

TIME MANAGEMENT

Steven Covey's Time Management Matrix (Eisenhower Matrix)

<https://www.youtube.com/watch?v=9XL2oRoAii8>

Handout describing Eisenhower Matrix

<https://www.bishophouse.com/wp-content/uploads/2013/02/Effective-Personal-Management-with-Covey-The-4-Quads.pdf>

**** You want to be in Quadrant 2 (Important and Not Urgent) most of the time, to be more efficient and less stressed.

Do not spend too much time in Quadrant 4 (Not Important and Not Urgent).

Think of Quadrant 3 as procrastination on Quadrant 2 activities.

<https://divisionearlychildhood.egnyte.com/fl/ysT7HAoh5u#folder-link/?p=5402f083-75aa-49c5-bf7c-13116cd2716e>

TED Talk - How to Multiply Your Time

by Rory Vaden, author of Procrastinate on Purpose

<https://www.youtube.com/watch?v=y2X7c9TUQJ8>

The Ivy Lee Method

https://www.youtube.com/watch?v=NYsYD1c_HVA

over 100 years old / Ivy Lee was a productivity specialist known for his work with the Rockefeller family and Charles Scwab / goal of prioritization and efficiency

- 1) At the end of each work day, write down 6 tasks that you want to accomplish.
- 2) Prioritize in order of importance.
- 3) The next day, concentrate on the first task until it is finished.
- 4) Continue to work through the list, and move unfinished tasks to the next day's list of six tasks.
- 5) Repeat this process every day.

Getting Things Done (GTD) by David Allen

animated book review

<https://www.youtube.com/watch?v=lj5Wm5Vb9yQ>

- 1) Capture (write it down right away, so you don't have to think about it)
- 2) Clarify (break down into small steps)
- 3) Organize (add due dates when you can / add reminders)
- 4) Reflect (look at you list and pick something to do right away and break into smaller steps if you can)
- 5) Engage (choose your next action and do it)

Summary - helps you to know what to work on and when / system with which you can spend a little time organizing and get a big payoff of time / helps you organize and be more relaxed in performing your tasks

3 Minute Rule (set your own minute limit...could be 2 minutes or 5 minutes depending on how much time you are willing to get off task)

Will it take 3 minutes or less to complete the activity without breaking your work flow?

Do one of the following:

- 1) Is it something you can throw away?
- 2) Refer or delegate it
- 3) Act on it (3 minutes or less)
- 4) File it (file based on retrieval)
- 5) Read it later (start a "read it later" file to refer to when you do have more than 3 minutes to attend to it)

Time Blocking

Allocate time on your calendar for things that you need to get done. You can do this in small increments (Elon Musk does this in 5 minute increments!) or larger ones. To-do lists do not tell you how much time you need to complete the task. Identify how much time you need for each task and block that time out in your calendar. Also include

personal (exercise, family time) activities into this. The gaps in the schedule will allow you to address tasks that need to be done now, and flexibility.

<https://www.youtube.com/watch?v=tlGKOMCz5hw>

<https://todoist.com/productivity-methods/time-blocking>

Time Boxing

<https://alignthoughts.com/timeboxing/>

Ground Rules to Cultivate The Habit of Timeboxing

1. Make a to-do list
2. Set aside time for important tasks such as making sure you eat breakfast and drink water before checking emails or social media.
3. Before starting the workday, prioritize and schedule tasks in order of importance or urgency.
4. Allocate a timebox for each task, meaning set a specific amount of time to focus on the tasks from the to-do list. Work on those tasks only during that given time or hour.
5. Move on to the next task after the set time is completed.
6. Plan your breaks to relax and get some fresh air.
7. At the end of the day, reflect on what happened during the day and how it went overall. This can help to identify which areas need improvement or if something unexpected happened that impacted productivity during the day.

Timeboxing: 12 Tips To Supercharge Your Productivity -

<https://www.youtube.com/watch?v=6pTjSqWYcDA>

White Space Slices - Juliet Funt

Keep white spaces between your calendar appointments, so your appointments/tasks do not touch each other. Use this time to reflect and -

- look back
- look within
- look forward

<https://www.youtube.com/watch?v=0V8uWMWaW1c> - How to Add White Space to Your Life

Pomodoro Technique

Invented back in the early 1900s by Francesco Cirillo

Named after a tomato-shaped timer that he used.

Any task can be broken down into smaller increments.

Break everything down to 25 minutes.

Choose task that you need to accomplish and set timer for 25 minutes. Then take a short break.

After 4 pomodoro cycles, take a 25-minute break.

Especially useful for tasks that you don't really want to tackle.

<https://www.youtube.com/watch?v=mNBmG24djoY>

<https://francescocirillo.com/pages/pomodoro-technique>

Yellow List

<https://globalleadership.org/videos/leading-yourself/attack-email-clutter-using-the-yellow-list>

Helps tackle email clutter. If something is not time sensitive, put it on the yellow list.

Ultradian Rhythms: How to Achieve Peak Productivity

<https://www.kosmotime.com/ultradian-rhythm/>

Ninety to 120 minute cycles where you will be at peak productivity levels, followed by 20-minute lulls. Focus on most difficult tasks during the 90 to 120 minute cycles. Focus on less difficult tasks, during the 20-minute lulls. Explains how to figure out your own Ultradian Rhythms are.

<https://www.kosmotime.com/ultradian-rhythm/>

<https://www.bluezones.com/2020/06/how-taking-breaks-can-increase-productivity-boost-energy-levels-and-help-you-show-up-in-your-life/>

<https://dansilvestre.com/ultradian-rhythm/>

How can you start listening to your Ultradian Rhythm?

- Log your focus, energy, motivation and fatigue in your work day.
 - Start noticing your oscillating energy cycles.
 - Review trends -
 - What are your most productive hours and days?
 - When do you need self-care during the day?
 - What are the activities that help you rest, replenish and recover?
 - How do you feel when you listen to your Ultradian Rhythm?
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RECOMMENDED READINGS

7 Habits of Highly Effective People - Steven Covey

A Minute to Think - Juliet Funk

Atomic Habits - James Clear

Deep Work - Cal Newport

Getting Things Done - David Allen

The Healthy Deviant: A Rule Breaker's Guide to Being Healthy in an Unhealthy World -
Pilar Gerasimo