An Insight Driven Strategy to Overcome Time Management and Productivity Hacks

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Center for Work **L** *ife*
Intelligent Outcomes for Success

Objectives

1. The Science behind time management hacks
2. The most common time management mistakes
3. Balancing between skill and challenge
4. Common distractions and other pitfalls you didn't realize existed
1. Tools for becoming exceptionally well organized

Preface

Why do people feel so rushed?

Part of this is a perception problem.

Reality

Ever since a clock was first used to synchronies labor in the 18th century, time has been understood in relation to money.

Once hours are financially quantified, people worry more about wasting, saving or using them profitably.

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Mismatch of Person and Culture

Individualistic cultures, emphasize achievement over affiliation. This cultivates the "time-is-money" mindset.

The urgency to make every moment "count".

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Wish for What you Have

- Stay in the moment and enjoy where you are at all times of your life.
- Know that your value/worth is not defined by how much you do, but rather by your contributions to the world around you.
- We are social beings. Love replenishes our souls.
- Health (mental and physical) is the factor that will guarantee you added time in the long term.

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If You Could Wave a Magic Wand

Have a conversation with yourself and find
Out the following:

a. If I was given the time, what would be
   the first task I would want the time for?

Now ask,
b. If you could, would you still want to get it
   DONE?

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The Secret to High Productivity

1. How can I gain a little bit of time?
2. How can I produce more by doing less?

We look over at the person who seems to
get it all done while still managing to have
a life, and we ask ourselves:

What does she/he know that I don't?

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There's No Secret

Time Management means discovering
your own patterns and barriers of wasting
time and addressing them.

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Blame Yourself

Time is our scarcest resource, yet we spend so much of it doing things that are unproductive; usually without meaning to.

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Research

- According to Atlassian, **the average person wastes 31 hours in unproductive meetings**.

- A McKinsey study shows **we spend an average of 13 hours per week reading, writing, or responding to emails.** That leaves only roughly half of our time at work available for doing real work.

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Internal Potential Culprits for Distractibility

1. Diet
2. Rest
3. Acute or Chronic Anxiety
4. Hormonal Imbalance
5. Fear/Identity dissonance
6. External Locus of Control
7. Perceptions of inequity
8. Imbalance between work and life
9. Lack of meaningful relationships outside of work
10. Unrealistic expectations

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"Knowing others is intelligence;
Knowing yourself is true wisdom.
Mastering others is strength;
Mastering yourself is true power."

Lao Tzu

## Take the Time to Know Thy Self

Know your body clock

https://www.psychologytoday.com/
articles/200607/identify-your-body-clock

There are likely certain times of day when
you do your best work , know it that will
help you best match work and life.

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Fear/Identity Dissonance

Self Sabotage or Self preservation?
Perhaps the reason you haven't met your
goals is not as cut-and-dried as you think,
like being too busy, not having enough
time, not having enough discipline.

Perhaps the real reason is that there is a
part of you rebelling against meeting your
goals because you are simply afraid

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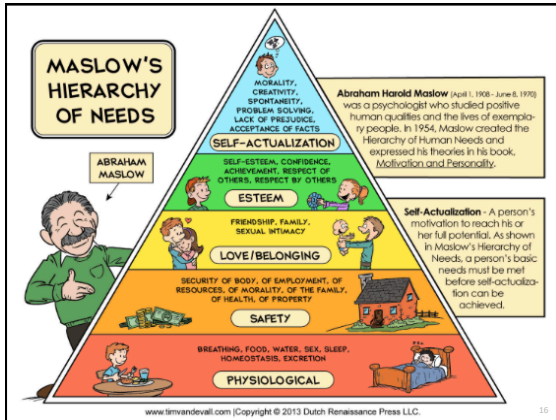
External Potential Culprits for Distractibility

11. Information Addiction
12. The wrong Environment
13. Multi-tasking

The Moralist

Schedule "free" time within your schedule everyday and every week to do small acts of kindness for others: ex. Developmental tasks, just listening, and doing favors.

There are circumstances that are

"Just Say No"

Beyond the scheduled time, learn to say "no" without guilt and fall backs.

Beware of time vampires out there.

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The Right way of Saying "No"

A study published in the Journal of Consumer Research found that participants who said no to something by saying "I can't" were more likely to cave in and do the thing they didn't want to do later. Those who said "I don't" were more likely to remain firm about saying no.

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The Chemistry of Time Management

Scientists have discovered that the dopamine neurons in our brains treat information as a reward because it makes sense evolutionarily.

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Problem

We're naturally attracted to distractions outside our primary objectives.

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Solution

We need to exercise our brain like we do our bodies and channel our energies into guiding our actions. In other words, taking/not taking the right actions at the right times.

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Ignorance is Bliss

Our brains, and the brains of other animals, have evolved to find information rewarding In fact, not knowing is stressful, which is why we strive to decrease that uncertainty whenever possible.

We want the information and we want it now!

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Multi-Tasking

A study by the National Bureau of Economic Research revealed that workers who were big multi-taskers were less productive, with a lower quality of work than those who focused on just one thing at a time.

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Research on Multi-tasking

Studies have shown that people who multi-task and attempt to do more than one thing at a time, show subtle brain damage within cognitive abilities.

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If You Have to Multi-task

Pair a cognitive activity with a physical activity that you don't have to think about to do.

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Assess Group vs. Individual Project Time

When a large group gets together, something called "social loafing" occurs. This is a term coined by Nicholas W. Kohn in a 2010 Applied Cognitive Psychology study:

Group participants compare themselves to each other and conform to the common denominator. The larger the group, the more the downward conformity.

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The 10 most common distractions and strategies for managing them

1. Personal Technology

   Problem: The lines are blurred between personal and professional communication and work vs. personal time.

   Solution: Train yourself and others to put away the device(s)

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2. E-mail

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3. Social Media

Problem: Blurred line between personal and work use.

Solution: schedule a set number of minutes each day for posting updates or answering messages.

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4. Instant Messaging

Problem: Many workplaces use an IM platform to keep team members in touch with one another.

Solution: Resist the pressure to reply instantly, and consider setting specific times during the day when your status is "online."

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5. Browsing

Problem: Organizations are increasingly using cloud-based software that requires an Internet connection to work fully

Solution:
1. 1. install blocking software, such as Freedom, to help you block for yourself.
2. If it's acceptable within your organization,
3. use a brief personal browsing session as a reward for an hour or two of high-quality, focused work Pomodoro Technique

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6. Phone Call

Problem: We are "Pavlovian dogs" and programmed to seek immediate gratification.

Solution:
1. If your responsibilities don't allow you to turn off your personal phone for emergency reasons, use the , pre-programmed text message features of your smartphone for quick text replies, such as "In a meeting, "Sorry Can't talk right now"
2. Train your circle of influence through consistency that you will only call at certain periods.

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8. Are you a Fire Man?

If you discover that you are frequently dealing with urgent but unplanned inquiries, try to dig deeper. Why are you really playing "fire man"?

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9. Vampires

The talkers, the always distressed, the complainers, the hummingbirds, the partiers, the gossips, etc. etc.

Know them, love them, but leave them.

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10. It's Me!

The five check points:
Hunger
Thirst
Lonely
Anger
Tired

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Organization is the Father of Productivity
-List creation
-Prioritization

There is an Art of List Creation

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Rule of Three

If you make a list of everything you do in the course of a month, it will probably include 20, 30, or even 40 different tasks and responsibilities.

If you review your list carefully, item by item, you will find that only three items on your entire list account for 90% of the value to your business.

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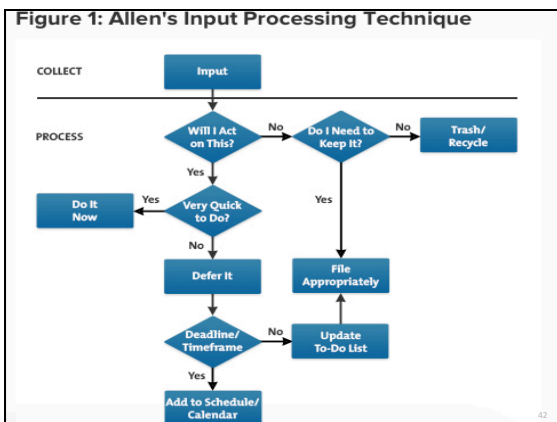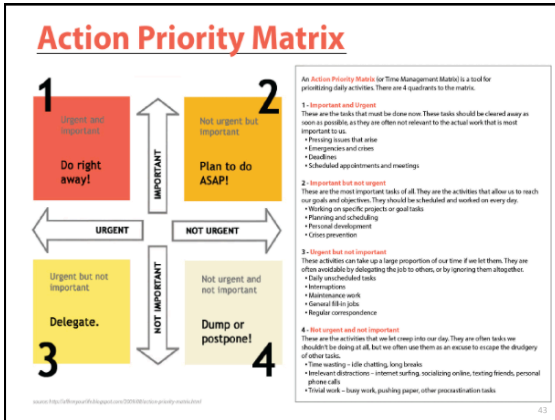## The Three Magic Questions of the Rule of Three

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Other tasks

The other tasks can be:
a. Delegated
b. Done later
c. Or not done at all

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Figure 1: Allen's Input Processing Technique

Action Priority Matrix

An **Action Priority Matrix** (or Time Management Matrix) is a tool for prioritizing daily activities. There are 4 quadrants to the matrix.

1 - Important and Urgent
These are the tasks that must be done now. These tasks should be cleared away as soon as possible, as they are often not relevant to the actual work that is most important to us.
• Pressing issues that arise
• Emergencies and crises
• Deadlines
• Scheduled appointments and meetings

2 - Important but not urgent
These are the most important tasks of all. They are the activities that allow us to reach our goals and objectives. They should be scheduled and worked on every day.
• Working on specific projects or goal tasks
• Planning and scheduling
• Personal development
• Crises prevention

3 - Urgent but not important
These activities can take up a large proportion of our time if we let them. They are often avoidable by delegating the job to others, or by ignoring them altogether.
• Daily unscheduled tasks
• Interruptions
• Maintenance work
• General fill-in jobs
• Regular correspondence

4 - Not urgent and not important
These are the activities that we let creep into our day. They are often tasks we shouldn't be doing at all, but we often use them as an excuse to escape the drudgery of other tasks.
• Time wasting – idle chatting, long breaks
• Irrelevant distractions – internet surfing, socializing online, texting friends, personal phone calls
• Trivial work – busy work, pushing paper, other procrastination tasks

Quadrant 1: Urgent and important — Do right away!
Quadrant 2: Not urgent but important — Plan to do ASAP!
Quadrant 3: Urgent but not important — Delegate.
Quadrant 4: Not urgent and not important — Dump or postpone!

For Specific Projects

Use a PERT Chart

Why: By using a PERT chart, you avoid being overwhelmed by deadlines. You are always on the top of your work and your major projects are completed on time.
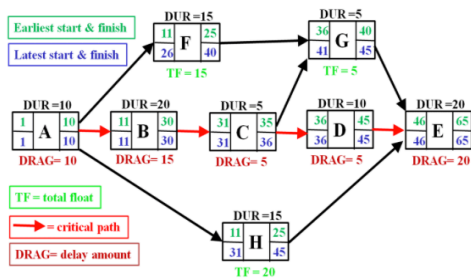
What Is A Pert Chart?

Creating a visual representation of your larger tasks and projects, so you and/or others can see it in its totality.

How To Create A Pert Chart

Example Diagram of a PERT Chart:

Use Some Good Apps

Time Management and Project Organization apps:

- Mind 42
- 30 30
- Finish

Questions

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