

Planning

Annual

- Important dates
- Annual activities or processes
- Annual goal statements that are measurable

Quarter

- Reflect back on the last quarter: What went well? What could be improved? What did you learn? How does this influence your next steps?
- Set quarterly goals based on annual goals and reflection of last quarter
- Focus only on the next quarter
- Write goal statements that are measurable and that are in your control

Monthly

- Recurring tasks

Weekly

- Plan what matters
- Prepare
- Routinize

Daily

- Keep a time journal
- Daily agenda
- Prioritize task lists
- Circadian rhythms

Eisenhower's Matrix

	Urgent	Not Urgent
Important	MANAGE <ul style="list-style-type: none">• True crises• Last-minute surprises	FOCUS <ul style="list-style-type: none">• Planned and focused work• Growth and development
Not Important	DELEGATE/PUSH-BACK <ul style="list-style-type: none">• Crises of others• Other emergent factors (e.g., email)	MINIMIZE <ul style="list-style-type: none">• Busy work• Escapist activities

Strive to spend _____% of your time in the Important & Not Urgent box.

Eisenhower meeting Pareto

- 20% of your work will result in 80% of your progress.
- Leave 20% of your schedule flexible to accommodate surprises.

Deep Work

“**Deep Work:** Professional activities performed in a state of distraction-free concentration that push your cognitive capabilities to their limit. These efforts create new value, improve your skill, and are hard to replicate.”

“**Shallow Work:** Noncognitively demanding, logistical-style tasks, often performed while distracted. These efforts tend to not create much new value in the world and are easy to replicate.”

Newport, C. (2016). *Deep Work: Rules for Focused Success in a Distracted World*. Grand Central Publishing.

Practice

- Single-task
- Get distraction-free
- Build your focus
- Set time limits (lower & upper)
- Figure out “when”

When

Organize Your Day

- Morning

Analytical tasks

Focused work

- Midday

Refresh yourself with food, a rest, and some social time

- Afternoon

Creative tasks (e.g., brainstorming)

Insight tasks

Email

Pink, D.H. (2018). *When: The Scientific Secrets of Perfect Timing*. Riverhead Books.

Owl or Lark?

- http://psychologyworkstauranga.co.nz/media/Lark_or_Owl_Questionnaire.pdf
- What's your type? _____

Hacks

2-for-1

- How can we work toward two goals with one task or at one time?

Double-up

- If one is good, is two better?

5-second rule

- Launch yourself into action: <http://melrobbins.com/the-5-second-rule/>

Upper Limits

- Maximums are just as important as minimums

Visual Tools

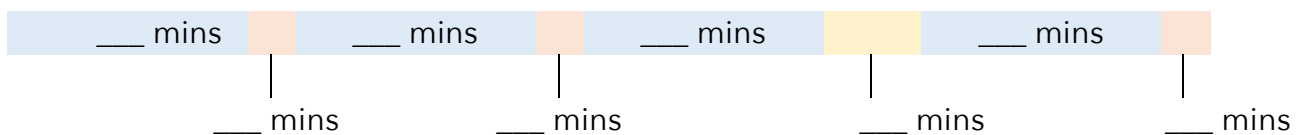
- Calendars
- Agile boards
- Kanban systems

High and Low-tech Apps

- Paper agenda & notebook
- Index cards
- Trello + Butler for Trello
 - www.trello.com
 - www.butlerfortrello.com

Pomodoro

<http://pomodorotechnique.com/>



Ideas for 5-minute breaks:

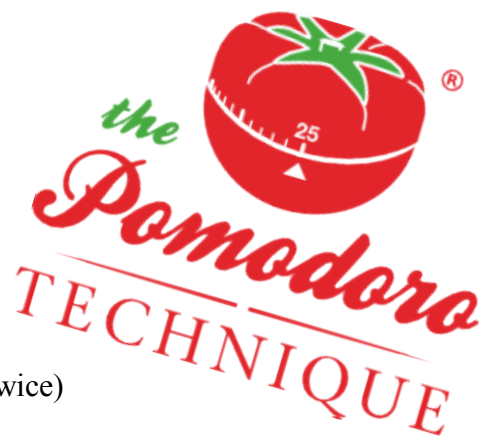
- 5-minute plank
- Get a cup of tea
- Guided meditation

Ideas for 15-minute breaks:

- Talk a walk
- Read a chapter in a book
- Eat a healthy snack
- Call a loved one
- Yoga stretches or “7 Minutes of Hell” workout (twice)

Resist the urge to:

- Work through the break
- Spend time at the computer (even for personal, social media use)
- Interrupt co-workers



Refresh

- Intentional, scheduled rest is important
- 27-minute nap (optionally preceded by a dose of caffeine)
- 8 hours of sleep a night
- Balanced exercise program

Develop good habits

- Get and stay organized (this takes time to do)
- Take time to plan
- Consider adaptations, and change when old methods aren't working
- Build in rewards

Resources

Podcasts

- *Beyond the To Do List*
- *Productivity Paradox*
- *Coaching for Leaders*
- *Leading in Higher Ed*

Books

- *When* by Daniel Pink
- *168 Hours* by Laura Vanderkam
- *Get Smart* by Brian Tracy
- *The Four Tendencies* by Gretchen Rubin
- *The 12-Week Year* by Brian Morgan
- *Your Best Year Ever* by Michael Hyatt
- *Decisive* by Dan & Chip Heath
- *The Magical Art of Tidying Up* by Marie Kondo
- *Agile Faculty* by Rebecca Pope-Ruark

Worksheets

my ideal week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5	00 30						
6	00 30						
7	00 30						
8	00 30						
9	00 30						
10	00 30						
11	00 30						
12	00 30						
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3	00 30						
4	00 30						
5	00 30						
6	00 30						
7	00 30						
8	00 30						
9	00 30						
10	00 30						
11	00 30						

my ideal week (24-hours)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12 00 30							
1 00 30							
2 00 30							
3 00 30							
4 00 30							
5 00 30							
6 00 30							
7 00 30							
8 00 30							
9 00 30							
10 00 30							
11 00 30							

my ideal week (24-hours)

13	00							
	30							
14	00							
	30							
15	00							
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16	00							
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my morning routine

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my evening routine

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40

50

prioritization matrix

	Not important	Important
Not Urgent	Eliminate or Delegate	Schedule & Prioritize 70% of your work here
Urgent	Minimize	Firefighting: Solve quickly

