**Time and Task Management**

Time

* Alarms
* Calendar apps
* Allow more time than needed for
* The range of skills, tools and techniques utilised to accomplish specific tasks, projects and goals
* Timeboxing (setting a certain amount of time for tasks), helps for procrastination

**Meetings**

* Make sure everybody is present
* Outline the topics that will be covered
* Make sure actions are taken from the discussions
* Make sure everybody understands who is running the meeting and why it is happening
* Selecting invitees
* Goals/objectives
* Agenda
* Making decisions
* Meeting minutes: Notes on what we are discussing, who is present, actions to be taken (also called record of decisions (ROD)
* Don’t waste other people’s time

Task

* Planning, tracking, reporting
* Capture, organise, do
* Ubiquitous capture: write the task down, capture it in the moment
* “Two minute rule” – Finish what you need to do, don’t leave it to do later

Prioritisation

* Importance and urgency
* See “The Eisenhower Model”
* The Pareto Principle: 80% of sales come from 20% of clients
* 80% of problems can be attributed to 20% of causes
* Fixing 20% of bugs fixed 80% of errors and crashes
* 20% of code has 80% of errors
* To-do list
* Stop multitasking – it kills your focus!!