

LEADERSHIP FOR INNOVATORS

TIME MANAGEMENT. EQ AND PERSONAL
EFFECTIVENESS.

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Skoltech

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Stress Management

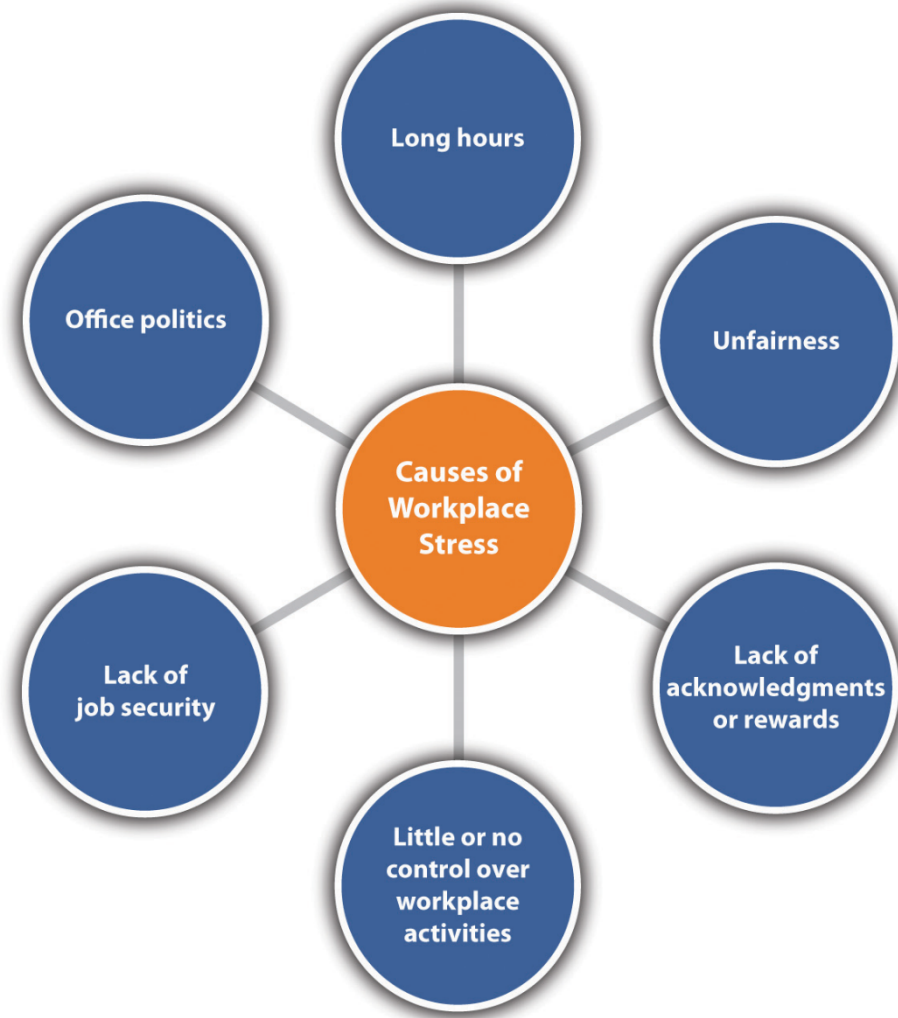
Time Management

EQ and Personal Effectiveness

Self-Motivation



Stress Management



Time Management: Goal Setting

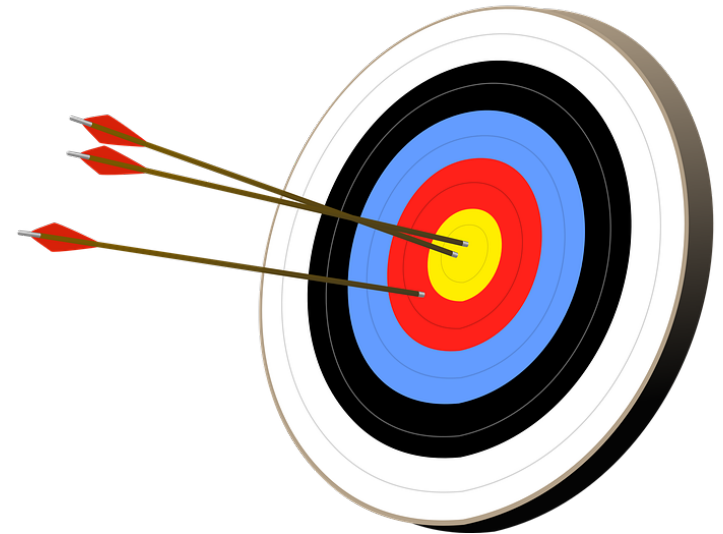
What Are Goals?

You all have dreams, but how many of you have goals?

Goals, unlike dreams, identify the specific achievements we want to pursue in our lives.

Why Set Goals?

GOAL SETTING



Time Management: Goal Setting

You will also raise your self-confidence, as you recognize your own ability and competence in achieving the goals that you've set. The right setting goals allows you to achieve the desired result.



Time Management: Goal Setting

This concept of the SMART goal was introduced in the November 1981 issue of Management Review "There's a S.M.A.R.T. Way to Write Management's Goals and Objectives" by George T. Doran, a consultant and former Director of Corporate Planning for Washington Water Power Company.

A useful way of making goals more powerful is to use the SMART mnemonic. While there are plenty of variants (some of which we've included in parenthesis), SMART usually stands for:

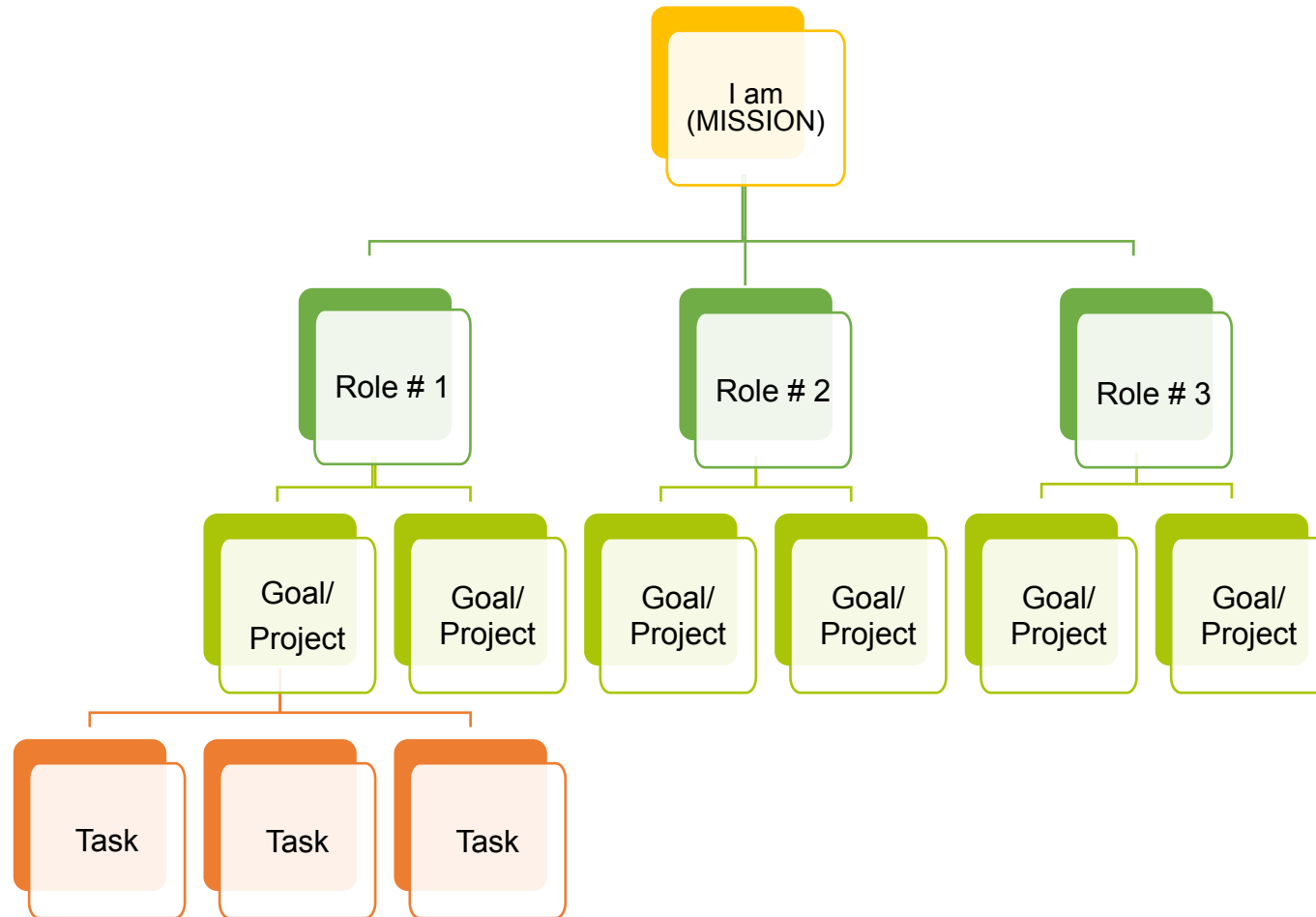
- S** – Specific (or Significant).
- M** – Measurable (or Meaningful).
- A** – Attainable (or Action-Oriented).
- R** – Relevant (or Rewarding).
- T** – Time-bound (or Trackable).

Time Management: Goal Setting

| SMART Goals Guide | |
|-------------------|--|
| Specific | <ul style="list-style-type: none">» What exactly needs to be accomplished?» Who else will be involved?» Where will this take place?» Why do I want to accomplish the goal? |
| Measurable | <ul style="list-style-type: none">» How will I know I've succeeded?» How much change needs to occur?» How many accomplishments or actions will it take? |
| Attainable | <ul style="list-style-type: none">» Do I have, or can I get, the resources needed to achieve the goal?» Is the goal a reasonable stretch for me? (neither out of reach nor too easy)» Are the actions I plan to take likely to bring success? |
| Relevant | <ul style="list-style-type: none">» Is this a worthwhile goal for me right now?» Is it meaningful to me—or just something others think I should do?» Would it delay or prevent me from achieving a more important goal?» Am I willing to commit to achieving this goal? |
| Time-bound | <ul style="list-style-type: none">» What is the deadline for reaching the goal?» When do I need to take action?» What can I do today? |

Time Management: Goal Setting

Maps of Life -goals



Time Management: Goal Setting

- **Career** – What level do you want to reach in your career, or what do you want to achieve?
- **Financial** – How much do you want to earn, by what stage? How is this related to your career goals?
- **Education** – Is there any knowledge you want to acquire in particular? What information and skills will you need to have in order to achieve other goals?
- **Family** – Do you want to be a parent? If so, how are you going to be a good parent? How do you want to be seen by a partner or by members of your extended family?
- **Artistic** – Do you want to achieve any artistic goals?
- **Attitude** – Is any part of your mindset holding you back? Is there any part of the way that you behave that upsets you? (If so, set a goal to improve your behavior or find a solution to the problem.)
- **Physical** – Are there any athletic goals that you want to achieve, or do you want good health deep into old age? What steps are you going to take to achieve this?
- **Pleasure** – How do you want to enjoy yourself? (You should ensure that some of your life is for you!)
- **Public Service** – Do you want to make the world a better place? If so, how?

Time Management: Goal Setting

Step 2: Setting Smaller Goals

Goal: _____

- **Specific.** What will the goal accomplish? How and why will it be accomplished?
- **Measurable.** How will you measure whether or not the goal has been reached (list at least two indicators)?
- **Achievable.** Is it possible? Have others done it successfully? Do you have the necessary knowledge, skills, abilities, and resources to accomplish the goal? Will meeting the goal challenge you without defeating you?
- **Results-focused.** What is the reason, purpose, or benefit of accomplishing the goal? What is the result (not activities leading up to the result) of the goal?
- **Time-bound.** What is the established completion date and does that completion date create a practical sense of urgency?
- **Revised Goal:** _____

Time Management

What skills are required for effective time management?



Time Management: Skills

- setting clear goals;
- breaking your goals down into discreet steps;
- reviewing your progress towards your goals;
- prioritising;
- organising your work schedule;
- list making to remind you of what you need to do when;
- persevering when things are not working out;
- avoiding procrastination.

Time Management

Organization of activities' competence:

- **Planning.** Clearly plans the activities, identifies the need for resources to achieve the goals.
- **Feedback.** Asks for feedback on the effectiveness of operations, perceives it as positive.
- **Allocation of resources.** Consumes resources economically during the execution of tasks.
- **Prioritization.** Independently prioritizes current activities with regard to importance and urgency of the problem and in accordance with the actual situation.
- **Control.** Independently controls the results and the quality of work. Does not require continuous monitoring by others.

Time Management

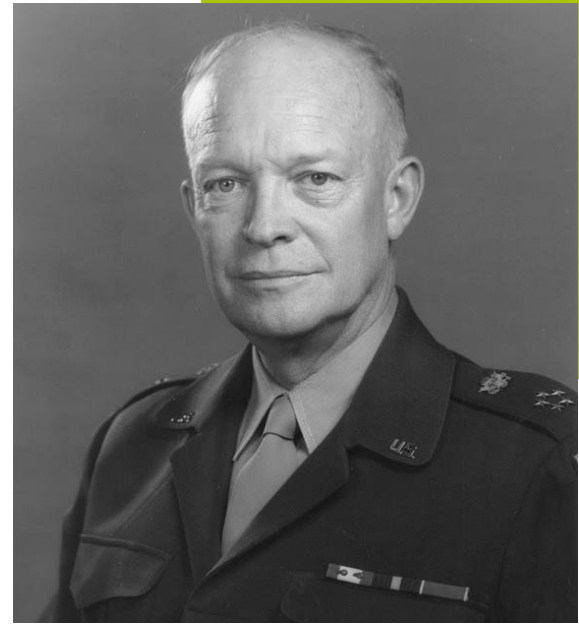
The ABC Method by Brian Tracy

- 1) Determine your top priorities
- 2) Decide on your secondary task
- 3) Analyze the consequences of doing it
- 4) Start on your A-1 task



Time Management

- Rather than deal with really important thing we often spend time and energy on urgent but less/not so important tasks.
- Ask yourself: Do I have a habit of throwing one urgent task to another? Do some important tasks stay out of this, unfinished?
- The US General Dwight Eisenhower in the 20th century proposed a simple extra dimension for rapid decision-making. According to his principles, priorities are set according to the criteria of urgency and importance.
- The Eisenhower's matrix is somewhat similar to the ABC method but has some differences and advantages. The ABC method is more convenient for strategic and highly effective tactical planning, while the Eisenhower's matrix irreplaceable when a lot of very different things leans on you, and you need to set priorities and preferences on what to spend your time, effort and energy.



Time Management

| | NOT URGENT | URGENT |
|---------------|--|---|
| IMPORTANT | <p>Important – Not urgent</p> <ul style="list-style-type: none">— Planning— Refreshment— Search for new opportunities | <p>Urgent – Important</p> <ul style="list-style-type: none">— Critical situations— Urgent problems— Last minute projects |
| NOT IMPORTANT | <p>Not urgent – Not important</p> <ul style="list-style-type: none">— Trivia, time-consuming— Minor correspondence— Random calls— Dalliance | <p>Urgent – Not important</p> <ul style="list-style-type: none">— Distractions— Calls— Some meetings— Upcoming urgent business |

Time Management

1. Sector “urgent - important” is the sector of crisis.

Cases: Critical situation. Urgent problems. Cases with "hot" due date.

Effects: Managing in a crisis. Stress. Constant "fire" and "eternal fight".

Depletion of resources.

Tips: It is obvious that you need to do in the first place.

So, a contemporary student could write in the Sector 1: "to prepare for tomorrow's test in economics", "unscheduled trip to the dentist,"

"enforced rest due to accumulated fatigue".

You should also try to avoid “no time situation”, as the most urgent and important matters are due to laziness and sluggishness. Usually cases of the Sector 1 are there because their undone will bring you immediate negative results (health-related cases for example). Such cases there are the same if you use the paragraph "A" according to the list of ABC method.

Time Management

2. Sector “not urgent - important” is the well-being sector.

Cases: Development of resources (people, finance, technology).

Planning. Creating relationships and new opportunities. Recuperation.

Effects: A small number of crisis situations. Vision of perspective.

Balance. Strong ties. Control.

Discipline. Reducing the number of cases and the effects of the sector “important-urgent”.

Tips: Due to the fact that it is not very urgent, these cases are often set aside until a certain time, because at this point you are busy with other tasks, more urgent, but perhaps less important. The danger is that the unexpected matter becomes very urgent. Since it is an important task, it needs to be done carefully and slowly, but time is running out already. This is an ideal task to delegate.

Time Management

3. Sector "urgent - not important" is the sector of illusions.

Cases: Common activities. Upcoming urgent matters. Some correspondence. Some phone calls. Some messages. Distraction.

Effects: Focus on short-term. Managing in a crisis. Reputation of "chameleon". Feeling like a victim, not in the mind. Meaninglessness of goals and plans. Weak or broken relationships.

Tips: The problem is that due to the fact these cases are urgent, we try to solve them as if they are very important, using all our energy and attention. If something is not so important, it should be carried out very quickly or may be delegated to someone.

Next priority is the cases from Sector 3, a student could mention there some meetings or visits that are not critical to his/her life and development activities. The main strategy of implementation of such cases - minimizing such problems.

Time Management

4. Sector "not urgent - not important" is the sector of destruction.

Cases: Dalliance. Minor correspondence. Trivia, time-consuming. Minor calls. A waste of time.

Effects: The fundamental questions' dependence on other persons or organizations. Total irresponsibility. Dismissal.

Tips: It is often that such cases take your table becoming overloaded by papers. Many of those people who complain about the lack of time, spend a lot of time working on just such matters. If you really need them to do, spend as little time as you can.

Usually, time eaters are in the Sector 4: computer games, applications of social networks and social networks themselves, instant messengers, entertainment portals, etc. Such things must also be minimized.

Time Management: Chronofagi

1. Implementation of unnecessary things.
2. Execution of others' obligations.
3. Senseless waste of time.
4. Spend other people's time.



Time Management

- Phone calls
- Error's correction
- Meetings, visits, communication, which could have been avoided
- Smoke and coffee breaks
- Indecision in business matters
- Problems with your computer
- Distractions
- Lack of planning
- Inability to listen to others
- Useless discussion

Personal Effectiveness

Sprint goals

Habits

Effective time slots

What are your ways of being effective?

Personal Effectiveness

THE **7** HABITS
of Highly Effective People®



Personal Effectiveness

