

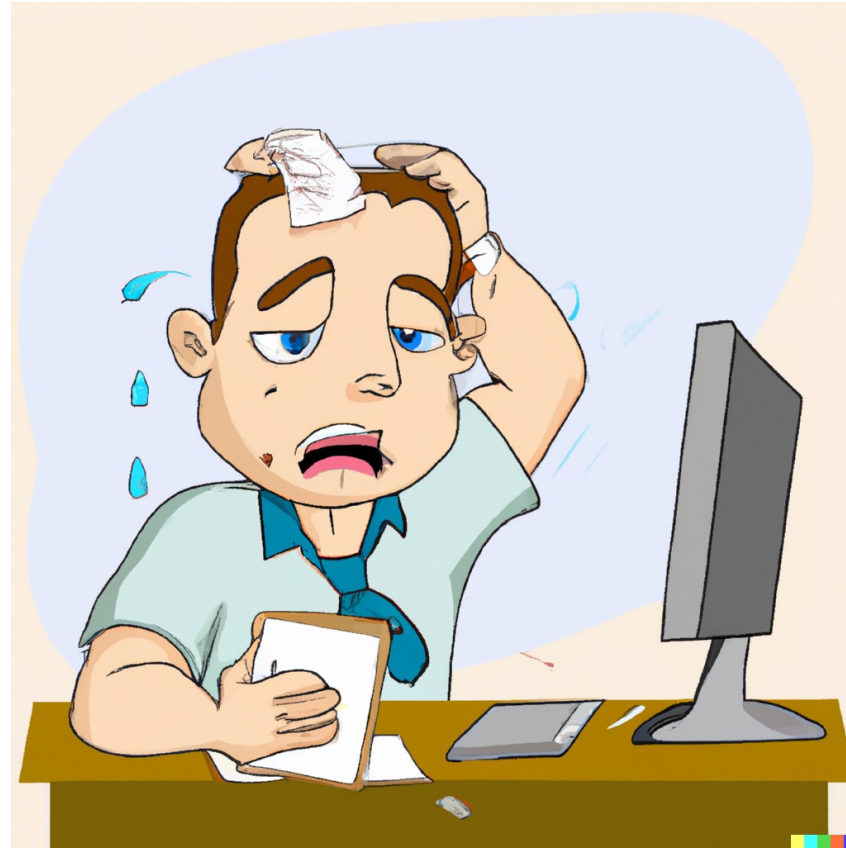
Effective scheduling, not getting overwhelmed

PV236 – TIME MANAGEMENT & EFFECTIVENESS

JOSEF SPURNÝ



Why do we get overwhelmed...?



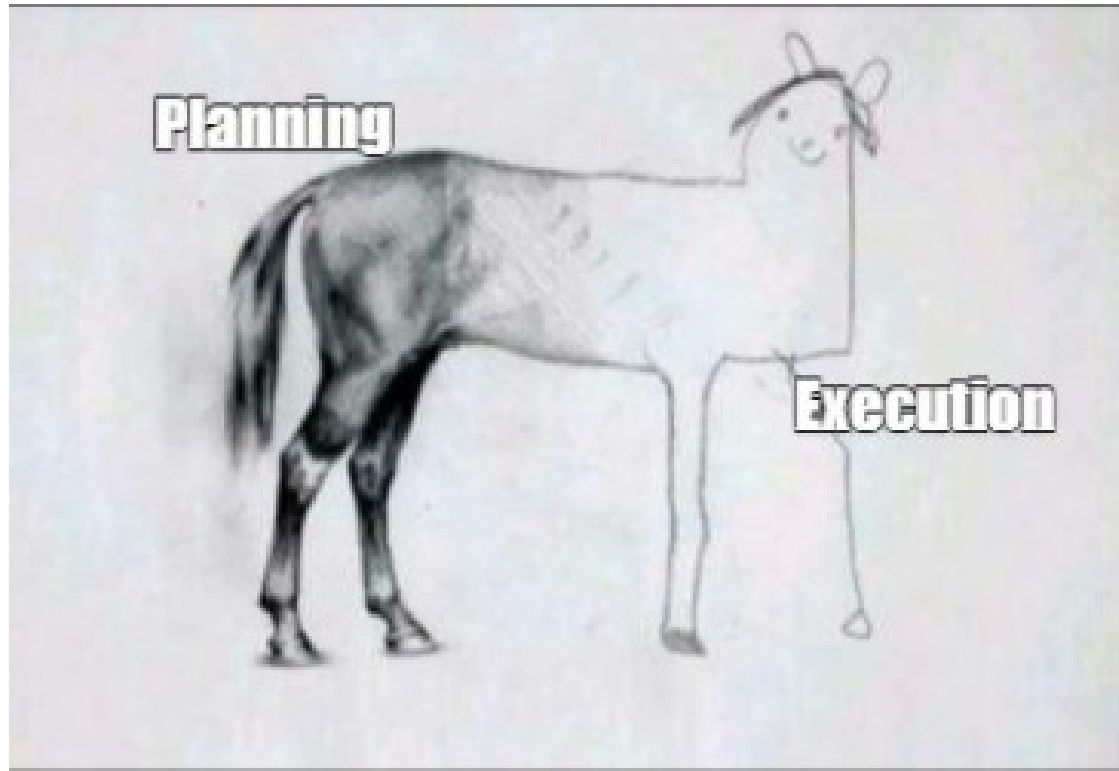
Why do we get overwhelmed...?

- Procrastination
- Poor planning → Feeling of *“lack of control”*
- *“Wrong”* time management
 - Using TM techniques to fill-in all available time with work AND/OR Forgetting about leisure activities
- Being high performer, but losing *“the big picture”*
 - *Do I really need to do these tasks to achieve what I aspire for?*
 - *“Anti-Time Management”* by Richie Norton

Why is it better to make plans?

- Better control
 - *Think about your hardiness level*
- More efficient prioritization
- Saving time
- Avoiding “constant firefighting”
- Lower risk of making mistakes
- Less anxiety & procrastination

More complex project need more time planning



Golden rules of planning

- Plan with deadlines
- Record things down in writing
- Know your strengths & weaknesses
- Merge similar activities into blocks
- Plan only for 60 % of time, the rest goes for
 - Time buffer
 - Unexpected tasks
 - Time eaters/disturbances/etc.

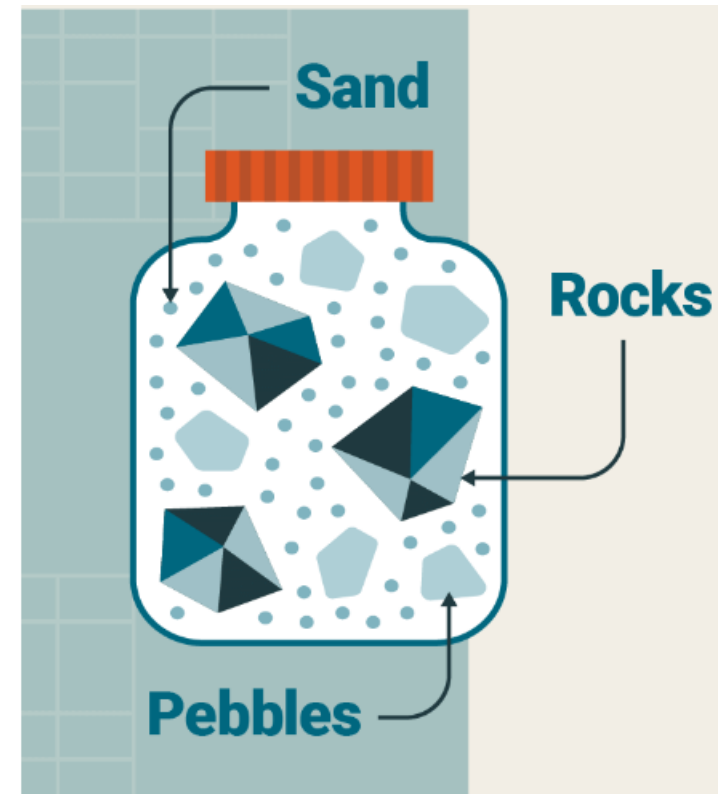
Pickle Jar Theory

Rocks – most important task(s) of the day – place them into jar first

Pebbles – everyday agenda, non-critical tasks – second

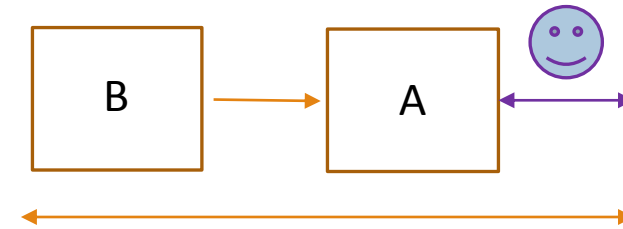
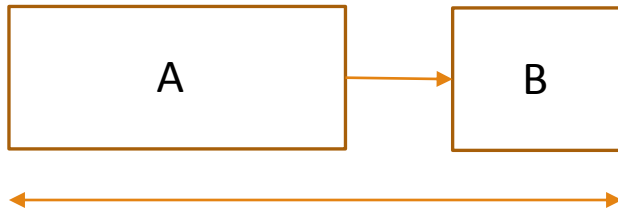
Sand – communication overhead, procrastination, unplanned disruptions

“Plan only for 60 % of time”



Inspiration from Project Management

- Plan consecutive tasks to save time



- Think about activities that can happen simultaneously

Inspiration from Project Management – Diploma Thesis Preparation

- Work Breakdown Structure
 - Introduction 2D
 - Theory 14D
 - Conceptual Framework 5D
 - Description of existing approaches 5D
 - Review of most used tools 3D
 - Choosing best tool 1D
 - Case study 28D
 - Company overview 3D
 - Organizational structure 1D
 - Processes mapping 14D
 -

...but beware of Parkinson Law

“Work expands so as to fill the time available for its completion”

- Deadline cutting
 - Set personal deadlines earlier (e.g., 33 % sooner) and use extra time meaningfully
- Limit “overhead activities”
 - Max 20 minutes a day to reply to emails

Eat a frog!

“If it's your job to eat a frog, it's best to do it first thing in the morning.

And If it's your job to eat two frogs, it's best to eat the biggest one first.”

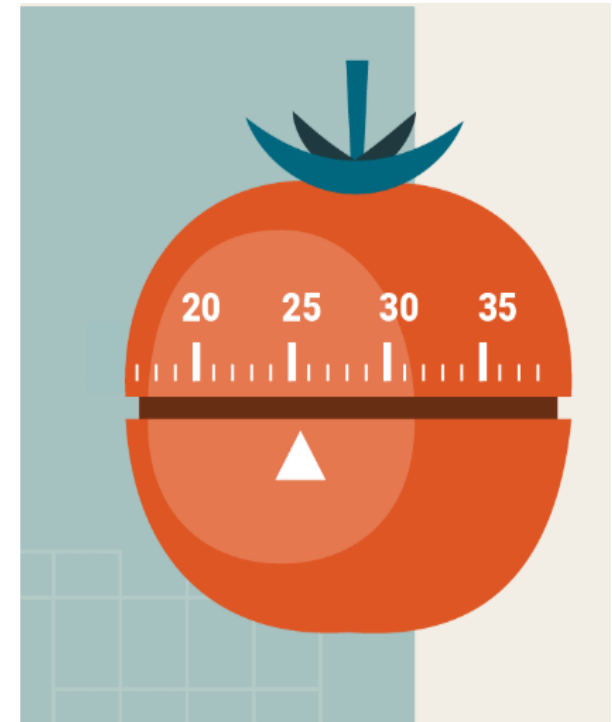
HOW TO EAT THE FROG

1. **IDENTIFY YOUR FROG** 🐸
a.k.a. your hardest, most important task for the day. Just one!
2. **EAT IT** 🍴
Do your most important task first thing in the morning. Don't give yourself the chance to put it off for later.
3. **REPEAT EVERY DAY** 🔄
You'll be amazed how quickly small steps taken consistently add up to big accomplishments.

Does this work for you?

Pomodoro Technique

1. Choose one and only one task to be done (e.g., eat a frog)
2. Set-up productive environment
 1. Prevent disruptions
 2. Prepare all resources
 3. Have a notepad ready to write-down any non-related ideas
3. Start a Pomodoro
 - Set a timer to 25 minutes, then focus on the task until timer expires. After it does, have a 5-minute break
 - Session lengths can differ - 25/5 or 50/10 ... find out what works for you
4. Have a longer break (20-30 min) after 2 hours



What are your time eaters / distractors?



What are your time eaters / distractors?

- No goals and priorities
- No daily/weekly/monthly plans
- Doing too many things at once
- Lack of motivation
- Perfectionism
- Small talks / IM / Social networks
- Poor time estimation
- No delegation
- Can't say "no"
- Bad listener – can't focus on what others say
- Bad organization – dunno where things are
- Meetingitis – too many meetings
- Too many "downtimes" – idle times between tasks

Fight your time eaters / distractors!

1. **Identify yours**
2. **Find a coping strategy
how to deal with it**

Coping with external distractions

DISTRACTION	CAN IT BE PREVENTED?	PREVENTIVE MEASURE
Room-mates want to play PS5	Yes	Plan game sessions
FB Notifications	Yes	Disable notifications
Boss wants you to do something	Hardly	“I’ll do it once I finish this task I’m working on right now, supreme leader”
...		

Coping strategy for internal distractions



1. Introspect yourself what behavior/feelings distract you.
2. Is there a pattern?
3. Do you understand why do you behave/feel like this?

Note:

- You gotta know yourself
- Things one do that are emerging suddenly or that are hard to rationally explain are caused by some **emotion**