

# #3 Time Management

## What is Time?

Time is free, but it's priceless. You can't keep it, but you can spend it. Once you've lost it, you can never get it back.

## Why is managing out time so important?

1. Every task is **contextualized** by the time required to complete it
2. Every second is an **opportunity** to realize our true potential and our life's purpose

## How do we assess if we are managing our time properly?



1. Can we describe in detail how we spent our time for the day/week?
2. How satisfied do we feel with the tasks we were able to accomplish within the day/week?
3. Can we identify which tasks are high priority for us to have completed within the day/week?
4. How frequently do we complete the list of tasks we set ourselves every day/week?
5. How frequently do we miss deadlines on the tasks we seek to accomplish?
6. Are we aware of the importance to allocate our time to ensure our tasks are completed within the agreed deadline?
7. Do we spend enough time on those people, practices, places that bring us joy?

## What are the common challenges in achieving time management goals?



### Internal factor:

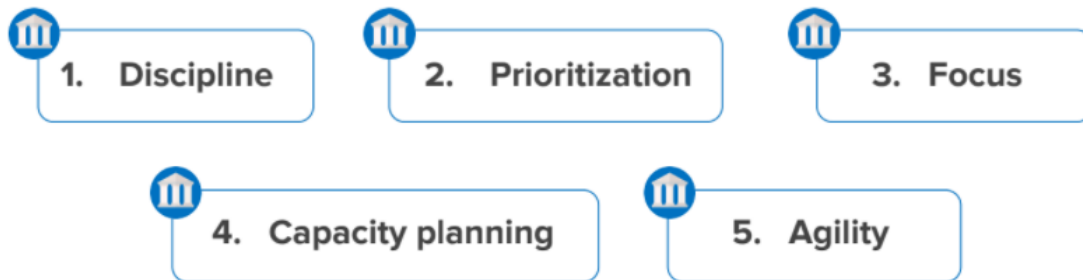
1. Procrastination
2. Lack of discipline
3. Didn't create plan and deadline
4. Set the deadline too easy
5. Didn't have clear priority
6. Fail to predict how long one task could be done
7. No excitement to do the task



### External factor:

1. Distraction from social media
2. Sudden request from other people
3. Unpredictable changes

# 5 Pillars of Time Management



## Discipline

### Benefits of being disciplined :

1. Reducing the possibility of unexpected outcomes
2. Ensuring balanced time allocation across personal and professional responsibilities
3. Preventing stress created by rushing to achieve “last minute” deadlines

### Factors that result in lack of being discipline

- Weak sense of ownership/responsibility
- Inability to manage multiple tasks
- Inability to manage available resources
- Limited understanding of the task/requirements
- Performance anxiety

## How to become more Discipline

1. Identify what is **important** and **meaningful** in life
2. Create **checklists**, **daily agendas** and **deadlines** to allocate how you spend your time on your priorities
3. Use **reminders** and **alarms** to keep you on track with your goals
4. Surround yourself with **people** that share the same priorities and support each other to stay on track
5. **Reward** yourself once you have hit your deadlines and use your weekends/holidays to give yourself time to refresh

## Example of being discipline

1. Identifying what is important/meaningful  
⇒ In life we can allocate time every day - excercising, eating healthy, working effectively, spending time with friends and etc.
2. Creating daily agendas and checklists to organize tasks  
⇒ Before going to work we can list our plan using some software like google calendar
3. Setting alarms and reminders  
⇒ We can set up alarm to get up 5 am every morning.
4. Surrounding herself with people  
⇒ We can share our interest with others and have same priorities.
5. Rewarding Yourself  
⇒ To stay motivated doing something we can reward ourself like hava vacation in weekends.

## Prioritization

### The Rocks, Pebbles, and Sand Analogy



The **Jar** is symbolizes to time management we have everyday.

The **Rocks** is symbolizes to materials that important to do in your plan everyday.

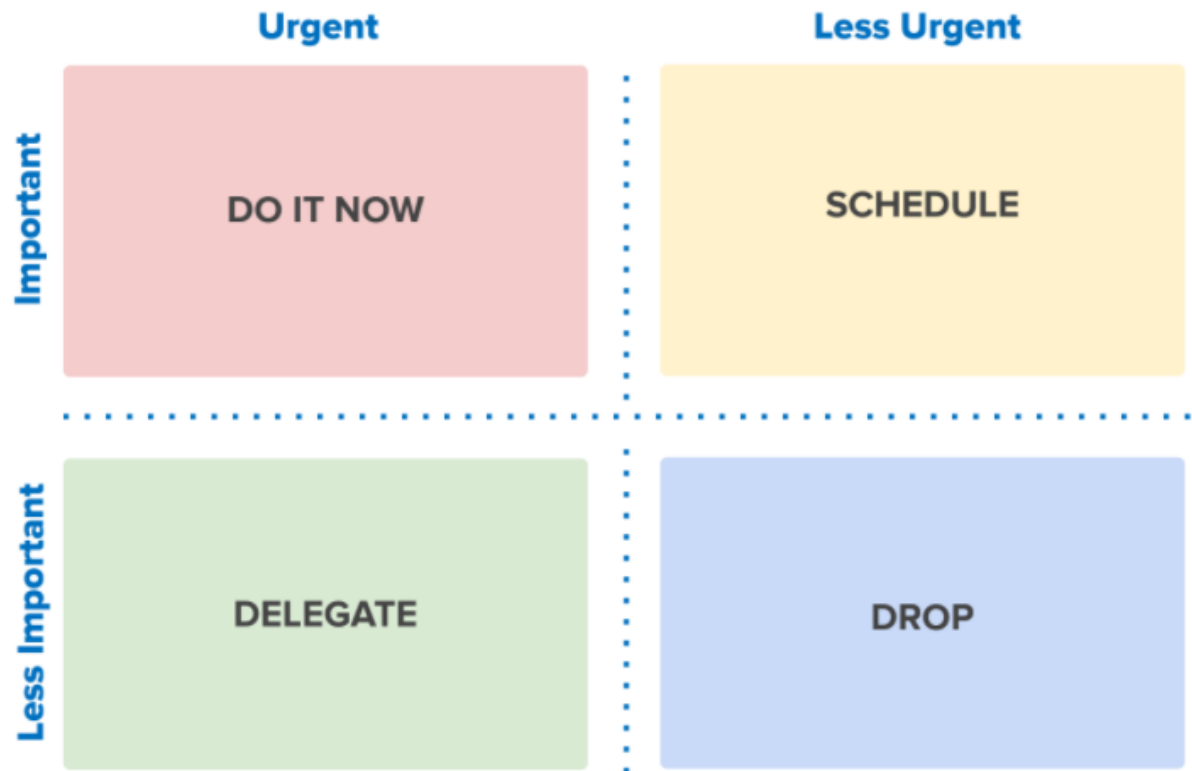
The **Pebbles** is symbolizes to materials that outside important but it will boost your performance to do important things to do in your plan everyday.

The **Sands** is symbolizes to materials that neither important nor urgent, and distract you from working towards high-return activities and your goals.

### **Skills you need to prioritize better and stick with it**

1. Ability to determine what's important and what's urgent
2. Skills to reducing and delegating task. Less is more!
3. Skills to say "no" to others and yourself

### **4 Quadrants of Time Management**



### Skills to reducing and delegating tasks

- Tasks where the outcome would be better if someone else did them, as they would do it better, cheaper or faster
- Tasks that do not significantly impact your goals

### Example of 4 Quadrats Time Management

Sinta is an Associate Machine Learning Engineer in a technology startup. As a smart and trusted employee, she was trusted to complete a feature that has been neglected for few months, which is very important to the CTO and the company. She loves to drink coffee; coffee is a mood booster that helps motivate her to work.

5 types of activities that Sinta should do below :

1. Updating the documentation for the newly launched feature
2. Buying coffee from the newest cafe 10-minutes away from her office
3. Finalizing progress update reports that will be delivered during the CTO meeting in 4-hours time
4. Completing her big data analysis. This task requires significant time and the deadline is in 2 days
5. Preparing a meeting room with snacks for the CTO meeting 4-hours from now

## You can say no when -

1. **The demand being made is unreasonable** e.g. a business user asks for a feature that was not agreed upon by your team leader; or someone asks you to complete a task within an unreasonable timeline
2. **The person making the demand lacks authority** e.g. a business user tries to directly assign tasks to you and other engineers in your team, instead of going through your direct supervisor
3. **The demand goes against company policy** e.g. your team lead asks you to help her with her personal project; or has your working on non-official tasks during company hours

## The Art of saying NO - PLEASE

1. **Polite** - Always be polite when you say no
2. **Listen** - Listen to what the other person has to say or ask about why you say no
3. **Explain** - State the reasons and explain why you have to say no
4. **Assist** - Assist the other person to understand the explanation by providing any supporting data
5. **Solutions** - Help the other person find a solution or an alternative, if possible
6. **Enable** - Enable the other person to avoid any impact, for example by directing them to someone else who can help them

## Focus

Focus is the ability to disengage our attention from one thing and move it to another.

### 2 sources of distraction



**Sensory**



**Emotional**

### What distracts you?

#### Sensory

1. People talking
2. People moving around
3. Loud music or noise

#### Emotional

1. Anxiety due to tight deadlines
2. Thinking about an upcoming presentation

### Tips to reduce sensory distraction



1. Turn-off notifications from your email, chat and social media platforms
2. Switching your mobile phone to Airplane or Do Not Disturb mode
3. Scheduling activities that require high focus early in the morning or when you're in a quiet place

## Tips to reduce emotional distractions

1. When you feel lost and you're unsure what to do, ask yourself, what was my goal?
2. Display your goals somewhere that is highly visible e.g. listing your goals down on a sticky-notes and sticking them onto your work desk
3. Intentionally find a reason to be grateful e.g. if you're anxious to present your ideas, remind yourself to be grateful for the trust and opportunity you received. Gratitude for this trust will shift your mindset from "can I do it?" to "I can do it."
4. Find a mentor or trusted person with who you can share your goals and objectives, who can help you stay on track, and who you can speak to whenever your emotions distract you from your goals

## Tools you might consider to **help you focus** :



Earphones

Play your favorite music that can help you to stay focused or simply to eliminate the noise around you



Sticky Notes

Write down your urgent tasks and stick them to your laptop, so you can keep track of them within your line of sight



E-Calendar

Begin each day by creating an agenda with reminders for the various tasks you wish to complete before the end of the day

## Capacity Planning

The ability to measure how much time you require to **accomplish** a task while talking into account your skill and capacity is critical for success in the workplace.

## **Failing in capacity planning will make us**

### **1. Overpromising**

A scrum master asks Roy whether he can complete an iteration in 2 days. Roy is afraid that if he says no, the scrum master will believe that he's not capable for the work. As such, Roy decides to say "yes" and hopes that he can complete this newly assigned task, in addition to his other assignments by putting in extra hours of overtime. Roy ends up not being able to complete the task, which results in the scrum master missing the deadline committed to the business users.

### **2. Consistently missing deadlines**

If Roy continues to overpromise and inaccurately estimate his ability to complete tasks; it is highly likely that he will consistently miss agreed deadlines and earn a reputation of being unreliable.

### **3. Playing safe – avoiding risk without considering others' needs**

Jane asks for your help to QA the new feature she's working upon, however, you immediately inform her that you don't have the time, as you are 1-hour away from going home. Jane is now stuck without help. If you had checked how long it would have taken to test the new feature, perhaps you could have solved Jane's problem.

### **4. Putting ourselves into stressful situations**

Imagine if you missed your work deadlines over and over again. By the end of the day every task in your list would become urgent and important. This would likely lead you to feel stressed and anxious, which would be counterproductive in your time management.

## **5. Lacking in spare time to complete delayed tasks or new tasks that require attention**

Ricky has 3 tasks he planned to complete today: coding the new product update, preparing the documentation, and finalizing a weekly presentation. He predicted that he can complete all these assignments today with the coding requiring 4-hours, the documentation requiring 3-hours, and the presentation requiring 1-hour.

Ricky ended up requiring 5-hours to complete the coding, 4-hours to complete the documentation and the presentation is still incomplete. Failing to plan his capacity and time properly created a cascading effect, which resulted in all subsequent tasks being delayed as well.

## **Using Google Calendar to plan your week**

### **1. List down your tasks and activities**

Before you start using the Calendar, it is important to list down the tasks that you need to complete within the day (or any time frame you wish to use) on a piece of paper. Allocate the time (hours) required to complete each task based on their complexity, and determine when you need to start working on them based on their urgency.

### **2. Set the tasks into Calendar**

Create the schedule for each task by clicking the “Create” button and completing the form. Write down a clear title and description that details the information of the job. Arrange the starting time and when you expect to complete it. If you’re setting up a meeting, invite the relevant guests to the schedule so they may notify you of their availability.

### **3. Color code your tasks**

Group your activities by unique colors. Your personal and professional activities should have different colors so you can instantly differentiate them. You may add more colors to indicate which activity group (meeting, seminar, etc.) the tasks fall under. Introduce new colors sparingly to keep it simple. Only create new colors if you think that you are unable to group the activities under existing color options.

### **4. Adjust the calendar if schedules are overlapping**

Google Calendar is there to help you review your schedule and availability for the day or week. You can assess if you're committing to too much in a single day and whether you can move tasks/appointments to ensure a manageable schedule.

By seeing your entire schedule, it will enable you to make adjustments and plan your capacity effectively, especially if a new task/project is introduced suddenly.

### **5. Don't spend too much time on your Calendar**

Google Calendar is there to help you manage your time, not to overcomplicate it. Be careful not to create too many codes, as you may find yourself wasting precious time trying to manage them all. Aim to organize your calendar in the morning, ideally spending less than 15 minutes on it. Avoid making unnecessary changes and spending too long adjusting your schedule throughout the day.

Referensi menggunakan Google Calendar [https://www.youtube.com/watch?v=y9P\\_2kFSDvI](https://www.youtube.com/watch?v=y9P_2kFSDvI)

Using too many productivity tools can be counterproductive.  
Focus and optimize around one tool to manage you schedule.

## Tips to plan you time effectively

### 1. Use past experience to predict your speed of work

Take notes on the amount of time you required to complete a specific task. Did you manage to complete it within the time predicted? Or did you significantly exceed your estimated time? Being mindful of your speed will allow you to adjust whether you need more or less time to do similar tasks in the future.

### 2. Avoid setting deadlines using assumptions

Predicting your work capacity should not merely rely upon a “I think I can do this” mindset. You should have a track record that you can refer to. Next time you allocate time for a task, let it be based on calculations to ensure that you do not overpromise and underdeliver.

### 3. Stretch yourself by setting challenging deadlines

Recording your speed of work is not enough. In order to grow, you want to ensure you're not stuck doing the same tasks at the same speed — otherwise, it will difficult to move onto more complex tasks with stricter time requirements. If the normal speed for you to complete a data analysis report is 2-hours, then aim to have it done in 1.5 hours. The important takeaway here is to push yourself to improve continuously and strive to break new records in completing your task.

### 4. Don't assume that everyone works at your speed

Remember that your work is connected to the work of others in your team. By the same token, their work is also connected to yours. Before setting any deadline, identify how long they will take to complete the tasks that are linked to yours. Discuss and agree on specific deadlines.

## Agility

How to be agile without sacrificing you main goals

**1.**

**Focus on goals, not on activities**

Be creative in finding new ways to achieve your goals.

Example: your goal is to exercise daily for which you join the gym. One day the traffic becomes very congested. By being agile, instead of going to the gym, you decide to exercise at home, saving yourself time whilst achieving your goal.

**2.**

**Negotiate**

Example: You're working to achieve a deadline to finish a business proposal. Suddenly your boss asks you to complete a different, more urgent task. Before agreeing to the task, it's important to communicate to your boss that you'll need an extension for the deadline on the business proposal if you accept this new assignment.

**3.**

**Ask for help**

Example: your friend asks your help to set up a website. You can ask them to provide the mockup for their new site so you can work faster and remove the need for several feedback iterations.

**4.**

**Allocate buffer time for the unpredictable**

Example: You allocate 60-minutes for a 45-minute task. You have a buffer of 15-minutes spare in case there are any unanticipated delays or for you to work on additional unplanned tasks.