prep week: time management

time management basics

The following exercise contains the following subjects:

● time management

Instructions

1. listen and summarize the information from the course.

2. answer the questions:

1. what is the best way to learn something? Why do you think this is?

2. What are the main point of the philosopher Seneca regarding our time?

3. Is investment is a good analogy for using our time in your opinion?

4. What is the main way to make sure you are not overloaded?

5. Why the morning is important from a time management perspective?

6. Why personal development is important for time management?

7. Explain the SAVERS model

8. what is the flow state? What are the main characteristics?

9. How to achieve flow state?

10. What is the correct measurement for a productive day? What is it not?

11. What should you invest your time in? What should you be working on?

12. When you decide what to invest your time in, what is important for to do while you work on it?

13.   What would you like to invest the most of your productive time on? Why?

14.   How to make sure you handle your goal? What is important to create?

15.   How many tasks you should have on a daily basis? Why?

16.   Why it seems that there is no enough time? What is the solution?

17.   What is the 80/20 rule? What is the other 80/20 rule?

18.   What is the pickle jar theory?

19.   Read about time management tools: everhour, timeCamp etc. use them!

20.   Read about the pomodoro method.

3. send me the answers in pdf format to yishain11@gmail.com. Later in the course you will upload the answers to moodle.

08-6852146 ☎
office@appleseeds.org.il ✉
www.appleseeds.org.il 🌐

עמותת תפוח
טשרניחובסקי 3, רמלה
מיקוד 7244402

עמותת תפוח
Appleseeds
جمعية التفاح