

Time Management

Overview

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

Procrastination

What?

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- The act of **delaying something that must be done**, often because it is unpleasant or boring
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 - the Latin verb *procrastinare* — to put off until tomorrow
- **Unnecessarily postponing** things for so long that **it harms your interests**
 - the Greek word *akrasia* — doing something against our better judgment

Procrastinators

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 - **Fear** of being **judged or ashamed**
 - Consume too much time in the **details** => projects are finished in a **hurry** => commit mistakes causing **more fear** of judgment

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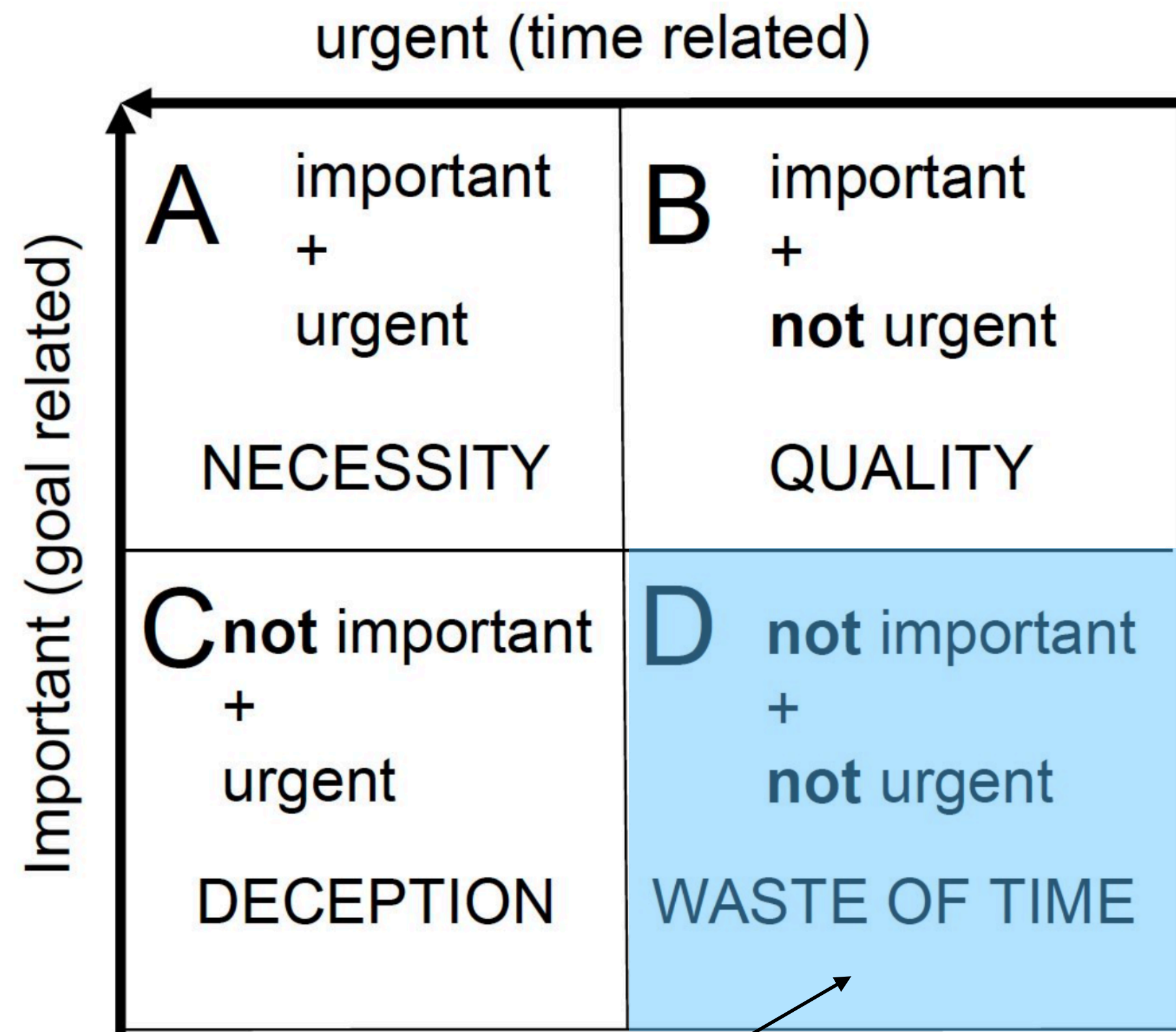
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- **Lucky?** Procrastinators
 - Believe they only **work well** when they are **under pressure** => **postpone** their tasks => **too late** / at the limit of accomplishing the required work

Recognising Procrastination

Importance



Procrastination activities

- Avoid situations such as:
 - Becoming **overwhelmed** with workload
 - Experiencing **difficulty concentrating**
 - Expressing **negative beliefs**
 - **Pushing back** on responsibilities
 - **Not participating** in group discussions
 - **Skipping** meetings

Task 1

(~ 2 min)

- Work individually (~1 min):
 - Write down three kinds of activities (study-related) for which you suffer from procrastination
 - Number them 1–3 in order of severity
- Work as a team (~ 1 min):
 - Show the result to your partner and discuss whether you recognise each other's problems
 - Did you identify common problems? Indicate which ones.