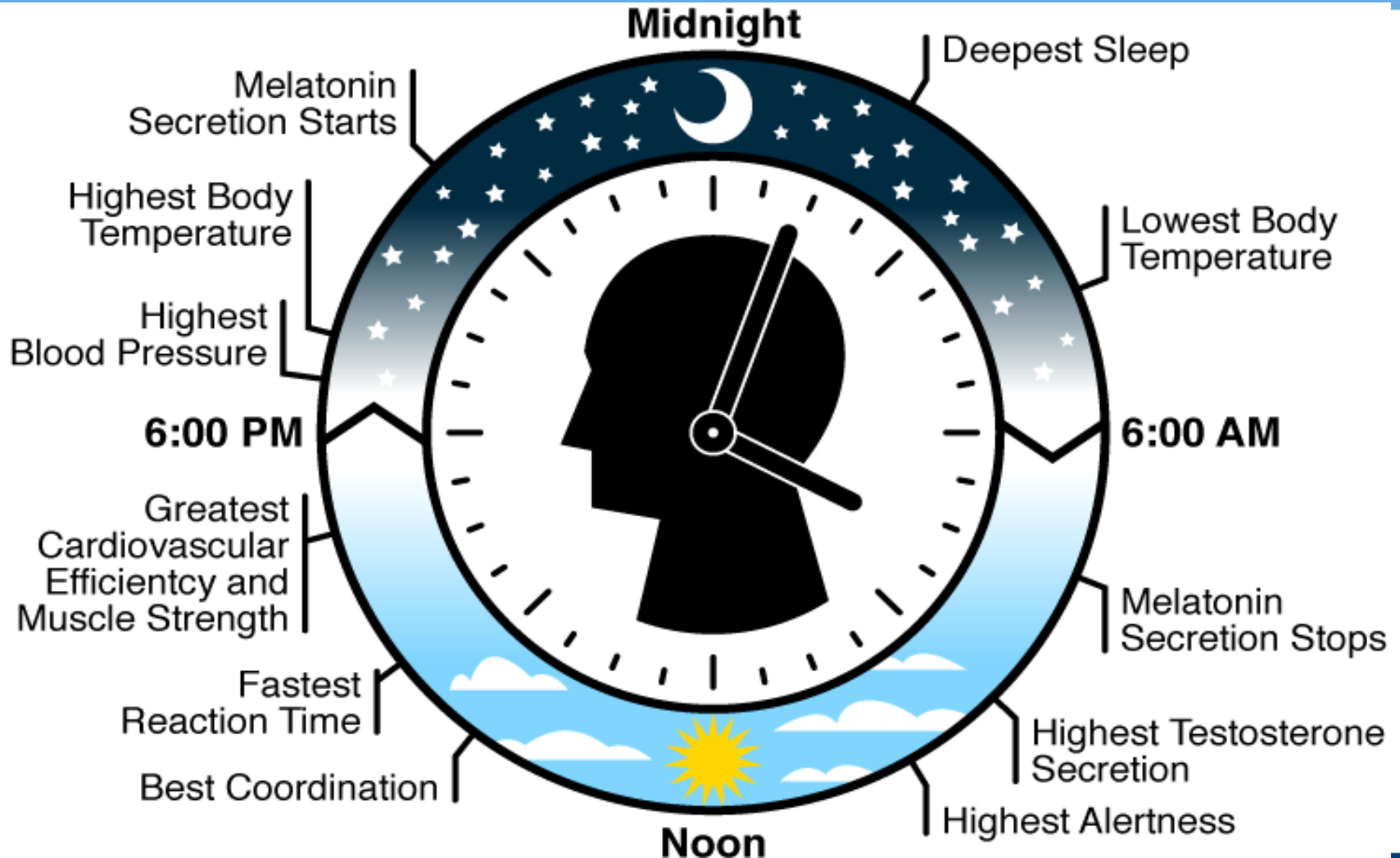Department of Engineering

# 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

# Sleep

- Sleep is important for various aspects of brain function: cognition, concentration, productivity and performance

- Even a small loss of sleep has been shown to impair immune function. 2-week study monitored the development of the common cold after giving people nasal drops with the virus that causes colds

- Found those who slept less than 7 hours were almost **three times** more likely to develop a cold than those who slept 8 hours or more

- Sleep loss reduces our ability to interact socially e.g. researchers believe that poor sleep affects our ability to recognise important social cues and process emotional information

# The Eisenhower Matrix

# Working Styles

- **Be Nice Style**

- **Be Busy**

- **Be Perfect**

- **Be Quick**

- **Be Strong**

# Be Nice Style

- like to get on with everyone

- energised by approval and agreement

- make good team members because they involve others and prioritise team harmony

- ***Effects on Time Management***

- can't say 'no'

- may spend too long helping others rather than getting on with own work

- spends more time being sociable

- spends time getting approval from others rather than relying on own judgement

# Be Busy Style

- are enthusiastic, get involved in lots of different activities, and tend to volunteer for things. Energised by having something new to try

- ***Effects on Time Management:***

- spends a lot of time trying, but not getting there

- doesn't work out strategies for task completion

- wastes time justifying why the task wasn't completed
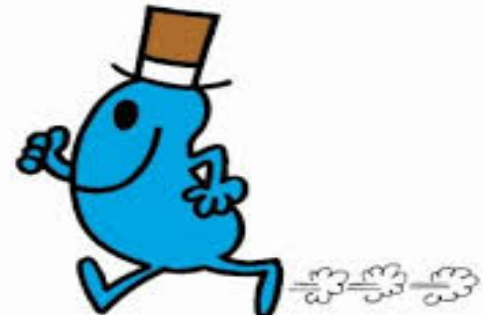
# Be Perfect Style

- energised by doing things right.

- aim for perfection in everything, check carefully, produce accurate work and set high standards

- ***Effects on time management***

- takes too long getting the task 'just right'; continually checks for mistakes

- doesn't start jobs because there won't be time to complete them perfectly

# Be Quick Style

- like to do everything as quickly as they can, which means they get a lot done

-  are energised by having deadlines to meet, always seem able to fit in extra tasks

- tend to be fast to come up with solutions to problems

-  ***Effects on Time Management:***

- rushes through tasks, often cutting corners so errors are made then need correcting

- can forget priorities

- gets easily distracted from the job in hand

# Be Strong Style

- ability to stay calm in any circumstances. Good at dealing with crises, can handle difficult people, and will work steadily through any workload

- ***Effects on Time Management***

- will struggle to do something because is uncomfortable asking for help

- sometimes makes mistakes for same reason

# Time Stealers 1: Unexpected interruptions

- Use a time log to identify where and when interruptions occur

- Specify how much time you've got

- Arrange a more convenient time

- Use a 'flag' to indicate periods when you are unavailable

# Time stealers 2: Outbound Telephone Calls

- Consider other's prime time

- Group calls together

- Keep a list of things you want to discuss. Deal with everything in one call

- Use the same notepad to summarise the call

- If person is difficult to catch, email to arrange a specific time to call

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# Time Stealers 3: Procrastination

- Make a start!

- Set aside designated time

- Break the task up into easily managed chunks.

- Analyse your fears: what am I afraid of?

# 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
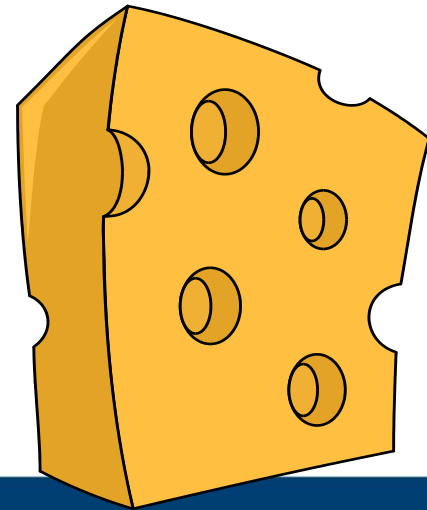
# Time Stealers 4: Clutter

- 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 staples or bulldog clips

- Use the bin

- Use a highlighter to **highlight key points** then not necessary to read whole document again

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# Time Stealers 5: Systems Problems

- Don't wait – do something else

- Reschedule work

- Use the time to do some non-urgent, non-important tasks like 'clear the clutter'!

# Time Stealers 6: 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.

# Time Stealers 7: **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.

- Use self control app: blocks sites that you spend too much time 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!

# Get Things Done (GTD): David Allen

1.  CAPTURE: Identify trusted sources

2.  PROCESSING : Is it actionable? YES or NO

    Less than 2 minutes = do it

3.  ORGANISE by Projects, Time or Context

    You know best how to organise your own information

4.  REVIEW – every week

5.  ENGAGE

    https://www.youtube.com/watch?v=gCswMsONkwY