



Time Management

**Slides derived from Time Management talk at
Carnegie Mellon University**



Student A



Student B

Both graduates of UET(2008)

Hear me Now, Believe me Later

- **Being successful doesn't make you manage your time well.**
- **Managing your time well makes you successful.**

Time Management

- **In part, it is those few extra hours everyday.**
- **Some of you will need appointment to meet some others, 10 years from now.**

Time Management

- **A huge misconception: no resources to manage since no job.**
- **The way you will spend your (future) wealth is reflected in the way you spent your (present) time.**

- Clarify your goals and achieve them
- Handle people and projects that waste your time
- Be involved in better delegation
- Work more efficiently with your boss/advisor
- Learn specific skills and tools to save you time
- Overcome stress and procrastination

 = really important point



Remember that time is money

Ben Franklin, 1748

Advice to a young tradesman

Outline

- **Why is Time Management Important?**
- **Goals, Priorities, and Planning**
- **TO DO Lists**
- **Desks, paperwork, telephones**
- **Scheduling Yourself**
- **Delegation**
- **Meetings**
- **Technology**
- **General Advice**

Why Time Management is Important

- **“The Time Famine”**
- **Bad time management = stress**
- **This is life advice**

The Problem is Severe

By some estimates, people waste about 2 hours per day. Signs of time wasting:

- Messy desk and cluttered (or no) files
- Can't find things
- Miss appointments, need to reschedule them late and/or unprepared for meetings
- Volunteer to do things other people should do
- Tired/unable to concentrate

Goals, Priorities, and Planning

- **Why am I doing this?**
- **What is the goal?**
- **Why will I succeed?**
- **What happens if I chose not to do it?**

The 80/20 Rule

- **Critical few and the trivial many**
- **Having the courage of your convictions**
- **Good judgment comes from experience**
- **Experiences comes from bad judgment**

Planning

- **Failing to plan is planning to fail**
- **Plan Each Day, Each Week, Each Semester**
- **You can always change your plan, but only once you have one!**

TO Do Lists

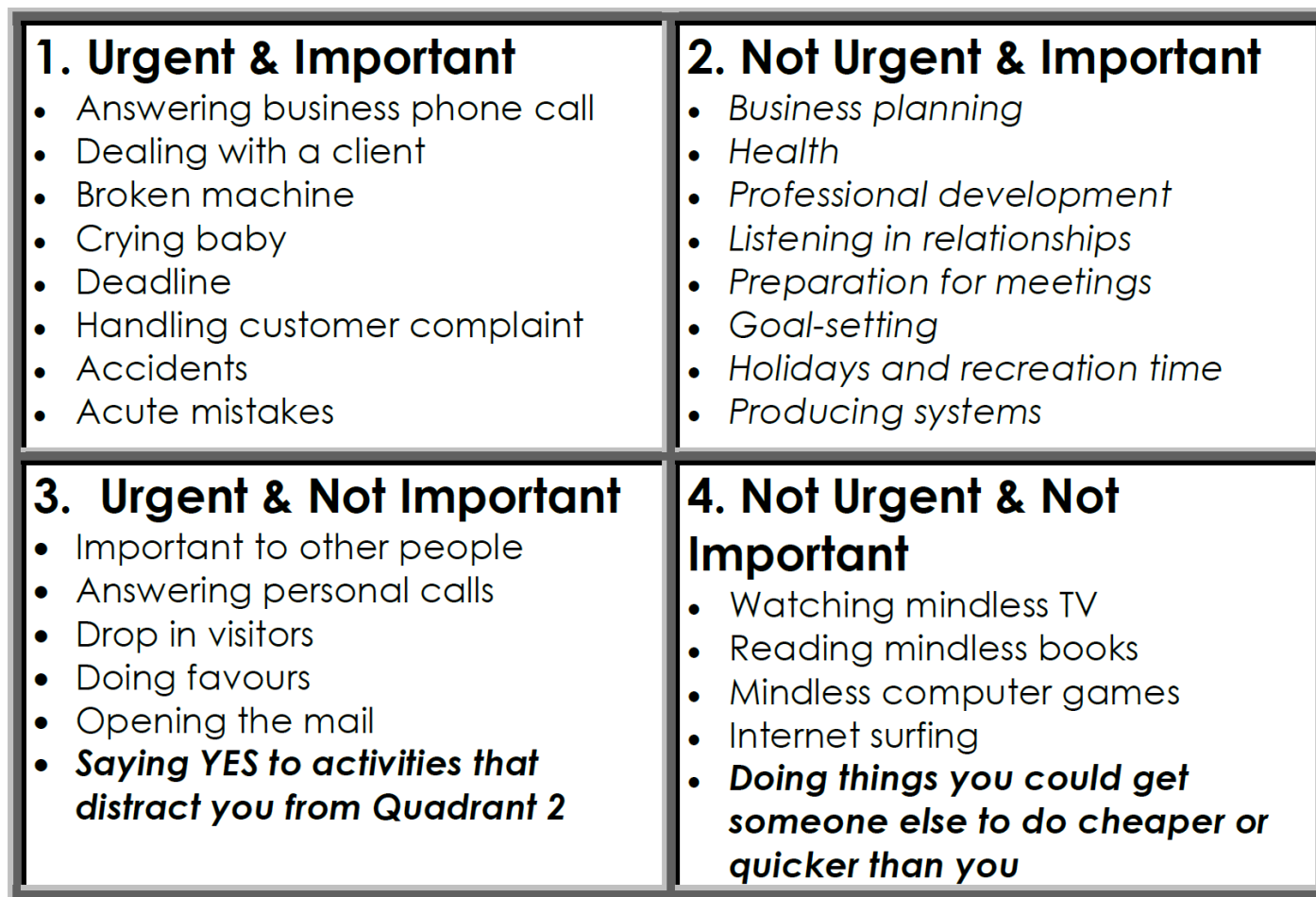
- Break things down into small steps
- Like a child cleaning his/her room
- Do the ugliest thing first

The four-quadrant TO DO List

| | Due Soon | Not Due Soon |
|---------------|----------|--------------|
| Important | 1 | 2 |
| Not Important | 3 | 4 |



Tempted to go from 1 to 3, but go to 2 instead



Importance- Activities that affect your future

- ← Urgency- Gives the appearance that it needs immediate attention































Paperwork

- Clutter is death; it leads to thrashing. Keep desk clear: focus on one thing at a time
- A good file system is essential
- Touch each piece of paper once
- Touch each piece of email once; your inbox is not your TODO list



My Desk



| | Mon, Oct 29 | Tue, Oct 30 | Wed, Oct 31 | Thu, Nov 01 | Fri, Nov 02 | Sat, Nov 03 | Sun, Nov 04 |
|------------------|--|---|--|---|--|-------------------|---|
| |  David Woolley bir | |  Halloween Halloween (United States) |  MONTHLY STUFF NO TINA |  Orlando lunches: Kyle, M  TAD! Peter Thadd | visit Mom & Dad |  EstiN. Anniversary PUMP Football Rain Date |
| 7 ^{am} | | | | | | | |
| 8 ⁰⁰ |  EXERCISE |  EXERCISE |  EXERCISE | |  EXERCISE | | |
| 9 ⁰⁰ | | | | | | | |
| 10 ⁰⁰ | Don & Janeen (ETC) | earth theater demo? dentist | Call Jane Prey (703-292)  Ph.D. Student Meetings (Stage3) |  Basketball |  9:45am-10 Jai Doctor visit | | |
| 11 ⁰⁰ | | | | | Kodak conference call | |  Church |
| 12 ^{pm} | Brad myers amulet (stage3) | SCS council | | | | | |
| 1 ⁰⁰ | Mocap (ETC) |  PUI (NSH 1305) |  ET tin |  PUI (NSH 1305) | | | Steelers HOME Baltimore |
| 2 ⁰⁰ | | | | | | | |
| 3 ⁰⁰ | Randy S. (ETC) | |  Kodak confer call |  Dan Boyar HCT | Time Management Talk (5409) | | |
| 4 ⁰⁰ | Sara Masters <mast41@ Research Seminar |  Alice Team (stage3) |  Stage3 Meeting | CSD Faculty Meeting (Wean 4623)  CSPR (We | | Drive to Sheriffs |  Football (Taylor Alderdice) |
| 5 ⁰⁰ | 5:45pm-6:00pm drive ho | | | | | | |
| 6 ⁰⁰ | call "Steven Dow" HCII g | | | | Drive Home | sheriffs | |
| 7 ⁰⁰ |  Monday DINNER |  Tuesday DINNER |  Wednesday DINNER |  Thursday DINNER |  Friday DINNE | | |
| 8 ⁰⁰ | | | | | | | |
| 9 ⁰⁰ | Steelers HOME Tennessee | |  West Wing  Law & Order | | | | |
| 10 ⁰⁰ | | | | | | | |
| 11 ⁰⁰ | | | | | | | |

October 2001

| M | T | W | T | F | S | S |
|----|----|----|----|----|----|----|
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

November 2001

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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

December 2001

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

January 2002

| M | T | W | T | F | S | S |
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February 2002

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Scheduling Yourself

- You don't find time for important things, you make it
- Everything you do is an opportunity cost
- Learn to say “No”

Learn to say “No”

- Will this help me get tenure?
- Will this help me get my masters?
- Will this help me get my Ph.D?
- Keep “help me” broadly defined

Gentle No's

- “I’ll do it if nobody else steps forward” or “I’ll be your deep fall back,” but you have to keep searching.
- Moving parties in grad school...

Everyone has Good and Bad Times

- Find your creative/thinking time. Defend it ruthlessly, spend it alone, maybe at home.
- Find your dead time. Schedule meetings, phone calls, and mundane stuff during it.

Interruptions

- 6-9 minutes, 4-5 minute recovery – five interruptions shoots an hour
- You must reduce frequency and length of interruptions (turn phone calls into email)
- Blurting: save-ups
- E-mail noise on new mail is an interruption -> **TURN IT OFF!!**



Cutting Things Short

- **“I’m in the middle of something now...”**
- **Start with “I only have 5 minutes” – you can always extend this**
- **Stand up, stroll to the door, complement, thank, shake hands**
- **Clock-watching; on wall behind them**

Procrastination

*“Procrastination is the
thief of time”*

Edward Young
Night Thoughts, 1742

Avoiding Procrastination

- Doing things at the last minute is much more expensive than just before the last minute
- Deadlines are really important: establish them yourself!

Comfort Zones

- Identify why you aren't enthusiastic
- Fear of embarrassment
- Fear of failure?
- Get a spine!

Delegation

- **No one is an island**
- **You can accomplish a lot more with help**
- **Most delegation in your life is from faculty to graduate student**

Delegation is not dumping

- Grant authority with responsibility.
- Concrete goal, deadline, and consequences.
- Treat your people well
- Grad students and secretaries are a faculty member's lifeline; they should be treated well!

Challenge People

- People rise to the challenge: You should delegate “until they complain”
- Communication Must Be Clear: “Get it in writing” – Judge Wapner
- Give objectives, not procedures
- Tell the relative importance of this task



Sociology

- **Beware upward delegation!**
- **Reinforce behavior you want repeated**
- **Ignorance is your friend – I do not know how to run the photocopier or the fax machine**

General Advice: Vacations

- **This works for Email too!**
- **Vacations should be vacations.**
 - It's not a vacation if you're reading email
 - Story of my honeymoon...



General Advice

- Kill your television (how badly do you want tenure or your degree?)
- Turn money into time – especially important for people with kids or other family commitments
- Eat and sleep and exercise. Above all else!



References

- Time Management
- <https://www.youtube.com/watch?v=-Qy2vist-XQ>