Time Management I Foundation

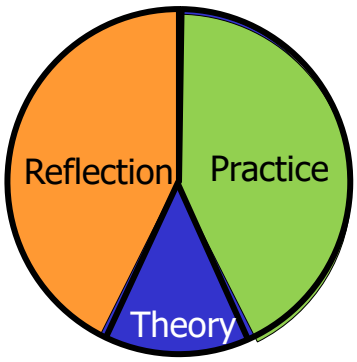
Welcome!

Sandra de Koning

Introduction

- Who am I?
- What to expect from this course
- Confidentiality
- Online privacy
- Digital workbook

curiosity & commitment



Program of the day

Morning 9:30 – 12:30
- Introduction
- Reality
- Goals
- Planning & scheduling

Afternoon 14:00 – 17:00
- Priorities
- Productivity
- Next steps
- Wrap up

Active group: *Keep camera on*
Ask questions verbally (unmute yourself)
Minimize use of chat

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Introduction exercise - workbook

a. Who are you? (name, faculty, PhD year)

b. Give yourself a grade between 1 - 10 for your current time management, 10 being the highest. Explain why this grade?

c. What is the most important thing that you would like to learn or find out today?

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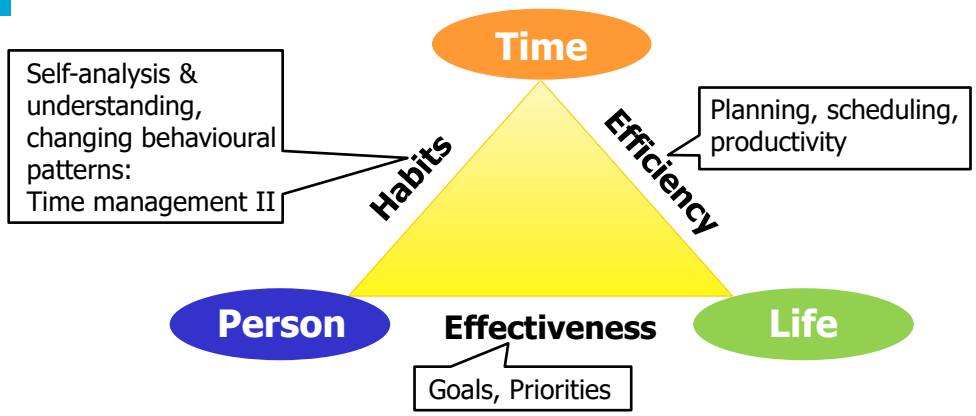
Time Management =



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Reality – exercise in breakout rooms

1. Make a things-to-do list
2. Make an expected time spending
3. Keep track of your actual time spending
4. Assess your actual time spending

Breakout rooms in pairs:

a. Exchange your last week's time spending
b. Share your **five most time consuming activities** within this week
c. Share the **number of hours** you spent on each activity

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Why set a goal?

"Cheshire Puss," she began, rather timidly, as she did not at all know whether it would like the name: however, it only grinned a little wider. "Come, it's pleased so far," thought Alice, and she went on.

"Would you tell me, please, which way I ought to go from here?"

"That depends a good deal on where you want to get to," said the Cat.

"I don't much care where—" said Alice.

"Then it doesn't matter which way you go," said the Cat.

"—so long as I get _somewhere_," Alice added as an explanation. "Oh, you're sure to do that," said the Cat, "if you only walk long enough."

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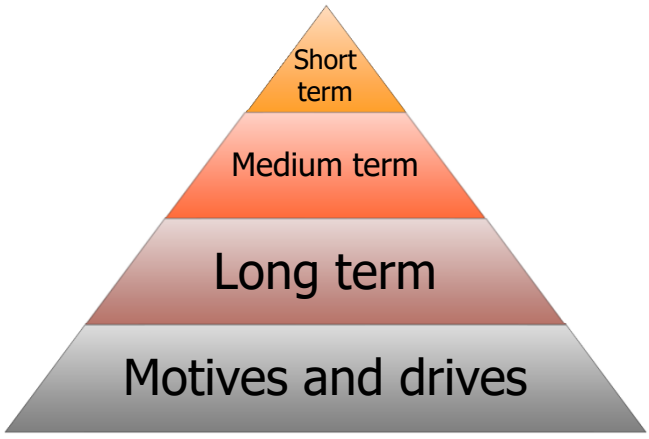
Different goals



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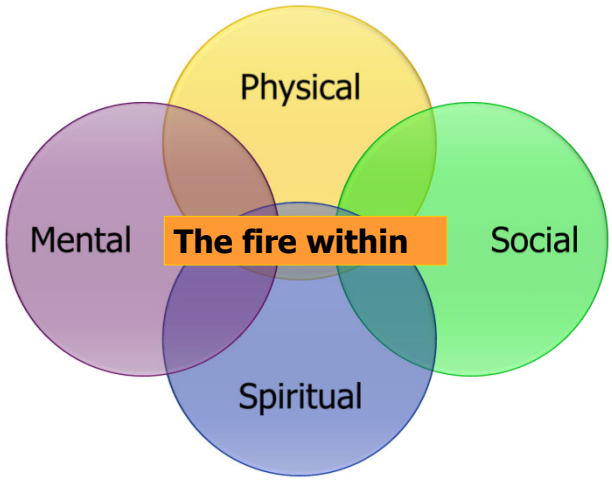
The four human needs

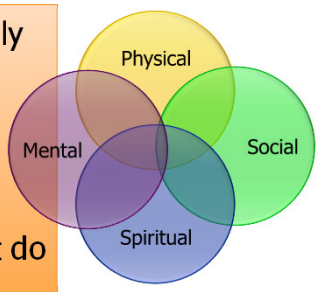


Roles and goals

- Your goals are linked to your social roles
- As a PhD candidate you have a few different roles
- You also have several roles outside your work
- Any role you want to give meaning to you need to translate into a goal
- Choose a goal within your sphere of influence
- Envision your ideal week to make your ideal balance

Your personal goals - individual exercise

a. First look at your top 5 activities, what activities actually contribute to your general happiness / wellbeing?
b. Then look at your main work related activities, what activities contribute most to your responsibilities?
c. At last think of your 'secret' wishes / big dreams, what do you really want with your life?
d. Think of personal goals to execute in your life (3 to 5)



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Formulating a SMART goal

Specific	• What am I going to do exactly? Specific and tangible, unambiguous
Measurable	• How much am I going to do? What is the visible result?
Acceptable	• Is there a basis for what I am going to do? Enough support present?
Realistic	• Is it possible what I want to do? Realistic planning and time schedule?
Time-tied	• When am I finished? When is the moment of reflection?

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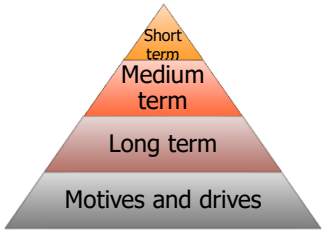
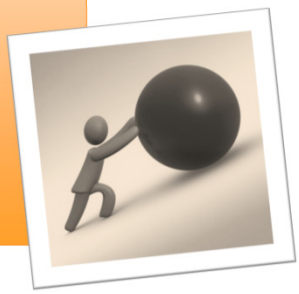
Formulating SMART goals - exercise in breakout rooms



- Choose one personal goal each, a medium term or a long term one
- Together formulate these in a SMART way
- Be reflective to each other



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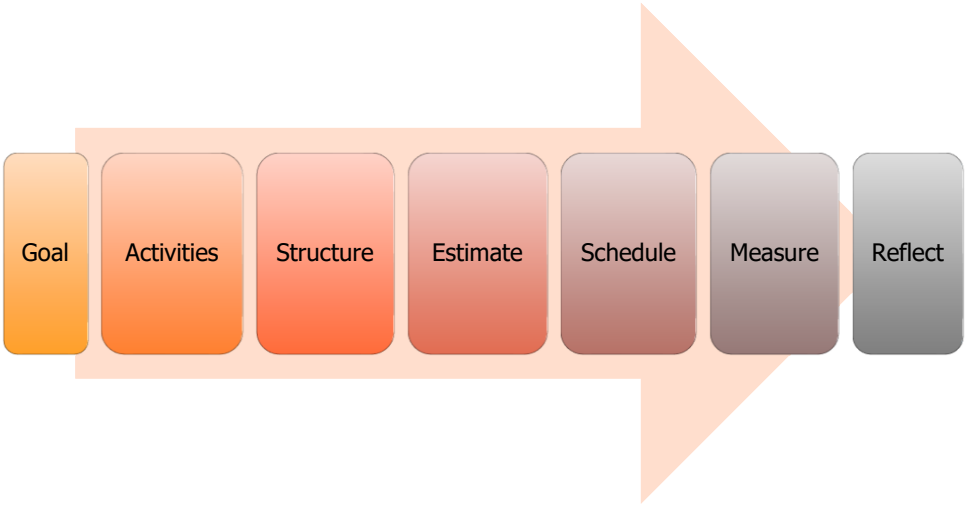
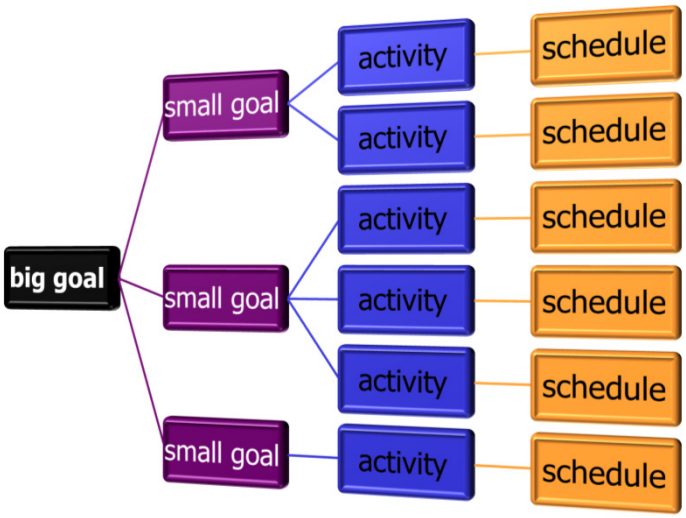
What is planning?



The Work Breakdown Structure



Rules of scheduling

- TE = BG x 2
- The Rule of 3 (daily / weekly outcomes)
- 5 out of 8
- Worst Things First (Eat That Frog)
- Alternative: Start With Candy
- Set boundaries (Time boxing)
- Define rewards (daily / weekly reflection)

From plan to implementation

- You keep track of your actual time spending
- You evaluate whether you have carried out your planned activities
- You plan again the activities which are not yet finished
- You adapt the required time spending

Braindump
- individual exercise

Write down everything that is in your head
- that needs to be done;
- that is keeping you awake at night;
- that is making you feel stressed;
- that other people should be doing for/with you;
- that you promised to do for other people;
- check your working space;
- check your private space;
- anything else consuming your time and/or energy at this moment

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Two primary factors

Urgency
- The paradigm of urgency
- Responding to what's urgent

Importance
- The paradigm of importance
- Knowing and doing what is important

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Time management matrix

Important \ Urgent	yes	no
yes	crises deadlines I Do	preparation prevention II Plan
no	interruptions III Delegate	waste IV Disappear

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"Ideal" time spending

Important \ Urgent	yes	no
yes	**Q I** **20 – 25 %** (25 – 30 %)	**Q II** **65 – 80 %** (15 %)
no	**Q III** **15 %** (50 – 60 %)	**Q IV** **< 1 %** (2 – 3 %)

General strategy

- Start at the beginning
  - Commitment to your goals (social roles, priorities in work and life, translated to specific goals and activities)
  - Schedule them in quadrant II (monthly, weekly, daily)
- Create more time for Q II by spending less time in Q III / IV
- So say 'yes' to important matters and 'no' to unimportant matters
- The more you are in Q II, the fewer things can move to Q I
- This is the difference between self-control or to be controlled

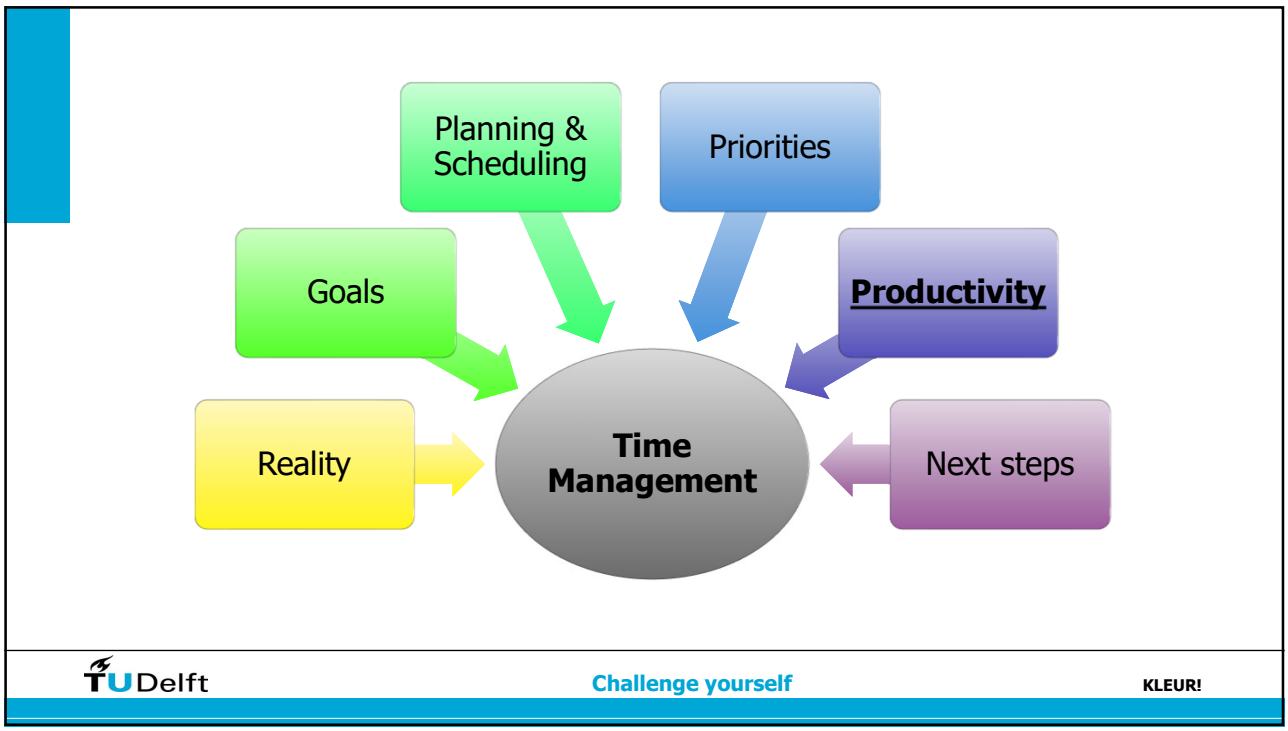
Gap analysis
- individual exercise

a. Take your last week's activities, put them in the correct quadrant
b. Take your braindump activities, put them in the correct quadrant
c. Take your personal goals, and put them in the correct quadrant
d. What do you see?
e. What can you conclude?

Do you need to change?
- individual exercise

- How should your time spending be?
- Which activities should fill your day?
- How many hours (per day/week) should you spend on each activity?

a. Fill your quadrant II with 3-5 important activities
b. Fill your agenda for next week with planning your QII activities first and according to your ideal week


Planning & Scheduling
Priorities
Goals
Productivity
Reality
Time Management
Next steps
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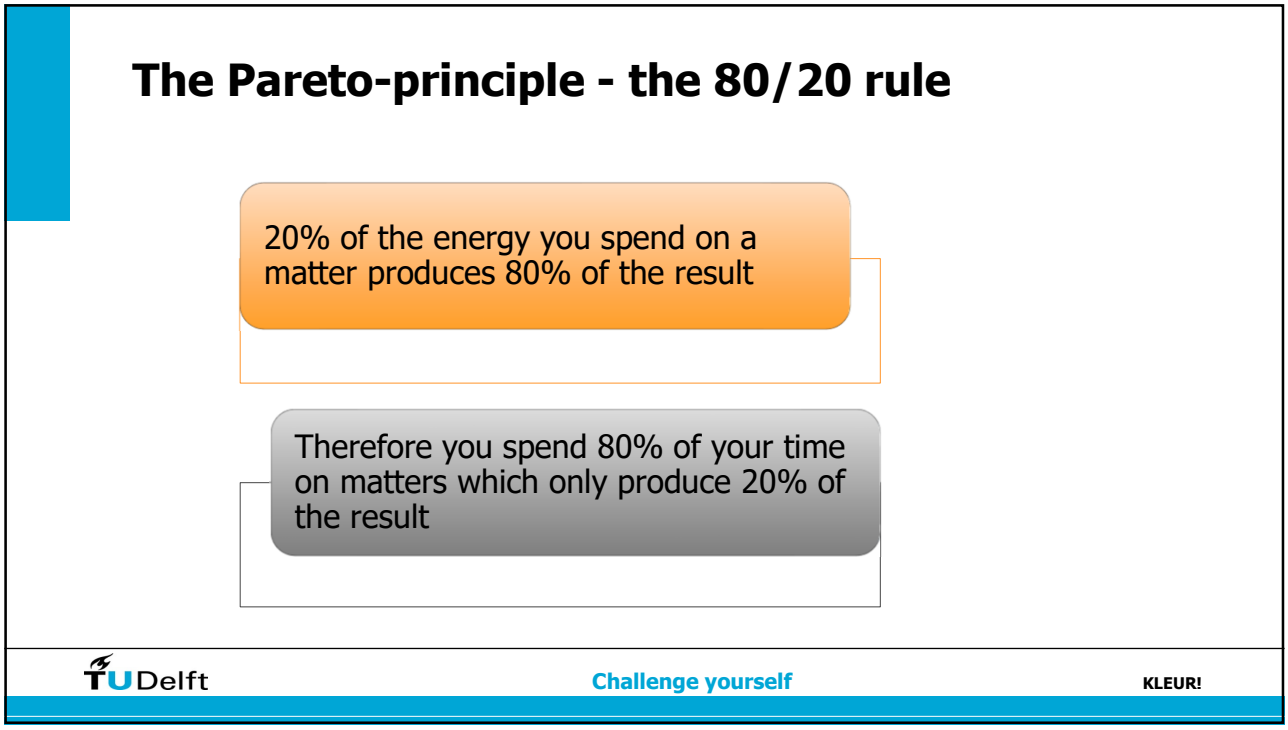
The Pareto-principle - the 80/20 rule
20% of the energy you spend on a matter produces 80% of the result
Therefore you spend 80% of your time on matters which only produce 20% of the result
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Tips & Tricks on productivity

- Use approach goals (do) instead of avoidance goals (not)
- Have a believable way of accomplishing your task
- Use "physical cues" (tangible specific steps)
- Focus on any (small) progress on meaningful work, this brings positive emotions. Positive emotions increase creativity and productivity
- Willpower is an exhaustible resource: you can wear it out. Renew your willpower through rest / health
- Use timeboxing (Pomodoro)

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Pomodoro Technique

http://pomodorotechnique.com/

1. Decide which tasks you will do
2. Set the timer to 25 minutes
3. Work on the chosen task until the timer goes
4. Take a short break
5. Every fourth "pomodoros" take a longer break (between 15 and 30 minutes)

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Next steps – exercise in breakout rooms

a. Share your filled TM matrix
b. Exchange your planning for next week
c. Discuss the changes you have made compared to last week
d. Discuss what time management tools or tips are helpful to you
e. Explore how you can help each other to stick to your plan;
   What help do you need?

Make the commitment to help each other

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Tips & tricks on effectiveness

- Set a positive goal every day, however small it may be
- Evaluate every evening if you have reached your goal
- Don't put yourself down, you can always start again
- Write down your goals and put them somewhere where you can see them daily
- Share your goals with positive minded people and visit them consciously
- Do not listen to negative thinkers
- Learn (accept) that saying 'no' is not a bad thing
- Focus on what you did reach, not on what you did not reach

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Tips & tricks on efficiency

- Plan time to do your planning
- Plan more time than you think is necessary and keep 20% - 30% open
- Plan breaks for yourself
- Write everything down, this clears your head
- Ensure the preparation of all materials and information
- Set yourself free from 'distracting' friends
- Learn to accept that everything changes constantly
- Have patience and be persevering
- Start again when having a setback
- Reward yourself when you've executed your planning

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Evaluation exercise - workbook

a. You gave yourself a grade this morning. Would you like to change your grade? What grade is realistic for you?

b. Have you reached your learning goal? What are the main take aways for you? (max 3)

c. What two words would you use to describe this course?

Conclusion

You can't buy more time. You can, however, spend it more wisely. Time is the main ingredient in life. If you value your time, others will too. If you waste your time, others will too. One of the most important factors in your consistent success is how you treat time. In order to thrive, you must spend time in things that make you strong, make you happy, and keep you growing. Think of yourself as the main manager of your time. Ultimately, you get what you spend your time in.

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Thank you!

Sandra de Koning