Time Management

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Time Management **Tips**

- **Set Goals:** give your work meaning

- **Be proactive:** Focus on one thing at a time

- **Avoid Deadline Stress**: do a good planning

- **Timeboxing**:

  - **Track Time:** Get a Tracker

  - **Unplug**: Take breaks

  - **Avoid distractions**: Disable notifications

PARETO Analysis

The goal of Pareto analysis is to help you prioritize tasks that are most effective at solving problems.

- **List some of the problems you are facing**. For example, maybe your grades are slipping.

- **Identify the root cause of each problem**. Maybe your grades are slipping because you spend too much time on social media.

- **Assign a score to each problem:** Assign higher numbers to more important problems

- **Group problems together by cause:** Group together all the problems caused by spending too much time on social media.

- **Add up the score of each group:** The group with the highest score is the issue you should work on first.

- **Take action.**
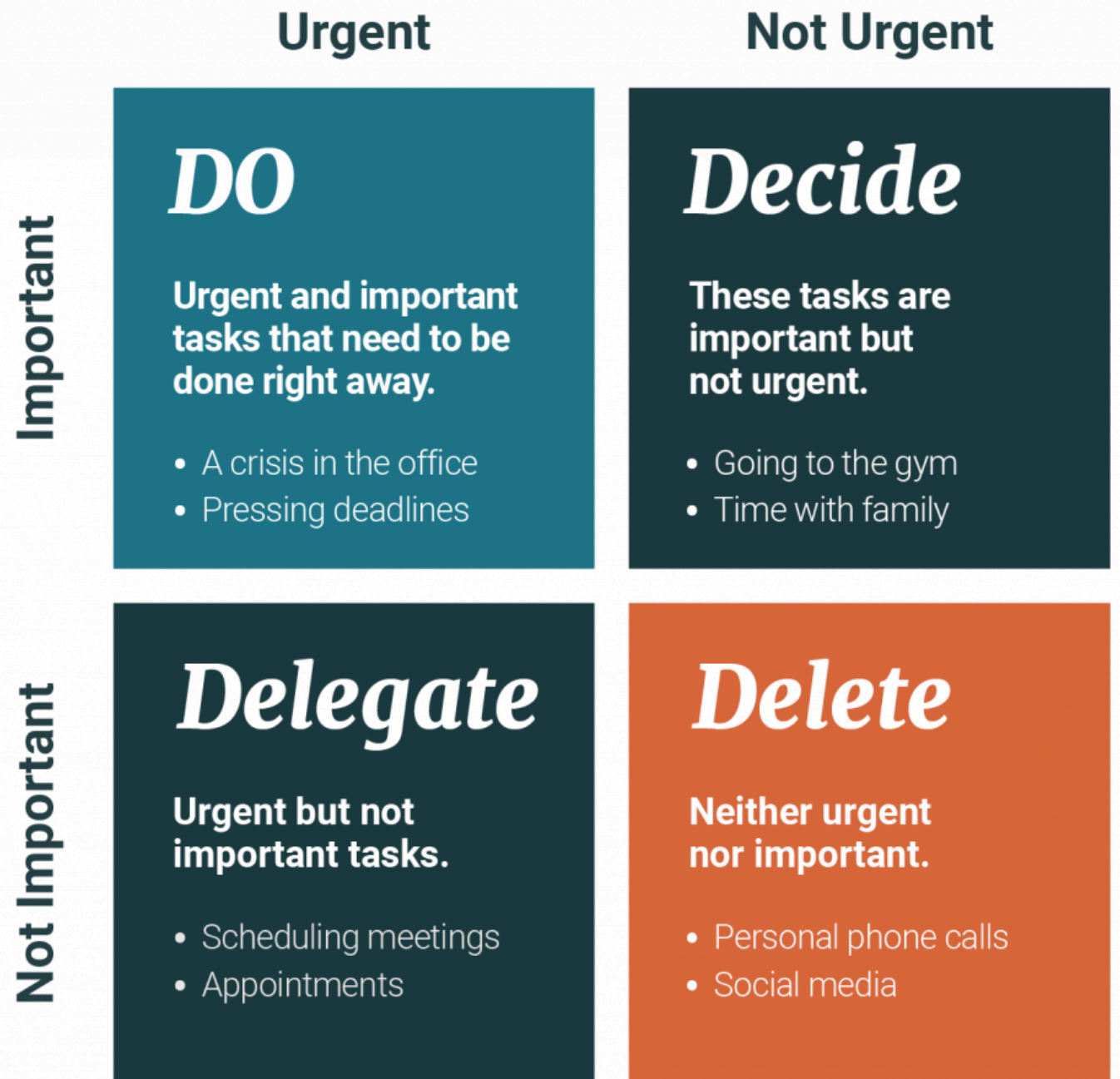
What is **Pomodoro©** **Technique** 🍅

Pomdoro is a "timeboxing" technique:

1. 📋 Pick a task

2. ⏱️ Set a 25-minute timer

3. 🔴 Work on your task until the time is up (NO DISTRACTIONS)

4. 🟢 Take a 5 minute break

5. 🏖️ Every 4 pomodoros, take a longer 15-30 minute break

Eisenhower Matrix

Organize your tasks into four separate quadrants, sorting them by important vs. unimportant and urgent vs. not urgent.

Urgent tasks are those we feel need to get done immediately. **Important** tasks are those that contribute to your long-term goals or values. Ideally, you should only work on tasks in the top two quadrants

	Urgent	Not Urgent
Important	**DO** Urgent and important tasks that need to be done right away. • A crisis in the office • Pressing deadlines	**Decide** These tasks are important but not urgent. • Going to the gym • Time with family
Not Important	**Delegate** Urgent but not important tasks. • Scheduling meetings • Appointments	**Delete** Neither urgent nor important. • Personal phone calls • Social media

Parkinson's Law

"work expands so as to fill the time available for its completion."

- **Try working without a computer charger**. This will force you to finish a project before your computer dies.

- **Get it done early.** Instead of finishing an essay by midnight, try to get it done by noon.

- **Set a deadline.** Give yourself a set time to do something *—and then cut it in half.*

- **Limit time for tasks.** Give yourself only 20 minutes in the morning to answer emails.

Time Blocking Method

From the moment you wake up, assign each time block in your day to a task.

- **Divide a piece of paper into two columns**. On the left, write down each hour of the day and create blocks of time such as half-hour or hour chunks.

- **Estimate the time** it's going to take to complete each of your tasks and fit them into your time blocks.

- **Add buffer times** in between each time block to allow for adjustments during the day.

Getting Things Done (GTD) Method

- **Capture the actions that have your attention:** These actions are tasks that can relate to anything from work to school to your personal life.

- **Clarify what they mean**: Decide whether the tasks that have your attention are actionable or not. If an item is not actionable, ignore it for now. If the item is actionable, do it, delegate it, or set it aside.

- **Organize your actions:** Prioritize your list according to what you need to get done when.

- **Reflect**: Review your list of actions frequently to determine your next priority. Cross off tasks you have accomplished and update your list.

- **Engage**: Take the actions you can complete right now.

Pickle Jar Theory

- **The sand:** This represents disrupting elements of your day, such as phone calls, text messages, emails, social media, etc.

- **The pebbles:** This represents tasks that need to be completed, but can be done on another day or by someone else.

- **The rocks:** These are the most important tasks that need to get done today

Make a **task list** starting with the rocks and ending with sand (if time permits). Include an honest time estimate next to each. Try not to plan more than six hours of an eight-hour working day. This will leave buffer time for the pebbles and sand.

Eat That Frog

- Get clear on a goal. What do you want to achieve most?

- Write it down.

- Set a deadline.

- Compile a list of things you need to do to achieve your goal.

- Organize this list in order of priority. The most important items are probably the most difficult. These are your "frogs."

- Take action. If you have more than one frog on your plate, eat the nastiest one first.

- Repeat this cycle every day so that you're always doing something that will push you toward your goal.

"Eat a live frog the first thing in the morning and nothing worse will happen to you the rest of the day." - *Mark Twain*

Which is your technique?

Technique	Type of person		
Pareto Analysis	Problem solvers	Analytical thinkers	
Pomodoro	Creative thinkers		
Eisenhower Matrix	Critical thinkers		
Parkinson's law	Procrastinators	People who work well under pressure	
Time Blocking	Analytical thinkers		
GTD Method	People who struggle to focus on one thing at a time		
Pickle Jar Theory	Visual people	Concrete thinkers	
Eat That Frog	Abstract thinkers	People with long-term goals	

Time Tracking **tools**

- Toggle Track

- Pomodor

- clockfy.me

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