



# Time management

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# Exercise 1

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*Write down everything you have done today  
from 7 / 8 am... - 6.30 pm*

# Exercise 2

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do a TODO list for tomorrow

# Tips & Tricks

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# T1: Task list

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- written
- in mind
- use tools



✓ Checklist

# T2: Eat that frog [Brian Tracy]

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Mark Twain once said that if the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the *worst* thing that is going to happen to you all day long.



- Your "frog" is your biggest, most important task, the one you are most likely to **procrastinate** on
- The one task that can have the greatest positive impact on your life and results at the moment

Procrastinate = delay or postpone action

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“How do you eat an elephant?”



Answer: One bite at a time!”

# T3: *ABCDE* Method

**A**

This is something that you *must* do. Divide: A-1, A-2,... A-1 is the ugliest frog

**B**

A task that you *should* do; never do a "B" task when there is an "A" task left undone

**C**

something that would be *nice* to do, but with no consequences at all; having coffee with friend

**D**

something you can *delegate* to someone else

**E**


something that you can *eliminate* altogether and it won't make any real difference



# Exercise 1

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Review everything and add a tag: A, B, C, D, E



PLEASE, PLEASE,  
PLEASE,  
be honest !

Determine score: (no of A)

- Similar for B, C, D, E



Go to **www.menti.com** and use the code 6669 2193

# Let's see results!

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?:

- People dependent on your schedule
- People affect / change your schedule (disturb)
- Phone

# T4: Prioritize

- Priority lists: vital, important, needed, wished

## The Eisenhower Matrix

	URGENT	NOT URGENT
IMPORTANT	<b>DO</b> <i>Do it now.</i>  <i>Emergencies</i> <i>Pressing Clients</i> <i>Deadline driven projects</i>	<b>SCHEDULE</b> <i>Decide when to do it.</i>  <i>Long-term business planning</i> <i>Calling back a client</i> <i>Replying to a specific email</i>
NOT IMPORTANT	<b>DELEGATE</b> <i>Who can do it now?</i>  <i>Booking a trip</i> <i>Scheduling interviews</i>	<b>DELETE</b> <i>Purge task.</i>  <i>Social media</i> <i>Working on a dead project</i>

# Exercise 2 - REDO

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- I have to do my lab
- Today, after lunch, at 2pm I will allocate 2 hours, undisturbed to do it

- re-order in terms of importance

- find extra time

Important / urgent

# T5: NO Procrastination

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(avoid doing a thing, delay, postpone)

**Recommend: TED TALK - [Inside the Mind of a Master Procrastinator, by Tim Urban](#)**

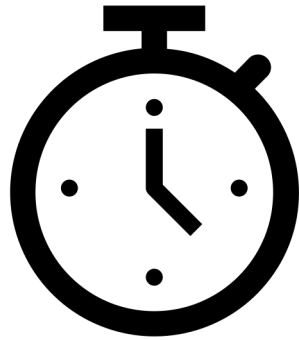
# T6: Learn to say NO

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- How to say „no”
- Negotiate
- delegate (postpone /to another person)

# T7: Set time constraints

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# T8: Use tools

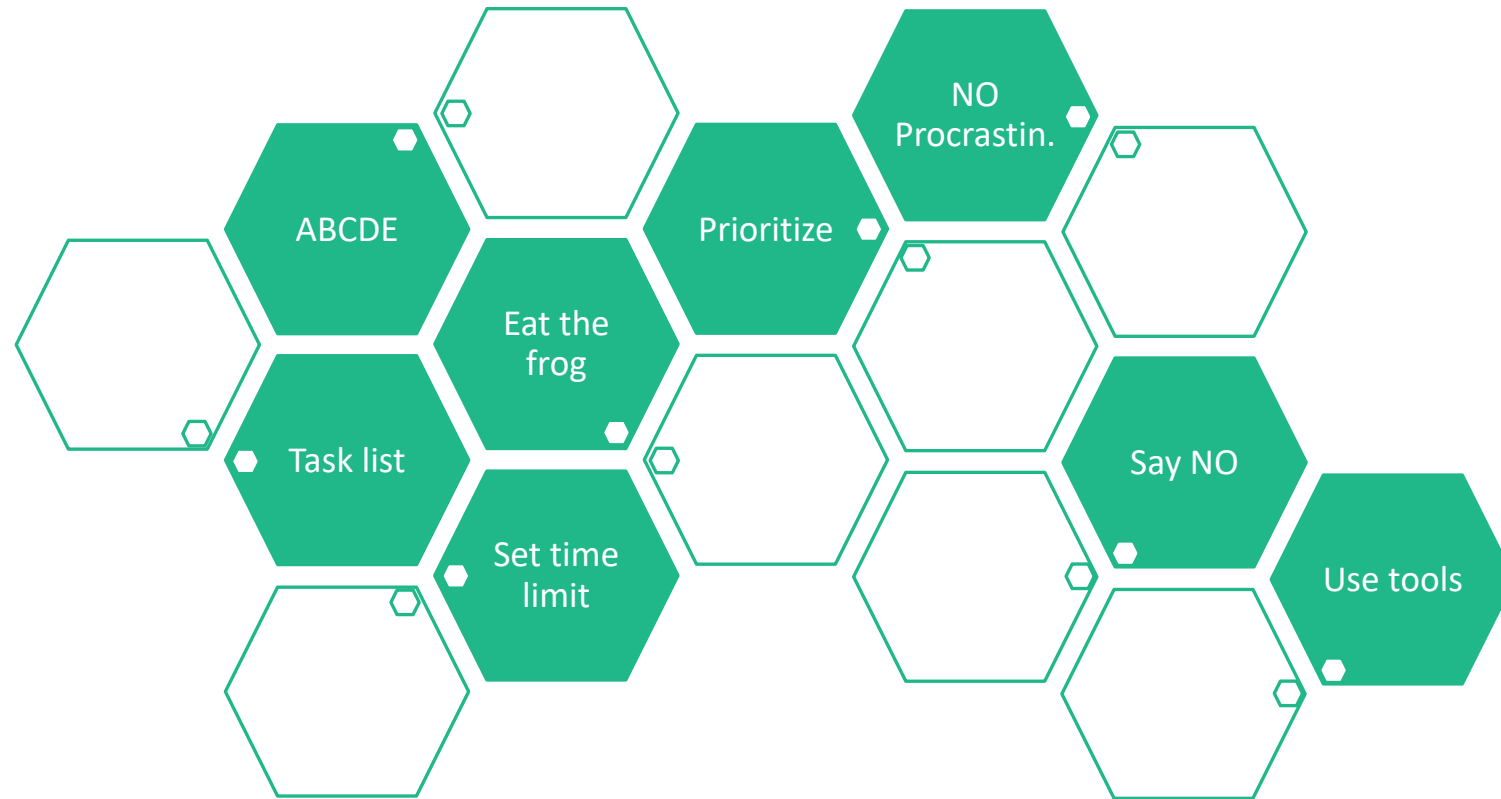
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- alarm
- calendar
- reminders
- Google tasks
- activity logs
- etc.



Survey <https://forms.office.com/r/EHm2Kxeq4i>

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# What will you gain?

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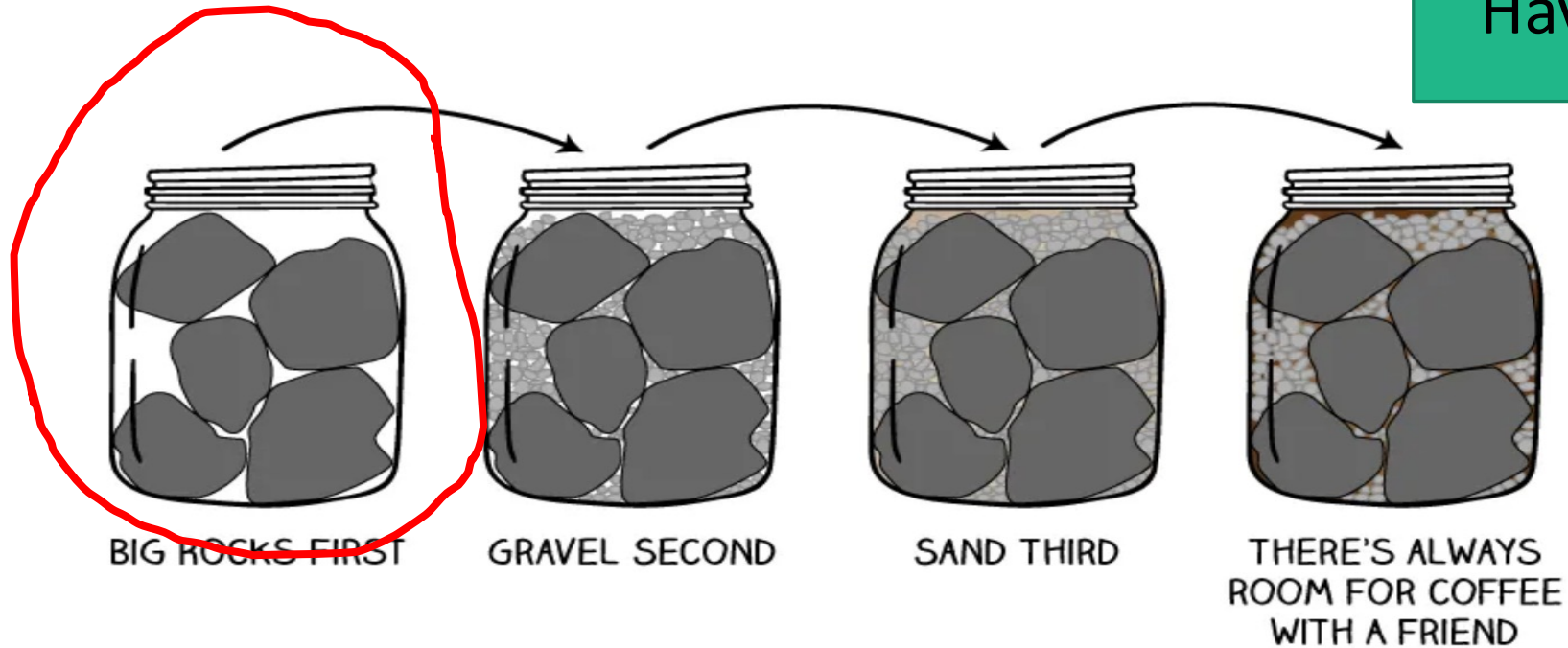
Extratime

# What to do with it?

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- Solve the Glass Jar Riddle:

Have a long term goal



# Use gap time:

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- reading

- listen  
podcasts

- develop new  
skills (soft  
skills)

- learn a  
language

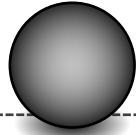
- talking to  
friends

- sport

# Exercise 3 – 10 teams

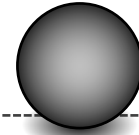
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# Problem Definition



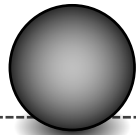
## **Challenge**

Enter your own text here.



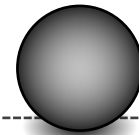
## **Idea / Solution**

Enter your own text here.



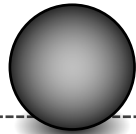
## **Objectives (3)**

Enter your own text here.



## **Phases**

Enter your own text here.



## **Resources**

Enter your own text here.

# Contest – exercise 3

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*Thank you for using your time  
for learning  
today  
with me!*