items to temporary trays or put them on lists and process them from there.

Tip: If you can complete a task in two minutes or less, do it right away and don't add it to the Getting Things Done system.

- **Calendar:** Only enter appointments in your calendar. Add tasks to be done to the 'Next Actions' list or record them as a project and break them down into smaller actions.
- **Projects:** Any task that requires more than one action is a project in David Allen's GTD method. A project can be anything from renovating your home to a professional marketing campaign for a product. Put all of your projects on a project list that you review regularly. You then define next actions for your project and enter specific deadlines for it in your calendar. Also, keep a reminder list for all the tasks that you've delegated to others. This allows you to keep track of the tasks others are doing for you.
- **Next Actions:** Keep a separate list of all the next actions that are not project-specific. Depending on the scope of your tasks, you can also keep multiple context-specific lists for personal tasks, work tasks, phone calls, errands, and so on.
- **Waiting For:** Also keep a reminder list for all delegated tasks outside of projects. Set dates to follow up with others on how far they've progressed with a task.

Reflect. You'll gain clarity by organizing your tasks and appointments, but that alone won't be enough to boost your productivity and ensure that you get everything done in the time allotted. To do that, you have to regularly review your lists.

- **Daily Review** your calendar several times a day and check your to-do lists at least once a day to select your next task. Empty your inboxes once a day.
- **Weekly review** your calendar which consists of the following steps:
 - **Empty your head:** At the end of the week, write down all the ideas going through your mind.
 - **Inboxes:** Put new tasks, ideas and dates where they belong in the GTD system.
 - **To-do list:** Is the list up to date? Have you crossed off all completed to-dos? What are your upcoming actions for the next few days?
 - **Project lists:** Is the list up to date? Have you completed at least one next action in the past week to move your project(s) forward?
 - **'Maybe/Someday' lists** Do you want to transfer some of the items on this list to the project list and process them now?
 - **Calendar:** Is your calendar up to date? Did you actually keep all your appointments? What are your upcoming appointments? Did you enter all your appointments?
 - **'Waiting For' list:** What's the current status of delegated actions? Follow up with coworkers if necessary.

Engage. In the GTD method, you use four criteria to decide what to do next: Context, time available, energy available and priority.

In the Getting Things Done system, you have to consider four factors to make an informed decision on which task to complete next.

Context. Context lists should be created to break down the different contexts (areas) in one's life (work, family, hobbies). These different lists called context lists. This makes it easier to follow rather than working one's way through a long list.

- When there is "free time" ask:
- What context am I in?
- What can I do right now?

Time Available. How much time is available? Ensure that there is time to dedicate fully to that task.

Energy Available. Energy levels fluctuate throughout the day. Find out when there are energy highs and lows. Schedule tasks that require full concentration and performance at times where energy is at a high level.

Priority. If you've narrowed down possible actions based on the three criteria and have different options, let the priority decide for you: Which task is most important? Start with this task.

Getting Things Done: It's Not for Everyone

Getting Things Done is an effective self-management method. It is a great tool if one's preference is being highly analytical and having a structured approach. Using this method one should already have some clarity about goals and priorities. However, the GTD method is usually excessive if there is only involvement in a relatively small number of projects and don't have too many different personal and professional responsibilities. If that's the case, it's usually sufficient to keep a well-maintained calendar, have one to-do list for work tasks and another for personal to-dos, and set aside time each week to clean up your email inbox.

Resource: <https://www.ionos.com/startupguide/productivity/getting-things-done-gtd/>

- A system of “thinking” rather than “time management”.
- Developed by Tony Robbins
- RPM is:
 - Results-oriented
 - Purpose-driven
 - Massive action plan
- Uses SMART goals
- Raises Productivity

Rapid Planning Method (RPM)

Monthly Time
Management Technique

Good for Working
students or parents &
People who have long-
term goals

Rapid Planning Method (RPM)

RPM to be a system of thinking rather than a time management technique, but it's a system that will help increase productivity. It also takes into consideration the incorporation of SMART goals. Each of the letters can be broken down into separate sections:

Results-oriented

What needs to be accomplished. Daily plans should center around those results. Incorporate the first two letters of the SMART goal-setting:

Specific

Measurable

The plans you make will be much more effective when you can visualize the end result and measure your progress along the way.

Purpose-driven

Why is what is being done important. Purpose brings motivation to planning, writing them down makes them more exciting. Ensure trigger words should be used as a manta to be used as extra motivation on tough days.

Massive Action Plan

This is where the purpose and action plan is created to bring about results. Brainstorm as many ideas, tasks, and plans that can be thought of to reach the goal stated. Once this is done begin to organize it. Similar items should be grouped together so the list becomes more concise and feasible. Prioritize tasks based on how important they are or how soon they must be completed for the rest of the plan to be carried out.

Using RPM to Raise Productivity

Now you have a better idea of what RPM aims to do; it's time to put it into action. Giving RPM a trial run will be a much better indicator of how effective it works than by only reading about it. Here's how it might help you:

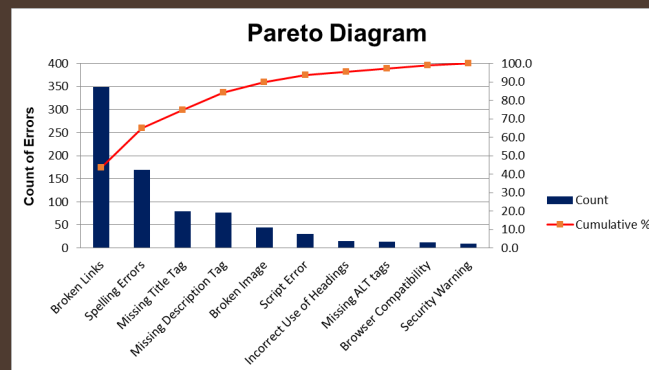
Make Busy Work Meaningful. Using RPM, you can make your busy work more meaningful. With greater purpose, productivity comes more easily.

Clear Up Your Vision. RPM helps clear up your vision so that the things you do every day mean so much more. RPM can be a great daily planning tool but using RPM, you'll be able to draft up a competent plan backed by a strong purpose and the vision required to make it happen.

Work Harder and Smarter. "Work smarter, not harder." RPM was to be an alternative to traditional to-do lists. Checklists are the epitome of working hard and getting stuff done in an orderly fashion but check lists only do so much and are limiting. To-do lists can often get hung up on the details. With RPM, the question "what do I need to do" will point you toward result-oriented actions driven by purpose rather than a list of items that will slow the process down.

Resource: <https://www.calendar.com/blog/productivity-doesnt-just-happen-make-a-plan/> <https://www.calendar.com/blog/?s=RPM+Method>

- Simple decision making technique
- States 80% of benefits from a project comes from 20% of the time spent on it.
- Conversely 80% of problems can be traced back to 20% of causes.
- Pareto Analysis
 1. Identify and List Problems
 2. Identify the Root Cause of Each Problem
 3. Group Problems Together
 4. Take Action



Pareto Analysis (80/20 Rule)

Monthly Time Management Technique

Good for Problem solvers & Analytical Thinkers

Pareto Analysis

Website Errors

| Error (Cause) | Count | Cumulative Count | Cumulative % |
|---------------------------|-------|------------------|--------------|
| Broken Links | 349 | 349 | 40.0 |
| Spelling Errors | 169 | 518 | 56.8 |
| Missing Title Tag | 79 | 597 | 64.7 |
| Missing Description Tag | 77 | 674 | 72.6 |
| Broken Image | 45 | 719 | 77.1 |
| Script Error | 30 | 749 | 79.9 |
| Incorrect Use of Headings | 15 | 764 | 81.4 |
| Missing ALT tags | 14 | 778 | 82.8 |
| Browser Compatibility | 12 | 790 | 84.0 |
| Security Warning | 9 | 799 | 84.9 |

The 80/20 Rule

Pareto Analysis uses the Pareto Principle – also known as the "80/20 Rule". The Pareto Principle states that 80 percent of a project's benefit comes from 20 percent of the work. Or, conversely, that 80 percent of problems can be traced back to 20 percent of causes. Pareto Analysis identifies the problem areas or tasks that will have the biggest payoff. The tool has several benefits, including:
Identifying and prioritizing problems and tasks.

Helping people to organize their workloads more effectively.

Improving productivity.

Improving profitability.

Pareto Analysis

Step 1: Identify and List Problems. Write out a list of all of the problems that you need to resolve. Where possible, gather feedback from clients and team members. This could take the form of customer surveys, formal complaints, or help desk logs, for example.

Step 2: Identify the Root Cause of Each Problem. Find the root cause of the problem(s).

Step 3: Score Problems. Each problem needs to be scored by importance. Scoring will be based on what the problem is.

For example, if you want to improve profits, you could score problems by how much they cost. Or, if you're trying to improve customer satisfaction, you might score them based on the number of complaints that you've received about each.

Step 4: Group Problems Together. Use the root cause(s) to group problems together by common causes. Add up Scores for Each Group. Add up the scores for each group that you've identified. The one with the top score should be your highest priority, and the group with the lowest score your lowest priority.

Step 5: Take Action. Finally, it's time to take action! Your highest scoring problem will likely have the biggest payoff once fixed, so start brainstorming ideas on how to solve this one first.

Tip: While this approach is great for identifying the most important root cause to deal with, it doesn't consider the cost of doing so. Where costs are significant, you'll need to use techniques such as Cost/Benefit Analysis , and Net Present Value (NPV) and Internal Rate of Return (IRR) to determine which changes you should implement.

Key Points

- Pareto Analysis is a simple decision-making technique that can help you to assess and prioritize different problems or tasks by comparing the benefit that solving each one will provide.
- It's based on the Pareto Principle (also known as the 80/20 Rule) – the idea that 80 percent of problems may be the result of as little as 20 percent of causes.
- To use Pareto Analysis, you first need to identify and list the problems that you face, and their root causes. Then, score each problem according to its impact (the scoring system that you use will depend on the types of problems that you are attempting to fix).
- Group the problems together by cause and add up scores for each group. This will allow you to identify the problems that will have the biggest benefits if resolved.
- Finally, use your findings to prioritize your workload, so that your efforts can be directed toward issues that are the most impactful, and away from problems that are less impactful.

Resource: https://www.mindtools.com/pages/article/newTED_01.htm

- Prioritizes by urgency and importance
- Four (4) quadrants
 - **First Quadrant:** Do first, tasks that are both important and urgent
 - **Second Quadrant:** Things that can be scheduled, important but not urgent
 - **Third Quadrant:** Tasks that can be delegated
 - **Fourth Quadrant:** Don't do
- Have no more than 8 tasks per quadrant. Before adding more you need to finish what is there.
- Cannot procrastinate

Eisenhower Matrix

Good for Daily, Weekly, or Monthly Time Management

Good for People who are critical thinkers & Management positions

| | |
|--|--|
| ① Do First First focus on important tasks to be done the same day. | ② Schedule Important, but not-so-urgent stuff should be scheduled. |
| ③ Delegate What's urgent, but less important, delegate to others. | ④ Don't Do What's neither urgent nor important, don't do at all. |

The Eisenhower Matrix, also referred to as Urgent-Important Matrix, helps you decide on and prioritize tasks by urgency and importance, sorting out less urgent and important tasks which you should either delegate or not do at all.

Prioritize tasks by urgency and importance results in 4 quadrants with different work strategies:

First Quadrant.

Do first. Tasks are important for your life and career and need to be done today or tomorrow at the latest. You could use a timer to help you concentrate while trying to get as much of them done as possible.

An example of this type of task could be to review an important document for your manager.

Second Quadrant

Schedule. Its tasks are important but less urgent. These should list tasks you need to put in your calendar here.

Professional time managers leave fewer things unplanned and therefore try to manage most of their work in the second quadrant, reducing stress by terminating urgent and important to-dos to a reasonable date in the near future whenever a new task comes in.

An example of that could be a long-planned restart of your gym activity.

Third Quadrant

Delegate. These tasks are less important to you than others but still pretty urgent. You should keep track of delegated tasks by e-mail, telephone or within a meeting to check back on their progress later.

An example of a delegated task could be somebody calling you to ask for an urgent favor or request that you step into a meeting. You could delegate this responsibility by suggesting a better person for the job or by giving the caller the necessary information to have him deal with the matter himself.

Fourth Quadrant

Don't Do. It is there to help sort out things you should not be doing at all.

Eisenhower Matrix Time Management Tips

- Putting things to-do on a list frees your mind. But always question what is worth doing first.
- Try limiting yourself to no more than eight tasks per quadrant. Before adding another one, complete the most important one first. Remember: It is not about collecting but finishing tasks.
- You should always maintain only one list for both business and private tasks. That way you will never be able to complain about not having done anything for your family or yourself at the end of the day.
- Do not let you or others distract you. Do not let others define your priority. Plan in the morning, then work on your stuff. And in the end, enjoy the feeling of completion.
- Finally, try not to procrastinate that much. Not even by over-managing your to-dos.

Resource: <https://www.eisenhower.me/eisenhower-matrix/>

Time Management Techniques

- Time to pick your time management technique
- Will take practice, but can switch if needed
- Each has pros and cons

Questions?

Rebecca Provost, MEd
EA/ER Program Coordinator

218.878.7514
(w)/218.390.4993 (C)