

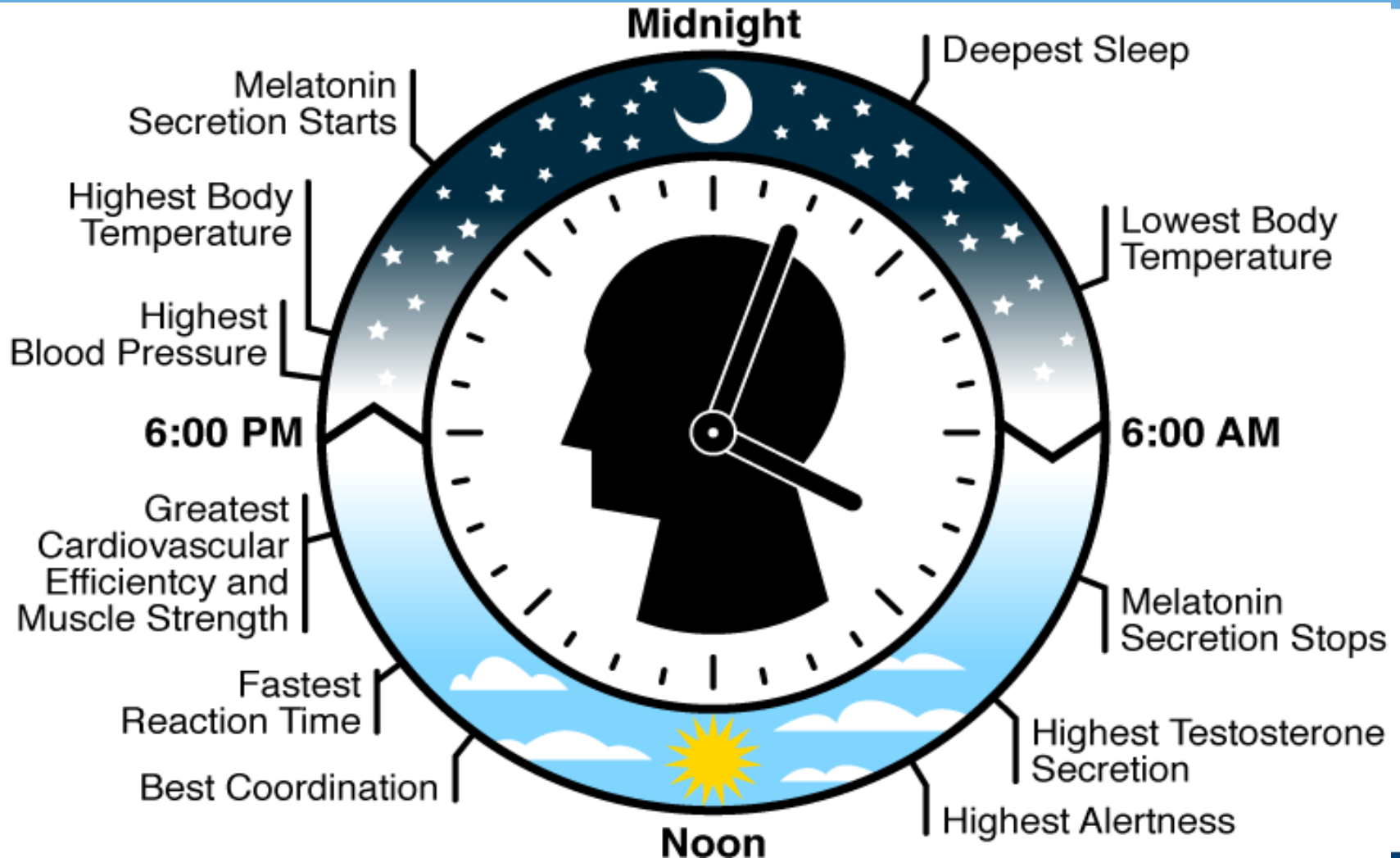


Time management

- How do you work? Identifying personal time preferences
- The brain and its bodyclock: synchronising to your body's master clock
- The Eisenhower matrix: prioritising activities
- Time stealers and how to manage them



The Bodyclock



The Eisenhower Matrix

MANAGE

Crises & Pressing Problems

1

DEMAND + NECESSITY
DAILY FIRE-FIGHTING
BE QUICK TO DELEGATE

IMPORTANT AND URGENT

FOCUS

On Strategies & Values

2

OPPORTUNITY + PLANNING
KEEP CRITICAL THINKING
CONSIDER THE MACRO

IMPORTANT NOT URGENT

AVOID

Interruptions & Busy Work

3

ILLUSION + DECEPTION
NOT YOUR EMERGENCY
MINIMIZE INVESTMENT

URGENT NOT IMPORTANT

LIMIT

The Trivial & Wasteful

4

ESCAPE + WASTE
ENTERTAINMENT ONLY
USE TO MINIMIZE STRESS

NOT IMPORTANT OR URGENT

Dealing with Unexpected Interruptions

- Specify how much time you've got.
- Arrange a better time.
- Use a flag to indicate periods when you should be left alone.

Managing Outbound Telephone Calls

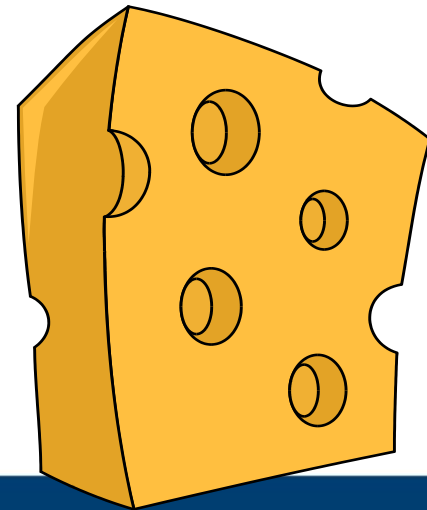
- Consider other's prime time.
- Group them together.
- Keep a list of things you want to discuss. Deal with everything in one call.
- Arrange a specific time to call.
- Listen, summarise, and make legible notes

Procrastination

- Make a start!
- Set aside designated time.
- Break the task up into easily managed chunks.
- Analyse your fears

The Swiss Cheese Method

- Turn the task into a series of subtasks (the holes)
 - Identify the first subtask in the sequence
- Get started on it; even if you have only a few minutes
- Tell yourself that since you are only spending a few minutes on the task, it doesn't matter if you don't enjoy it



Clutter

- Use staples or bulldog clips.
- Clear your workspace of anything not related to the task you are working on.
- When you finish working on a task, clear everything related to it away.
- Use the bin!
- Handle each piece of paper as few times as possible.
- Use a highlighter to **highlight key points**.

Systems Problems

- Don't wait – do something else.
- Reschedule work.
- Use the time to do some non-urgent, non-important tasks.
- Share information

Staffing Issues

- Identify anyone able to work extra hours or take on more work.
- Reprioritise the work.
- Tackle performance issues early on.
- Invest some time in training. It saves time in the long run.

Managing technology

- **Boundaries:** If you don't have to be on 24/7 then don't be on 24/7. Set some boundaries to shape other people's expectations that you are not accessible 24/7.
- Tell the people in your personal and professional life to call if there is an emergency versus text or email. That way you'll know it's necessary to pick up
- **Adjust your settings:** When you are working and need to focus, turn off the dings, beeps and buzzes on all devices

De-toxing

- Every time your phone distracts you with its buzzes or beeps your performance suffers, whether you respond to them or not.
- **Check messaging/SM at scheduled times.** If you are working on a task, shut everything else off. Start with 5 minutes and build to 10 and so on.
- **Take a tech detox.** Just for a day or two. It resets the system and you learn that life goes on without Facebook. Frees up time for face-to-face conversations!

6
The bad news
is **TIME** flies.

The good news
is you're the pilot.'