# Help! How do I manage my time?

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ASTR 8500

Spring 2016

# History of time management

- A way of monitoring/controlling time
- Problem of time management discussed in the 1950s and 1960s
    - To-do lists (Drucker, 1967)
    - When time pressure is high, planning tasks sometimes ineffective (Drucker, 1967)
- Increasing popularity through 1980s and onward (Richards, 1987)
    - Set life Goals
    - Time logs

# Audit Your Time

- Account for every hour of your day - from sleeping to eating to studying
- During busier times, reprioritize those hours
➔ Build a more accurate schedule for yourself
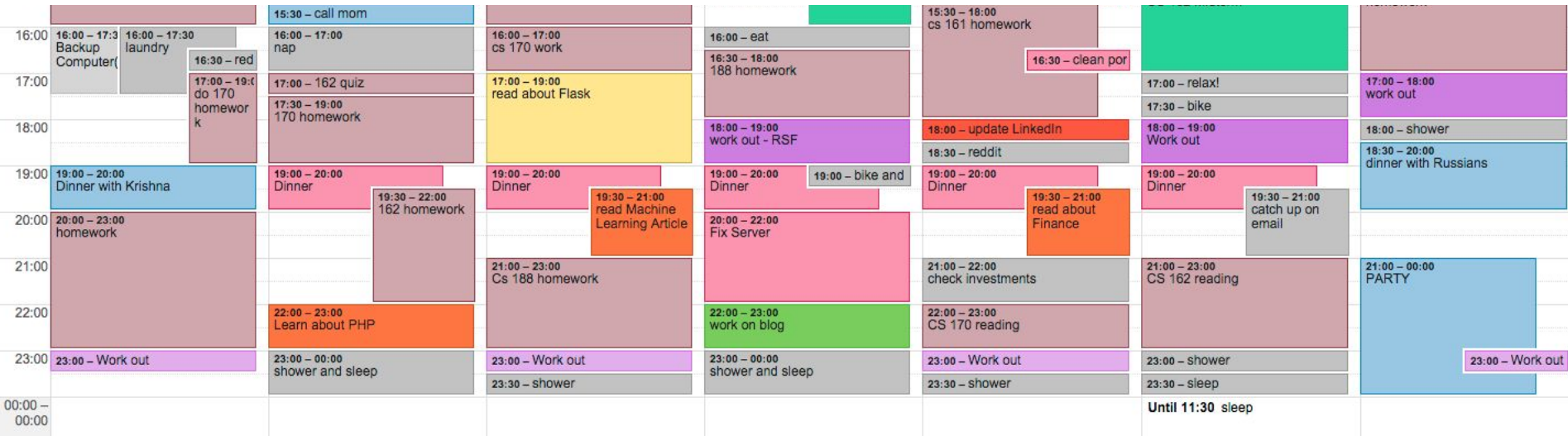
# Time boxing

*Fixing a time period to work on a task or group of tasks.*

- 'Open time-box' = minimum time to work
  - Fights procrastination
- 'Closed time-box' = maximum time to work
  - Fights perfectionism

# The "Pomodoro Technique"

- What you need: a kitchen timer & a to-do list
1. Set your timer for 25 minutes and begin the first item on the to-do list
   a. NO INTERRUPTIONS
2. After timer rings disconnect from the task for 3-5 minutes
   a. Do this no matter how close you are to finishing
3. After your break, start the next "Pomodoro Run"
   a. Keep track of how many runs it takes to complete activities

# *Getting Things Done* (by David Allen)

1. Capture
2. Clarify
3. Organize
4. Reflect
5. Engage
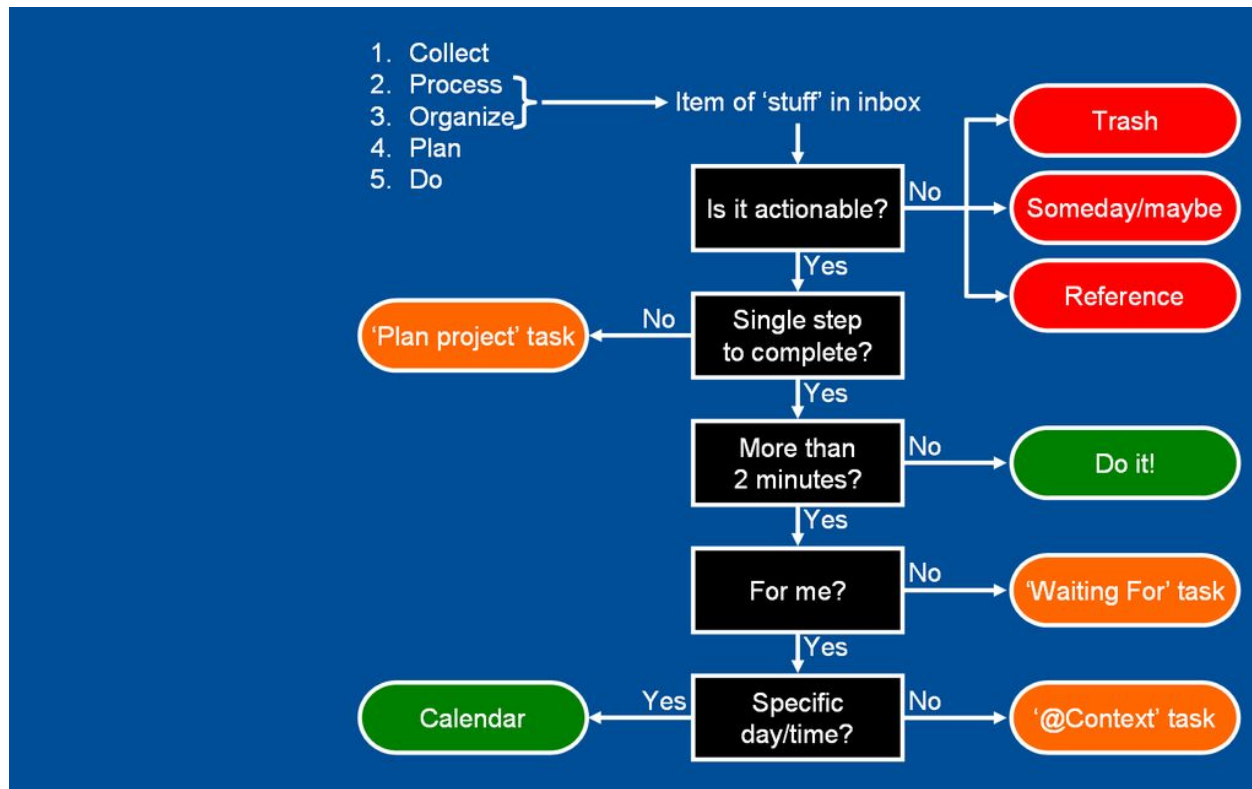
# Time Management Matrix

|  | **URGENT** | **NOT URGENT** |
|---|---|---|
| **IMPORTANT** | Urgent & Important | Not urgent & Important |
| **NOT IMPORTANT** | Urgent & Not important | Not urgent & Not important |

# Use technology to stay focused

- Social networking sites and email are productivities worst enemy
- Use a productivity tool which you can set to block certain websites at certain times of the week
    - Google's *StayFocused*
    - Mozilla Firefox's *Leech Block*
    - Apple's *Focusbar* app
- Distract yourself from temptations
    - Take the marshmallow test

# Miscellaneous Tips

- Establish bright lines = leave little negotiation
  - If you say you're going to start a task at 10am, do not wait until 10:15am
- Utilize small chunks of time
  - If you only have 15 minutes. Don't waste it. Send emails, get started on a task
- Reward yourself
  - Important to plan breaks to refresh your mind and spirit
- Just get started
  - Very often attitude follows behavior

# References

[1] Drucker, P.F. (1967), The Effective Executive, Harper & Row, New York, NY.

[2] Richards, J.H. (1987), "Time management-a review", Work & Stress, Vol. 1, pp. 73-8

[3] http://www.apa.org/gradpsych/2013/03/hours.aspx

[4] https://litemind.com/time-boxing/

[5] http://baomee.info/pdf/technique/1.pdf

[6] Stephen R. Covey's *Seven Habits Of Highly Effective People*.

[7] David Allen's *Getting Things Done*