

# **Time Management**

## **(and Really Important Things)**

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Based on slides of Marek J. Druzzel

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## Overview

- **How to use your time best?**
  - **Wise tips**
  - **Four Quadrants**
  - **GTD**
- **How to manage stress?**
- **What is really important?**
- **Concluding remarks**

- How to use your time best?
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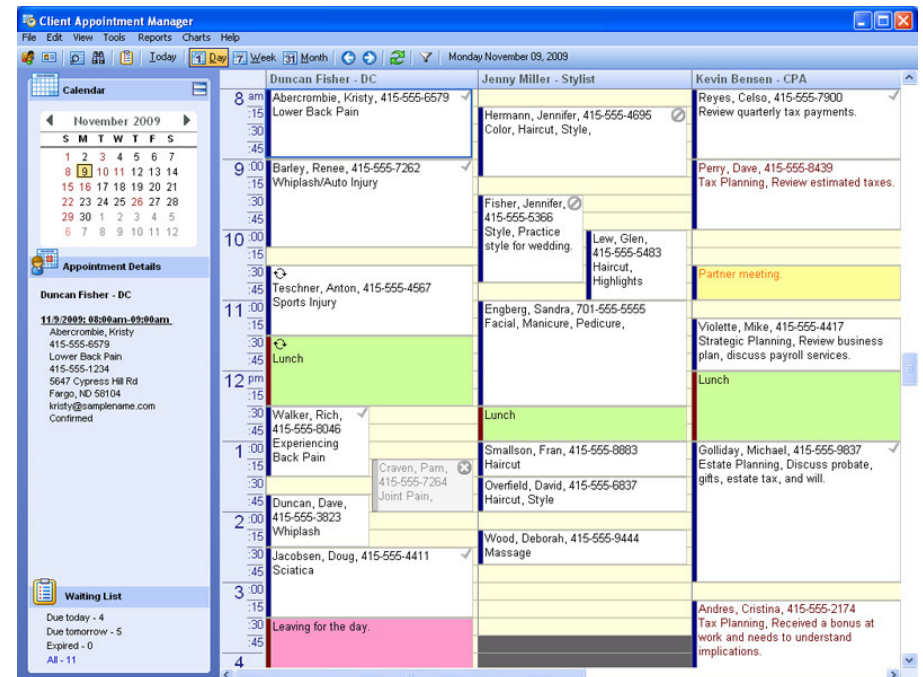
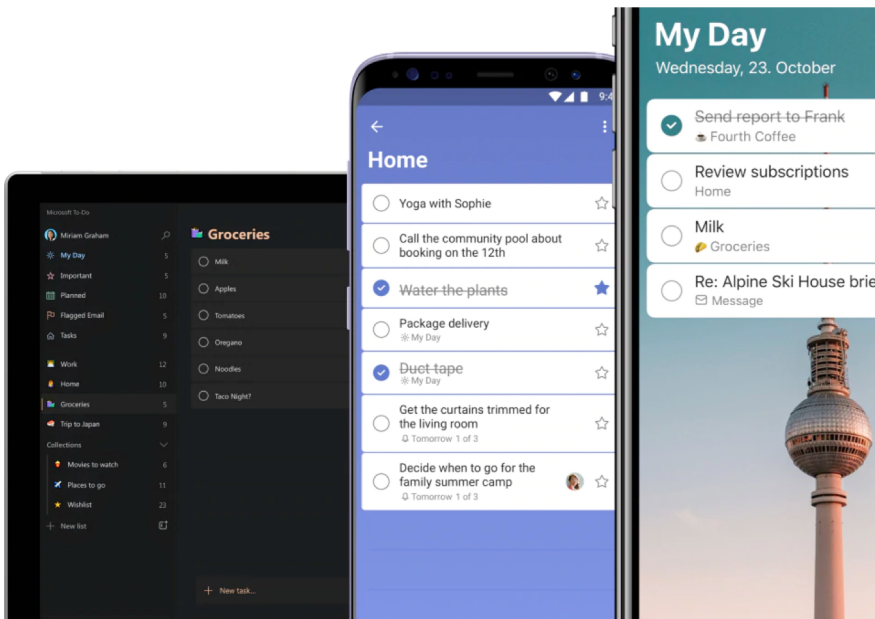
# How to use your time most efficiently?

## Start using a calendar

- Google or Outlook will work!

## Maintain at least a simple to-do list

- Google tasks or Microsoft todo will work!
- ... and look at it regularly

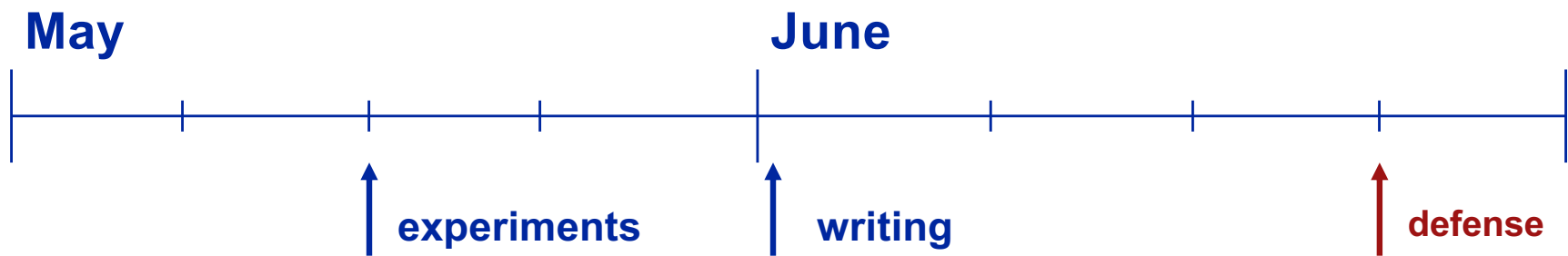


- How to use your time best?  
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# Planning

A million dollars advice: **PLAN!**

M. Druzzel: *“If each of you sends me in 10 years a check for as much as you judge (retrospectively) this advice is worth, I will be a wealthy man”.*



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## How to use your time most efficiently?

- Try to plan for chunks of quality time
- Make appointments with yourself
- When teaching, set a time limit for preparation (e.g., one day preparation for each lecture)



## Know when to refuse

- Do not take too many things at the same time
- Learn to decline kind and honorable offers to join a “Committee on ...”.
- Choose the duties that you want to do because they are important.
- Distribute routine tasks among people around you.



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## Know when to ask advice



<http://adviceisforwinners.com/>



Ask advice from  
everyone,  
but act with  
your own mind.

- Author Unknown

CuriositiesByDickens.com

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## Share everything, including work

All people are **eager**, although they can be classified into two types:

1. Those, who are **eager** to work
2. Those, who are eager to approve the eagerness of the first type

Make it clear who has to do what and who is responsible for what

**Divide routine work among your workers, family, and friends**





## **“Parkinson's Law”**

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

**(Attributed to Cyril Parkinson)**

**When facing a task, it sometimes works to set yourself a time limit for it**

## How to use your time most efficiently?

- **When teaching, set a time limit for preparation (e.g., one day preparation for each lecture)**

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## **Calendar and good hints are not enough: Know your priorities**



**It's not enough to be busy, so  
are the ants.**

**The question is, “What are we  
busy about?”**

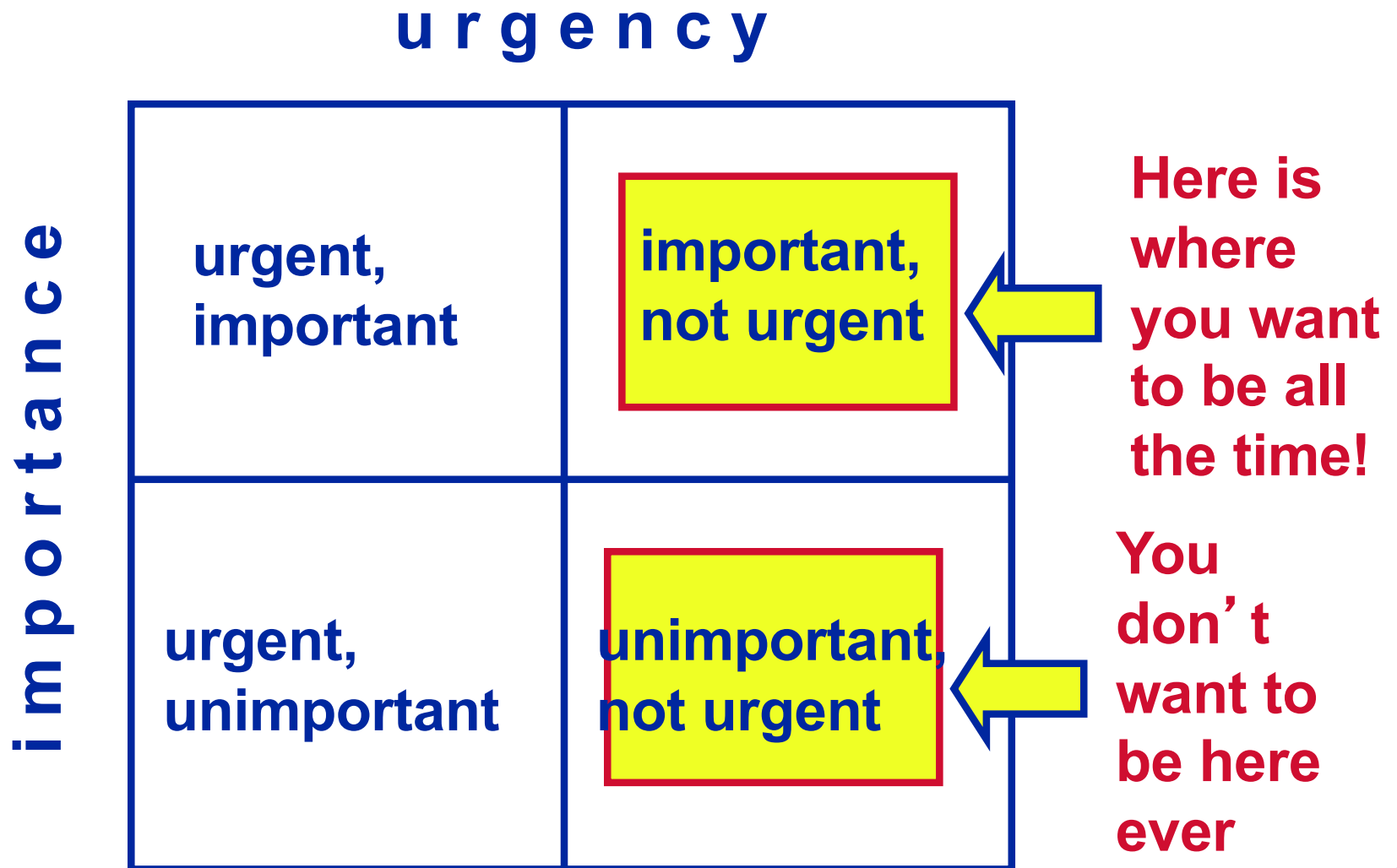
**attributed to Henry David Thoreau**

**Things which matter the most must never  
Be at the mercy of things which matter least.**

**Johan Wolfgang von Goethe**

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## The four quadrants approach (Covey)



# How to manage stress?

A simple recipe (but not for you 😊)



## Two types of stress

- Positive (motivating, stimulating)
- Negative (paralizing)

**Stress is like spice - in the right proportion it enhances the flavor of a dish. Too little produces a bland, dull meal; too much may choke you.**

*Donald Tubesing,  
pastor, author and speaker*



## How to manage stress?

- There is no doubt that you will need some stress management technique!
- Working 8am-6pm (well, six days a week then 😊) is not as bad as it seems, as long as you use your time efficiently



**“What fits your busy schedule better, exercising one hour a day or being dead 24 hours a day?”**

# Avoiding stressful situations



## Solve problems early

- Personal conflicts can be a source of stress
- Do not be afraid of conflicts
- Small conflicts (if they are worth it) may prevent larger conflicts/explosions



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## **Solve problems early**

- **Recognize potential problems early (e.g., dishonest colleagues or a dishonest boss)**
- **If you feel that you don't fit, leave while it is still easy.**

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## Hours of work, hours of rest

Work during “office hours” (i.e., from 8:00am to 5:00pm, well perhaps six days a week 😊), is not as bad as they paint it, as long as we learn to use that time effectively



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## Work hard but also play hard



**Find something that allows you to relax mentally (sports, yoga, fishing, dance?)**

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# Nature is phenomenal ...



## Love what you do (or do what you love?)

**“Choose a job you love, and you will never have to work a day in your life.”**

**Confucius**



**“No one, I think, does successful research of any significance unless there is fun in doing it, and unless he or she believes in the significance, personal and social, of what is being done.”**

**Herbert A. Simon**



# Foundations are usually the most important

“Striking with a finger starts with the heaps”



## **What is really important in life?**

- **Need a guiding light**
- **That guiding light will give you solid foundations for everything else**
- **People are much more important than things and than professional success**



How to use your time best?  
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## What is really important in life?

**Put the largest stones first**



## What is really important in life?



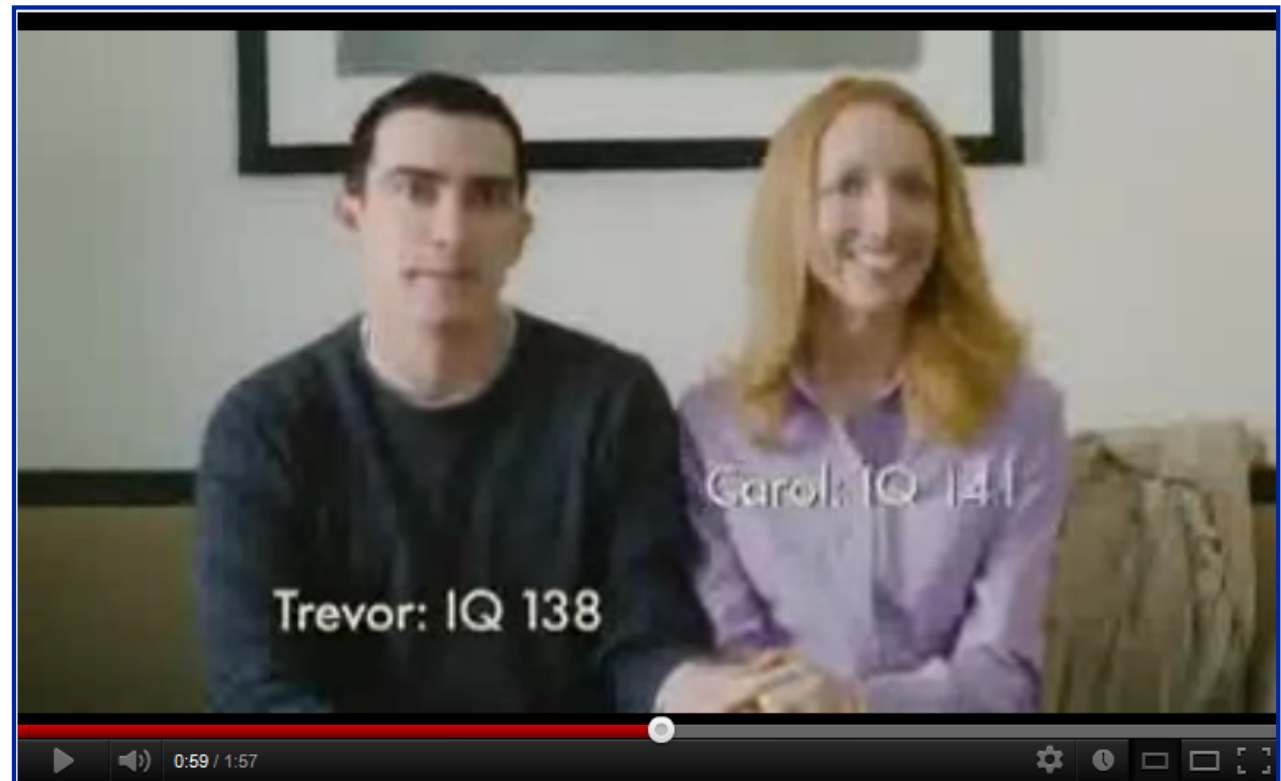
**What happens when you put in sand and small stones first?**

## What is really important in life?

- A really important among all is your family!
- Beware the “never a good time to have children/family” trap (e.g., Trevor & Carol in Idiocracy”)

<http://www.youtube.com/watch?v=icmRCixQrx8>

<http://www.youtube.com/watch?v=U8rhIZJAdd0>



# A mission statement is helpful

Write your personal (or your family's) mission statement and have everybody know it and understand it.

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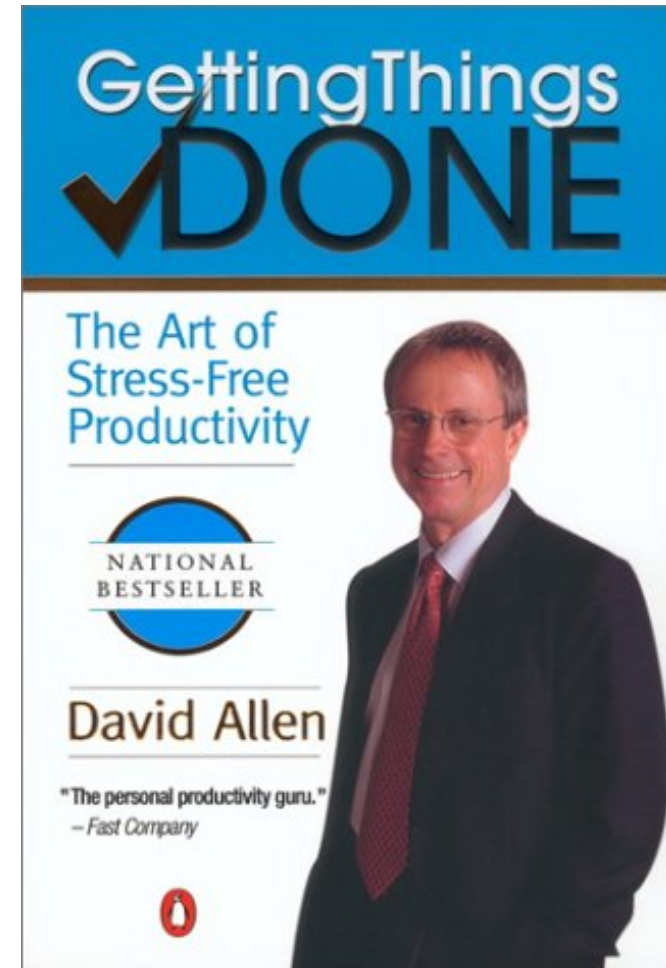


" I WAS LOOKING FOR A LITTLE STRONGER MISSION STATEMENT THAN THAT. "

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## Getting Things Done Approach (GTD)

- One of the most popular time management approaches, developed and propagated by David Allen
- David Allen (2002)  
**Getting Things Done:  
The Art of Stress-Free  
Productivity, Penguin**



## Getting Things Done: Main Points

- **We worry too much about too many trees and we do not see the whole forest**
- **Organize your goals and manage your life in 5 steps: collect-process-organize-review-do**
- **Capture anything that has your attention**
- **Define actionable things into outcomes and next steps**
- **Organize reminders by categories, based on how and when you need to access them**
- **Keep current with your goals and actions by reviewing your commitments on “6 horizons”**

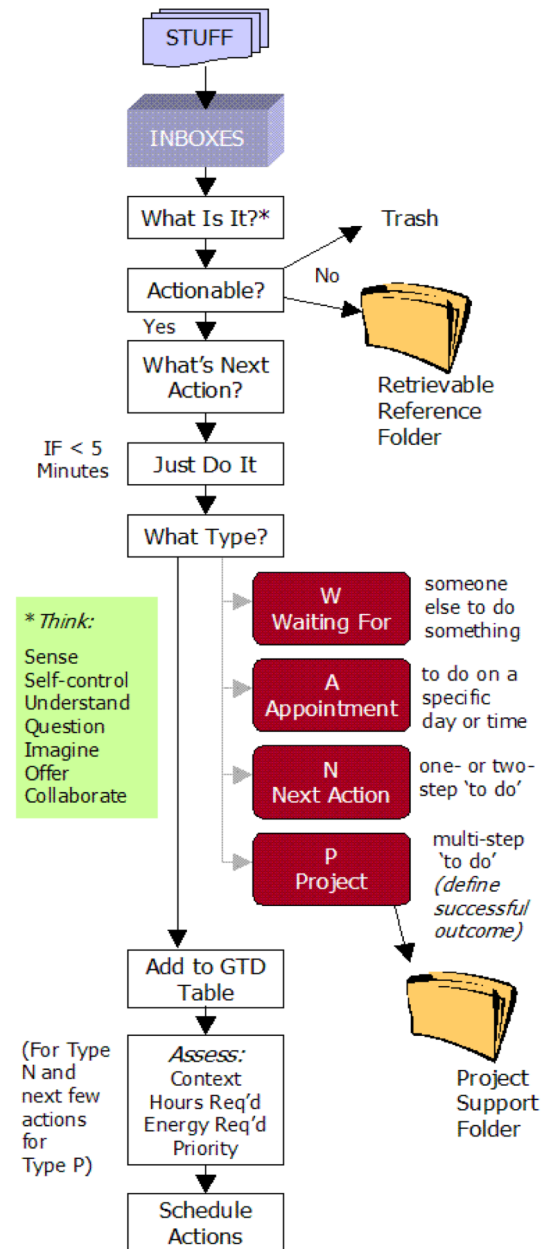
## **Getting Things Done: Horizons**

- **50,000 ft – Life**
- **40,000 ft – 3-5 year vision/strategy**
- **30,000 ft – 3-5 year goals and direction**
- **20,000 ft – Areas of responsibility and focus**
- **10,000 ft – Current projects**
- **Runway – Current actions**
  
- **Build a tree of goals-projects-actions on the basis of this analysis. Maintain it regularly.**

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# GTD: Workflow and software

- GTD defines a specific workflow, which should be followed
- A GTD workflow can be maintained just with card/paper/pencil
- There are many articles how to maintain it using computer tools as components – excell, todo lists, etc
- Best approach is to have a software, which explicitly supports GTD

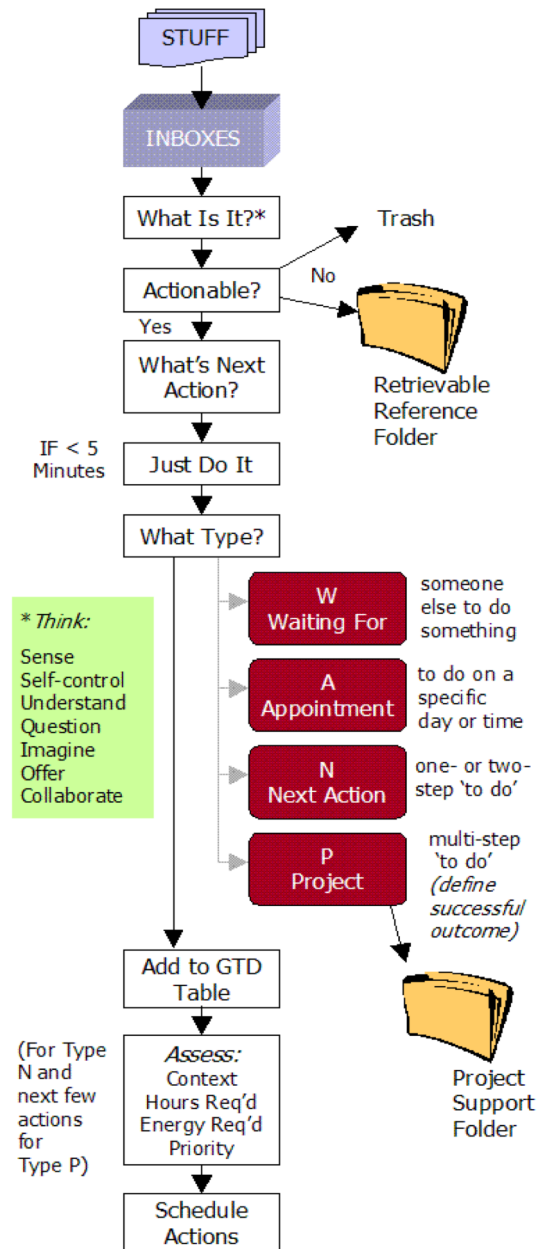




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# GTD: Software

- Layer 0: Todo lists, subtasks
- Layer 1: Advanced to-do lists with inbox, flat projects
  - Nirvana
- Layer 2: Inbox, hierarchy of projects
  - Todoist, Nozbe
- Layer 3: Purist GTD apps
  - GTDNext, FacileThings



## Concluding remarks

- **Have a calendar, maintain a to-do list ...  
... but always remember what is important**
- **Make appointments with yourself**
- **Allocate segments of “quality time” for most important types of work (writing!)**
- **Know when to refuse, ask for advice**
- **“If you do what you love and love what you do, you'll never work another day in your life”**
- **Simple “motivators” like “I won't have ice cream until I have finished this section of the paper” work surprisingly well**

## **Concluding remarks**

- **Stress is a part of life, it motivates us and allows us to feel that we are alive.**
- **However, certain types of stress are unpleasant, unhealthy and harmful to us.**
- **It is best to organize your life in such a way as to avoid such sources of stress.**
- **With what we can not avoid, we should learn to live.**