

Help! How do I manage my time?

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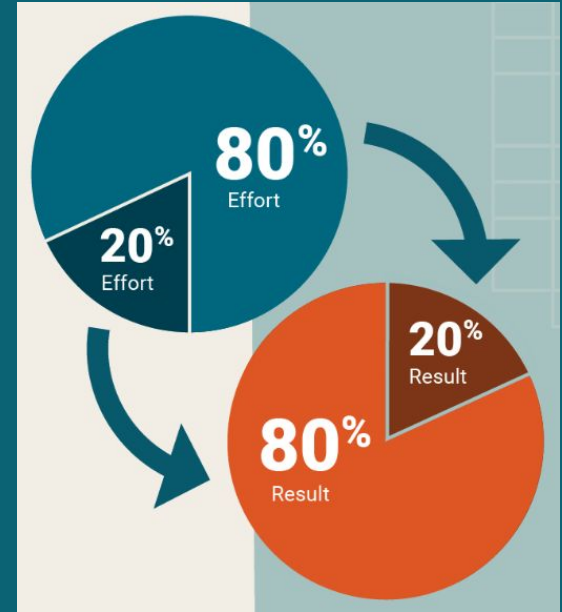


Prioritize important tasks for maximum success

Pareto Analysis (80/20 Rule)

STEPS:

1. Recognize what your tasks/goals are
2. Give each task a ranking (higher ranking = more important)
3. Group similar tasks
4. Compute the score for each group
5. Work your way down the list starting with highest score



Eisenhower Matrix

	Urgent	Not Urgent
Important	<p><i>DO</i></p> <p>Urgent and important tasks that need to be done right away.</p> <ul style="list-style-type: none">• A crisis in the office• Pressing deadlines	<p><i>Decide</i></p> <p>These tasks are important but not urgent.</p> <ul style="list-style-type: none">• Going to the gym• Time with family
Not Important	<p><i>Delegate</i></p> <p>Urgent but not important tasks.</p> <ul style="list-style-type: none">• Scheduling meetings• Appointments	<p><i>Delete</i></p> <p>Neither urgent nor important.</p> <ul style="list-style-type: none">• Personal phone calls• Social media

Pickle Jar Theory



- **Sand** → distracting or unimportant tasks
- **Pebbles** → moderately important tasks that can be pushed off
- **Rocks** → most important tasks that are time sensitive



Stop procrastinating; work more efficiently

Pomodoro Technique

- Break up work into smaller intervals



1. Choose a task to work on
2. Set a timer for 25 minutes
3. Work on that one task without distractions for 25 minutes
4. Take a 5 minute break when timer goes off (no work)
5. Repeat
 - a. Every four times through take a 20-30 minute break



Time Blocking Method

STEPS:

1. Split up every hour/half hour of your day into separate blocks
2. Identify your tasks for the day
3. Estimate the time each task will take
4. Fit your tasks into hour/half-hour blocks
5. Add buffer/break times between blocks to account for unexpected adjustments

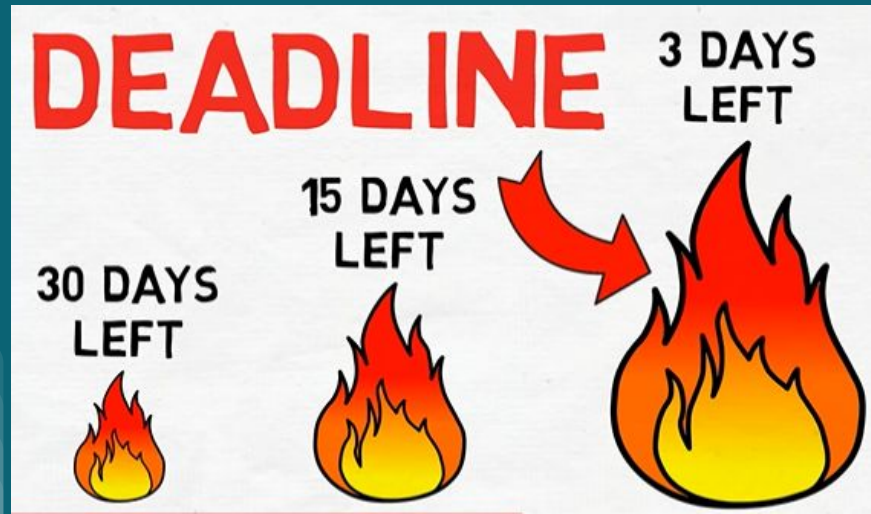


Parkinson's Law

“Work expands so as to fill the time available for its completion.”

- Cyril Northcote Parkinson

- Set harsher deadlines for yourself than what others require



Getting Things Done (GTD) Method

- Think less about tasks, do more tasks



1. **Capture** every task you think of
2. **Clarify**: is it actionable? Can it be done in 2 minutes or less?
3. **Organize** your tasks based on importance & determine concrete steps to complete them
4. **Review**/update your task list
5. **Engage** by taking action on important tasks

Eat That Frog Technique

- Get the most dreaded task out of the way first to improve motivation

“Eat a live frog the first thing in the morning and nothing worse will happen to you the rest of the day”



Rapid Planning Method (RPM)



GOAL:

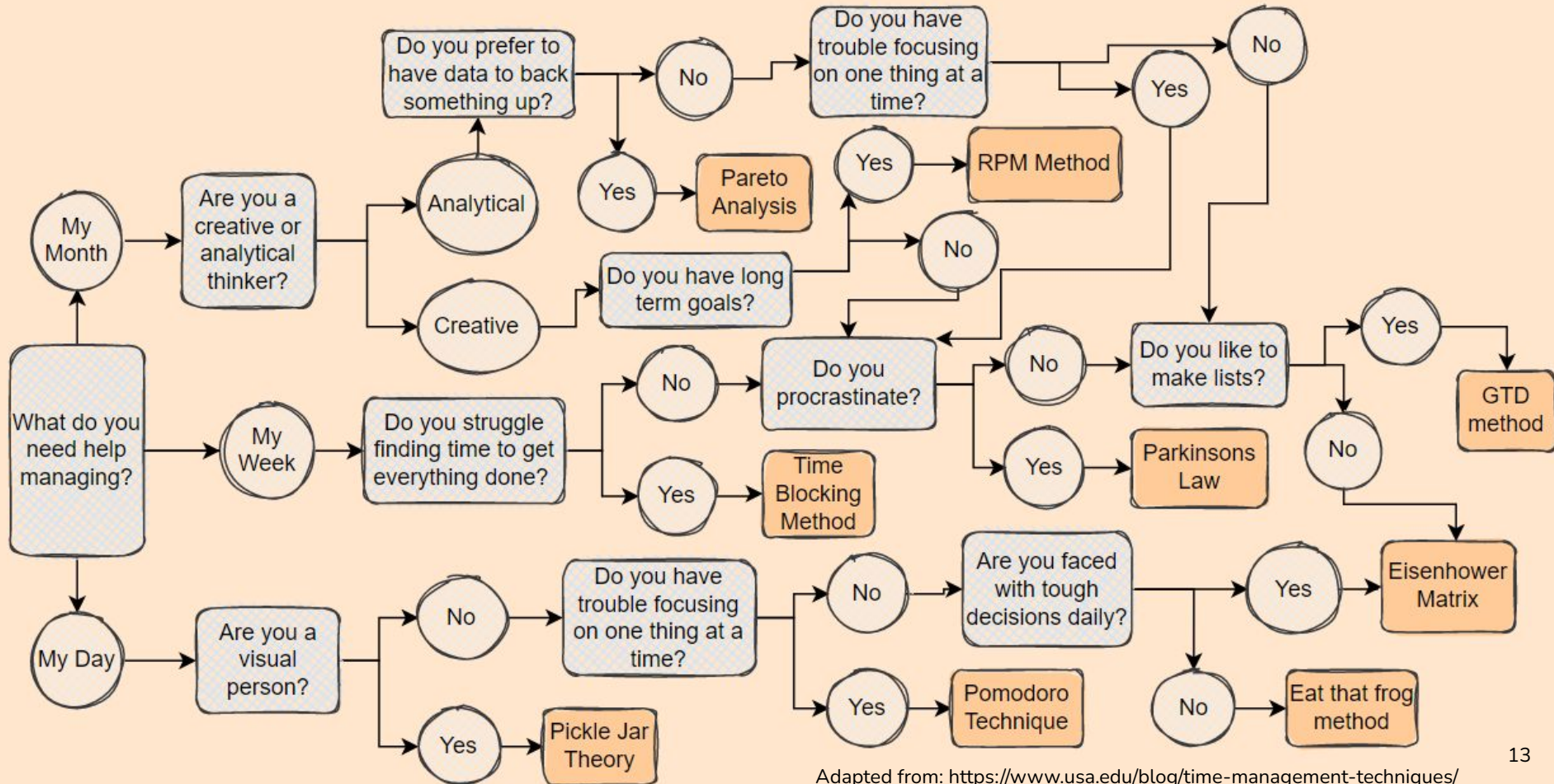
Train your brain to focus on a specific, intended outcome and make it happen



STEPS:

1. Identify all tasks for the day, week, month, etc.
2. Write down your motivation/purpose for completing each task (be specific)
3. Write down what you want to get out of completing each task (be specific)
4. Create action items to complete the task and reach your goal

What do you need help managing?



Sources

- <https://www.usa.edu/blog/time-management-techniques/>
- <https://www.toodledo.com/info/frog.php>
- <https://todoist.com/productivity-methods/getting-things-done>
- <https://www.zoho.com/blog/clig/say-goodbye-to-workplace-distractions-in-2022.html>
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