

# Time Management

## (and Really Important Things)

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Time Management

### Overview

- How to use your time best?
- How to manage stress?
- What is really important?
- Concluding remarks

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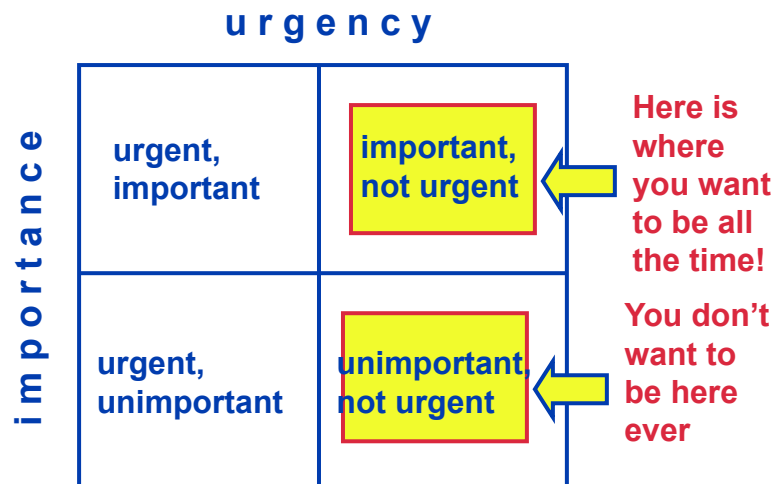
## How to use your time most efficiently?

- Try to plan for chunks of quality time
- Make appointments with yourself
- Know when to refuse a request (for review, committee membership, etc.)
- Four quadrants approach

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## The four quadrants approach (Covey)



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## How to use your time most efficiently?

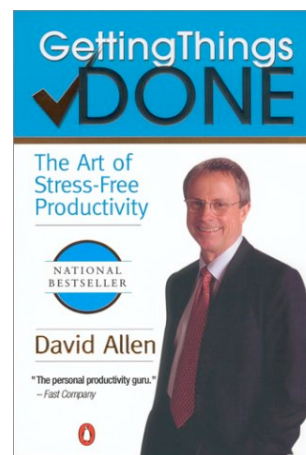
- When teaching, set a time limit for preparation (e.g., one day preparation for each lecture)

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## Getting Things Done Approach (GTD)

- One of the most popular time management approaches, developed and propagated by David Allen
- David Allen (2002) **Getting Things Done: The Art of Stress-Free Productivity**, Penguin



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## Getting Things Done: Main Points

- We worry too much about too many trees and we do not see the whole forest
- Organize your goals and manage your life in 5 steps: collect-process-organize-review-do
- Capture anything that has your attention
- Define actionable things into outcomes and next steps
- Organize reminders by categories, based on how and when you need to access them
- Keep current with your goals and actions by reviewing your commitments on “6 horizons”

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## Getting Things Done: Horizons

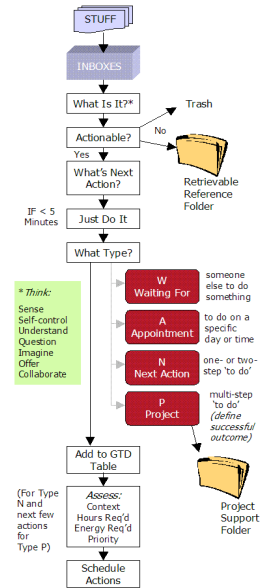
- 50,000 ft – Life
- 40,000 ft – 3-5 year vision/strategy
- 30,000 ft – 3-5 year goals and direction
- 20,000 ft – Areas of responsibility and focus
- 10,000 ft – Current projects
- Runway – Current actions
  
- Build a tree of goals-projects-actions on the basis of this analysis. Maintain it regularly.

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## GTD: Workflow and software

- GTD defines a specific workflow, which should be followed
- A GTD workflow can be maintained just with card/paper/pencil
- There are many articles how to maintain it using computer tools as components – excell, todo lists, etc
- Best approach is to have a software, which explicitly supports GTD like Life Balance

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## How to manage stress?

- There is no doubt that you will need some stress management technique!
- Working 8am-6pm (well, six days a week then 😊) is not as bad as it seems, as long as you use your time efficiently
- Work hard but also “play hard”
- Find something that allows you to relax (sports, yoga, fishing, dance?)

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## **What is really important in your life?**

- Need a guiding light
- That guiding light will give you solid foundations for everything else
- People are much more important than things and than professional success
- A really important among people is your family!
- Beware "never a good time to have children/family"

## **Concluding remarks**

- "If you do what you love and love what you do, you'll never work another day in your life"
- How to get and stay motivated?
- Simple "motivators" like "I won't have ice cream until I have finished this section of the paper" work surprisingly well