

tomorrow

FIGURE

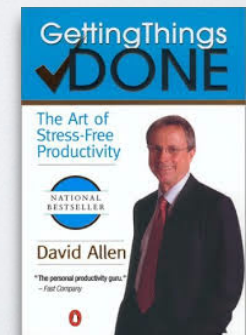
A mystical land where 99% of all human productivity, motivation, and achievement is stored.



TIME MANAGEMENT

Everything you thought you knew, but should have asked!

- * Interrupt your thinking about TM — Time Choices
- * Distinguish good & poor TM
- * Tips and Tricks for understanding yourself
- * Tools and techniques to help yourself make good time choices- GTD, 7 Habits, Pomodoro, other tools



GOOD TIME MANAGEMENT: WHAT DOES IT EVEN MEAN?

(HOW TO DISTINGUISH GOOD TM FROM BAD TM)

Hallmarks of Poor TM Skills?



- Stuff done at the last minute
- Procrastinate
- spend too long on one thing
- waste time
- feel overwhelmed
- feel out of control

- not achieving what need to
- poor work/life balance
- no time to enjoy life
- no time four exercise
- too much to do
- never get to end of “to do” list

GOOD TIME MANAGEMENT: WHAT DOES IT EVEN MEAN?

(HOW TO DISTINGUISH GOOD TM FROM BAD TM)

Hallmarks of Good TM Skills?

- Stuff done on time
- Know what to do now
- Don't forget stuff
- Get stuff done
- feel sense of achievement
- feel in control

- Time to do enjoyable things
- Have goals
- Full of energy
- Tick stuff off lists
- never get to end of "to do" list



If you need something done ask a busy person!

WHY IS TM SO HARD?



Learn a new skill

Go to Lectures

Travel time

Read & reply to Text

Help out

Video Game

Do Sport & exercise

Update Facebook

Do assignments



Money

Hang out with friends

Do

Phone's Facebook

Go clubbing

Watch TV

Do more assignments

What to do when and for how long?

Set up to copy for assignment

Visit parents

Find a girl/boyfriend

Eat some more

Follow 20,000 Reddit links

Surf the web

Read email

Reply to email

Read a book

TIME MANAGEMENT IS ALL ABOUT DECIDING WHAT IS IMPORTANT AND CHOOSING

You have choices!

NEVER AGAIN DO I WANT TO LIVE
"Time is a created thing.
To say 'I don't have time,' is
like saying, 'I don't want to.'"

~ Lao-Tzu



"Time management" is really a
misnomer - the challenge is not to
manage time, but manage
ourselves. The key is not to
prioritize what's on your schedule,
but to schedule your priorities.
Stephen Covey

HOW TO CHOOSE WHAT TO BE SPENDING TIME ON WHEN?

You need to recognise the many roles in life you have
that need things done (your time)

Work

Teacher, Researcher, HoR, Director SERL, Colleague

Relationships

Husband, Father, Son, Brother, Friend

Health

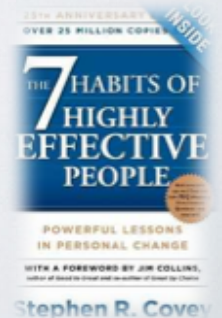
Gym, Run, Bike, Prepare food, Friend

Finance

Landlord, Investor, Bill payer

Home Owner

Learner



WHAT TO BE SPENDING TIME ON WHEN?

You need to recognise the many roles in life you have
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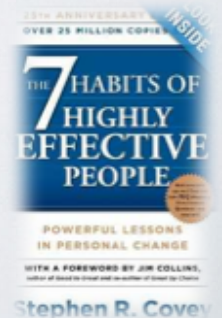
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RE-PRIORITISE OFTEN?



Capture, plan, review



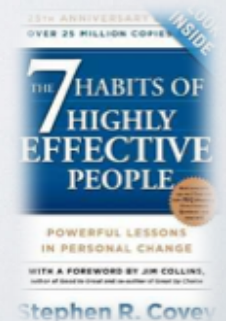
DAILY - start and end of day (15 mins)

WEEKLY - start and end of week (30 mins)

MONTHLY - start and end of month (10 mins)

Continuously - capture new tasks - make it easy

DON'T RELY ON MEMORY



TIME WASTERS

What does it mean - to WASTE time?

What things do you do that you think are time wasters?

Why do you do these things if they are wasting your time?

Watching TV/movies/YouTube

Email/Facebook/Instagram.Snapchat

Surfing the Web - following links randomly

Reading

Playing video games

Unproductive meetings

Getting things “perfect”

Hanging out with friends

**YOU NEED CLEARER AND
CLEARER GOALS THAT ARE
COMPELLING.**

What gets you out of bed with a spring?

What do you do when you lose track of time?

Write goals down.

Don't believe other people

Surround your self with positive people

TIPS ON TIME WASTERS

- Be aware of time - alarms
- Give yourself time to relax
- Get the “in-control” feeling
- Have clear aims/goals
- Have what you need on-hand
- Have a place for getting things done
- Have a time keeper and facilitator and clear aims for meetings that are time-boxed

Low effort information capture and organisation

(Paperless?)

Evernote

Electronic Notebook

AudioNote

Photos

OCR

GETTING THINGS DONE



- Manage interruptions
- Time Box activities & stop - reschedule if necessary. Consequences!!
- Don't try to remember everything - reminders,

todo's calendars, omnifocus,

- Plan breaks - Pomodoro
- Commit to schedule publicly

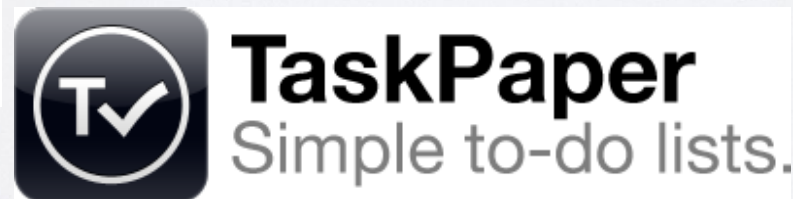
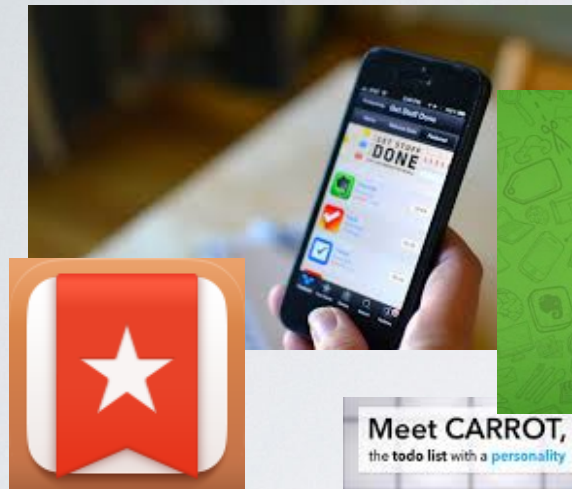
Workflow that works for common

“The secret of getting things done is to act!”

Dante Alighieri

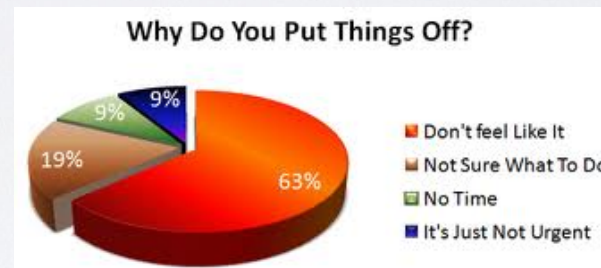


SOOOOOO MANY TOOLS!



PROCRASTINATION

- AWARENESS
- Start!
- Avoid feeling of being overwhelmed - focus on *now*
- Reward yourself
- Do little bits
- Eat the Frog first



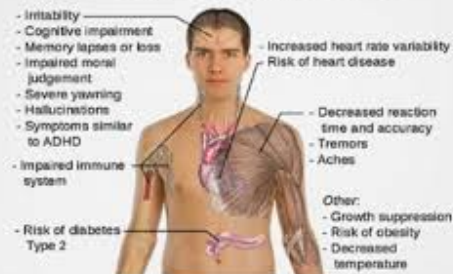
HAVE THE ENERGY TO GET THINGS DONE

- Sleep



I'm so good at sleeping I can do it with my eyes closed.

FEELING THE EFFECTS OF SLEEP DEPRIVATION



ERROR 4:04 AM

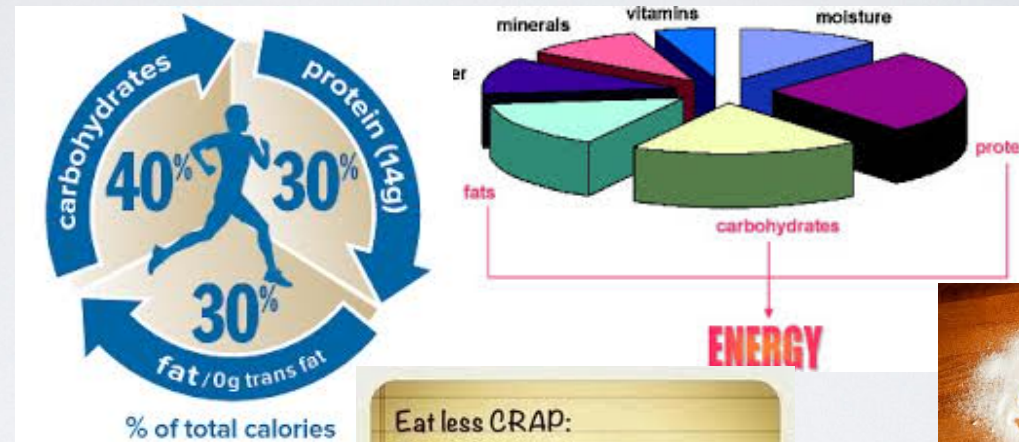
SLEEP NOT FOUND

HAVE THE ENERGY TO GET THINGS DONE

- Sleep



- **Nutrition**



Eat less CRAP:
C - carbonated drinks
R - refined sugar
A - artificial sweeteners & colors
P - processed foods

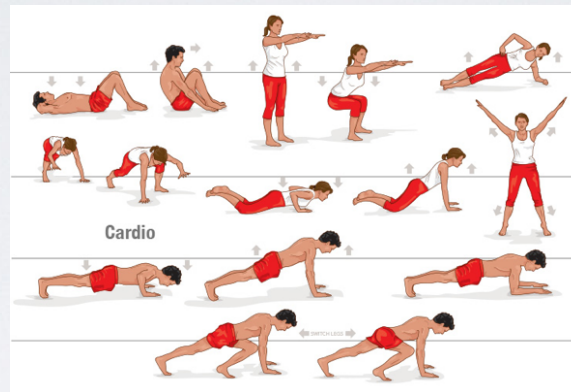
Eat more FOOD:
F - fruits & veggies
O - organic lean proteins
O - omega 3 fatty acids
D - drink water



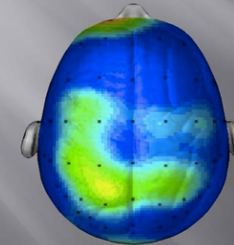
YOU ARE WHAT YOU EAT.
SO DON'T BE
FAST, CHEAP, EASY, OR FAKE.

HAVE THE ENERGY TO GET THINGS DONE

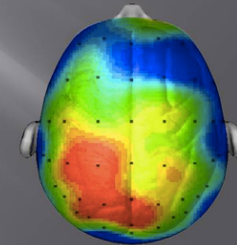
- Sleep
- Nutrition
- **Exercise**



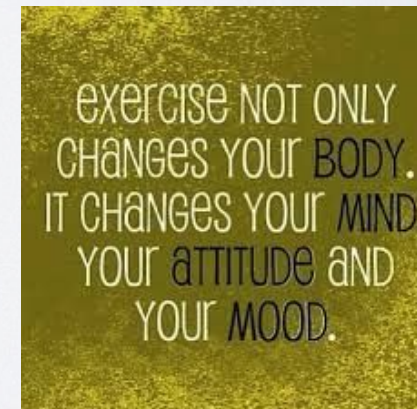
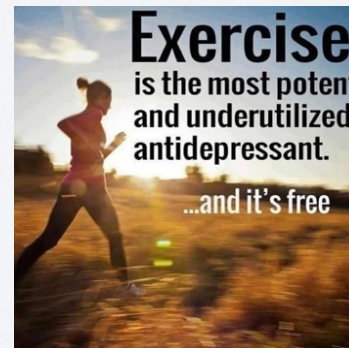
BRAIN AFTER SITTING QUIETLY



BRAIN AFTER 20 MINUTE WALK

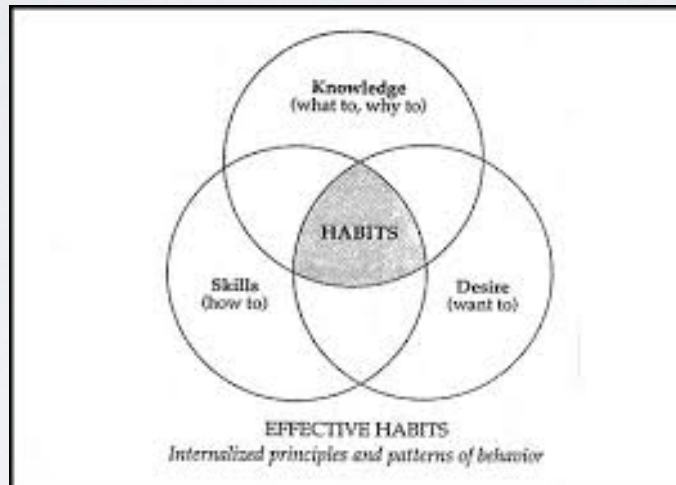
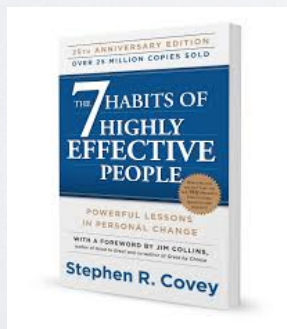


Research/scan compliments of Dr. Chuck Hillman University of Illinois



HAVE THE HABITS TO **KEEP** GETTING THINGS DONE

- Sleep
- Nutrition
- Exercise
- **Habits**



"Successful people are simply those with successful habits."
- Brian Tracy

"Motivation gets you started.
HABIT keeps you going."
- Jim Rohn

SUMMARY

- Time CHOICES (not management)
- Balance what you spend time on guided by clear goals and priorities
- Use tools to **capture, review, do** easily
- Eat the Frog First
- Maintain energy
- Reward good Habits

