Time Management
(and Really Important Things)

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Overview

• How to use your time best?
• How to manage stress?
• What is really important?
• Concluding remarks
How to use your time most efficiently?

- Try to plan for chunks of quality time
- Make appointments with yourself
- Know when to refuse a request (for review, committee membership, etc.)
- Four quadrants approach

The four quadrants approach (Covey)

- **Urgency**
  - urgent, important: important, not urgent
  - urgent, unimportant: unimportant, not urgent

- **Importance**
  - Here is where you want to be all the time!
  - You don’t want to be here ever
How to use your time most efficiently?

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

Getting Things Done Approach (GTD)

• One of the most popular time management approaches, developed and propagated by David Allen
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.
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 like Life Balance

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
- Work hard but also “play hard”
- Find something that allows you to relax (sports, yoga, fishing, dance?)
What is really important in your 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
- A really important among people is your family!
- Beware "never a good time to have children/family"

Concluding remarks

- "If you do what you love and love what you do, you'll never work another day in your life"
- How to get and stay motivated?
- Simple "motivators" like "I won't have ice cream until I have finished this section of the paper" work surprisingly well