Part 3: Time Management

You have 168 hours in week. What do you want to do with them?

Objectives

- Shift thinking about time from managing time to prioritizing and choosing.
- Develop appropriate structure to make decisions and act intentionally.

What is dynamic tension?

Create a time journal

- Spend 1 week tracking your time.
- This is your starting point, and you can use this to make decisions.
- See Worksheets for templates

Set your Intention

- 1. Where do you want to be in five years?
- 2. Why do you want to do it? (Motivation, your definition of success)

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 MANAGE **FOCUS** Important True crises Planned and focused work Last-minute surprises Growth and development Not Important DELEGATE/PUSH-BACK MINIMIZE Crises of others Busy work Other emergent factors **Escapist activities** (e.g., email) 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

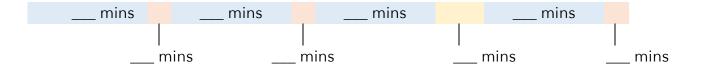
- Calendars
- Agile boards
- Kanban systems

High and Low-tech Apps

- Paper agenda & notebook
- Index cards
- Trello + Butler for Trello
 - o www.trello.com
 - o 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 beaks:

- 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

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my ideal week (24-hours)

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my morning routine

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prioritization matrix

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

my time journal

Discover what do you do with your 168 hours.

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