



Time Management


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Today's session

- Being SMART with your time
- Prioritisation
- Tips and Tools for managing your time



There is no silver bullet

- You need to think about how you work
- What will work for you isn't the same as what will work for anyone else
- Know when to cut your losses
- There will always be too much to do within the time available



What did you do yesterday?

- Please fill in the chart, recording how you spent your time yesterday.
- What does this tell you about how you spend your time?



Being SMART

- **Specific** – not just ‘preparing’, but doing the agenda and circulating minutes.
- **Measurable** – can you see that you have done it?
- **Achievable** – is this something you can accomplish in the time you have?
- **Realistic** – can you realistically prepare for the Committee in one day?
- **Timely** – Set this task at a time when you know it both can be done and needs to be done.

Example

So, rather than:

“Today I’ll prepare for X Committee.”

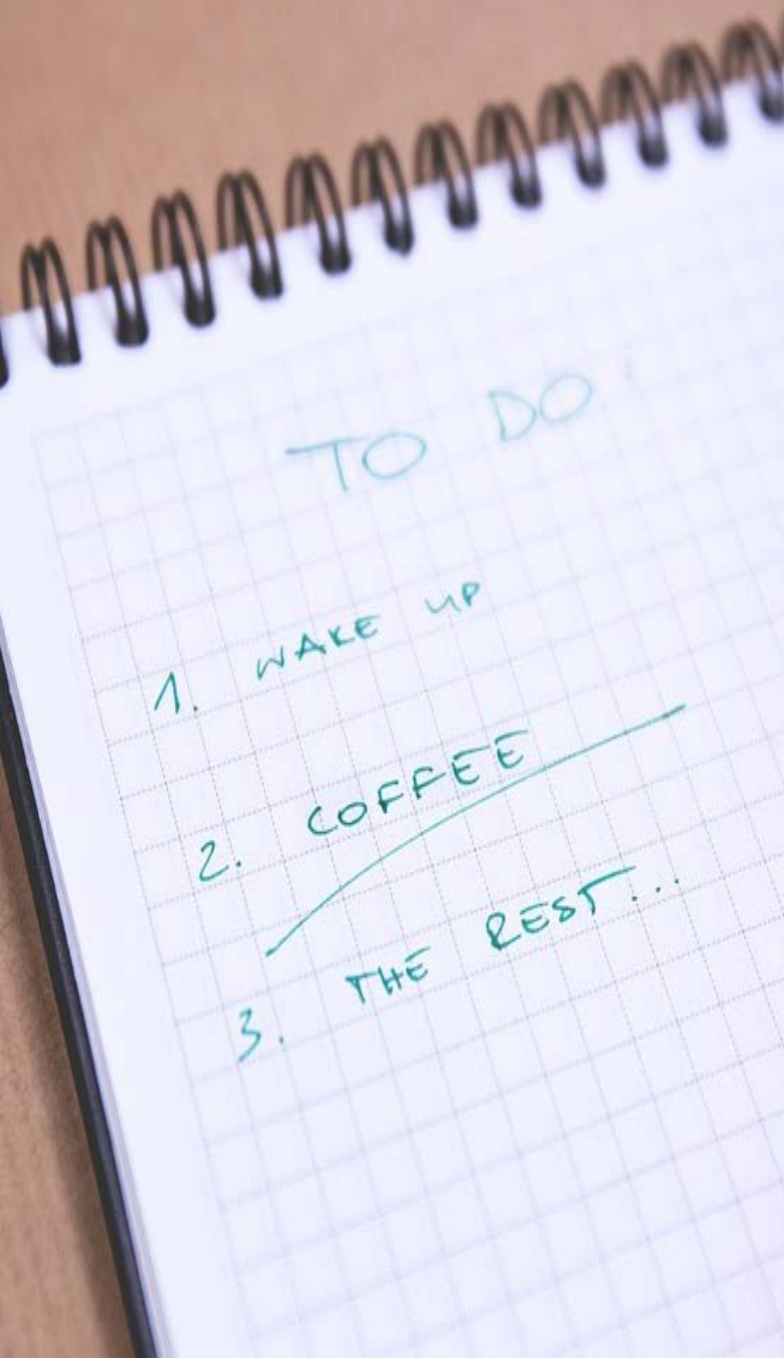
A SMART task would be:

“Today I will prepare the agenda and circulate the minutes to the committee.”



Make a list

- Write a task you will undertake today
- Make it SMART
- If time, think about your other tasks

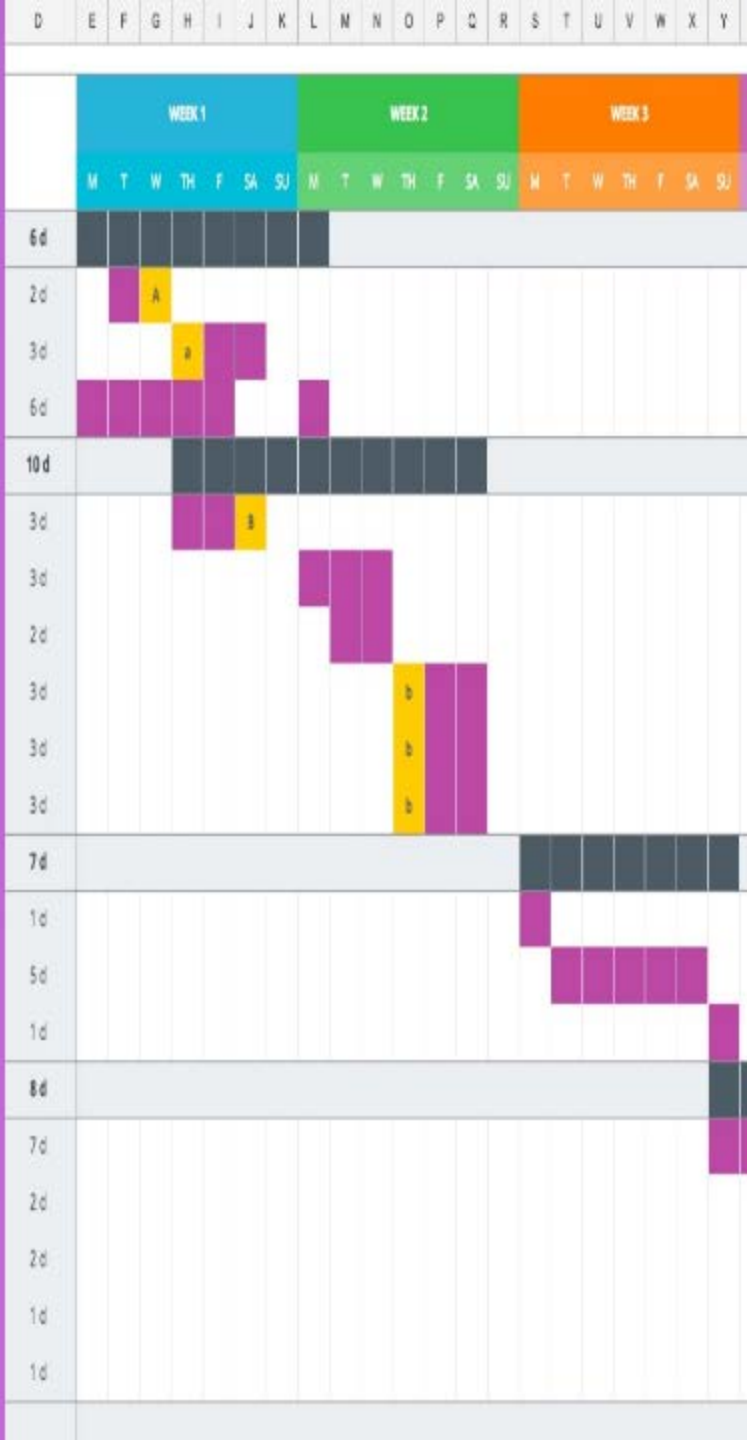




Plan your time

- Having a diary or calendar is really important in helping you to organise your life
- It can be online or a physical
- Keep on track by using it everyday
- How far ahead do you need to plan week, month, year. Your planner should help you do this as well as day to day

GANTT Chart



Pros:

- Visual
- Manageable chunks
- Realistic time frames

Cons:

- Can be VERY complicated
- Misleading
- Updating
- Large and unwieldy



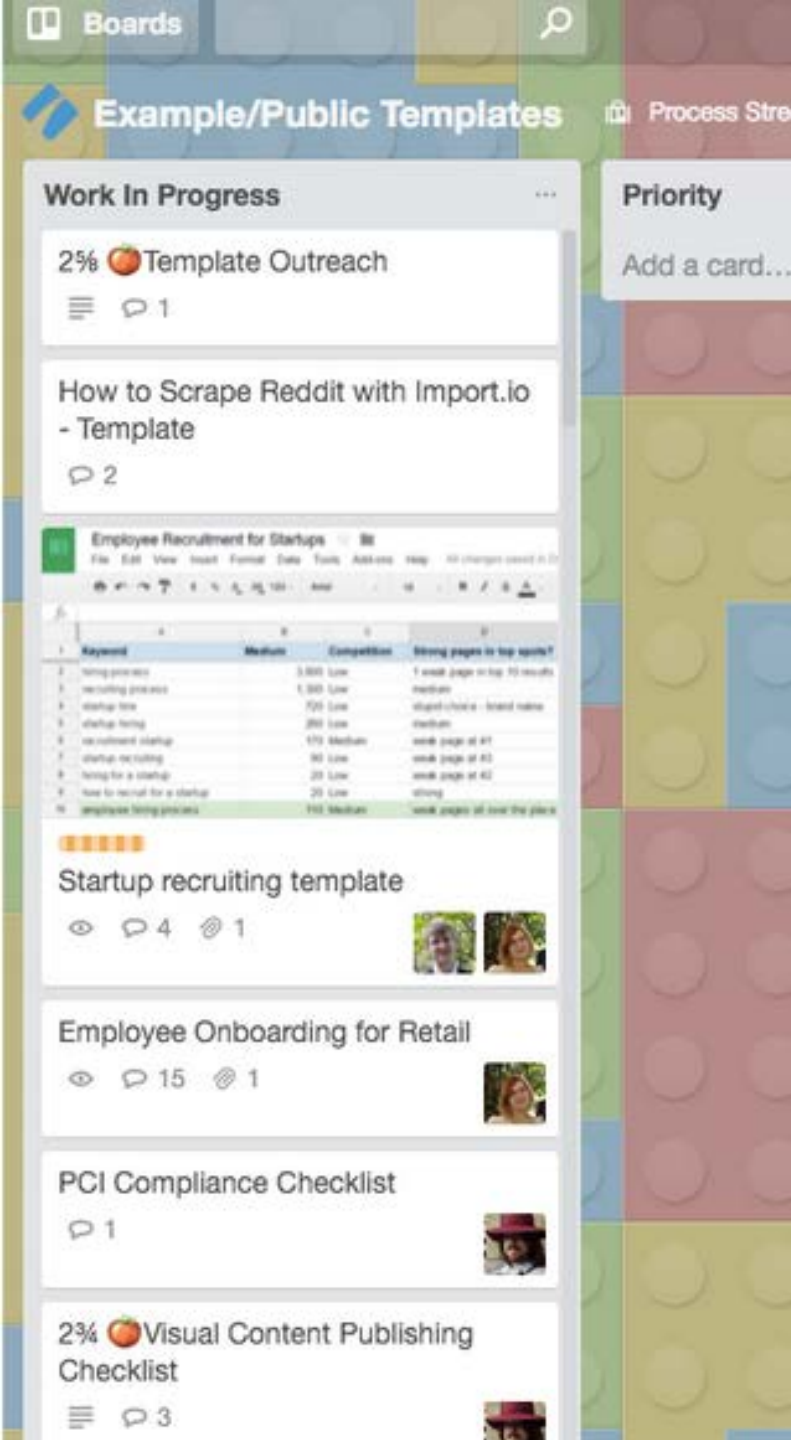
Bullet journaling

Pros:

- Help identify important and urgent tasks
- Adaptable and forgiving
- Creative

Cons:

- Intimidating
- A perfectionist's nightmare
- Time consuming
- Knowing when to stop!



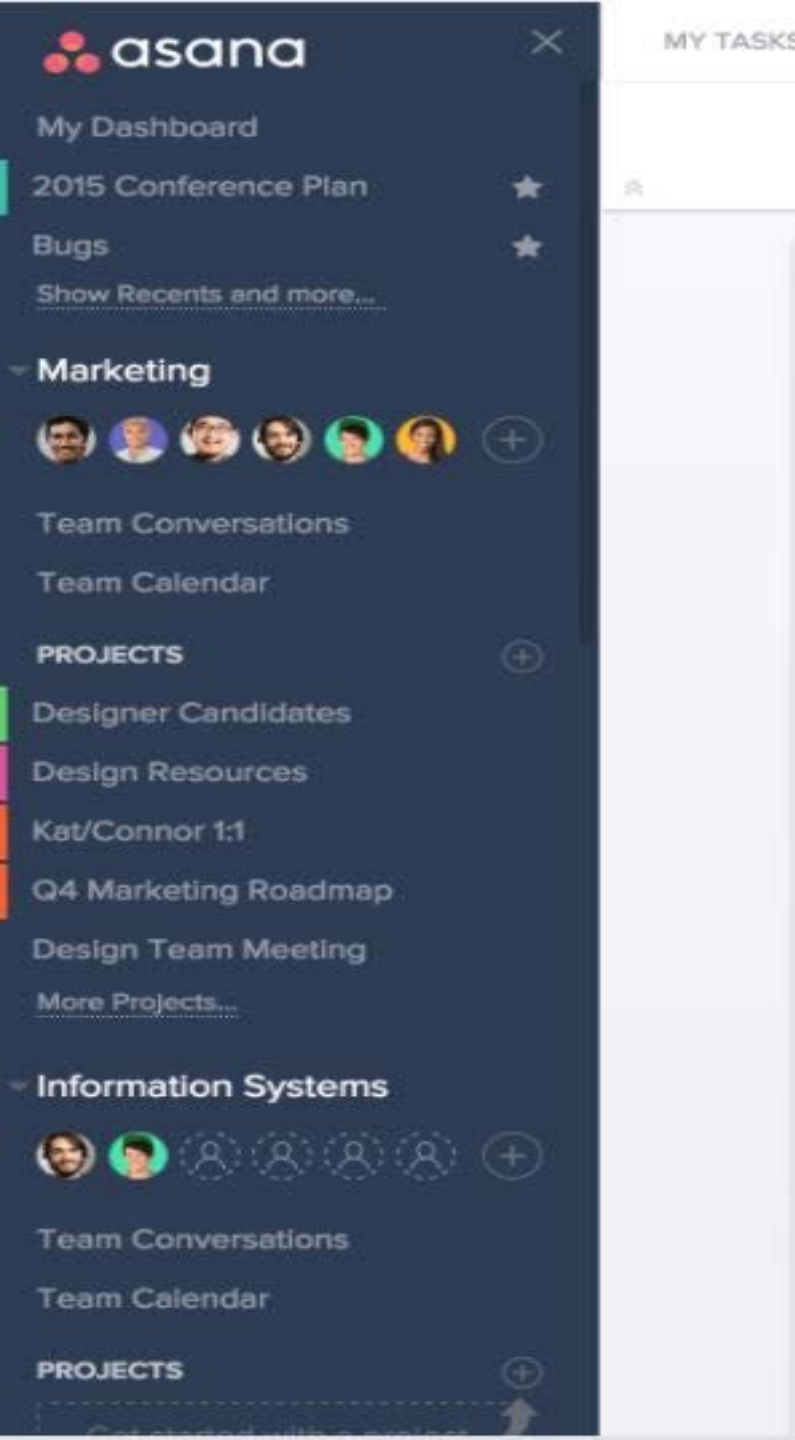
Online tools e.g. Trello

Pros:

- Works like sticky notes
- Apps and online
- Simple to use

Cons:

- Not good at dependency tasks
- Or repeatable processes
- Made for teams
- Can get quite messy



Online tools e.g. Asana

Pros:

- Apps and online
- Good task nesting
- Record of past tasks
- Email reminders
- Satisfaction

Cons:

- Too much?
- Easy to become overwhelmed
- Built for teams

Boards KanbanFlow

My board LM +

Longer term planning + This week + Do Today +

MOT training idea for PGT's

Alma and Finace

Ebsco invoice

CISL tagging

Check RDlog

FDL

Due: Tomorrow 17:00 (Done)

Research Support Resources Training Facilities Home

Online tools e.g. Kanbanflow

Pros:

- Online
- Good workflow
- Limits on Work in Progress
- Time tracking
- Done column satisfaction

Cons:

- Can make it too complicated
- Limits might not reflect your workflow
- Built for teams

Planning your time

Helps you avoid nasty surprises.

- Figure out your timetable early
- Helps fit in 'floating' tasks
- Highlight difficult periods
- Shows hard deadlines
- Highlights 'forgettable' tasks or repeatable tasks





Plan what do you need

- Organise notes and materials
- Use a directory
- Find what you need fast
- Always Back Up

Prioritise your workload

- 'Do now', 'Do soon', 'Do later' or 'Don't do'

<https://www.youtube.com/watch?v=eFFY-sKGiDk>

- Or the Action Priority Matrix which has Quick Wins, Major Projects, Fill Ins, Thankless tasks

- Two minute rule





Just say No

- Respect your boundaries
- What can you delegate/share
- What can you cut
- Avoid overload



How to say No

- Closing no
- Postponing no
- Compromising no
- Reprioritising no
- Negotiating no
- Problem Solving no



Eat the Frog – Or avoid Procrastination

- Start with a plan of what you need to do
- Break down your work into manageable chunks
- Focus on one thing at a time rather than looking at the whole picture
- Don't aim for perfection - aim to work towards perfection



Dealing with distractions and interruptions

- Write 3 things that distract or interrupt you
- Discuss ways to deal with these in your group



Monotasking

Monotasking is a strategy to deal with hopping between tasks rather than getting anything done

Strategies for Monotasking

1. Plan for monotasking
2. Remove distractions
3. Set time limits
4. Clear your brain



The Pomodoro technique

- Get things done in short bursts
- 25 mins work + 5 mins rest x4
- You can use your phone clock, get an egg timer, or there plenty of apps/web versions
- <https://tomato-timer.com/>



Tools for Time

Many apps are available online for managing your time, some of which combine calendar and to-do-list functionality.

- Try to do list tools [Asana](#), [Todoist](#), [Trello](#), [Wunderlist](#), for creating reminders, to-do lists, notes and events and store them.
- Track how you spend your time <https://toggl.com/>
- Stay on task, try [Leech Block](#), or Google's [StayFocused](#) or Apple's [Focusbar app](#).
- For focus try <https://tomato-timer.com/>
- Time tracker/to do list and Pomodoro all in one <https://kanbanflow.com/>



Useful links

- **Prioritisation methods**
<https://guides.library.duke.edu/projectmanagement/planning>
- **Monotasking**
<https://guides.library.duke.edu/projectmanagement/monotasking>



Questions

- Contact us

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- Our website

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