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Time Management Hacks I Wish I'd Known at 20

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1.

How I spend my Day



How I wish I'd spend my Day



**There's always time.
Time is priorities.**

2.

“ Only plan for 4-5 hours of real work per day.

- David Heinemeier Hansson, 37 Signals

**Days always
fill up.**

3.

“ It's normal to have days where you just can't work and days where you'll work 12 hours straight.

- Alain Paquin, Whatsnexx

**Work more when you're in the zone.
Relax when you're not.**

4.

“ Your time is \$1000/hour, and you need to act accordingly.

- Jason Cohen, @asmartbear

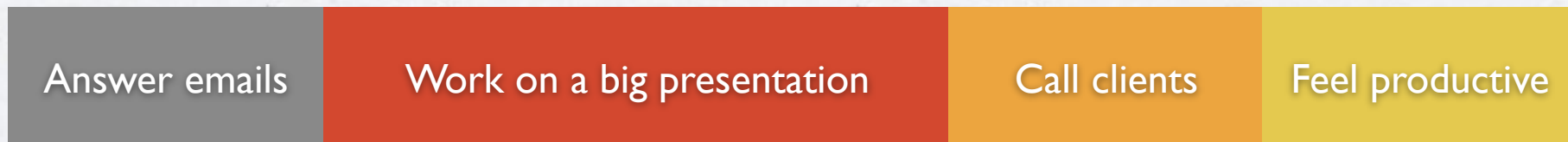
**Respect your time and
make it respected.**

5.

Multi-tasking like a big shot



Single-threading and home at 5pm



**Stop multi-tasking.
It merely kills your focus.**

6.



Set up a work routine and stick to it.
Your body will adapt.

7.



**We're always more focused
and productive with limited time.**

8.

SEND EMAIL
TO DESIGN
TEAM

CREATE
BUSINESS
PLAN

ORGANIZE
HOME OFFICE

Start here

**Work is the best way to get working.
Start with short tasks to get the ball rolling.**

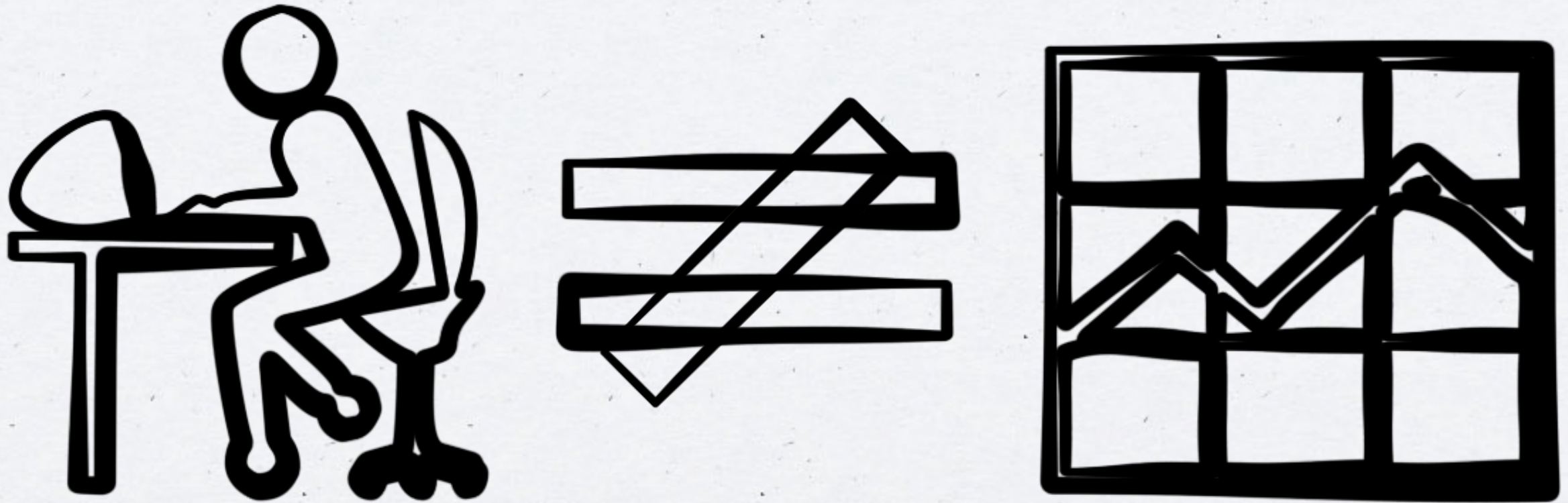
9.

“ Doing is better than perfect.

- Facebook company motto

**Work iteratively. Expectations to
do things perfectly are stifling.**

10.



More work hours doesn't mean more productivity. Use constraints as opportunities.

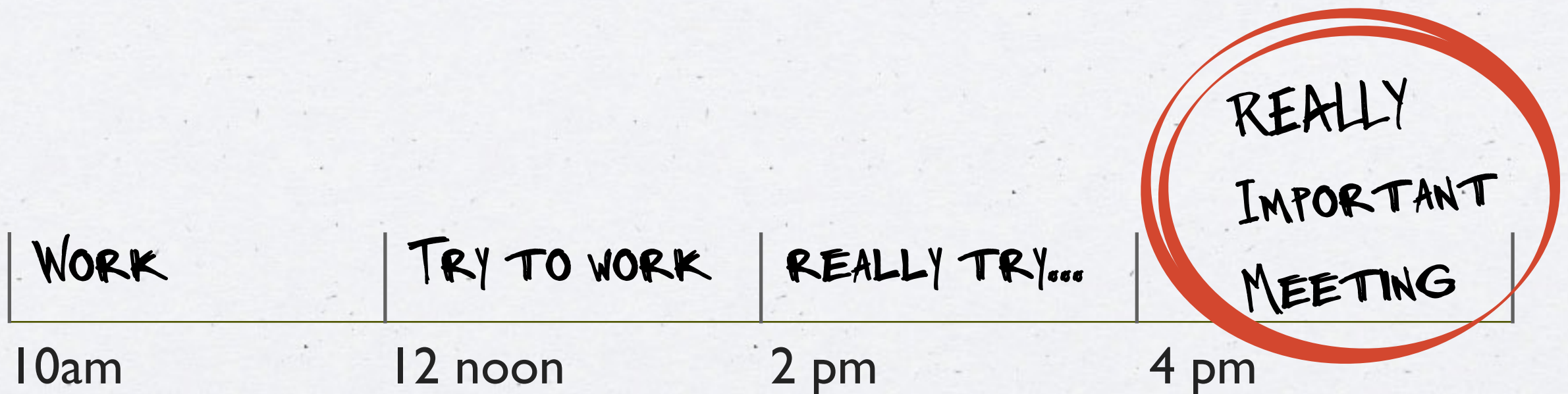
11.

“ Separate thinking and execution to execute faster and think better.

- Sol Tanguay, Imarklab

Separate brainless and strategic tasks to become more productive.

12.



**Organize meetings early during the day.
Time leading up to an event is often wasted.**

13.

“ A single meeting can blow a whole afternoon, by breaking it into two pieces each too small to do anything hard in.

- Paul Graham, YCombinator

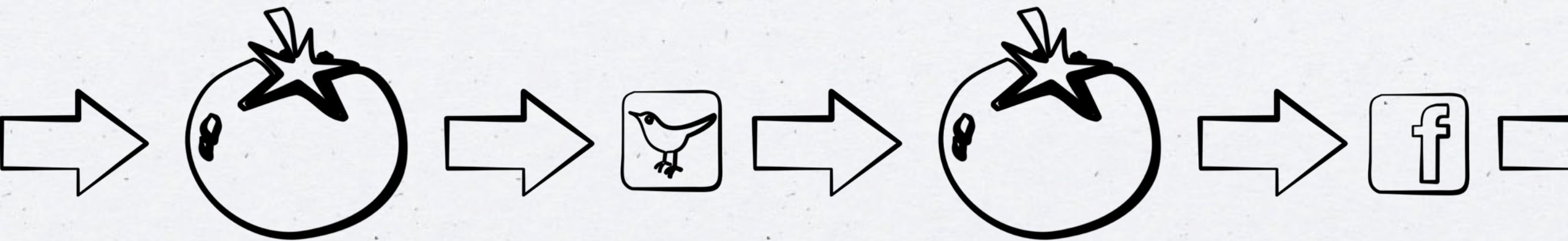
Group meetings and communication (email or phone) to create blocks of uninterrupted work.

14.



**Keep the same context throughout the day.
Switching between projects/clients is unproductive.**

15.



Work around procrastination. Procrastinate between intense sprints of work (Pomodoro).

16.

“ Break the unreasonable down into little reasonable chunks. A big goal is only achieved when every little thing that you do everyday, gets you closer to that goal.

- Maren Kate, Escaping the 9 to 5

17.

- ☐ BUY MILK
- ☒ OPEN FOREIGN BANK ACCOUNT
- ☐ PERFORM OPEN-HEART SURGERY
- ☐ CLEAN DESK

No 2 tasks ever hold the same importance. Always prioritize. Be really careful with to-do lists...

18.

“ Only ever work on the thing that will have the biggest impact.

- Jason Cohen, @asmartbear

Always know the one thing you really need to get done during the day.

19.



Break tasks into hour increments. Long tasks are hard to get into; feels like it all needs to get done.

20.

**“ If something can be done 80%
as well by someone else,
delegate!**

- John C. Maxwell, Author

**Delegate and learn to
make use of other people.**

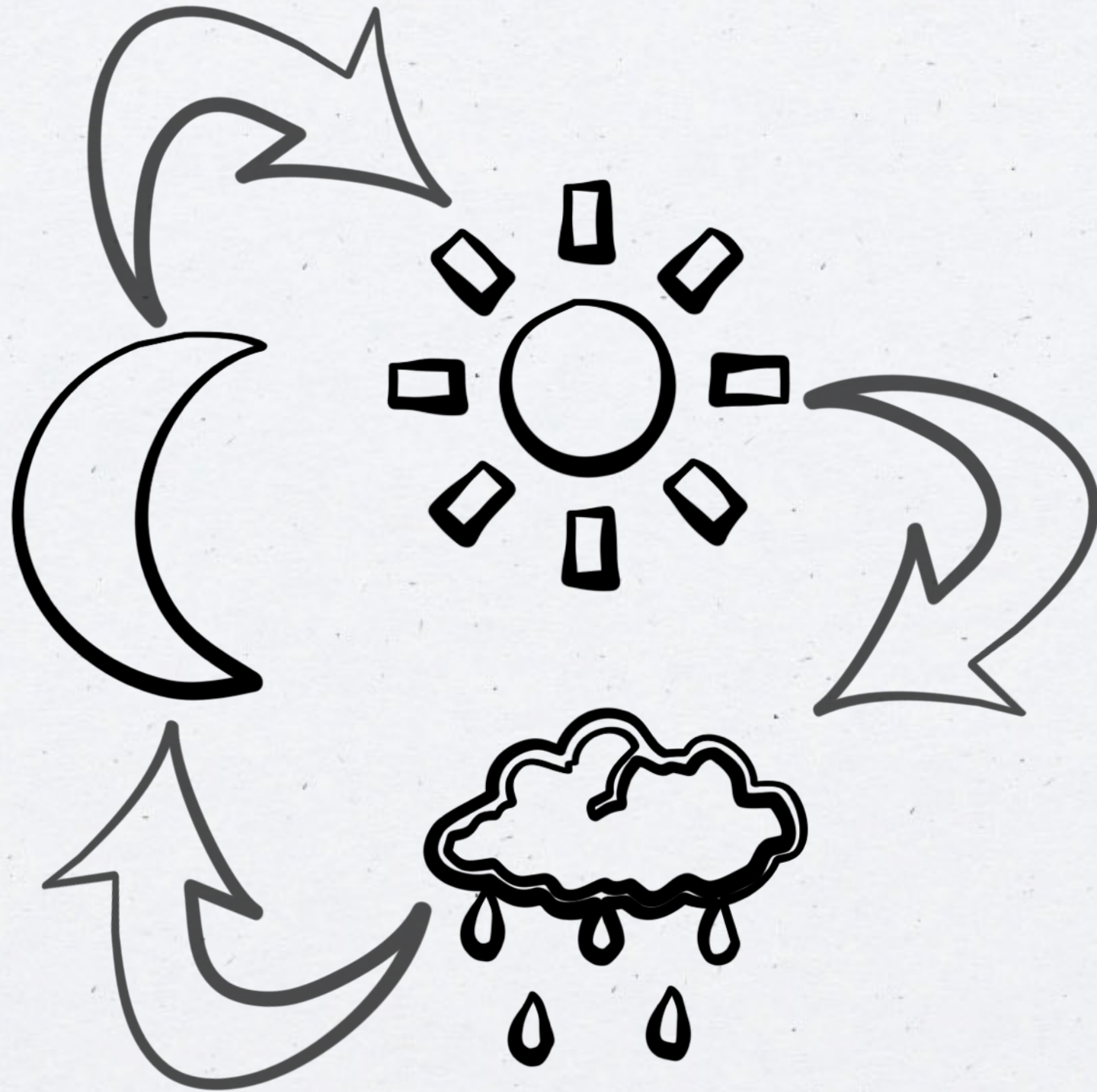
21.

**“ Yesterday’s home runs don’t
win today’s games.**

- Babe Ruth, Hall of Fame Baseball player

**Turn the page on yesterday.
Only ever think about today and tomorrow.**

22.



**Set deadlines for everything.
Don't let tasks go on indefinitely.**

23.



Set end dates for intense or stressful activities.
Everything ends at some point.

24.

“ Get a reminder app for everything. Do not trust your own brain for your memory.

- Julien Smith, Author

**Always
take notes.**

25.

“ Write down anything that distracts you- google searches, random thoughts, new ideas, whatever. The point is, if you write them down, they’ll stop bubbling up when you’re in the zone.

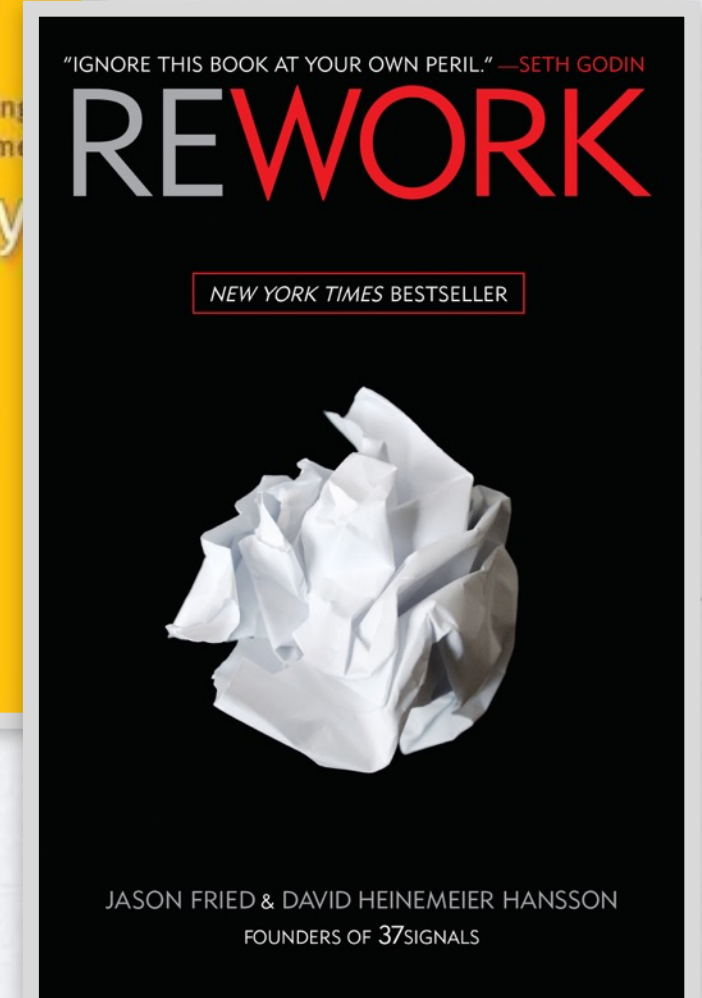
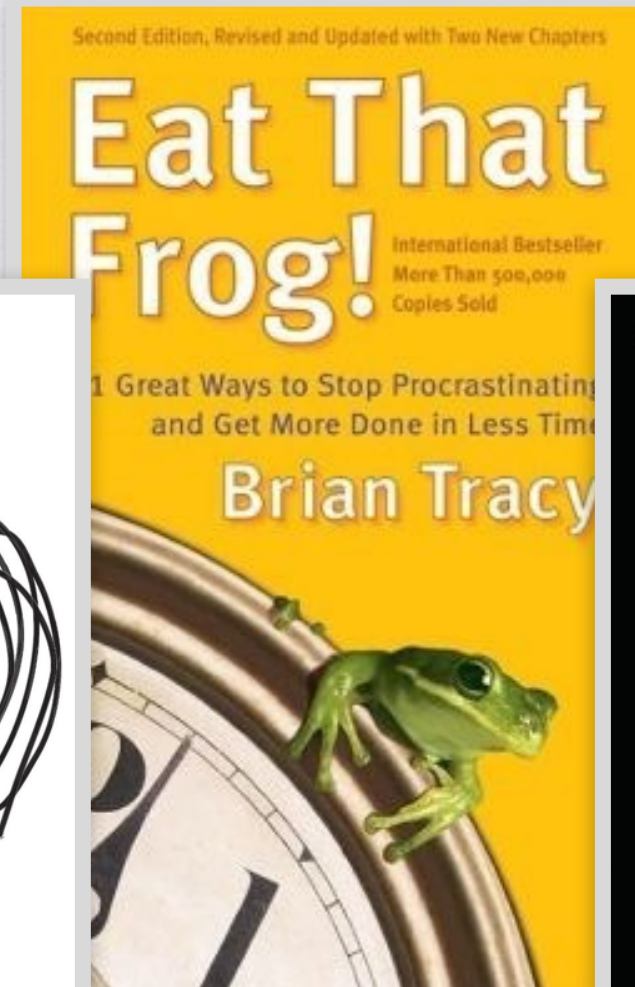
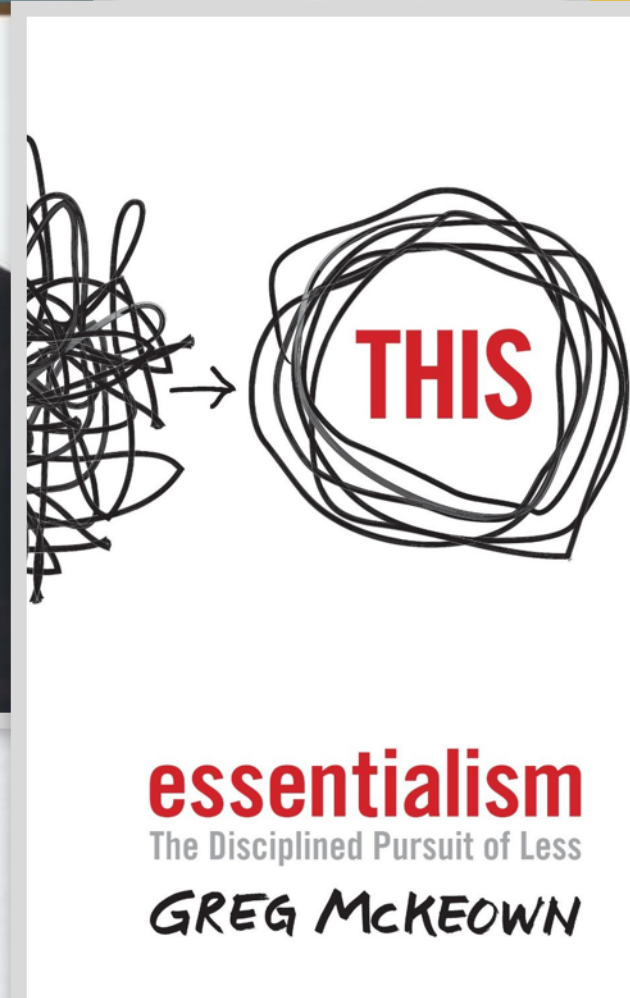
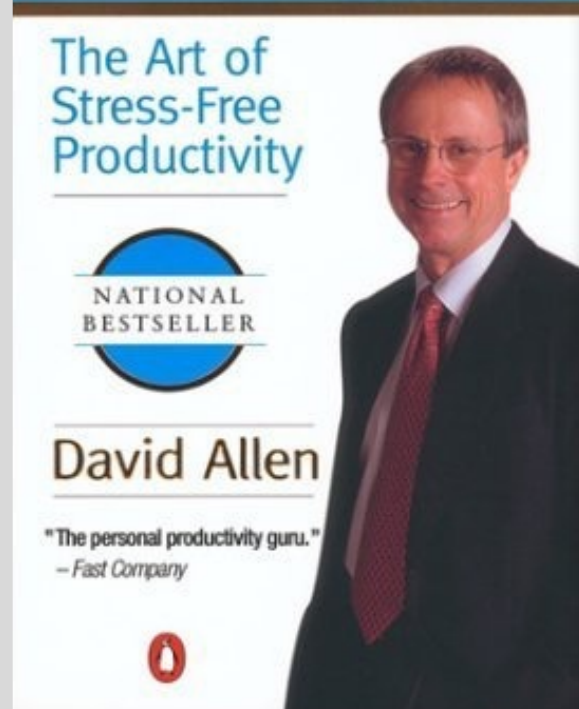
- Steven Corona, Twitpic

26.



**Take breaks.
Sometimes.**

Recommended Reading



Next Steps

View the Followup Presentation

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Time Management Hacks to Kickstart the New Year

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#hacks

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Praises

How B2B Startups Deal with Committed Budgets

Posted on December 18, 2014

Your pitch went well, the stakeholders were convinced and the company would love to buy, but unfortunately, the budgets are all committed for the year.

Maybe the economic buyer (the person making the final buy decision) rejected the transaction or maybe there's a freeze on expenditures. *Does that mean game over?*

The solution

Do your due diligence. Make sure this is really a problem of budget availability — sometimes prospects lie.

Problems with committed budgets typically have more to do with timing than money. As far as problems go, having prospects that want to buy, but have their hands tied is a pretty good problem to have.

Help the economic buyer think through ways to displace budgets:

Can another department pay for the solution? Can it come out of the operating budget (OpEx)? Are there business grants that can be leveraged to pay for the solution? Can the solution be heavily discounted the first year on a three-year deal?

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