



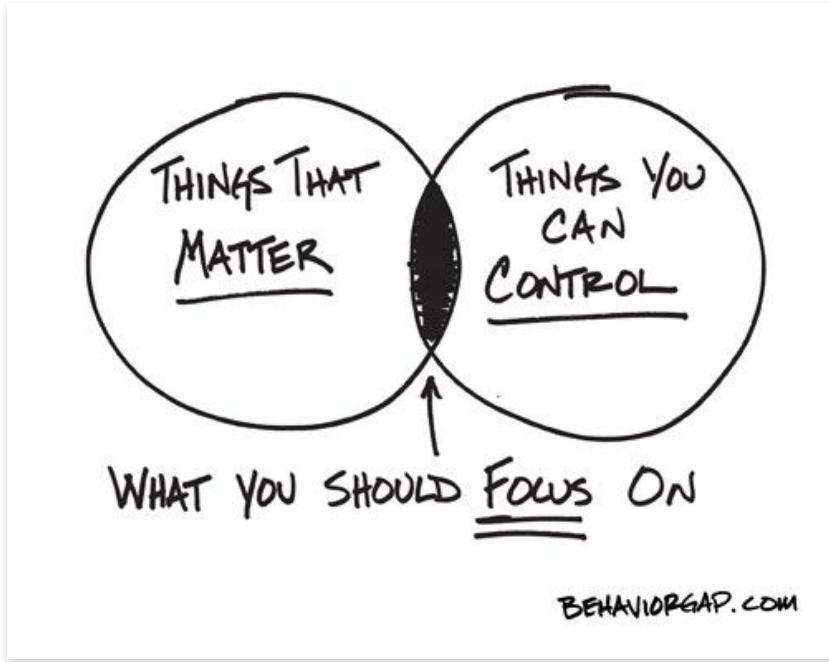
Focus, Planning & Time Management

Lecture Flow

- Focus
- Planning and time management



Focus



What is Focus?

- Ability to control our attention
- Excluding unrelated thoughts, ideas, feelings, and sensations from the mind

Why is Focus Important?



Many mistakes without focus



Our daily job needs attention

Why Do We Need Focus?



Focus directs your attention
to only one task



Quicker decisions and
information processing

Why Do We Need Focus?



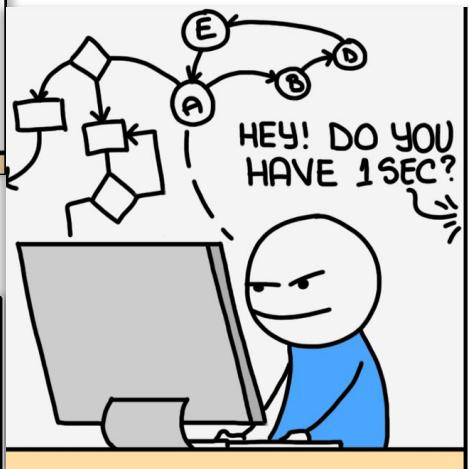
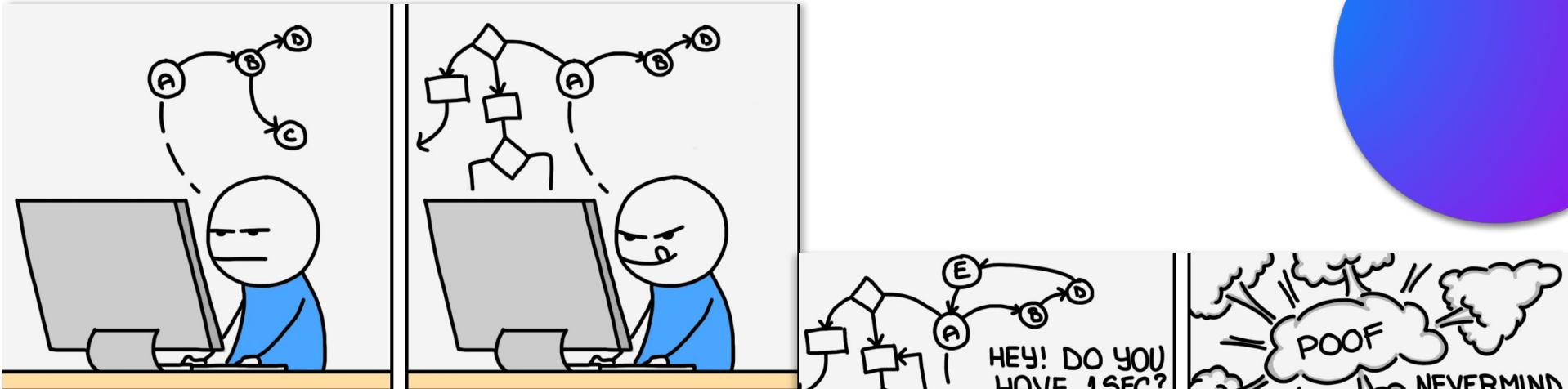
First step to get into the
optimal **flow state**



Peak state where we
perform our best

Flow State

- Deep and immersive engagement in an activity
- Characterized by **intense focus, complete absorption** in the task at hand, and a heightened sense of **awareness**.



Distracting Factors

Hunger



Tiredness



Lack of Sleep



Distracting Factors

Laptops, Mobile Phones



Social Media



Notifications



Get Rid of Distractions

Eat enough food



But not too much



Get enough sleep



Get Rid of Distractions

Turn off the pop-up notifications



Put your phones away



Time Management & Planning



Time Management

The process of organizing and planning how to divide your time between different activities.

Get it right, and you'll end up working smarter, not harder, to get more done in less time – even when time is tight and pressures are high.

Continued..

Often, the issue is we are not clear about our journey. As a result, we are inconsistent with our actions.

Understand your **journey** and act **deliberately**.

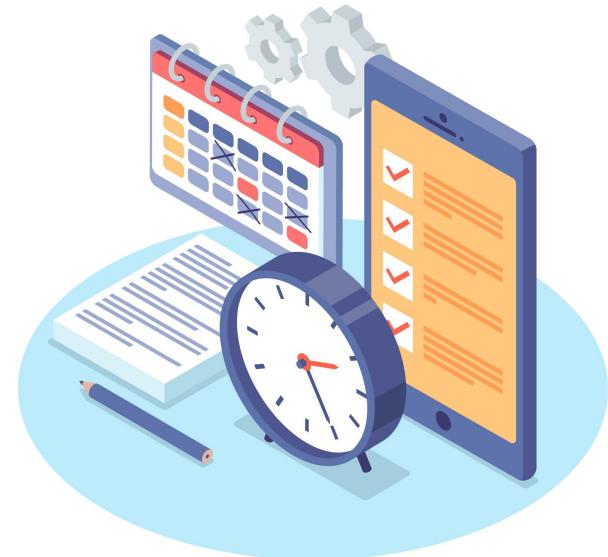
Plan - to achieve anything



How do you plan?

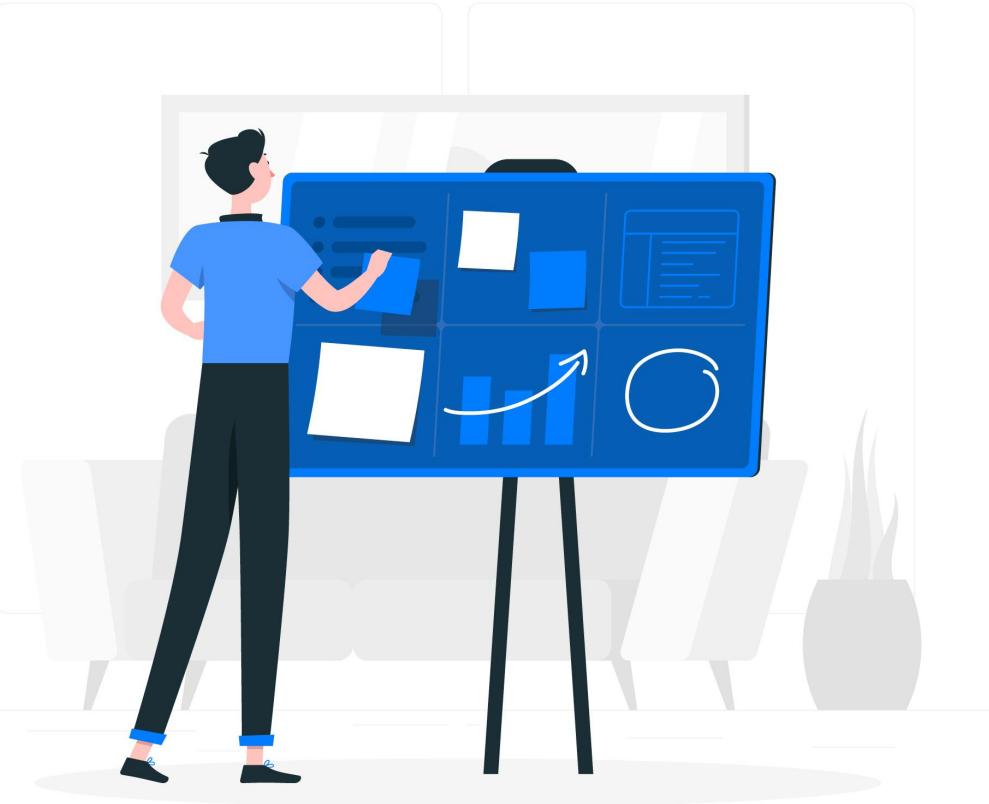
- Define clear objectives
- Break down tasks Strategically
- Prioritize based on impact
- Create realistic timelines
- Adaptability and continuous improvement

N.B: Make sure your plans are ‘SMART’.



The components of the plan

- ✓ What?
- ✓ How?
- ✓ When?
- ✓ Deadline?
- ✓ Where?



Example Plan

Personal Learning Plan - Mastering Graph Algorithms

What?

- **Topic:** Graph Algorithms
- **Objective:** Gain a comprehensive understanding and proficiency in applying graph algorithms for problem-solving.

When?

- **Start Date:** Nov 30, 2023
- **Execution:** Two hours every weekday

Where?

- **Location:** 5 Kilo library
- **Learning Platform:** Online courses, interactive coding platforms, and personal coding environment like Freecodecamp, Leetcode, and Codeforces



How?

1. **Week 1 (Dec 1-7): Basics of Graphs and Representation**
 - Daily Learning Sessions (1 hour):
 - Introduction to Graphs
 - Types of Graphs
 - Adjacency Matrix and List
 - Practice (1 hour):
 - Implement graph representation in code
2. **Week 2 (Dec 7 - 14) ...**

Deadline?

- Goal Completion and Self-Assessment: Jan 31, 2024
- Reflection and Next Steps: Feb 1, 2024

Best Practices

- Reflect and iterate on your schedules
 - Schedules are actually just map of a reality, not reality. So, your schedules must be reviewed and updated.
 - Don't be confused whenever your plan doesn't work out. Iterate and work on your understanding of the tasks and the reality.

Best Practices - Continued

- You can't do everything. Prioritize.
- Understand Your Peak Productivity Hours:
 - Identify the times of day when you are most productive and alert. Plan your most critical or challenging tasks during these periods to optimize your efficiency.

Best Practices - Continued

- Use Visual Tools for Clarity
 - If you are a visual learner, leverage visual planning tools such as mind maps, diagrams, or charts.
- Schedule Time for Self-Care
 - Integrate time for self-care and relaxation into your plan. This could include breaks, exercise, or activities that rejuvenate you. A well-balanced plan considers both productivity and well-being.

Quote of the day

“Until you make the unconscious conscious, it will rule your life and you will call it fate.”

– Carl Jung