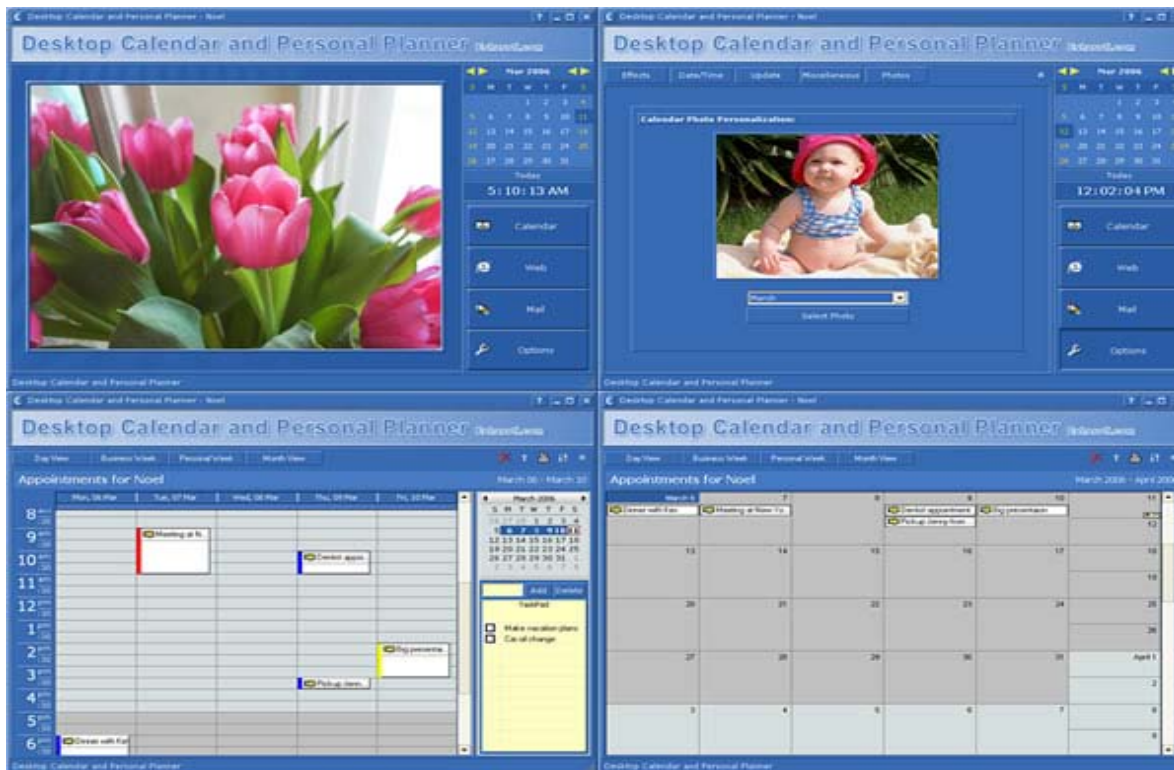


# Time Management



# Time Management

- You can't manage time, it just is.
  - You really manage your activity during time.
- David Allen, 2001



# Time/Task Management

Covey and his co-authors offered a categorization scheme for the hundreds of time and task management approaches that they reviewed:

- First generation: Reminders
- Second generation: Planning & Prep & Goals
- Third generation: Planning, Prioritizing, Controlling.
  - Clarifying values and priorities.
- Fourth generation: Efficient and proactive.
  - Importance > urgency.

# Time Management Matrix

	Urgent	Not Urgent
Important	<b>I</b>  Activities: <ul style="list-style-type: none"><li>▪ Crises</li><li>▪ Pressing problems</li><li>▪ Deadline-driven Projects</li></ul>	<b>II</b>  Activities: <ul style="list-style-type: none"><li>▪ Prevention, PC Activities</li><li>▪ Relationship Building</li><li>▪ Recognizing New Opportunities</li><li>▪ Planning, Recreation</li></ul>
Not Important	<b>III</b>  Activities: <ul style="list-style-type: none"><li>▪ Interruptions, Some Calls</li><li>▪ Some Mail, Some Reports</li><li>▪ Some Meetings</li><li>▪ Proximate, Pressing Matters</li><li>▪ Popular Activities</li></ul>	<b>IV</b>  Activities: <ul style="list-style-type: none"><li>▪ Trivia, Busy Work</li><li>▪ Some Mail</li><li>▪ Some Phone Calls</li><li>▪ Time Wasters</li><li>▪ Pleasant Activities</li></ul>

# I RESULTS:

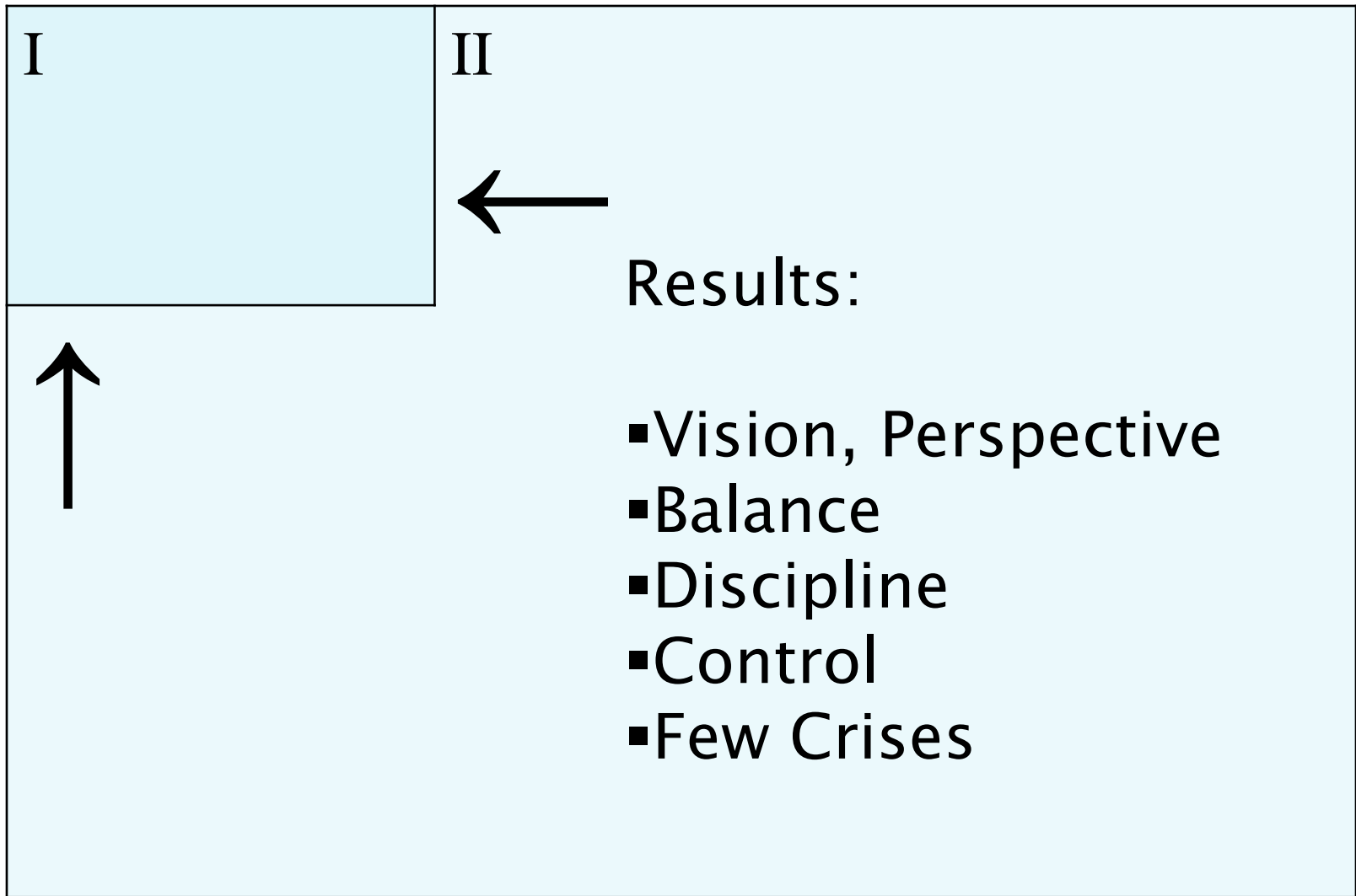
- Stress
- Burnout
- Crisis Management
- Always Putting Out Fires

II

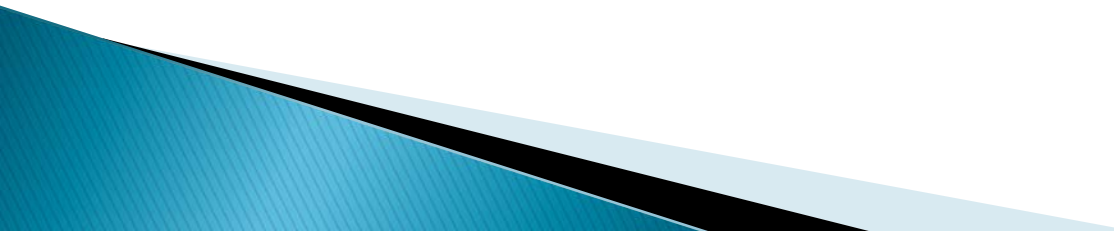
IV

III

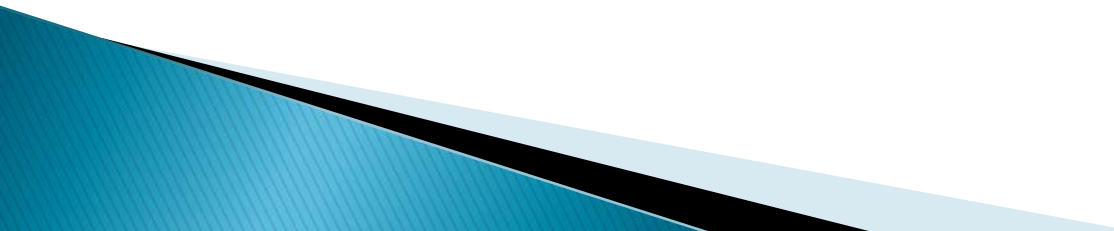
I	II
III RESULTS: <ul style="list-style-type: none"><li>▪ Short-Term Focus</li><li>▪ Crisis Management</li><li>▪ Reputation-Chameleon Character</li><li>▪ See Goals and Plans as Worthless</li><li>▪ Feel Victimized, Out of Control</li><li>▪ Shallow or Broken Relationships</li></ul>	IV



# First

- ▶ **Review your values**
  - ▶ **Select your goals**
- 

# Next

- ▶ **Schedule external events**
  - ▶ **Schedule “YOU” time**
- 

# Pareto Analysis

- 80:20 Rule

- 80% of productivity done in 20% of the time
- 80% of time, only 20% production



# POSEC

- Prioritize
- Organizing
- Streamlining
- Economizing
- Contributing



# Prioritizing Tasks

- The Eisenhower Method

TASKS	URGENT	NOT URGENT
IMPORTANT	<i>done immediately/personally</i>	<i>end date/personally</i>
UNIMPORTANT	<i>delegated</i>	<i>drop</i>



# Another tool for prioritizing

## ABC Method

- A: Urgent and important
- B: Important but not urgent
- C: Neither urgent nor important
  - Some force-rank B's into either A or C.



# Personal Time Assessment

- Activity Log
  - Auditing your use of time
    - changes in energy–Circadian rhythms
      - Post lunch coma!
    - Alertness
    - Effectiveness



# But I only have 15 minutes, what can I FIT?

- FIT
  - 15 minutes at home vs. 15 minutes between classes
    - You don't start a 10 hour project if you have 15 minutes

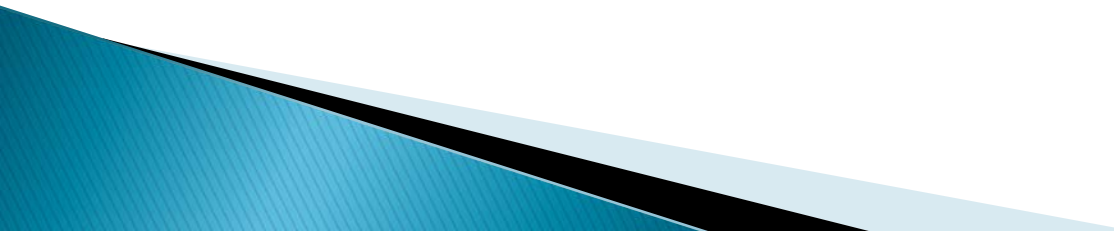


# Effective Planning

- Weekly/Daily planning
  - Detail the when, where, what, and how for each task
  - Back-up plans



# Review Prior Planning

- What worked & what didn't work
  - Did you neglect your own health?
  - Did you neglect anyone?  
Relationships?
- 

# Be Kind To Yourself

- This is a process of refinement
- Focus on accomplishments
- Treat yourself



# Learning Exercise

- ▶ Identify a Quadrant II activity you know has been neglected in your life—one that if done well, would have a significant impact in your life, either personally or academically.
  - ▶ Write it down and work on it this week.
- 