Help! How do I manage my time?

Allison Matthews 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

| | | | 15:30 - call mom | 15:30 - call mom | | 16:00 – eat 16:30 – 18:00 188 homework | | 15:30 – 18:00 cs 161 homework | | | | | | | |
|------------------|---|---------|-----------------------------------|-------------------------------|------------------------------------|--|-----------------------------------|----------------------------------|---|-----------------------|-------------------------|---------------------------------|----------------|---------------------------------------|--|
| | 16:00 – 17:3 Backup Computer(16:30 – red | | 16:00 – 17:00 nap | | 16:00 – 17:00 cs 170 work | | | | | | | | | | |
| | | | | | | | | *** | 16:30 - clean p | or | | | | | |
| 17:00 | 17:00 - 19:0 do 170 | | 17:00 – 162 quiz | | 17:00 – 19:00 read about Flask | | | | | 17:00 - relax | 17:00 - relax! | | | | |
| | | homewor | | 17:30 – 19:00 170 homework | | ICAU ADOULTIASK | | | | | | 17:30 – bike | | work out | |
| 18:00 | | k | Tronomework | | | | 18:00 – 19:00 work out - RSF | | 18:00 – update Linkedin 18:30 – reddit | | | 18:00 – 19:00 Work out | | 18:00 - shower | |
| | | - | | | | | | | | | WORKOUL | | | 18:30 – 20:00 dinner with Russians | |
| 19:00 | 19:00 – 20:00 Dinner with Krishna | | 19:00 - 20:00 Dinner | 19:30 - 22:00 | | 19:30 - 21:00 | 19:00 – 20:00 Dinner | 19:00 - bike and | 19:00 – 20:00 Dinner | 19:30 - 21:00 | 19:00 – 20:00 Dinner | 19:30 - 21:00 | unner with rus | | |
| | 20:00 – 23:00 homework | | | 162 homework | | read Machine Learning Article | 20:00 - 22:00 Fix Server | | | read about Finance | | email | | | |
| 21:00 | | | | | 21:00 – 23:00 Cs 188 homework | | | | 21:00 - 22:00 check investments | | | 21:00 - 23:00 CS 162 reading | | 21:00 - 00:00 PARTY | |
| 22:00 | | | 22:00 - 23:00 Learn about PHP | | - | | 22:00 – 23:00 work on blog | | 22:00 - 23:00 CS 170 reading | | | | | | |
| 23:00 | 23:00 - Work out | | 23:00 - 00:00 shower and sleep | | 23:00 – Work out 23:30 – shower | | 23:00 - 00:00 shower and sleep | | 23:00 - Work out 23:30 - shower | | 23:00 - show | 23:00 – shower 23:30 – sleep | | 23:00 – Work out | |
| | | | | | | | | | | | 23:30 - sleep | | | | |
| 00:00 - 00:00 | | | | | | | | | | | Until 11:30 | sleep | | | |

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

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



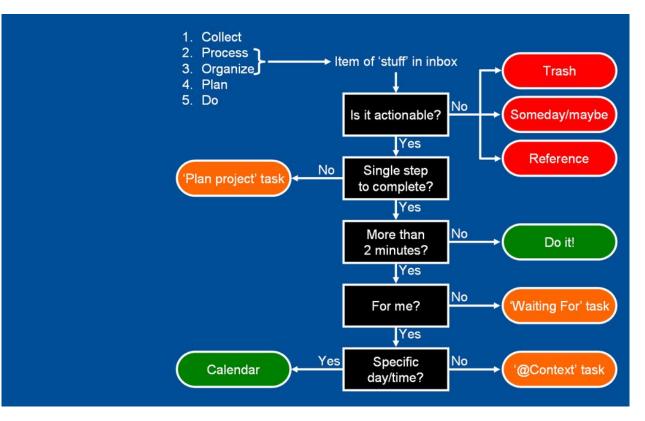
The "Pomodoro Technique"



- What you need: a kitchen timer & a to-do list
- 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] <u>http://www.apa.org/gradpsych/2013/03/hours.aspx</u>

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

[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