# Time Management

Rinsing my cottage cheese

## Saturday, October 16, 2021, 9 p.m.

### Question 1: So, what’s the problem?

Answer:

Well! I firmly believe that time management is life management.

Drawing upon my knowledge of law I want to develop procedural part of my personal time management.

I want to balance between two extremes.

One extreme is: what has been happening till now. You plan meticulously and then you allow your moods to dictate use of your time. That way, even time spent on planning is a waste of time.

Second extreme is: treating a calendar as something that is carved in stone; not allowing for flexibility at all. Had I done that I would have not been able to clear the Leiden-II exam that I have cleared today.

### Question 2: So, what do you think you should be doing? What do you think *one* should be doing?

Answer:

Well! One of my core beliefs is that it is absolutely critical to decide upon **some** approach. I further believe that almost *any* reasonable approach is better than no approach at all.

I feel, there should be **some** rule guiding your behavior.

Right now, what I feel that the calendar should be like a flight plan. It should work as a guideline or as a “preliminary plan”.

I also feel, to draw an analogy with my work on financial management earlier, in which I wrote: “there is a huge difference between borrowing from Paul to pay Peter as part of a plan, for instance to overall cost of borrowing and doing so without having a plan, as a quick fix.

I feel, the same analogy applies here. There is a huge difference between making amendments to you plan on the basis of logic, [as a refinement, like you did recently in order to pass the second course of a series of three courses from Leiden University, (you looked at the deadline of that course being Mon. 18.10; you looked at the deadline of CS50L, CS50AI, LLB S5 and rescheduled certain sittings that were allocated to one of these projects)] and not following your plan because you are not in a mood to do so, as a matter of indiscipline or worse making a plan, blocking time in calendar and then not even looking at your calendar, operating as if the calendar does not exist.

As such, if we are talking of developing the procedural part of time management, basically we should be codifying situations under which changing plans would be allowed, just like there are exceptions in law and situations when it would not be allowed.

Let’s us examine the situations that we have experienced since Mon. 04.10.2021 till now:

* **Mon. 04.10**: No amendment was needed.
* **Tue. 05.10**: Two changes: (i) **Instead of devoting both sittings to CS50AI in morning, one sitting was devoted to CS50L**, this should be corrected by checking the calendar at end of the day and in the morning. On the calendar there should only be an asterisk in the cell and then the explanation can be found in google calendar and in notes; on the project sheet NOTHING should be done; when the time has been devoted the date should be filled. (ii) **Visit to Dr. Jijina**: Since this was not an emergency, the visit could have been planned.
* **Wed. 06.10**: **Lessons**: (i) 0400-0430: Admin: Right now, you have not blocked any time for admin activities. Even if you look at value chain analysis Firm infrastructure, HR, Technology Development and Procurement are like admin activities. In the context of personal productivity management things such as time management, organizing, accounting, current awareness, health, meditation are some such activities and you need to decide upon some policy to block time for these activities. (ii) Festival: There are two things: (a) you did not mark that this was a festival; (b) if you mark it properly then it is very much possible that despite it being a festival you could have accomplished your goals. It’s like what happened on Thu. 14.10 when Aneeta rationalized her not picking up Manu’s phone because she was worshipping and you observed that by proper planning that could have been managed. (iii) Danish: The only question is: was that visit planned.
* **Thu. 07.10**: Plan was: CS50AI: 4 hours, Leiden-II: 4-hours. Actual: CS50AI: 4-hours, Leiden-II: 1-hours, Time Management: 3.5 hours. Lesson: Block time for administrative activities including time management proactively.
* **Fri. 08.10**: Plan as per plan of 02.10: CS50L: 2 hours, CS50AI: 2 hours, LLB Classes: 4 hours 🡺 Revised as per para 3.2 of amendment of 07.10: Actual: Leiden-II: 3 hours, LLB classes: 3 hours
* **Sat. 09.10**: Plan as per plan of 02.10: CS50AI: 4-hours; LLB classes: 4-hours 🡺 Revised as per para 3.2 of amendment of 07.10: Actual Leiden-II: 5.5 hours, LLB classes: 3-hours
* **Sun. 10.10:** Plan as per plan of 02.10: CSL50L: 2; CS50AI: 2, Leiden-II: 4 🡺 Revised as per para 3.2 of amendment of 07.10: Actual Leiden-II: 6.5 hours; Movie: Raid: Lesson: (1) Block time for recreation and do it at that time only. (2) **Review course schedule proactively**: Noticed notification regarding Honors Assignment of Leiden-II examination at 7.30 p.m. and changed visit to Bajrang: Be proactive.
* **Mon. 11.10:** Leiden-II: 9.5 hours
* **Tue. 12.10:** Visit to BGI, Smart commuting
* **Wed. 13.10:** Originally 4 hours were allocated to CS50AI and 4-hours to Leiden-II but entire 8 hours went to time management. **Lesson**: Block time proactively for time management.
* **Thu. 14.10:** Original Plan: CS50L: 2 hours, CS50AI: 2-hours, Leiden-II: 4-hours 🡺 Rescheduled on Thu. 07.10; 8.5 hours devoted to Leiden-II: **Lessons**: Did not block time for Kanjak Festival; Impulsive visit to temple; and more important to Rambabu Ke Paranthe, you were also willing to go to SRB
* **Fri. 15.10:** Dushera Festival. Original Plan: CS50AI: 4-hours, LLB: 2-hours, Leiden-II: 2 hours: Actual: Leiden-II: 6.5 hours **Lessons**: (1) Did not remember LLB classes and did not allocate 4-hours, (2) Did not remember festival.
* **Sat. 16.10:** Original plan: CS50L: 2 hours, CS50AI: 2-hours, LLB classes: 4-hours; Actual: Leiden-II: Final Revision and exams: 3.5 hours, Time Management: 3 hours. **Lesson**: Block time for time management.
* **Sun. 17.10:** Original plan: CS50AI: 4-hours, L-3: 4-hours