



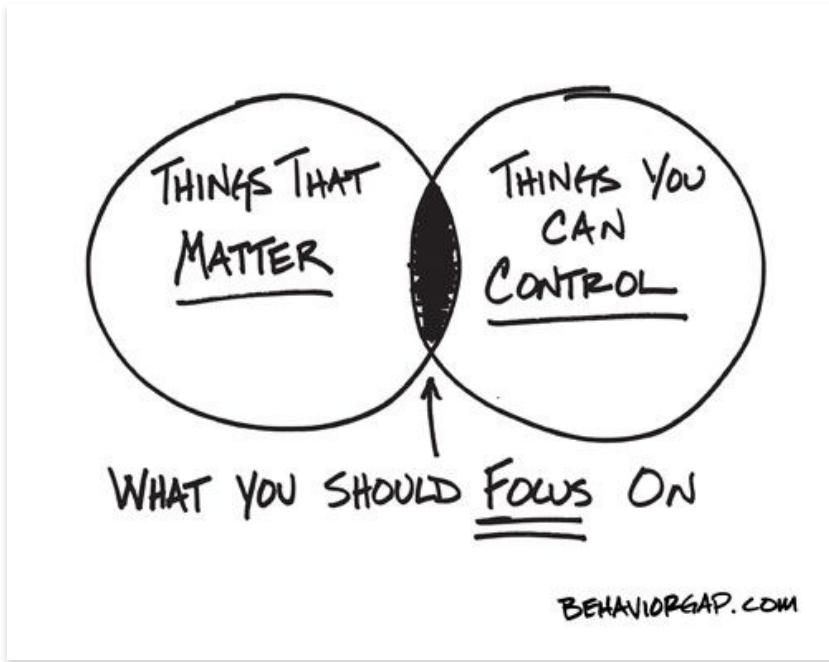
# Focus, Planning & Time Management

# Lecture Flow

- Focus
- Planning and Time Management



# Focus



# What is Focus?

- Ability to control our attention
- Excluding unrelated thoughts, ideas, feelings, and sensations from the mind

# Why is Focus Important?



Many mistakes without focus



Our daily job needs attention

# Why Do We Need Focus?



Focus directs your attention  
to only one task



Quicker decisions and  
information processing

# Why Do We Need Focus?



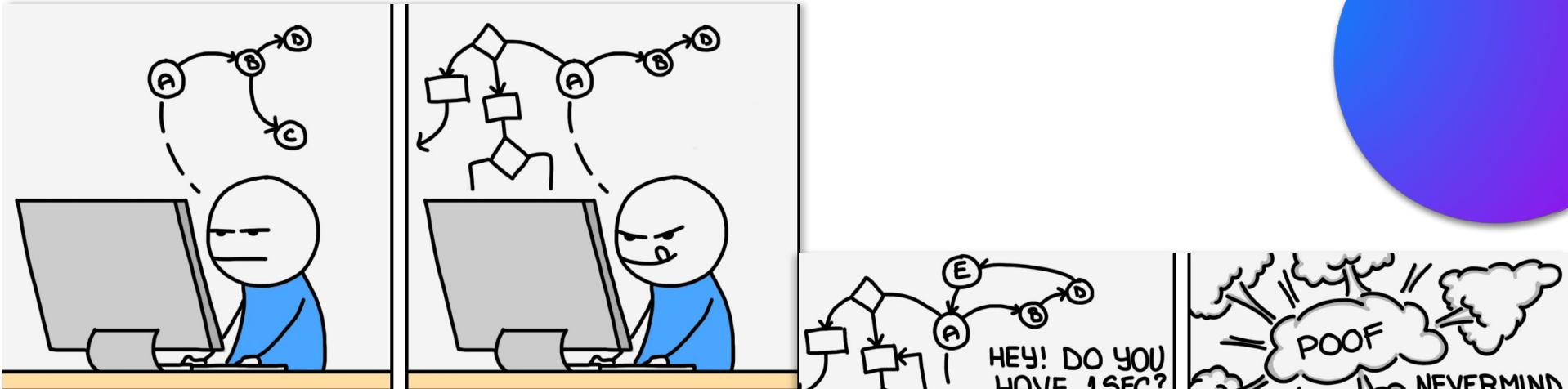
First step to get into the optimal **flow state**



Peak state where we perform our best

# Flow State

- Deep and immersive engagement in an activity
- Characterized by **intense focus, complete absorption** in the task at hand, and a heightened sense of **awareness**.



# Distracting Factors

Hunger



Tiredness



Lack of Sleep



# Distracting Factors

Laptops, Mobile Phones



Social Media



Notifications



# Get Rid of Distractions

Eat enough food



But not too much



Get enough sleep



# Get Rid of Distractions

Turn off the pop-up notifications



Put your phones away



# Time Management & Planning



# Time Management

The process of organizing and planning how to divide your time between different activities.

Get it right, and you'll end up working smarter, not harder, to get more done in less time – even when time is tight and pressures are high.

# Continued..

Often, the issue is we are not clear about our journey. As a result, we are inconsistent with our actions.

Understand your **journey** and act **deliberately**.

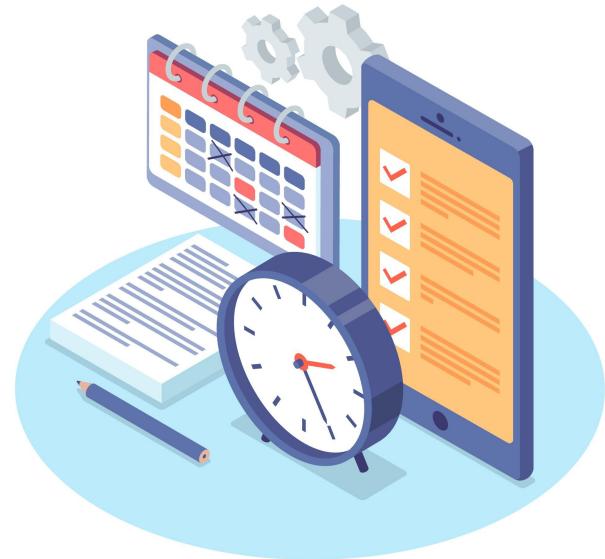
# Plan - to achieve anything



# How do you plan?

- Define clear objectives
- Break down tasks Strategically
- Prioritize based on impact
- Create realistic timelines
- Adaptability and continuous improvement

**N.B:** When planning make sure you have  
**'SMART'** goals.



# SMART Goals

S



## SPECIFIC

Make your goals specific and narrow for more effective planning.

M



## MEASURABLE

Define what evidence will prove you're making progress and reevaluate when necessary.

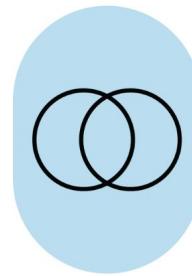
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## ATTAINABLE

Make sure you can reasonably accomplish your goal within a certain time frame.

R



## RELEVANT

Your goals should align with your values and long-term objectives.

T

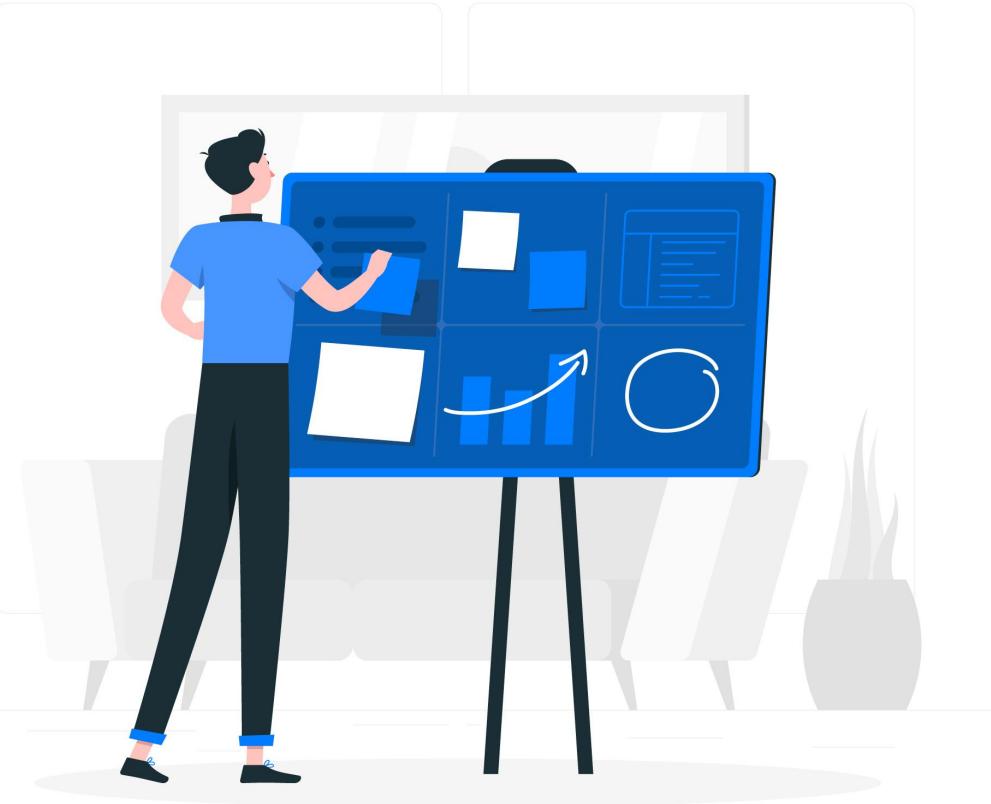


## TIME-BASED

Set a realistic ambitious end-date for task prioritisation and motivation.

# The components of the plan

- ✓ What?
- ✓ How?
- ✓ When?
- ✓ Deadline?
- ✓ Where?



# Example Plan

# Personal Learning Plan - Mastering Graph Algorithms

## What?

- **Topic:** Graph Algorithms
- **Objective:** Gain a comprehensive understanding and proficiency in applying graph algorithms for problem-solving.

## When?

- **Start Date:** Feb 10, 2025
- **Execution:** Two hours every weekday

## Where?

- **Location:** Abrehot Library
- **Learning Platform:** Online courses, interactive coding platforms, and personal coding environment like Freecodecamp, Leetcode, and Codeforces

## How?

1. **Week 1 (Feb 10-17)**: Basics of Graphs and Representation
  - Daily Learning Sessions (1 hour):
    - Introduction to Graphs
    - Types of Graphs
    - Adjacency Matrix and List
  - Practice (1 hour):
    - Implement graph representation in code
2. **Week 2(Feb 17 - 14)** ...

## Deadline?

- Goal Completion and Self-Assessment: Mar 10, 2025
- Reflection and Next Steps: Mar 11, 2025

# Best Practices

- Reflect and iterate on your schedules
  - Schedules are actually just map of a reality, not reality. So, your schedules must be reviewed and updated.
  - Don't be confused whenever your plan doesn't work out. Iterate and work on your understanding of the tasks and the reality.

# Best Practices - Continued

- You can't do everything. **Prioritize.**
- Understand Your Peak Productivity Hours:
  - Identify the times of day when you are most productive and alert. Plan your most critical or challenging tasks during these periods to optimize your efficiency.

# Best Practices - Continued

- Use Visual Tools for Clarity
  - If you are a visual learner, leverage visual planning tools such as mind maps, diagrams, or charts.
- Schedule Time for Self-Care
  - Integrate time for self-care and relaxation into your plan. This could include breaks, exercise, or activities that rejuvenate you. A well-balanced plan considers both productivity and well-being.

# Quote of the day

“Until you make the unconscious conscious, it will rule your life and you will call it fate.”

– Carl Jung