

correlation.:one
TECH FOR JOBS



SESSION GOALS

- Understanding practical time management between myth and practice
- Defining motivation, energy, and chronotypes for enhanced productivity
- Is our set up setting us up for success and sustained willpower?

Key Definition

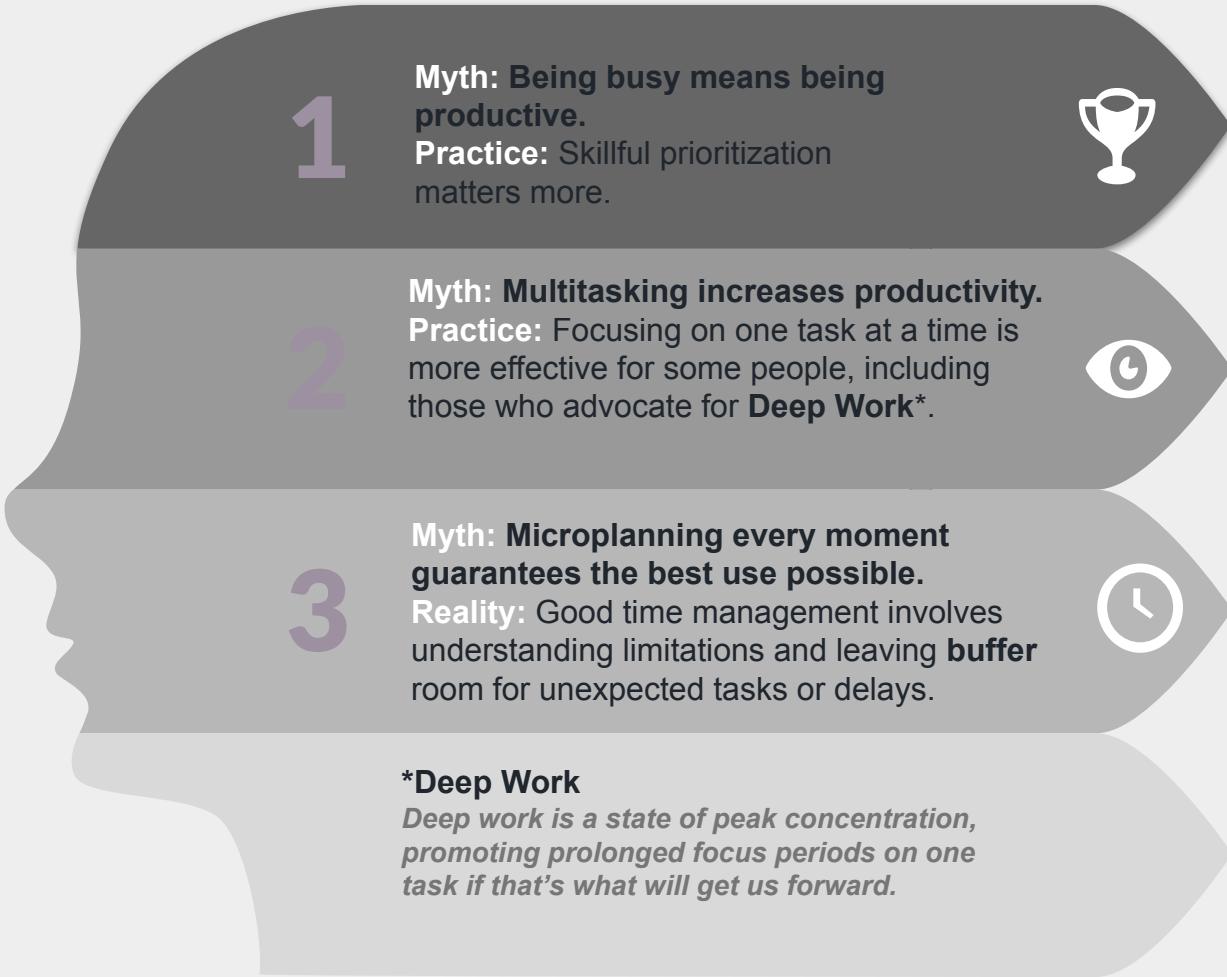
Time Management

The skill of prioritizing tasks while **accurately estimating their duration, enabling realistic scheduling, and preventing overcommitment.**



Myths vs. Practice

What stories do we tell ourselves about time management?



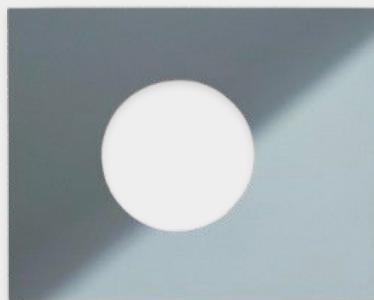
*Deep Work

Deep work is a state of peak concentration, promoting prolonged focus periods on one task if that's what will get us forward.

Why Most Time Management Advice Fails

Well-intended advice can still:

- ▼ • Ignore individual workflow differences
- ▼ • Assume one-size-fits-all solutions work
- ▼ • Rely on willpower rather than set up
- ▼ • Disregard workplace constraints
- ▼ • Promote unrealistic optimization



 **"Trying to fit a square into a circle"**
metaphorically represents mismatched management approaches.

What Can Be a Better Start?



Setup vs. Willpower:

2-3x

Better results with setup design

Designing a system can beat willpower and achieve better results even when we're down.



Chronotype Impact

When someone says they're a night owl or an early bird, it's not only a metaphor.

Research shows that our morning or evening preference is largely determined by genetics.

400%

Productivity Variation

Based on Circadian Research



Unplanned Work Reality:

Knowledge workers*
face 40-60%
unplanned work.

Based on Harvard Business Review (HBR) Data

***Knowledge workers** are individuals, such as doctors, software developers, lawyers, and researchers, make their living through mental rather than physical labor.

What Can Be a Better Start?

Morning Chronotype *Known as Early Birds*

Peak Hours
5-7am
Most Productive
Before noon
Best For
Analytical tasks early
Career Advantage
Traditional 9-5 roles

The majority of us



Evening Chronotype *Known as Night Owls*

Peak Hours
6-10pm
Most Productive
Late afternoon/evening
Best For
Creative work at night
Career Advantage
Flexible/remote work

Key Definition

Procrastination

Workplace/career procrastination is the habitual delay of high-priority professional tasks in favor of lower-priority activities, despite knowing the negative consequences.

It's characterized by postponing essential responsibilities until urgency forces action, often resulting in rushed work, missed deadlines, and increased workplace stress.

Example

Morning Intent

Planning to tackle important tasks "later in the day".

Mid-day Diversion

Focusing on low-priority, easier tasks instead

End-day Rush

Urgent completion under pressure

Professional Costs

- **Missed** deadlines and opportunities
- **Compromised** work quality
- **Increased** workplace stress
- **Damaged** professional relationships

Sometimes, procrastination and time mismanagement patterns aren't so obvious.

They can be disguised as business or even
productivity, too.



Analysis Paralysis

Example

X has been researching Master's degrees for years. This person knows a lot about universities, scholarships, and majors, but never actually applied because there might be something better, or they need more time to research.

Analysis Paralysis

Endless research, planning, and learning without taking action. In terms of time cost, hours are spent on theoretical preparation instead of practical implementation.

Career Symptoms

- Endless research without implementation
- Perfectionist fear of making the "wrong" choice
- Procrastination disguised as strategic planning.

Reclaiming Control and Finding Willpower

Procrastination

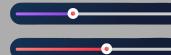
- **Define clear stop points:** Set decision deadlines- not just task deadlines.
- **Create milestone timelines:** it's not only done or undone- the steps on the way count.
- **Implement decision time limits**

Define Clear Stop Points

2Day

Decision Deadline

Create Milestones



Halfway there

Time Check

4H



Time spent

“

Time Check Questions

- ⌚ Time spent so far?
- 🎯 Value gained vs time invested?
- ⚡ Ready for action now?

"Remember that your job is not who you are, it's just what you're doing on the way to who you will become."

— Oprah, Media Practitioner, Educator and Author

Perfectionism

Example

Y spent weeks debating font sizes and tweaking margins on a single cover letter. During that time, many interesting positions closed, but Y felt like it's justified since their cover letter is not good enough. "Perfect" becomes the enemy of "done."

Perfectionism

An excessive and rigid need to achieve flawlessness. It results in spending hours refining minor details that don't impact outcomes.

Career Symptoms

- Spending excessive time on planning to make things "perfect"
- Harshly judging own performance and that of others
- Difficulty accepting constructive feedback

Reclaiming Control and Finding Willpower

Perfectionism

Practical Time Solutions

Set Time Limits

Set Time Limits

30Mins

Minutes per
Review

Define "Done"



Completion
criteria met

Warning Signs

1H+ 

On minor edits

Maximum 30 minutes per review cycle

Define "Done"

Create clear completion criteria

Use Timers

Set strict time boxes for tasks

Time Warning Signs

- Spending >1 hour on minor edits
- Missing deadlines due to endless revisions
- Regular overtime for routine tasks

“

Perfectionism rarely begets perfection, or satisfaction - only disappointment.

— Ryan Holiday, Author and Podcaster

Perfectionism is procrastination masked as “quality control”.

— Unknown

Time Positivity

Example

Z's "just 5 minutes" request is a **complex task needing real discussion**. Their optimistic time estimate strained leaves Z feeling abandoned and their colleague feeling disrespected for enforcing boundaries. The take a "quick look" wishful thinking often damages workplace trust.

Time Positivity

Time positivity refers to an overly optimistic or unrealistic outlook about how much can be accomplished within a given timeframe, and deeply ingrained belief that "just 10 minutes" is a meaningful and long unit of work time.



Career Symptoms

- Consistently scheduling "quick X-minute meetings" that inevitably run longer.
- Promising to "take a quick look" at complex problems, underestimating the attention they require
- Cramming important tasks into small time gaps, resulting in rushed, incomplete, or error-prone work

Time Positivity

Reclaiming Control

Boundary-Setting Practices

- Respond to "quick look" requests with clear scoping questions
- Provide realistic time frames instead of accepting rushed deadlines
- Schedule focused work blocks protected from interruptions
- Create standard response templates for common time-pressure situations

Better Time Communication Instead of saying:

- "I'll take a quick look" → "I'll review this properly tomorrow morning"
- "Just 5 minutes" → "This needs about 30 minutes for proper discussion"
- "I can squeeze it in" → "Let's schedule dedicated time for this"

“ What’s your favorite time-related quote? Share with us on Live Chat!

Workout With Us

⌚ Is Time Money? 💰

Reflect & Share



Which apps are your top ones?

Take note of your most-used applications



Any surprises?

Did the time spent match your expectations?



What would you change?



DID YOU SAY SOMETHING?



iPhone Users

1. Go to Settings
2. Tap Screen Time
3. Tap See All App & Website Activity

Android Users

1. Go to Settings
2. Find Digital Wellbeing
3. Tap the Chart

Our Collective Time Spending

LinkedIn Usage



Only 17% of Jordanian social media users are on LinkedIn. 33% of them are women.

76%

6.4 million Jordanians have social media accounts (of all ages)

77%

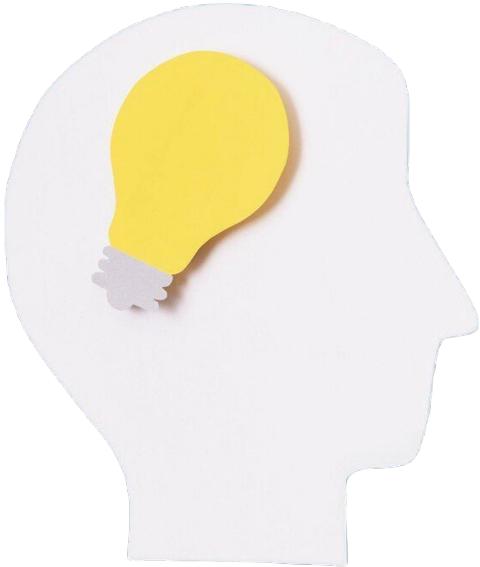
Access the internet via mobile devices

6M

Are active gamers

Break Time 😎
Coming back in 10 minutes 🤘

Growth Mindset for Career Success



Growth Mindset

- I can be good at anything
- I try until I get the results I want
- I embrace challenges
- I welcome feedback and criticism
- I feel like learning about things I don't know

Fixed Mindset

- I'm only good at certain things
- I give up if it's too hard
- I hate challenges
- I take criticism personally
- I don't like to do what I don't know



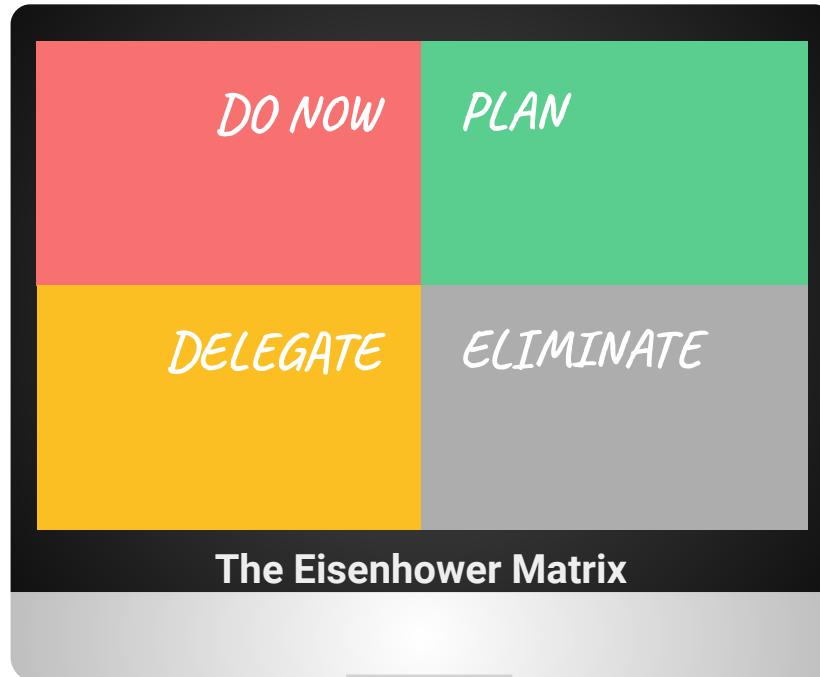
Struggling to Say Yes/No to Tasks (or People)?

Urgent

Do Now: Respond to job offer, notify of task completion.

**Not Important
Right Now**

Delegate: Choosing plants for the office (absolutely great, but you could get some help with that).



Not Urgent

Plan: follow ups after a networking event.

Unnecessary

Eliminate: a certain consuming meeting that could have certainly been an email.

~~Not Self Help~~, Setup Design



Create Default Responses

Build personal FAQs for common situations

Example: Email templates, meeting responses, status updates



Implement Friction Points

Set clear boundaries for time-wasting activities

Example: 15-minute timer for social media, 2-attempt rule for tasks



Automate Repetitive Tasks

Leverage software for routine activities

Example: Calendar scheduling, task reminders, data backups



Design Environment

Create spaces that promote focus

Example: Dedicated work area, notification settings, desk organization



Build Fail-safes

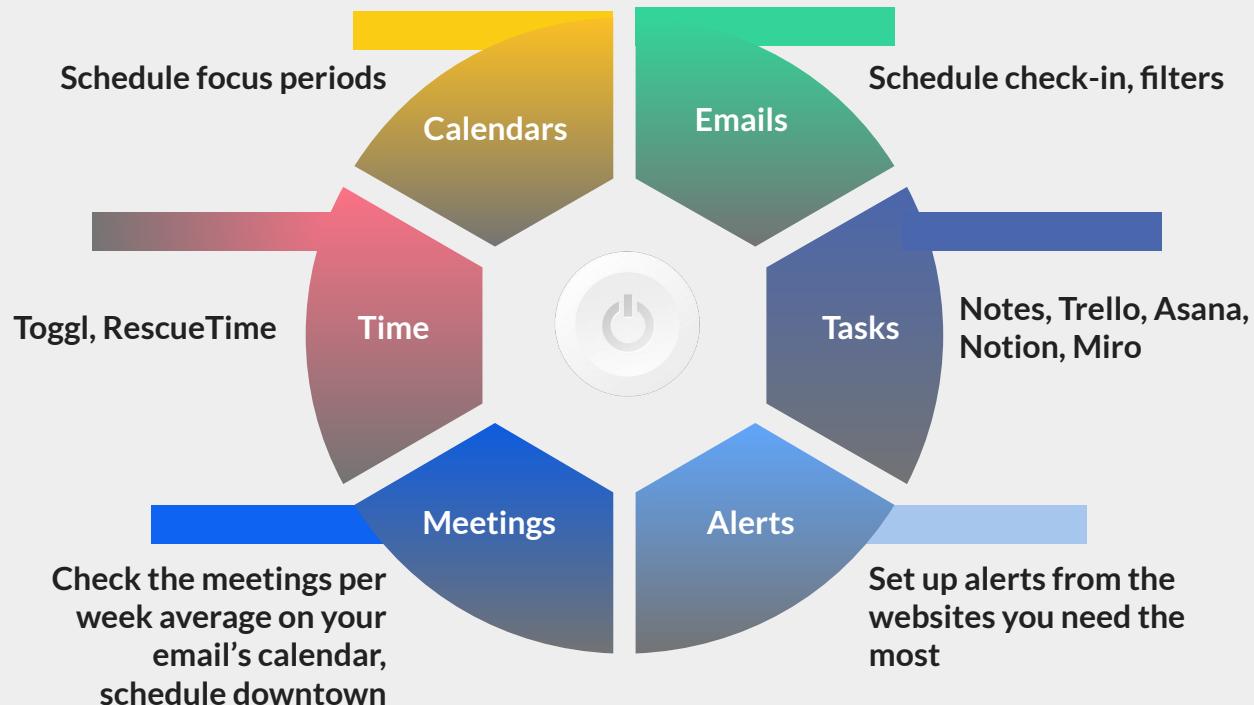
Plan for inevitable human error

Example: Backup systems, Review processes, Safety nets



Digital Tools That Work

- Schedule complex tasks during peak energy hours
- Keep in mind that some people do better with an analog watch and a notebook rather than apps—just make sure you communicate task progress to others.
- Plan around your natural productivity cycles
- Maintain clear boundaries between work and personal time
- Build recovery time into your schedule



Job Search Time Management

Dedicated Hours

E.g Friday 3-6PM,
Saturday 9-11AM,
Weekdays 7-9PM

Template Materials

Drive Folder with CV, 2-3 cover letter variants and emails intros, follow ups.

Maintain a Spreadsheet

Job Title	Organization	Date Applied	Deadline	Outcome	Notes
Job 1 (hyperlink)	Company X	Date	Date	No response	None
Job 2 (hyperlink)	NGO X	Date	Date	Interview request	Online



Closing Thoughts

20-25 Minutes for Context Change After Relocating to Work in a Different Setup or after an interruption.

Account for rest times. You might get a lot done when tired, but you won't give what you actually can.



Change the setup and surrounding before you change behavior.

Account for learning curves: It will take time and various stages to build new habits and learn new things.

This Week's Assignment

★ Do you recognize any of the time procrastination patterns?

Reflect on how, when, and where you observe these patterns in your daily life.

🛠 Assets (optional/recommended):

- ✨ Take time to reflect.
- 📄 Review your daily habits and schedule.
- 📱 Assess how much time you spend on social media.
- 📝 Note: Write a brief reflection in no more than one paragraph.

🌐 The Assignment:

Submit a written reflective paragraph on the Training Site. The trick is to distill everything and make it communicative.

Deadline: Before next week's session.

Looking forward to your reflections! 😊

Q&A: *All questions are good questions!*