



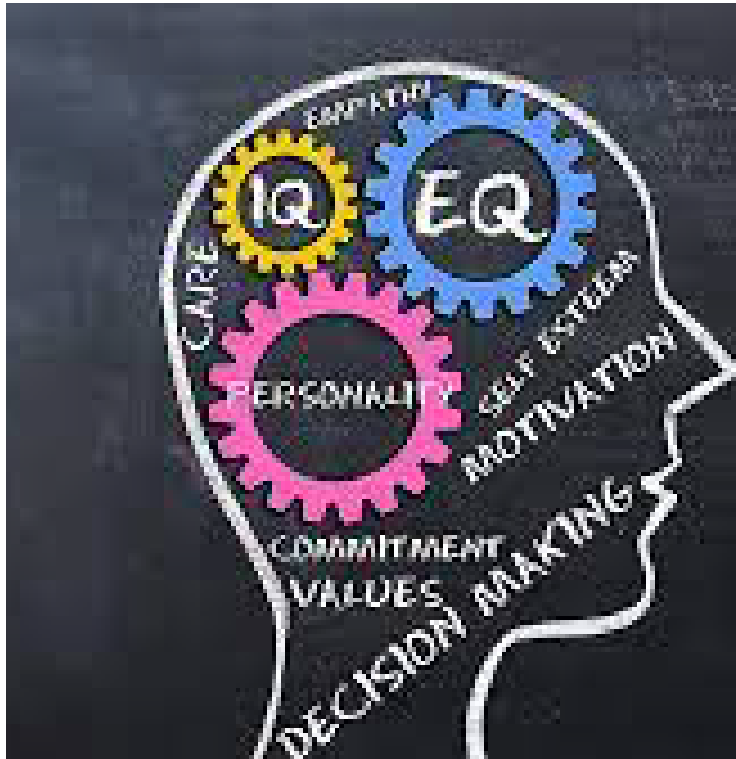
# CT1112 Professional Skills

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KAREN YOUNG

# CT1112 Lecture Three

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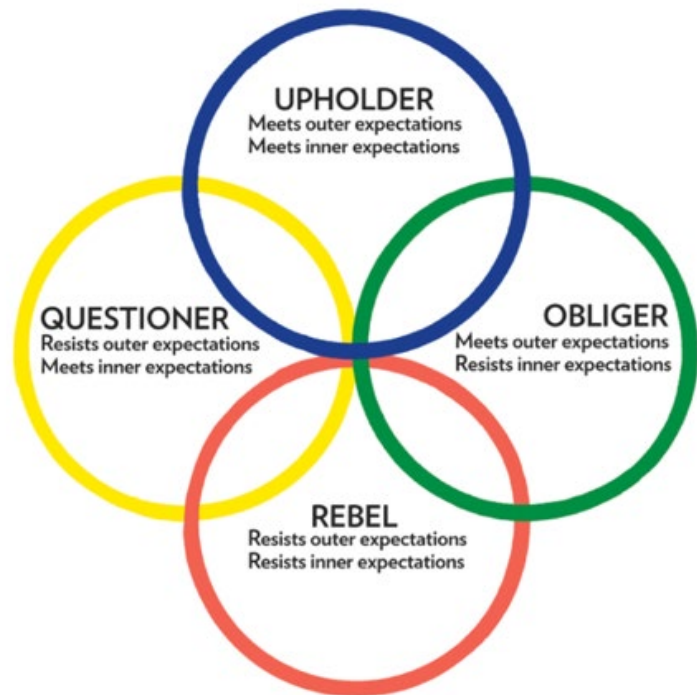


## Productivity & Time Management

- Personality & Productivity
  - 4 Tendencies (Gretchen Rubin)
- Productivity
- Procrastination
- Productivity Techniques:
  - Eisenhower Box
  - Time Management Skills
  - Pomodoro Technique
  - Time logs

# Personality: Four Tendencies

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- Personality: 4 Tendencies or “Why We Act and Why We Don’t Act” (Gretchen Rubin)
- <https://gretchenrubin.com/quiz/>
- One aspect of our personalities: understanding your strengths and weaknesses: help us achieve goals, meet deadlines and become more effective
- Inner and Outer Expectations:
  - **Outer:** Requests from others: work deadline, friend’s request
  - **Inner:** Keep new year’s resolutions; write a novel in your spare time

# Personality: Four Tendencies

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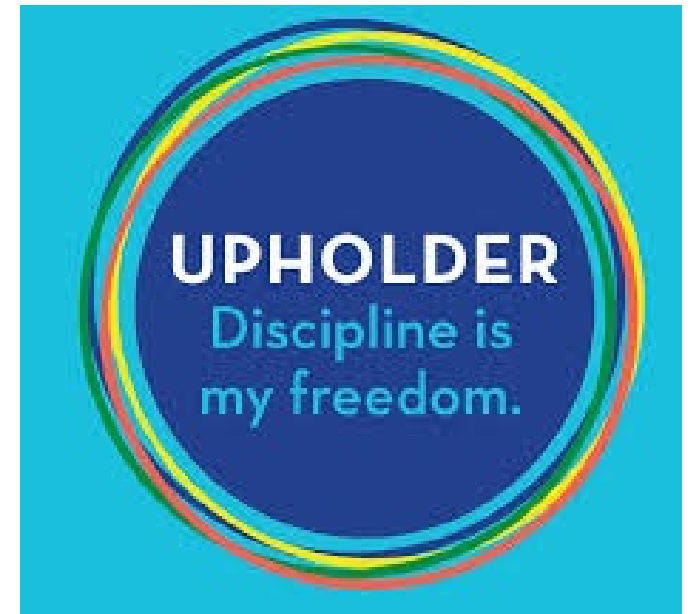
- How do you get a “X” to change a lightbulb?
  - Upholder: *“Already changed it!”*
  - Obliger: *“Ask them to change it”*
  - Questioner: *“Why do we need the lightbulb anyway?”*
  - Rebel: *“Do it yourself!”*



# Personality: Four Tendencies

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- Upholder:
  - Responds readily to outer and inner expectations
  - Scheduling and to-do lists work very well





# Personality: Four Tendencies

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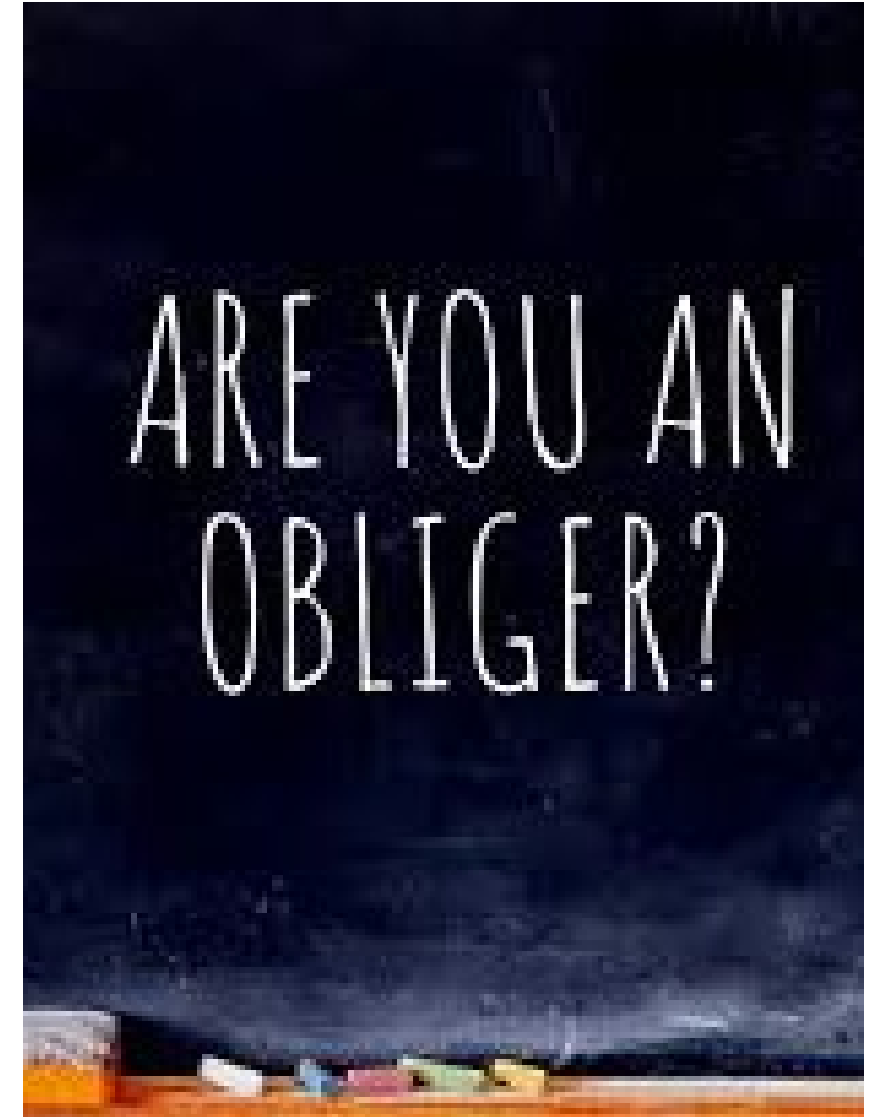
## ➤ Questioner:

- Question all expectations; they'll meet an expectation *if* they think it makes sense—essentially, they make all expectations into inner expectations
- Questioners need to know *why*
- If it meets their inner standards, they will meet that expectations
- Research all angles before making a decision

# Personality: Four Tendencies

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- Obliger:
  - Meets outer expectations, but struggles to meet the inner expectations they impose on themselves
  - Obligers need outer accountability to meet inner expectations
  - To read more, join a book group; To get fit - get a personal trainer or join a club

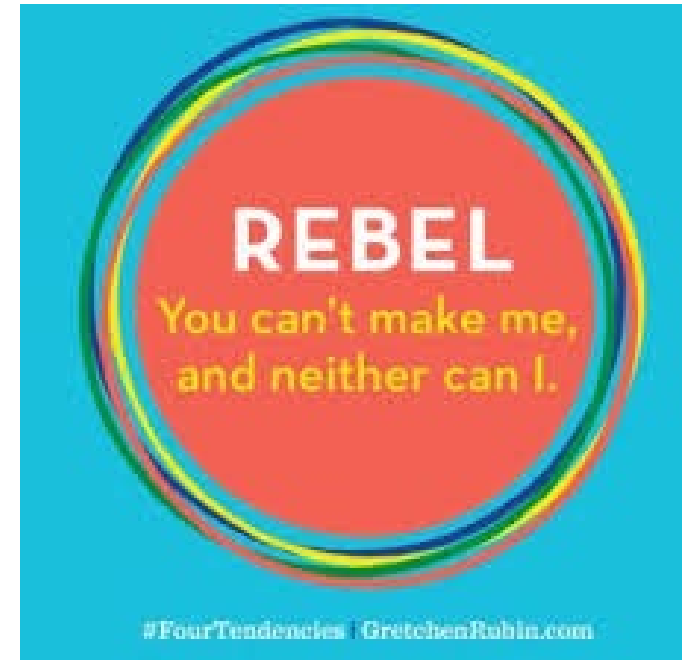


# Personality: Four Tendencies

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## ➤ Rebel:

- Resists all expectations, outer and inner alike
- Rebels can do whatever they want, and they don't like to be controlled





# Productivity

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- Productivity? How efficiently you complete tasks?
- Deeper: working in alignment with your natural tendencies, needs, abilities, preferences and purpose
- Using your Time, Energy and Attention effectively to achieve your goal

# Procrastination

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- Laziness?
- **Temporal Motivation Theory:** Dr Piers Steele “*The Procrastination Equation*”
- Motivation ; Expectancy\* Value  
Impulsiveness \* Delay
- Increase Expectancy and /or Value
- Decrease Impulsiveness and / or Delay
- \*Crash Course Study Skills: Procrastination  
[https://www.youtube.com/watch?v=x2y\\_SLOvOvw](https://www.youtube.com/watch?v=x2y_SLOvOvw)



# Procrastination

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- **Expectancy:** Self belief that you can complete task
  - Break into smaller tasks
  - Ask for help: work with others, tutorials
- **Value:** Reward for completion and enjoyment of experience
  - Improve reward for completing task, add additional reward, low-density vs. high-density fun
  - Improve the experience of work itself
- **Impulsiveness:** susceptibility to distractions
  - Environment matters: remove distractions
  - Willpower: “eating the frog”, fending off negative thought patterns
  - Timer: reframe task as input based rather than output based
- **Delay:** time between now and task completion: outside control





# Developing Professional Skills

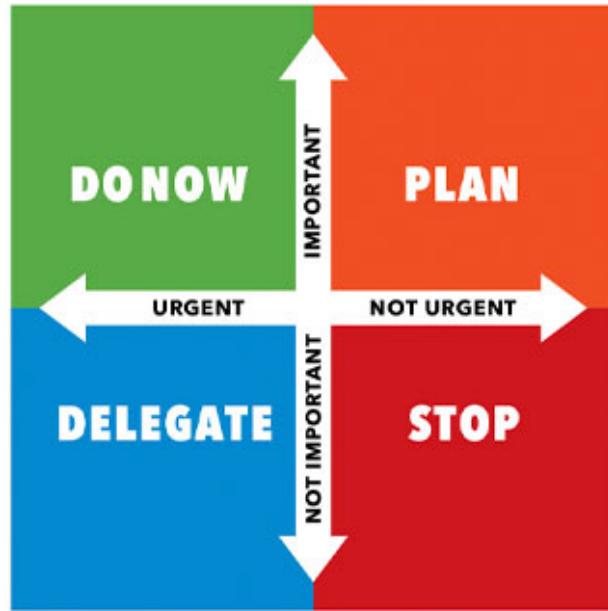
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# Time Management

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- An ability to use your time effectively and accomplish your goals
- **Busy vs Productive:** preoccupied without focus vs plan with focus on goals
- Time Management Skills: Set goals, Focus, Organise, Prioritise, Communicate, Delegate





# What is the Eisenhower Matrix?

The Eisenhower Matrix is a simple, effective decision-making tool for determining which tasks deserve our immediate action, our long-term attention, our delegation skills, and our circular bins. **BY SHARON SALINE, PSY.D.**

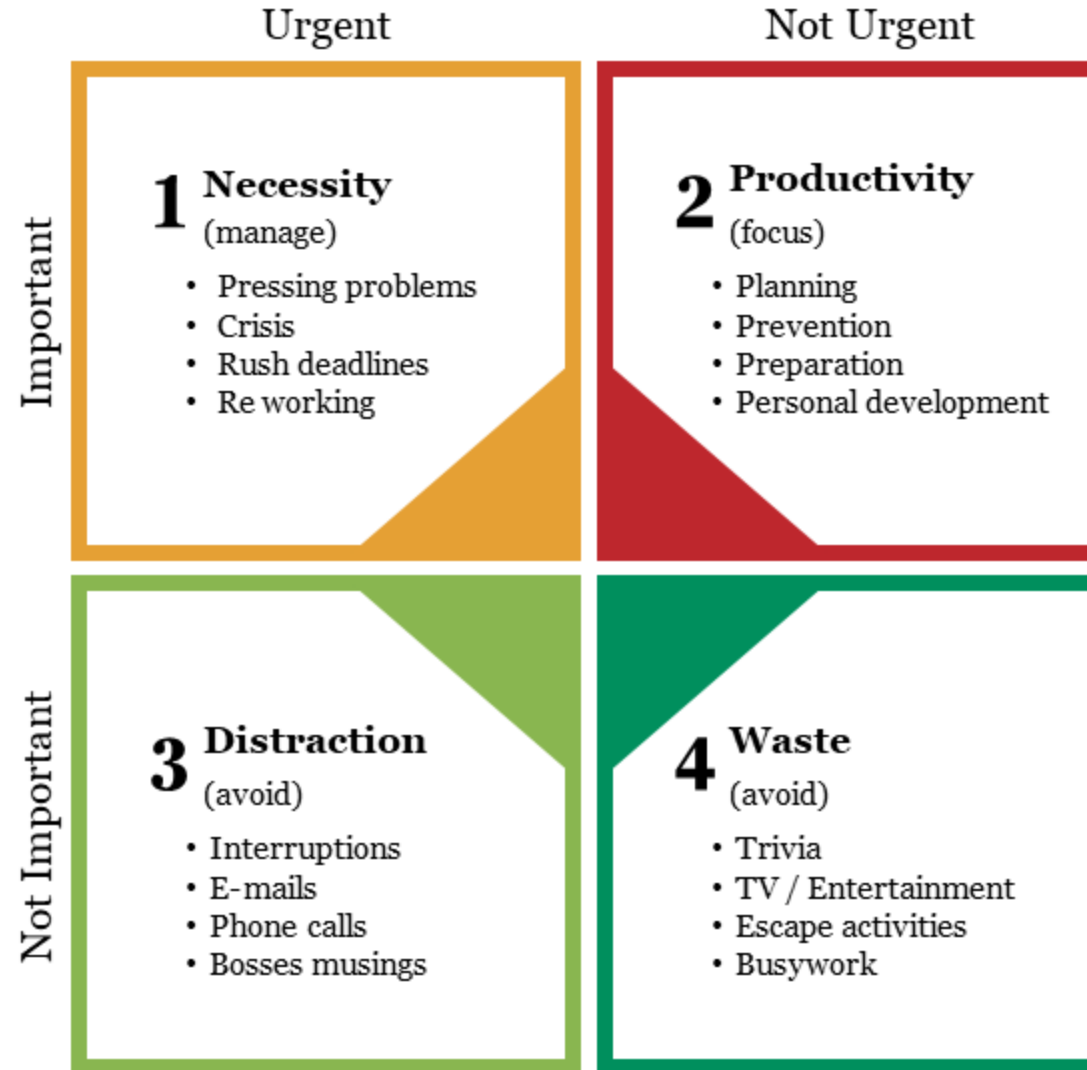
**I**T'S HUMAN NATURE. WHEN A FIRE sparks up, we drop everything to fight it. But in our ADHD lives, there are little fires everywhere. And we get so busy extinguishing flames sometimes that we can spend a whole day — maybe a week — spinning

around and around in a mess of fire retardant. We're exhausted but have nothing to show for our time or energy.

If this sounds familiar, let me introduce you to the Eisenhower Matrix, a decision-making tool devised by the 34th President of the United

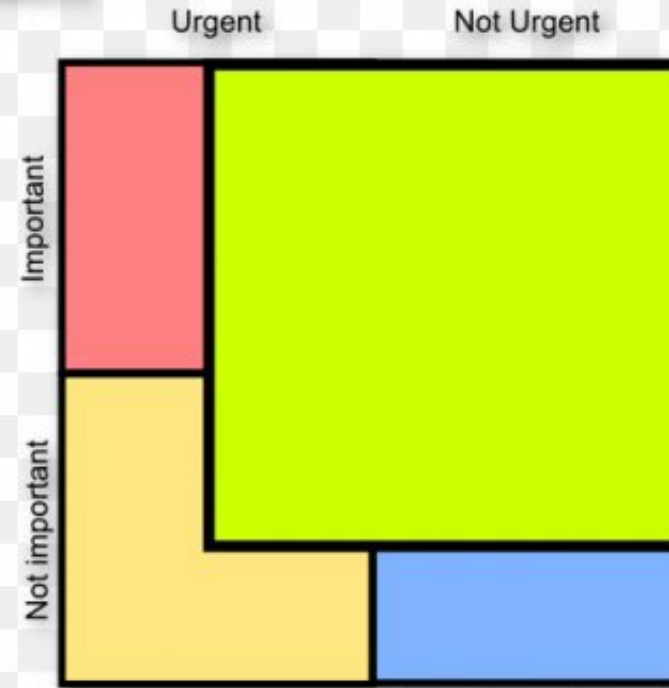
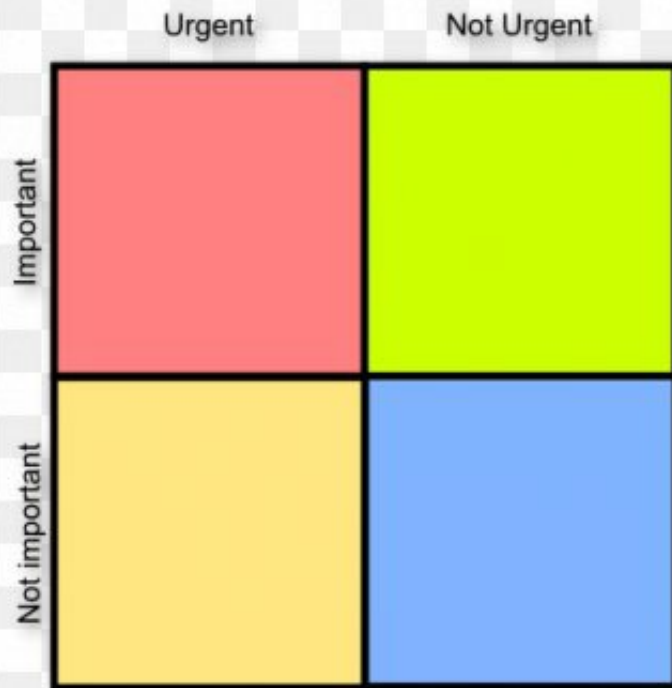
States — a five-star general who accomplished a dizzying amount of important work in his two terms. Use the chart below to help determine which flare-ups could be delegated or ignored, and which ones actually deserve your precious attention.

# Time Management Matrix Download





# Good time management



# Time Management Skills

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- Purpose
- Belief
- Focus
- Chunking
- Prioritisation
- Goal Setting
- Assertiveness
- The Pause
- Accountability
- The 20-minute Rule (Pomodoro)
- Delegation
- Self-Care

Source: [Tonyrobbins.com](https://www.tonyrobbins.com)



# Focus

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- Thinking about too many things at once causes stress and lack of productivity: how to focus and attend to one task at a time?
- *Energy flows where focus goes*: motivation, attitude (EI)
- Organise and prioritise tasks
- Focus on one task at a time: **pomodoro**
- Jot down any distractions for later
- Recentre: deep breathing, posture

# Pomodoro

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- Time management technique, (Cirillo, late 1980's)
- Pomodoro: tomato-timer
- Pomodoro: focused work session
- Addresses deep rooted negative thought patterns
- Benefits: develop healthier habits for tackling difficult tasks



# Pomodoro

## ➤ Pomodoro Process:

1. Pick a task
2. Set a 25-minute timer
3. Work on task until timer goes off
4. Take a 5-minute break
5. Every 4-pomodoros, take a longer 20-30 min break

# Pomodoro

## ➤ Benefits:

- Prevent or handle distractions
- Work on open-ended projects
- Work to, and meet timelines
- Prevent overwork as the deadline gets nearer, and increase productivity earlier



# Chunking

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- Making more time for what **really** matters
- Restructure tasks into manageable groups
- Move from *reactive* to *proactive*
- How you think / frame task: negative to positive
- Frame it too large (Mile 14 of marathon) or too small (overchunking: finding gym, parking, locker, sweaty gym equipment ....)
- Chunking uses our brain's natural tendency to see patterns:
  - Capturing: out of your head, onto paper
  - Relate to purpose: outcomes, goals
- <https://www.youtube.com/watch?v=A-mcrGveHM4>





# Prioritisation

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- **Eat the frog:** Most Important Task (MIT) first thing
- Sets you up to win: any day you eat your frog is a good day!
- Singular focus: push back against all distractions
- **Example:** Doist's founder and CEO checks 15-20 tasks off per day, but sets a goal to complete at least one high impact task daily
- **Todoist:** set your "frog" as P1, create filter called "Today's frog" and set as your *Start View*



# Time Management Tips

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1. Begin each day with a definite plan
2. Set priorities
3. Start with most important task first: eat the frog
4. Focus, set deadlines: pomodoro
5. Focus on the positive: don't worry about what you didn't do
6. RAC (Record, Analyse, Change): Measure your progress; analyse what works and what doesn't!

<https://www.youtube.com/watch?v=VUk6LXRZMMk> ?



A photograph of a desk setup. On the wall is a round wooden clock with a light-colored face and black hands. On the desk is a wooden pencil holder filled with various colored pencils and pens. Next to it are three books standing upright: two brown and one blue. The background is a light-colored, textured wall.

# Time Log

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- Time log: Table with columns (timesheet): Increase awareness of how you spend your time:
- Record the time at which you start an activity (pomodoro), and the time at which you stop:
  - What you did
  - The time it took
  - Whether or not it was planned
  - Any comments: longer / less time than expected; why you did it; overall time usage on task – lessons learned

## (How Do You Spend Your Day?)

DATE: \_\_\_\_\_

### TOP 3 GOALS FOR THE DAY

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Time	Activity	Importance	Energy	Notes
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## Weekly Time Management Log

(How Do You Spend Your Week?)

WEEK: \_\_\_\_\_

### TOP 3 GOALS FOR THE WEEK

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

	Sun	Mon	Tue	Wed	Thu	

Use the following color codes to indicate your ENERGY LEVEL while doing a certain activity.

Colors: GREEN : ENERGIZED ; VERY PRODUCTIVE ORANGE : MODERATELY ENERGIZED ; MODERATELY PRODUCTIVE BLUE : LOW ENERGY ; DID NOTHING

Cleaning My Room Studying Watching TV



# Time Log: Analysis

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- Am I spending my time on the right things?
- Am I spending most of my time on low, medium, or high impact activities?
- What's working well?
- What activities do I want to stop doing? Are there any tasks I can eliminate?
- How am I wasting time?
- Where is there room for improvement?

Next:  
CT1112  
Lecture 4

 Effective Communication