Time Management

Overview

- Importance
- Procrastination
- Task Planning
 - Eisenhower Matrix
 - Task Distribution & Delegation
- Project Planning: Gantt Charts
- Assignment

Eisenhower Matrix

What?

- Time-management framework
 - Helps prioritising a list of tasks or agenda items
 - Focuses on categorising items according to their urgency and importance
- Attributed to the American military officer Dwight D. Eisenhower

"I have two kinds of problems, the urgent and the important."
The urgent are not important, and the important are never urgent."



Eisenhower Matrix

Example

urgent (time related) important important B Important (goal related) not urgent urgent **NECESSITY** QUALITY Cnot important not important not urgent urgent DECEPTION WASTE OF TIME

Eisenhower Matrix

Example

urgent (time related) important important Important (goal related) **not** urgent urgent **NECESSITY** QUALITY Cnot important **not** important urgent **not** urgent DECEPTION WASTE OF TIME

B Design of experiment, planning Paper revision (with close Ask for advance payment for deadline) new laptop Interrim report submission Reading literature (work related) (deadline close) Plan a holiday Delegation to idle students Taking a PM workshop Application submission Dentist appointment (check-up) Dentist (with tooth ache) Doing sports, social activities Order supplies, restock Emails (most of them) (doing sports) (joke...) Adminstrative work Procrastiation activities



Get car washed

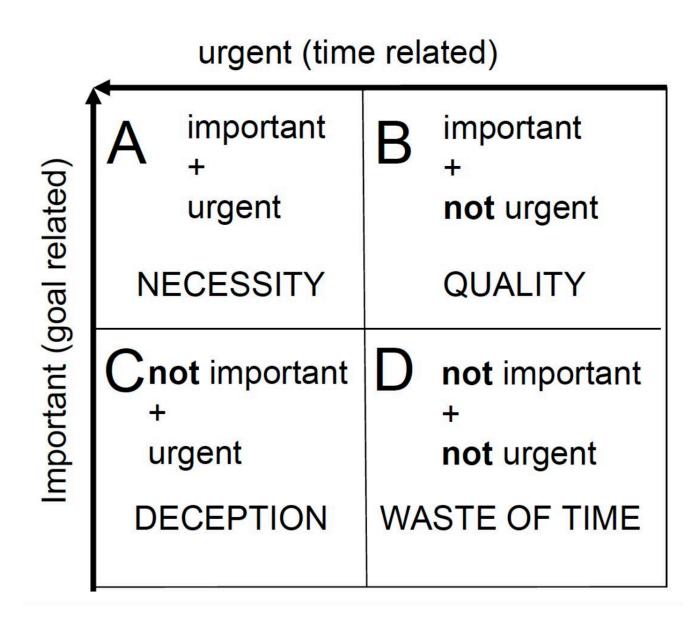
Important (goal related)

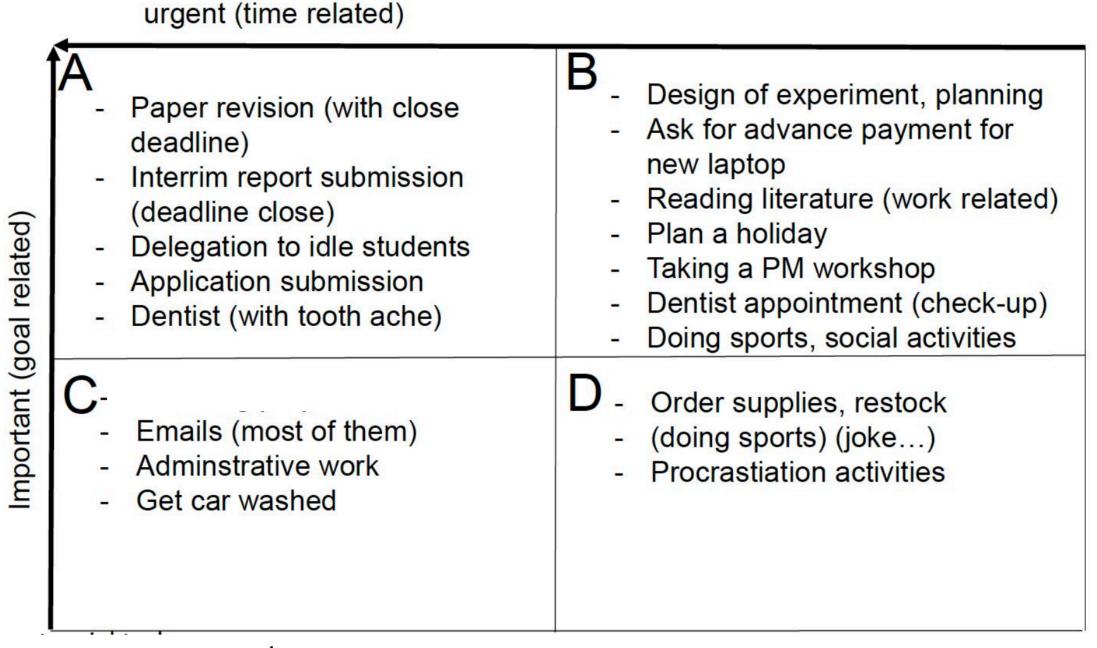
urgent (time related)

Task 2

Team Work (~ 10 min)

- Write down a list of 15-20 study-related tasks/activities that you and your pair have to handle this week as a team
- Classify your activities in the quadrants of the Eisenhower matrix





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