

Time Management

(and Really Important Things)

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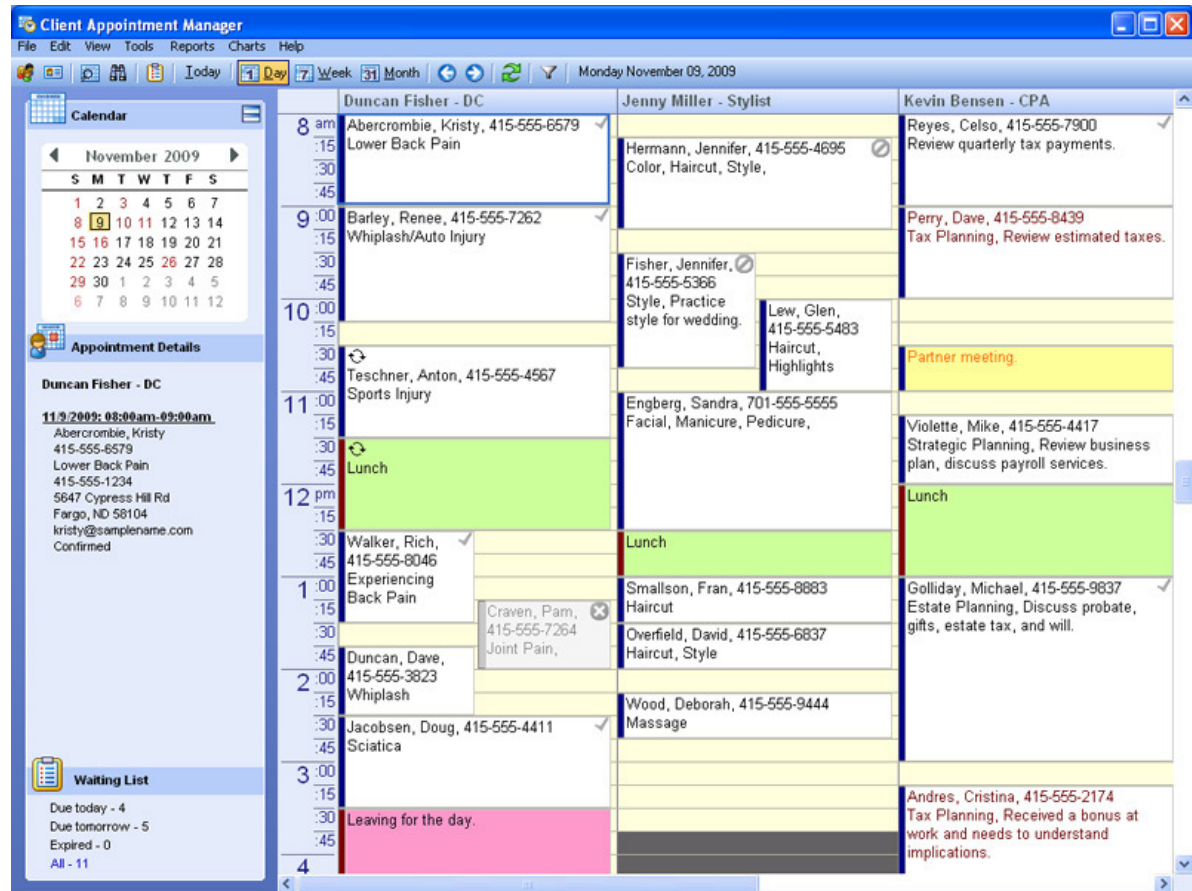
Overview

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

- How to use your time best?
- How to manage stress?
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- Concluding remarks

How to use your time most efficiently?

Buy yourself a calendar
 ... and look at it regularly 😊



- How to use your time best?
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What is really important?
Concluding remarks

What if a calendar is 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)

u r g e n c y

i m p o r t a n c e

urgent, important	important, not urgent
urgent, unimportant	unimportant, not urgent

Here is where you want to be all the time!

You don't want to be here ever

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“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

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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

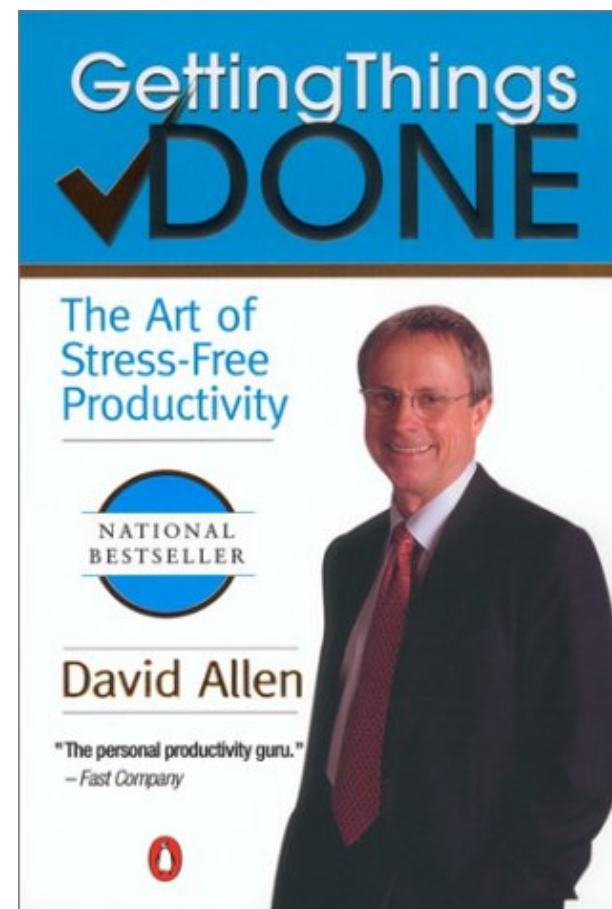
- Do not take too many things at the same time
- Learn to decline kind and honorable offers to join a “Committee on ...”.
- Choose the duties that you want to do because they are important.
- Distribute routine tasks among people around you.



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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



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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”**

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Getting Things Done: Horizons

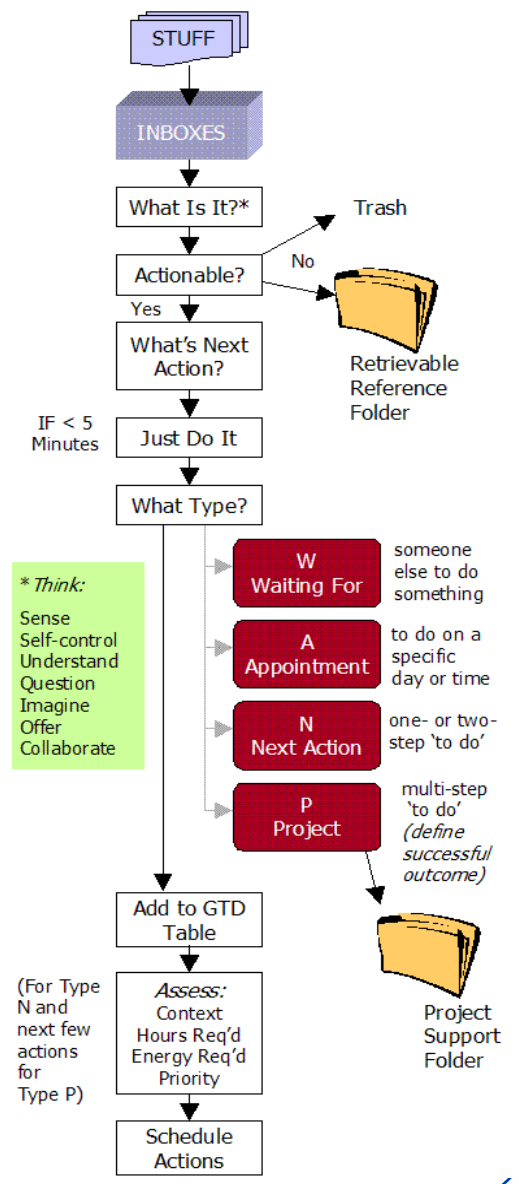
- **50,000 ft – Life**
- **40,000 ft – 3-5 year vision/strategy**
- **30,000 ft – 3-5 year goals and direction**
- **20,000 ft – Areas of responsibility and focus**
- **10,000 ft – Current projects**
- **Runway – Current actions**

- **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 like Life Balance and Things



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?”

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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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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



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**

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What is really important in life?

Put the largest stones first



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What is really important in life?



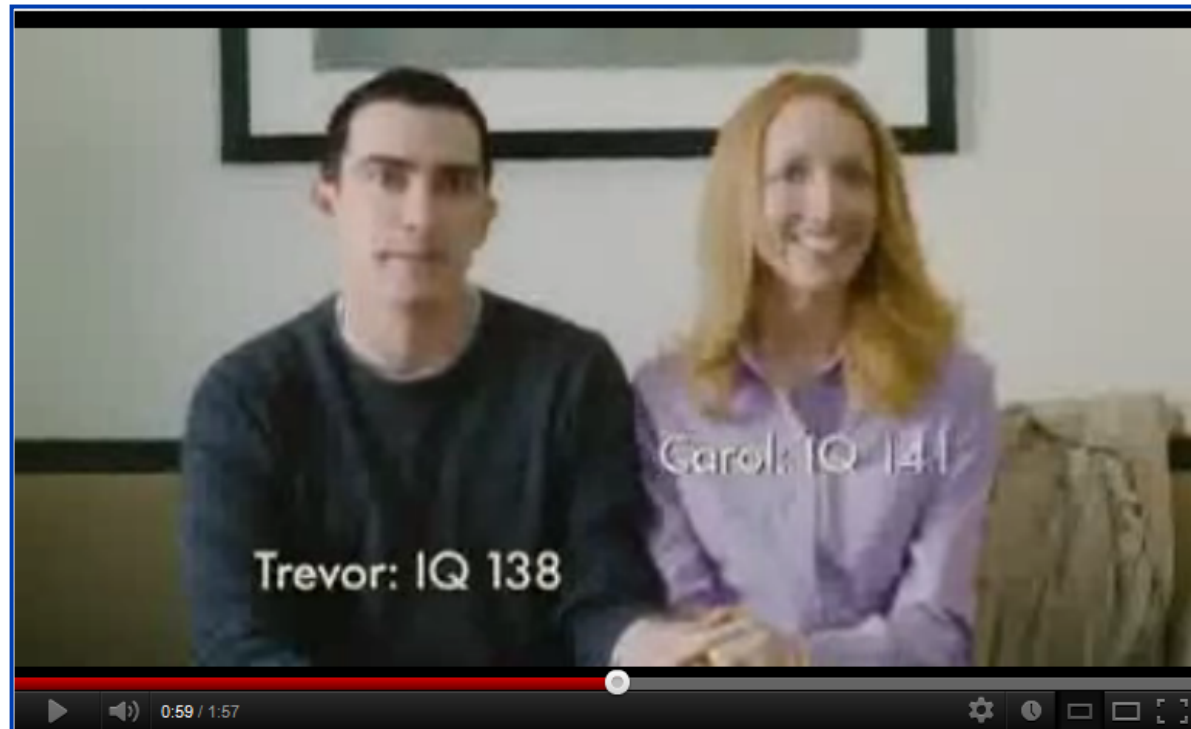
What happens when you put in sand and small stones first?

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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Dave Coverly...

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

Concluding remarks

- **Have a calendar ...
... but always remember what is important**
- **Make appointments with yourself**
- **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**