

TIME MANAGEMENT SKILLS

- PRIORITIZATION
- PROCRASTINATION
- SCHEDULING
- MULTITASKING
- MONITORING
- WORK PRESSURE AND
ADHERING TO DEADLINES

TIME MANAGEMENT SKILLS

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INTRODUCTION

Study skills are the skills you need to enable you to study and learn efficiently – they are an important set of transferable life skills.

You will develop your own personal approach to study and learning in a way that meets your own individual needs. As you develop your study skills you will discover what works for you, and what doesn't.

Study skills are not subject specific - they are generic and can be used when studying any area. You will, need to understand the concepts and ideas.

"Time is the school in which we learn, time is the fire in which we burn"

Delmore Schwartz

You need to practise and develop your study skills. This will increase your awareness of how you study, and you'll become more confident. Once mastered, study skills will be beneficial throughout your life.

Study skills are not just for students. Study skills are transferable - you will take them with you beyond your education into new contexts. For example, organisational skills, time management, prioritising, learning how to analyse, problem solving, and the self-discipline that is required to remain motivated. Study skills relate closely to the type of skills that employers look for.

TIME MANAGEMENT – WHAT IS IT?

“Time management” is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight, and pressures are high. Failing to manage your time damages your effectiveness and causes.



“Either run the day or the day runs you”

Jim Rohn

THE KEY TO GOOD TIME MANAGEMENT

Understanding the Difference Between Urgent and Important

‘Urgent’ tasks demand your immediate attention, but whether you give them that attention may or may not matter.

‘Important’ tasks matter, and not doing them may have serious consequences for you or others.

“Time management: The fine art of not doing useless stuff”

Anonymous

	Urgent	NOT Urgent
Important	I	II
Not Important	III	IV

For example:

Answering the phone is urgent. If you don't do it, the caller will ring off, and you won't know why they called. It may, however, be an automated voice telling you that you may be eligible for compensation for having been mis-sold insurance. That's not important.

Going to the dentist regularly is important (or so we're told). If you don't, you may get gum disease, or other problems. But it's not urgent. If you leave it too long, however, it may become urgent, because you may get toothache.

Picking your children up from school is both urgent and important. If you are not there at the right time, they will be waiting in the playground or the classroom, worrying about where you are.

Reading funny emails or checking Facebook is neither urgent nor important. So why is it the first thing that you do each day? See our page minimising distractions to help you recognise and avoid other things that may distract you from getting your urgent and important tasks done.

PRIORITIZATION

PRIORITIZATION - WHAT IS IT?

Prioritize means to rank in order of importance. There are so many great clubs and activities to get involved in—you should be sure to prioritize the ones you like, or you'll get burned out. Prioritize can also mean to set something at the top of a ranking system.

"If it is important to you will find a way, if it is not important you will find an excuse"

Anonymous



HOW CAN ONE PRIORITIZE BASED ON LISTS?

People can prioritize by preparing a to-do list. To-do lists are key for efficiency because they list everything that you have to do, the most important tasks at the top, and the least important tasks at the bottom. There are four different lists that you need to create for different purposes to enhance your organizational skills and manage your time

There are four different lists that you need to create for different purposes to enhance your organizational skills and manage your time

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1. Master list: First, you should create a master list on which you write down everything you can think of that you want to do sometime in the future. This is the place where you capture every idea that comes to or every new task or responsibility that comes up. You can then prioritize tasks later
2. Monthly list: Second, you should have a monthly list that you make up at the end of the month for the month ahead. This may contain items transferred from your master list.
3. Weekly list: Third, you should have a weekly list where you plan your entire week in advance. This is a list that is under construction as you go through the

current week

4. **Daily list:** Finally, you transfer items from your monthly and weekly lists onto your daily list. These are the specific activities that you are going to accomplish that day. As you work through the day, tick off the items on your to-do list as you complete them. This activity gives you a visual picture of accomplishment and improves your organizational skills. It generates a feeling of success and forward motion.

DIFFERENT WAYS TO UTILIZE FOR BETTER PRIORITIZATION:

Prioritizing work when every work has equal importance and has a deadline then it is a tedious job. To help you manage your team's workload and hit deadlines, here are 6 steps to prioritizing projects that have a lot of moving parts.

1. **Collect a list of all your tasks:** Pull together everything you could possibly consider getting done in a day. Don't worry about the order, or the number of items up front.
2. **Identify urgent vs. important:** The next step is to see if you have any tasks that need immediate attention. We're talking about work that, if not completed by the end of the day or in the next several hours, will have serious negative consequences. Check to see if there are any high-priority dependencies that rely on you finishing up a piece of work now.
3. **Assess value:** Next, look at your important work and identify what carries the highest value to your business and organization. As a general practice, you want to recognize exactly which types of tasks have top priority over the others.
4. **Order tasks by estimated effort:** If you have tasks that seem to tie for priority standing, check their estimates, and start on whichever one you think will take the most effort to complete. Productivity experts suggest the tactic of starting the lengthier task first. But, if you feel like you can't focus on your meatier projects before you finish up the shorter task, then go with your gut and do that.
5. **Be flexible and adaptable:** Uncertainty and change is a given. Know that your priorities will change, and often when you

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"It is not enough to be busy. So are the ants. The question is: What are we busy about?"

Henry David Thoreau

least expect them to. But—and here’s the trick—you also want to stay focused on the tasks you’re committed to completing.

6. **Know when to cut:** You probably can’t get to everything on your list. After you prioritize your tasks and look at your estimates, cut the remaining tasks from your list, and focus on the priorities that you know you must and can complete for the day. Then take a deep breathe, dive in and be ready for anything

WHAT DO YOU MEAN BY MOSCOW TECHNIQUE?

The MOSCOW method is a prioritization technique used in management, business analysis, project management, and software development to reach a common understanding with stakeholders on the importance they place on the delivery of each requirement - also known as MOSCOW prioritization or MOSCOW analysis. MOSCOW stands for must do, should do, could do, and won’t do.

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The MOSCOW technique is used by analysts and stakeholders for prioritizing requirements in a collaborative fashion. Using a Human Resources System as an example, here’s an explanation of the MOSCOW Technique:

“The key is not to prioritize what’s on your schedule. But to schedule your priorities”

Stephen Covey

- **MUST (M):** Defines a requirement that must be satisfied for the final solution to be acceptable e.g. The HR system “must” store employee leave history.
- **SHOULD (S):** This is a high-priority requirement that should be included if possible, within the delivery time frame. Workarounds may be available for such requirements and they are not usually considered as time-critical or must-haves.

e.g. The HR system “should” allow printing of leave letters.

- **COULD (C):** This is a desirable or nice-to-have requirement (time and resources permitting) but the solution will still be accepted if the functionality is not included e.g. The HR system “could” send out notifications on pending leave dates.
- **WON’T or WOULD (W):** This represents a requirement that stakeholders want to have but have agreed will not be implemented in the current version of the system. That is, they have decided it will be postponed till the next round of developments e.g. The HR system “won’t” support remote access but may do so in the next release.

WHAT ARE OTHER TECHNIQUES USED FOR PRIORITIZATION?

Prioritization techniques provides an overview of common techniques that can be used in prioritizing requirements. There are a few techniques other than MOSCOW which will help to prioritize better. They are, this list of requirements prioritization techniques provides an overview of common techniques that can be used in prioritizing requirements.

- **Ranking:** When you rank requirements on an ordinal scale, you give each one a different numerical value based on its importance. For example, the number 1 can mean that the requirement is the most important and the number n can be assigned to the least important requirement, n being the total number of requirements. This method works best when you are dealing with a single stakeholder as it can be difficult to align different stakeholders’ perspectives on what the priority of a requirement should be; taking an average can however, address this problem to some extent.

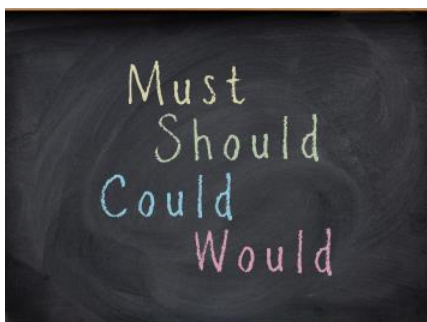




- **Numerical Assignment (Grouping):** This method is based on grouping requirements into different priority groups with each group representing something stakeholders can relate to. For example, requirements can be grouped into critical priority, moderate priority and optional priority. Stakeholders may also classify requirements as compulsory, very important, rather important, not important, and does not matter to describe their importance.



- **MOSCOW Technique:** Instead of numbers, this method uses four priority groups: MUST have, SHOULD have, COULD have, and WON'T have. With this technique, stakeholders can prioritise requirements in a collaborative fashion. The acronym represents the following:
 1. MUST (Mandatory)
 2. SHOULD (Of high priority)
 3. COULD (Preferred but not necessary)
 4. WOULD (Can be postponed and suggested for future execution)



- **Bubble Sort Technique:** To prioritize requirements using bubble sort, you take two requirements and compare them with each other. If you find out that one requirement should have greater priority over the other, you swap them accordingly. You then continue in this fashion until the very last requirement is properly sorted. The result is a list of requirements that are ranked.



- **Hundred Dollar Method:** This simple method is useful anywhere multiple stakeholders need to democratically vote on which requirements are the most important. All stakeholders get a conceptual 100 dollars, which they can distribute among the requirements. As such, the stakeholder may choose to give all 100 dollars to a single requirement, or the person may distribute the points more evenly.



- **Analytic Hierarchy Process (AHP):** This famous requirement prioritization method was designed by Thomas L.

AHP

The method describes an entire framework for making correct decisions in fields such as business, healthcare, government, and many others. Stakeholders decompose their goal into smaller sub-problems, which can easily be comprehended and analysed (in the form of a hierarchy).

- **Five Whys:** It often happens that stakeholders want to implement a certain feature for reasons that are not founded on logical arguments or the business interests of the company. With five whys, the analyst asks the stakeholder repeatedly (five times or less) why the requirement is necessary until the importance of the requirements is established.



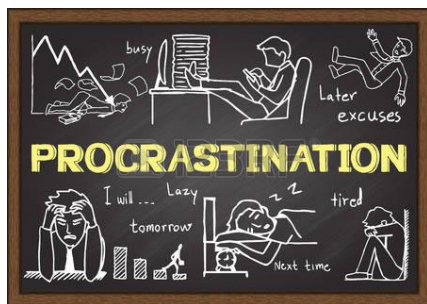
PROCRASTINATION

PROCRASTINATION - WHAT IS IT?

Procrastination is the avoidance of doing a task that needs to be accomplished. Sometimes, procrastination takes place until the "last minute" before a deadline.

"Procrastination is the art of keeping up with yesterday"

Don Marquis



FOUR ELEMENTS OF PROCASTINATION APPROACH:

Procrastination is the habit of delaying an important task, usually by focusing on less urgent, more enjoyable, and easier activities instead. Procrastination approach has four elements. they are as follows:

"Among the greatest enemy of success is procrastination"

Anonymous

- **“Emotional Time Travel”:** This is the most important part of mood repair. If you are rebelling against the feeling of having to work, try projecting yourself mentally into the future. Imagine the good feelings you will have if you stop procrastinating and finish a project. Take some deep breaths while trying this. It's also important to practice acknowledging and paying attention to any "negative" emotions you are experiencing but not getting too caught up in them, so you can practice the "emotional time travel" strategy.
- **Just Getting Started:** If a fear of failure is preventing you from doing a task, just get started. Tell yourself you don't have to finish the whole project now, and it doesn't have to be perfect. Just do the first one or two steps or set a manageable timeframe, like working for 40 minutes or one hour. Sometimes it helps to plan a small reward for finishing a step. Just make sure the reward isn't so long that it prevents you from getting back to work in a reasonable amount of time.
- **Addressing Unhelpful Thoughts:** If you are feeling guilty about procrastinating, stop beating yourself up. Replace the self-critical thoughts with something more helpful. This does not mean pretending you don't have the thoughts and feelings—it just means you aren't dwelling on or adding to them. It also does not mean allowing yourself to

perpetuate the pattern of procrastination by making excuses.

- **Doing Easy Things First:** If you are feeling a lot of dread about one task on your to-do list, start with something else, preferably the task you feel most like doing. The momentum you gain will help you start the tougher task later.

BENEFITS OF PROCRASTINATING

Procrastination can lead to feelings of guilt, inadequacy, depression and self-doubt. But, it has few hidden benefits. They are:

"You may delay but time will not"

Benjamin Franklin

- **It gives us an energy boost:** We typically procrastinate on tasks we don't like or that we know are difficult or tedious. We have low energy to do these tasks, and fear of a looming deadline releases adrenaline which is an energy source. Procrastination is using fear as a motivator. As a deadline approaches, we fear the consequences of not getting it done on time. That fear releases adrenaline, a natural pain killer, and feeling less pain makes doing difficult or less desirable tasks easier. Energy is the strongest benefit of procrastination.



- **Waiting until the last-minute forces us to focus:** Waiting until the last possible time to do a task keeps us laser-focused on the task while we are doing it. Because we are rushing to meet a deadline, we are less likely to be distracted. We will not be answering the phone, checking email, clicking on a news headline, or thinking about anything else except finishing the task.



- **Lack of time makes us work faster:**

Because we have less time available to complete the task, we get it done faster. This task that you don't enjoy will be in your life for less time overall because you gave yourself the minimum amount of time to get it finished.



- **Procrastinating makes other things seem easier:**

Submitting your expense report or checking inventory for your project is easy compared to that thing you are avoiding. This lets you get all the other little things off your to-do list painlessly since you are happy to avoid doing the one thing you are procrastinating over.



- **It forces you to lower your expectations:**

Sometimes people fear failing at a given task, so they wait until the last minute to do it and then the quality of the finished product can be blamed on the deadline if it isn't up to the highest standards. "If I

had more time I could have done better, but this is the best I could do given the deadline.”



PROCRASTINATION - REASONS

People procrastinate because of few reasons:

- Sometimes it's because the task is unpleasant, and they would rather be doing something else.
- They don't really know how to do a task and so are avoiding it.
- Perfectionists often procrastinate, because they are not sure they have the time or capacity to do a task perfectly.
- Other people may struggle because they are not sure exactly what task to do.



FEW PRACTICAL WAYS TO STOP PROCRASTINATION

There are few practical ways to stop procrastinating. They are:

- **Break your work into little steps:** Part of the reason why we procrastinate is because subconsciously, we find the work too overwhelming for us. Break it down into little parts, then focus on one part at the time. If you still procrastinate on the task after breaking it down, then break it down even further. Soon, your task will be so simple that you will be thinking “gee, this is so simple that I might as well just do it now!”.
- **Change your environment:** Different environments have different impact on our productivity. Look at your work desk and your room. Do they make you want to work or do they make you want to snuggle and sleep? If it's the latter, you should investigate changing your workspace. One



thing to note is that an environment that makes us feel inspired before may lose its effect after a period. If that's the case, then it's time to change things around.

- **Create a detailed timeline with specific deadlines:** Having just 1 deadline for your work is like an invitation to procrastinate. That's because we get the impression that we have time and keep pushing everything back, until it's too late. Break down your project then create an overall timeline with specific deadlines for each small task. This way, you know you must finish each task by a certain date.
- **Eliminate your procrastination pit-stops:** If you are procrastinating a little too much, maybe that's because you make it easy to procrastinate. Identify your browser bookmarks that take up a lot of your time and shift them into a separate folder that is less accessible. Hang out with people who inspire you to act. If you spend just 10 minutes talking to Steve Jobs or Bill Gates, you'll be more inspired to act than if you spent the 10 minutes doing nothing. The people we are with influence our behaviours. Of course, spending time with Steve Jobs/Bill Gates every day is probably not a feasible method, but the principle applies.
- **Get a buddy:** Having a companion makes the whole process much more fun. Ideally, your buddy should be someone who has his/her own set of goals. Both of you will hold each other accountable to your goals and plans. While it's not necessary for both of you to have the same goals, it'll be even better if that's the case, so you can learn from each other.
- **Tell others about your goals:** Seek out someone who has already achieved the outcome. What is it you want to accomplish here, and who are the people who have accomplished this already? Go seek them out and connect with them. Seeing living proof that your goals are very well achievable if you act is one of the best triggers for action.
- **Re-clarify your goals:** If you have been procrastinating for an extended period, it might reflect a misalignment between

what you want and what you are currently doing.

- **Stop over-complicating things:** Get a grip and just do it. At the end, it boils down to acting. You can do all the strategizing, planning and hypothesizing, but if you don't act, nothing's going to happen.

PROCASTINATION - 2-MINUTE RULE

The goal is to make it easier for people to get started on the things they should be doing. It overcomes procrastination and laziness by making it so easy to start taking action that one can't say no.

There are two parts to the 2-Minute Rule:

- **Part 1** — If it takes less than two minutes, then do it now. It's surprising how many things we put off that we could get done in two minutes or less. For example, washing your dishes immediately after your meal, tossing the laundry in the washing machine, taking out the garbage, cleaning up clutter, sending that email, and so on. If a task takes less than two minutes to complete, then follow the rule and do it right now.



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- **Part 2** — When you start a new habit, it should take less than two minutes to do. Can all your goals be accomplished in less than two minutes? Obviously not. But, every goal can be started in 2 minutes or less. And that's the purpose behind this little rule. It might sound like this strategy is too basic for your grand life goals, but I beg to differ. It works for any

goal because of one simple reason: the physics of real life.

SCHEDULING

SCHEDULING (POMODORO TECHNIQUE) - WHAT IS IT?

Pomodoro method is old, effective and used by many persons with positive outcome. The Pomodoro Technique is a time management method developed by 'Francesco Cirillo' in the late 1980s.



It is a simple technique where you work with extreme concentration for a certain period, then take a short break. Repeat this process for your entire work/study schedule. Inform, Negotiate, and Call-back strategies suits best for Pomodoro technique

THE IMPORTANCE OF SCHEDULING

Scheduling is the art of planning your activities so that you can achieve your goals and priorities in the time you have available. When it's done effectively, it helps you



- Understand what you can realistically achieve with your time.
- Make sure you have enough time for essential tasks.
- Add contingency time for "the unexpected."
- Avoid taking on more than you can handle

HOW TO USE THE POMODORO TECHNIQUE?

Pomodoro technique is ideal for everyone.

- **Check Your Schedule:** Your first step is to check your schedule. Look at your To-Do List or Action Program and think about what you need to do today.
- Set your timer
- Work on your task, and only that task
- Take a short break
- Continue your work sessions and take a longer break

HOW TO SCHEDULE YOUR TIME?

Set a regular time to do your scheduling – at the start of every week or month, for example.

There are many different tools to choose from. A simple and easy way to keep a schedule is to use a pen and paper, organizing your time using a weekly planner. The most important thing when choosing your planner is that it lets you enter data easily and allows you to view an appropriate span of time (day/week/month) in the level of detail that you need. Once you have decided which tool you want to use, prepare your schedule in the following way:

"Lost time is never found again"

Anonymous



Step 1: Identify Available Time

Start by establishing the time you want to make available for your work. How much time you spend at work should reflect the design of your job and your personal goals in life.

Step 2: Schedule Essential Actions

Next, block in the actions you absolutely must take to do a good job. These will often be the things you are assessed against.

Step 3: Review high-priority list

Review your To-Do List, and schedule in high-priority and urgent activities, as well as essential maintenance tasks that cannot be delegated or avoided.

Step 4: Schedule Contingency Time

Next, schedule some extra time to cope with contingencies and emergencies. Experience will tell you how much to allow – in general, the more unpredictable your job, the more contingency time you'll need. (If you don't schedule this time in, emergencies will still happen, and you'll end up working late.)

Step 5: Schedule Discretionary Time

The space you have left in your planner is "discretionary time": time that is available to deliver your priorities and achieve your goals. Review your prioritized To-Do List and personal goals, evaluate the time you need to achieve them, and schedule them in.

Step 6: Analyse Your Activities

If, by the time you reach step five, you find that you have little or no discretionary time available, you need to go back through steps two, three and four, and question whether all the tasks you've entered are necessary. It may be that some things can be delegated or tackled in a more time-efficient way.

One of the most important ways that you can build success is by maximizing the leverage you can achieve with your time. Increase the amount of work you can complete by delegating to other people, outsourcing key tasks, or using technology to automate as much of your work as possible. This will free you up to achieve your goals.

If you find that your discretionary time is still limited, then you may need to renegotiate your workload or ask for help. Use your newly prepared schedule as evidence of your heavy commitments. This demonstrates to your boss how well-organized you are and might make him or her more receptive to your request!

HOW POMODORO CHANGES YOUR LIFE?

- Find out how much effort an activity requires

- Cut down on interruptions
- Estimate the effort for activities
- Make the Pomodoro more effective
- Set up a timetable
- Define your own objectives

BENEFITS OF POMODORO TECHNIQUE

One of the best things about the Pomodoro Technique is that it offers better time management. Yeah, this technique also allows one to understand more in less time. Completing a task over some bills improves concentration and to accomplish more in the scheduled time. Most importantly, brings discipline in life.

Note: General fixed amount of time recommended by Pomodoro Technique is 25 minutes and fixed time chunks in Pomodoro Techniques is called as Pomodori.

"Don't be busy. Be productive"
Anonymous

LIMITATIONS OF POMODORO TECHNIQUE

The process isn't ideal for every person, or in any line of work. But if a task needs to be done in a systematic way to tackle your daily to-do list, the Pomodoro Technique may fit their needs. Fails for people who are inefficient in managing a schedule. The task is defined over and above the task. The time slots are rigid and forces you to break down the system. Sometimes, it may annoy as it is always with the timer.

MULTITASKING

MULTITASKING - WHAT IS IT?

Multitasking entails juggling different work activities and shifting attention from one task to another. Ideally, an employee will be able to meet the demands of several different stakeholders without dropping the ball. The danger in multitasking is that effectiveness can be compromised if the worker tries to carry out too many tasks at the same time.



HOW (AND HOW NOT) TO SUCCESSFULLY MULTITASK

Employees who multitask effectively must be able to rotate their concentration smoothly and entirely from one activity to another. To multitask successfully, workers must be able to prioritize tasks and address the most critical and pressing demands first. It's also important to know when multitasking is a bad idea. There are certain jobs and tasks where you need to work on one thing at a time. Be cognizant of that when you're interviewing and be sure to tailor your response to questions to the job you're being considered for.

EXAMPLES OF MULTITASKING SKILLS USED IN VARIOUS PROFESSIONS:

1. Answering the phone while greeting visitors in a busy reception area
2. Carrying out work on three different graphic design projects at varying stages of completion
3. Completing five different meal orders at the same time
4. Designing a new website while updating other sites
5. Managing several social media accounts while working on email marketing tasks
6. Preparing a lecture, generating a grant proposal, interacting with advisees who drop in, and providing input to a committee chair
7. Preparing a sales presentation while fielding a complaint from another customer
8. Prioritizing complaints in a customer service office

MONITORING

MONITORING – WHAT IS IT?

Supervising activities in progress to ensure they are on-course and on-schedule in meeting the objectives and performance targets.

Monitoring is to some extent a routine part of the employer/employee relationship. Most employers make some checks on the quantity and quality of work produced by their staff, and employees will generally expect this. Some employers carry out monitoring to safeguard workers, as well as to protect their own interests or those of their customers.

For example, monitoring may help ensure that workers in hazardous jobs aren't at risk from unsafe working practices, or in some financial services, employers have legal or regulatory obligations, which they can only fulfil by using some monitoring.



Monitoring must be done in a way that is not oppressive to staff. Excessive, routine and unnecessarily intrusive monitoring is a breach of data protection laws. Unions have secured important agreements through collective bargaining, limiting the impact of intrusive monitoring and surveillance for workers in workplaces where they are recognised.

Monitoring helps you to find out how much time you spend for different tasks and - which is more important - it lets you realize how much time you spend with ineffective activities. You can monitor yourself by creating an activity report where you note down your activities, the time that it took and the importance of these activities.

BENEFITS OF MONITORING

Monitoring helps quantify the attainment of program goals and sub-goals:

- Whether the actions were implemented as planned
- Whether assumptions made during identification of the problem and its context were correct
- Whether the actions have resulted in risk reductions

Monitoring also prompts fresh thinking within organizations and their contacts with external stakeholders

WORKING UNDER PRESSURE AND ADHERING TO DEADLINES

FEW BENEFITS OF DEADLINES

1. You reduce procrastination and become productive
2. You sharpen focus and set priorities
3. It's easier to assess your workload and say "no" to unwelcome requests.



4. You step outside your comfort zone and overcome fears
5. You 'ship' ideas instead of polishing them forever and burying them.

Deadlines can create eustress – a positive reaction to stress that generates the desire to overcome challenges. Yes, stress can create positive outcomes too. Deadlines in the workplace are not responsible for negative repercussions on people

FEW TIPS TO MEET DEADLINES

Setting deadlines are not as important as setting realistic ones and adhering to them. Missing deadlines can cost you career advancement, clients and revenue. Adhering to deadlines increases others' respect for you. Missing deadlines makes you appear unprofessional. Meeting deadlines assures you a gratifying professional and personal

life. Here are seven ways to set realistic deadlines and meet them.



- **Sleep:** Sleeping will not help you achieve deadlines. But it will help you think better.
- **Start Now:** Not tomorrow. Not next week. Get a start now.
- **Work Backwards:** Setting a deadline without logical thinking is a sure-fire way to fail.
- **Add a Buffer:** We set tight deadlines because we want to please people, and because we overestimate ours (and our colleagues') abilities. But contingency planning is important, because of a certain something called life. It rarely goes according to plan.
- **Don't Add Work:** Once you add a buffer, the mind subconsciously eases down. If you feel the deadline is farther than it is, you feel tempted to slip in unnecessary tasks. Research shows how extreme deadlines distort our sense of time. They make us feel the end is farther than it is. This spell troubles.
- **Prioritize Work to be Assigned:** A client didn't like providing information on time. Someone pestered him for weeks to share information he needed, but he kept saying he was busy. After three weeks, he gave something scrappy. Then he demanded I finish the project in two days because he was in a hurry. You don't want to know how things turned out.
- **Do Whatever It Takes:** If it is a race against time, do whatever it takes.

MAKE SURE YOU REVISE

- ✓ WAYS TO PRIORITIZE
- ✓ MOSCOW TECHNIQUE
- ✓ TECHNIQUES TO PRIORITIZE
- ✓ TO-DO LISTS FOR PRIORITIZATION
- ✓ 2- MINUTE RULE
- ✓ HOW TO AVOID PROCRASTINATION
- ✓ BENEFITS OF PROCRASTINATION
- ✓ POMODORO TECHNIQUE FIXED TIME CHUNKS AND AMOUNT



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ETHNUS

Explore | Expand | Enrich