

time management basics

listen and summarize the information from the course.

1. what is the best way to learn something? Why do you think this is?
apply to our life immediately, we memorize facts so we can write them on a piece of paper.
The first real takeaway I just wanted to share with you right here is that I believe that a real education comes from application, not memorization.
2. What are the main point of the philosopher Seneca regarding our time?
He said, it is not that we have a short time to live, but that we waste a lot of it.
We all spend time.
We all use time, we all waste time.
But think about how many people invest their time.
3. Is investment is a good analogy for using our time in your opinion?
Yes, to not waste our time and become more productive.
4. What is the main way to make sure you are not overloaded?
So I really encourage you to come up with a ritual, come up with a framework you can use that will give you the highest return on your time, that will give you a predictable return on your time.
5. Why the morning is important from a time management perspective?
because if you get up in the morning and do things that get you feeling great to make the most out of the day ahead, you'll be way more productive that day.
6. Why personal development is important for time management?
You're investing that time not just for the day, but for your life.
Success is something you attract by the person you become.
So you want to invest this first part of the day in things that get you in the right state of mind and
7. Explain the SAVERS model
to start by some sort of silence or meditation,
first off, to get centered and then affirmations followed by visualization, exercise, reading and describing, which is a fancy word for writing in a journal.
8. what is the flow state? What are the main characteristics?
the state of being fully engaged in what you're doing, where you feel like you lose sense of time and where the work you do feels effortless.
picking one and only one thing to work on.
9. How to achieve flow state?
work in chunks of uninterrupted time.
really get in the zone and stay in the zone, not
interrupting yourself and not letting anybody else interrupt you as well.

When you work, you should work on things, by the way, that will pay you a return in your work life.

10. What is the correct measurement for a productive day? What is it not?

Hours worked isn't the measure for productivity.

The real measure is how much you've gotten done, regardless of how long it takes.

11. What should you invest your time in? What should you be working on?

You work on things that move you measurably closer toward your goals.

At the end of the day, you want to focus your most productive time, the most important time on 10x things.

12. When you decide what to invest your time in, what is important for to do while you work on it?

on morning ritual, you get fired up and in the right mindset to go after what you want to get done that day.

For this reason alone, it's a must. The time you invest by doing this first, instead of jumping straight to work, will pay you huge returns in productivity.

13. What would you like to invest the most of your productive time on? Why?

to invest this time in getting strong, healthy and more importantly, feeling awake and energized for the day ahead.

14. How to make sure you handle your goal? What is important to create?

that is by making a plan beforehand, you want to make a step by step plan for your major goals.

15. How many tasks you should have on a daily basis? Why?

The more things it is, that means the smaller things you are working on, the less likely any of those things are 10x things.

16. Why it seems that there is no enough time? What is the solution?

staying busy is laziness because you stay busy to avoid something you don't want to face.

The solution then, according to Tim Ferriss, is to ask yourself frequently and my inventing things to do to avoid the important.

17. What is the 80/20 rule? What is the other 80/20 rule?

At the end of the day, you see, you've probably heard of the 80 20 principal that 80 percent of your results come from 20 percent of the things that you do.

But you could even take that further and just demand what is the one thing that I can do today that you want to spend at least 80 percent of your

time on yourself, on 10x things, and then only the remainder, 20 percent of the remainder, a little bit on things other people demand of you on things that essentially don't help you move toward your

18. What is the pickle jar theory?

if you imagine a pickle jar, let's say you have four things that need to go in that jar.

Let's say you have rocks, pebbles, sand and water.

If you fill up the jar with just water, then there's no room for the other three things.

But if you start with first, the big rocks and then the pebbles and then the sand and then the water, you'll be able to fit all of it in the jar and the same things with your time.

19. Read about time management tools: everhour, timeCamp etc. use them!

20. Read about the pomodoro method