

tomorrow

TO-DAY

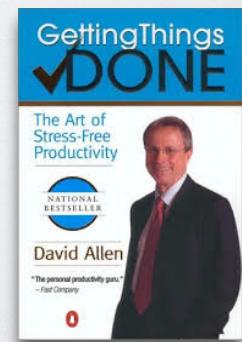
A mystical land where 99% of all human productivity, motivation, and achievement is stored.



TIME MANAGEMENT

Everything you thought you knew, but should have asked!

- * Interrupt your thinking about TM — Time Choices
- * Distinguish good & poor TM
- * Tips and Tricks for understanding yourself
- * Tools and techniques to help yourself make good time choices- GTD, 7 Habits, Pomodoro, other tools



GOOD TIME MANAGEMENT: WHAT DOES IT EVEN MEAN?

(HOW TO DISTINGUISH GOOD TM FROM BAD TM)

Hallmarks of Poor TM Skills?

- Stuff done at the last minute
- Procrastinate
- spend too long on one thing
- waste time
- feel overwhelmed
- feel out of control



- not achieving what need to
- poor work/life balance
- no time to enjoy life
- no time for exercise
- too much to do
- never get to end of “to do” list

GOOD TIME MANAGEMENT:

WHAT DOES IT EVEN MEAN?

(HOW TO DISTINGUISH GOOD TM FROM BAD TM)

Hallmarks of Good TM Skills?

- Stuff done on time
- Know what to do now
- Don't forget stuff
- Get stuff done
- feel sense of achievement
- feel in control

- Time to do enjoyable things
- Have goals
- Full of energy
- Tick stuff off lists
- never get to end of “to do” list



If you need something done ask a busy person!

WHY IS TM SO HARD?



earn a new skill
to Lectures

Video Game

Update Facebook

Hang out with friends

Go clubbing

Visit parents

Eat some more

Read email

Read & reply to Te

Travel time



Help out

Do Sport & exercise

Do assignments

Do someone's Facebook

Do more assignments

Run up to copy for assignment

Find a girl/boyfriend

Follow 20,000 Reddit links

Surf the web

Reply to email

Read a book



What to do when and for how long?

TIME MANAGEMENT IS ALL ABOUT DECIDING WHAT IS IMPORTANT AND CHOOSING

You have choices!



“Time management” is really a misnomer - the challenge is not to manage time, but manage ourselves. The key is not to prioritize what's on your schedule, but to schedule your priorities.

Stephen Covey

HOW TO CHOOSE WHAT TO BE SPENDING TIME ON WHEN?

You need to recognise the many roles in life you have
that need things done (your time)

Work

Teacher, Researcher, HoR, Director SERL, Colleague

Relationships

Husband, Father, Son, Brother, Friend

Health

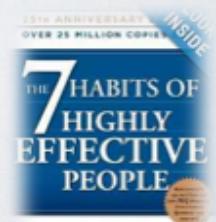
Gym, Run, Bike, Prepare food, Friend

Finance

Landlord, Investor, Bill payer

Home Owner

Learner



POWERFUL LESSONS
IN PERSONAL CHANGE
WITH A FOREWORD BY JIM COLLINS,
Author of *Good to Great* and *The Virtuous Leader*
Stephen R. Covey

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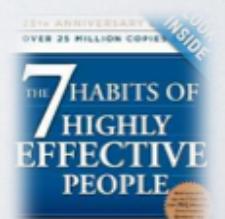
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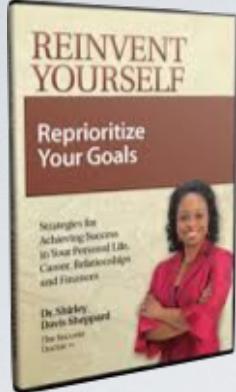
Home Owner

Learner



Stephen R. Covey

RE-PRIORITISE OFTEN?



Capture, plan, review

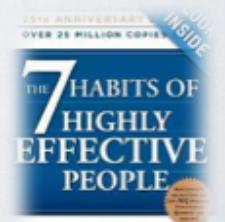


DAILY - start and end of day (15 mins)

WEEKLY - start and end of week (30 mins)

MONTHLY - start and end of month (10 mins)

Continuously - capture new tasks - make it easy
DON'T RELY ON MEMORY



Stephen R. Covey

TIME WASTERS

What does it mean - to WASTE time?

What things do you do that you think are time wasters?

Why do you do these things if they are wasting your time?

Watching TV/movies/YouTube

Email/Facebook/Instagram.Snapchat

Surfing the Web - following links randomly

Reading

Playing video games

Unproductive meetings

Getting things “perfect”

Hanging out with friends

YOU NEED CLEARER AND
**CLEARER GOALS THAT ARE
COMPELLING.**

What gets you out of bed with a spring?

What do you do when you lose track of time?

Write goals down.

Don’t believe other people

Surround yourself with positive people

TIPS ON TIME WASTERS

- Be aware of time - alarms
- Give yourself time to relax
- Get the “in-control” feeling
- Have clear aims/goals
- Have what you need on-hand
- Have a place for getting things done
- Have a time keeper and facilitator and clear aims for meetings that are time-boxed

**Low effort
information capture
and organisation**

(Paperless?)

Evernote

Electronic Notebook

AudioNote

Photos

OCR

GETTING THINGS DONE



- Manage interruptions

- Time Box activities & stop - reschedule if necessary.
Consequences!!

- Don't try to remember everything - reminders,

todo's calendars, omnifocus,

- Plan breaks - Pomodora
- Commit to schedule publicly

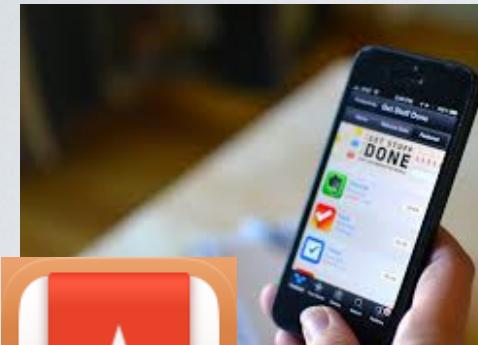
Work out a workflow that
works for you for common

“The secret
of getting
things done
is to act!”,

Dante Alighieri

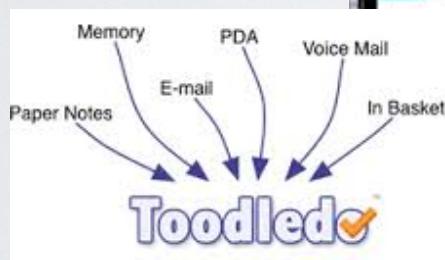
Action
always
beats
intention.

SOOOOO MANY TOOLS!



Meet CARROT,
the todo list with a personality

Get stuff done...



TaskPaper
Simple to-do lists.



OMNIFOCUS
ACHIEVE YOUR GOALS



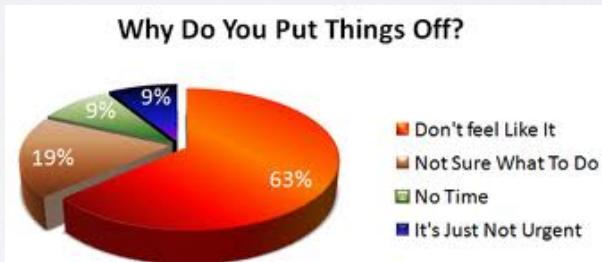
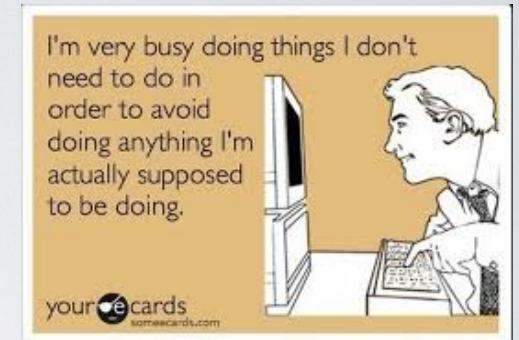
2Do

A Stunning ToDo List
with Push and sync



PROCRASTINATION

- AWARENESS
- Start!
- Avoid feeling of being overwhelmed - focus on now
- Reward yourself
- Do little bits
- Eat the Frog first



HAVE THE ENERGY TO GET THINGS DONE

- Sleep

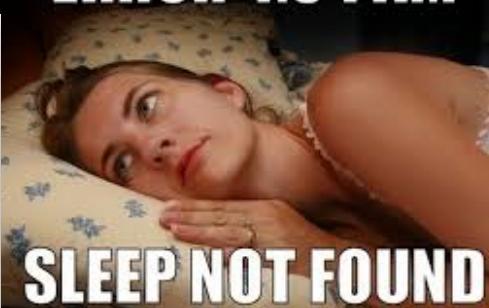


I'm so good at sleeping I can do it with my eyes closed.

FEELING THE EFFECTS OF SLEEP DEPRIVATION

- Irritability
- Cognitive impairment
- Memory lapses or loss
- Impaired moral judgement
- Severe yawning
- Hallucinations
- Symptoms similar to ADHD
- Impaired immune system
- Risk of diabetes Type 2
- Increased heart rate variability
- Risk of heart disease
- Decreased reaction time and accuracy
- Tremors
- Aches
- Other:
 - Growth suppression
 - Risk of obesity
 - Decreased temperature

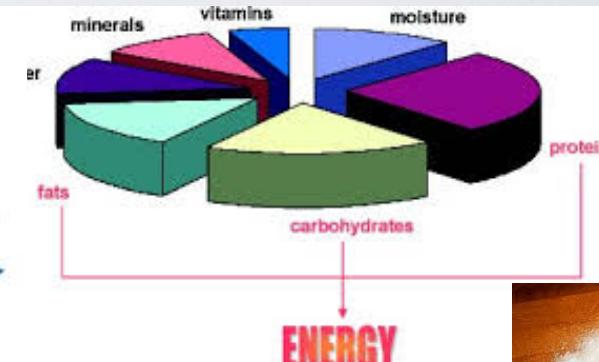
ERROR 4:04 AM



SLEEP NOT FOUND

HAVE THE ENERGY TO GET THINGS DONE

- Sleep
- Nutrition



Eat less CRAP:
C - carbonated drinks
R - refined sugar
A - artificial sweeteners & colors
P - processed foods

Eat more FOOD:
F - fruits & veggies
O - organic lean proteins
O - omega 3 fatty acids
D - drink water

YOU ARE WHAT YOU EAT.
SO DON'T BE
FAST, CHEAP, EASY, OR FAKE.



HAVE THE ENERGY TO GET THINGS DONE

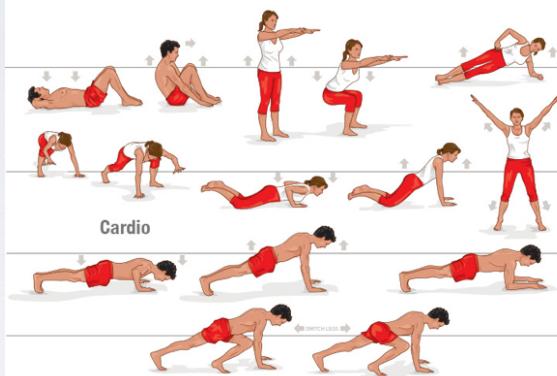
- Sleep



- Nutrition

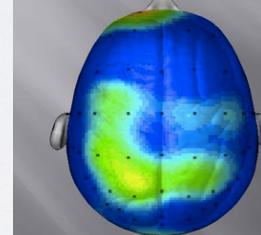


- **Exercise**

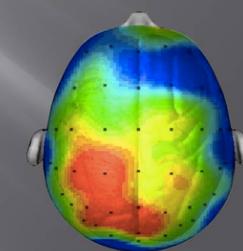


FRONT
Exercise Grows Brain Cells

BRAIN AFTER SITTING QUIETLY



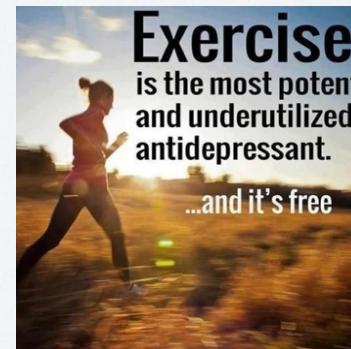
BRAIN AFTER 20 MINUTE WALK



Research/scan compliments of Dr. Chuck Hillman University of Illinois



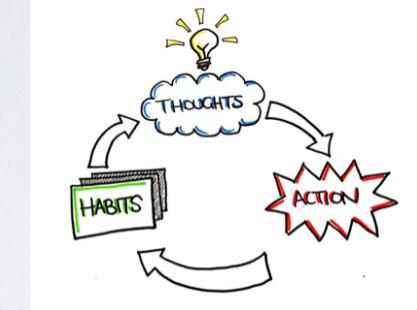
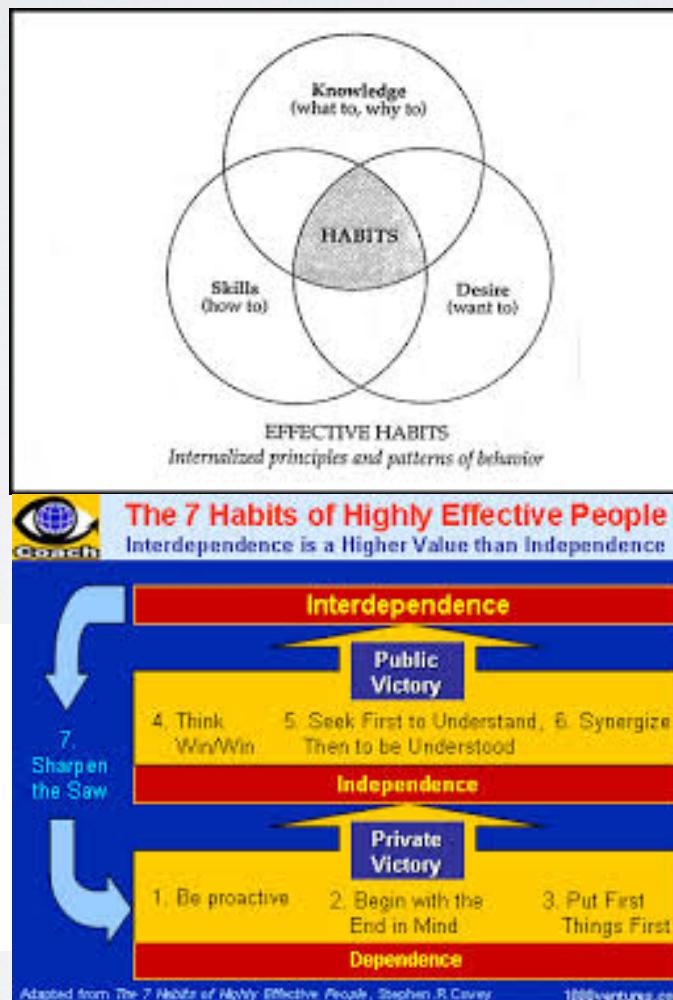
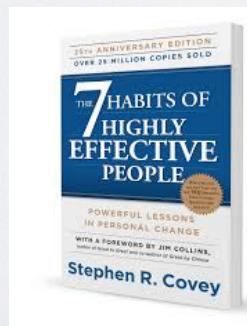
"What fits your busy schedule better, exercising one hour a day or being dead 24 hours a day?"



exercise NOT ONLY
CHANGES YOUR BODY.
IT CHANGES YOUR MIND,
YOUR ATTITUDE AND
YOUR MOOD.

HAVE THE HABITS TO **KEEP** GETTING THINGS DONE

- Sleep
- Nutrition
- Exercise
- **Habits**



"Successful people are simply those with successful habits."

- Brian Tracy

“ Motivation gets you started.
HABIT keeps you going.

- Jim Rohn

SUMMARY

- Time CHOICES (not management)
- Balance what you spend time on guided by clear goals and priorities
- Use tools to **capture, review, do** easily
 - Eat the Frog First
- Maintain energy
- Reward good Habits

