

# **Time Management**

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

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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?
- How to manage stress?
- What is really important?
- Concluding remarks

# How to use your time most efficiently?

Start using a calendar (Google or Outlook will work!)

... and look at it regularly 😊

The screenshot displays a software interface titled "Client Appointment Manager" for Monday, November 09, 2009. The interface is divided into several sections:

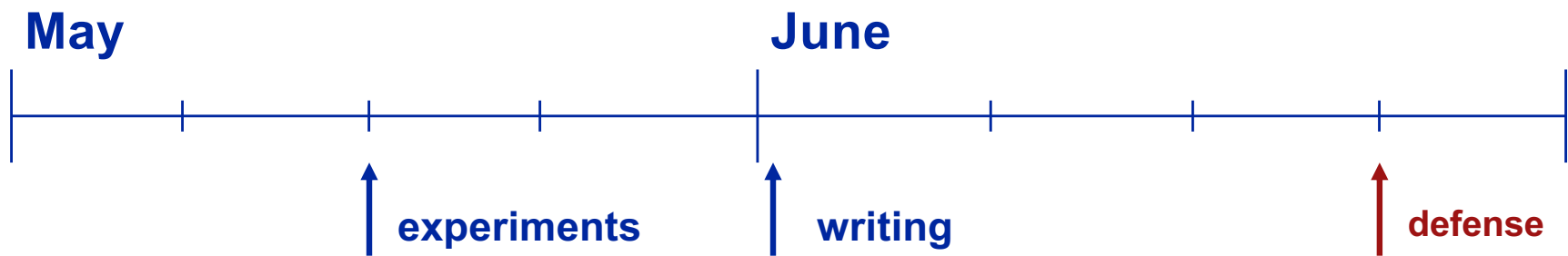
- Calendar:** A monthly calendar for November 2009 with the 9th highlighted.
- Appointment Details:** A sidebar for "Duncan Fisher - DC" showing appointment information for "Abercrombie, Kristy" on 11/9/2009 at 08:00am-09:00am, including contact details and a "Confirmed" status.
- Waiting List:** A sidebar showing a list of appointments: "Due today - 4", "Due tomorrow - 5", "Expired - 0", and "All - 11".
- Main Appointment Grid:** A central grid showing appointments for three staff members:
  - Duncan Fisher - DC:**
    - 8:15-9:45: Abercrombie, Kristy, 415-555-6579 - Lower Back Pain
    - 9:00-10:45: Barley, Renee, 415-555-7262 - Whiplash/Auto Injury
    - 11:00-11:45: Teschner, Anton, 415-555-4567 - Sports Injury
    - 12:00-12:45: Lunch
    - 1:00-1:45: Walker, Rich, 415-555-8046 - Experiencing Back Pain
    - 2:00-2:45: Duncan, Dave, 415-555-3823 - Whiplash
    - 2:30-3:00: Jacobsen, Doug, 415-555-4411 - Sciatica
    - 3:00-4:00: Leaving for the day.
  - Jenny Miller - Stylist:**
    - 8:30-9:45: Hermann, Jennifer, 415-555-4695 - Color, Haircut, Style
    - 10:00-10:45: Fisher, Jennifer, 415-555-5366 - Style, Practice style for wedding.
    - 10:30-11:00: Lew, Glen, 415-555-5483 - Haircut, Highlights
    - 11:00-11:45: Engberg, Sandra, 701-555-5555 - Facial, Manicure, Pedicure
    - 12:00-12:45: Lunch
    - 1:00-1:45: Smallson, Fran, 415-555-8883 - Haircut
    - 1:30-2:00: Overfield, David, 415-555-6837 - Haircut, Style
    - 2:00-2:45: Wood, Deborah, 415-555-9444 - Massage
  - Kevin Bensen - CPA:**
    - 8:00-9:00: Reyes, Celso, 415-555-7900 - Review quarterly tax payments.
    - 9:00-10:00: Perry, Dave, 415-555-8439 - Tax Planning, Review estimated taxes.
    - 10:00-11:00: Partner meeting.
    - 11:00-11:45: Violette, Mike, 415-555-4417 - Strategic Planning, Review business plan, discuss payroll services.
    - 12:00-12:45: Lunch
    - 1:00-1:45: Golliday, Michael, 415-555-9837 - Estate Planning, Discuss probate, gifts, estate tax, and will.
    - 3:00-4:00: Andres, Cristina, 415-555-2174 - Tax Planning, Received a bonus at work and needs to understand implications.

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

# Planning

A million dollars advice: **PLAN!**

M. Druzdzel: *“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?”**

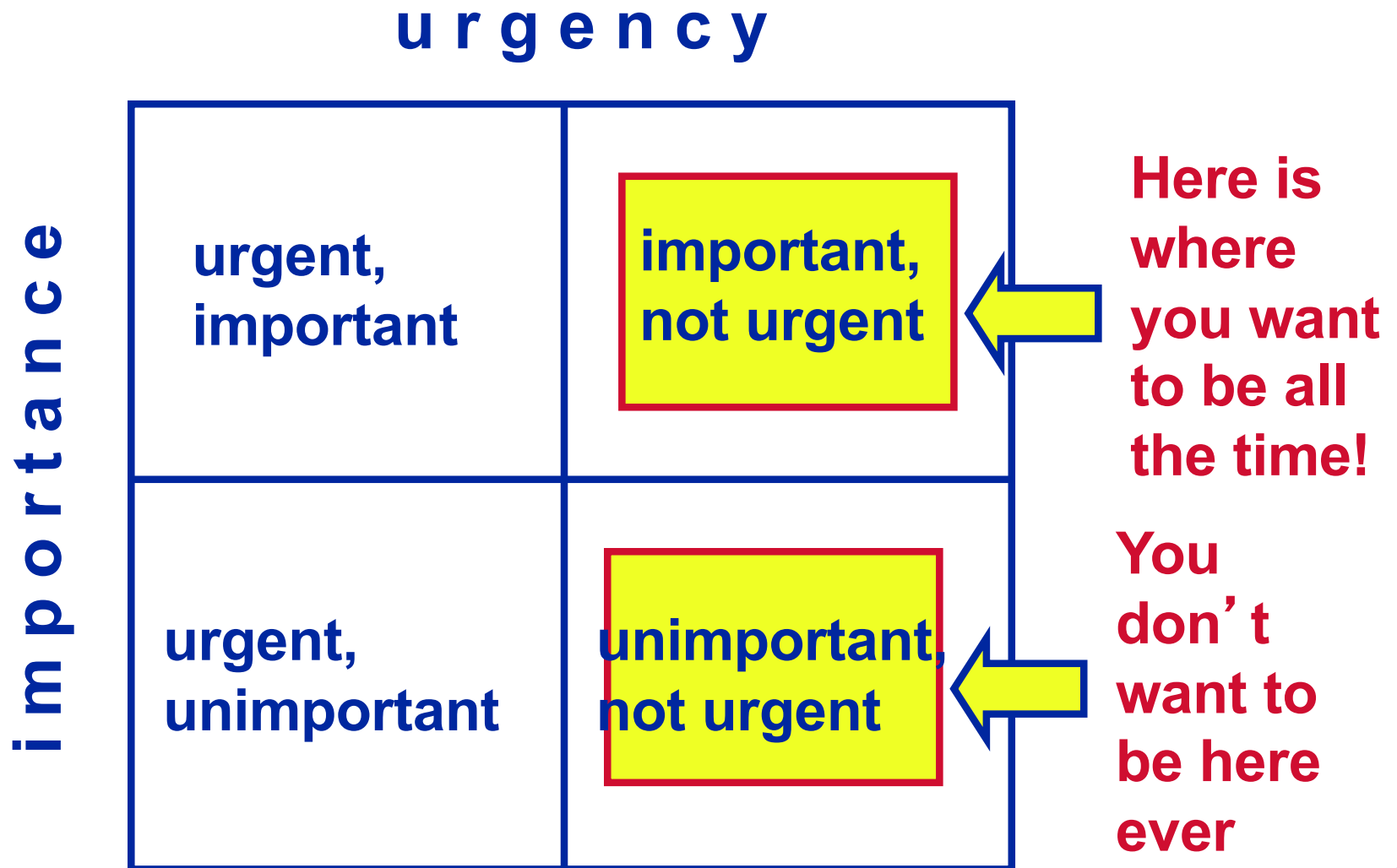
**attributed to Henry David Thoreau**

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

**Johan Wolfgang von Goethe**

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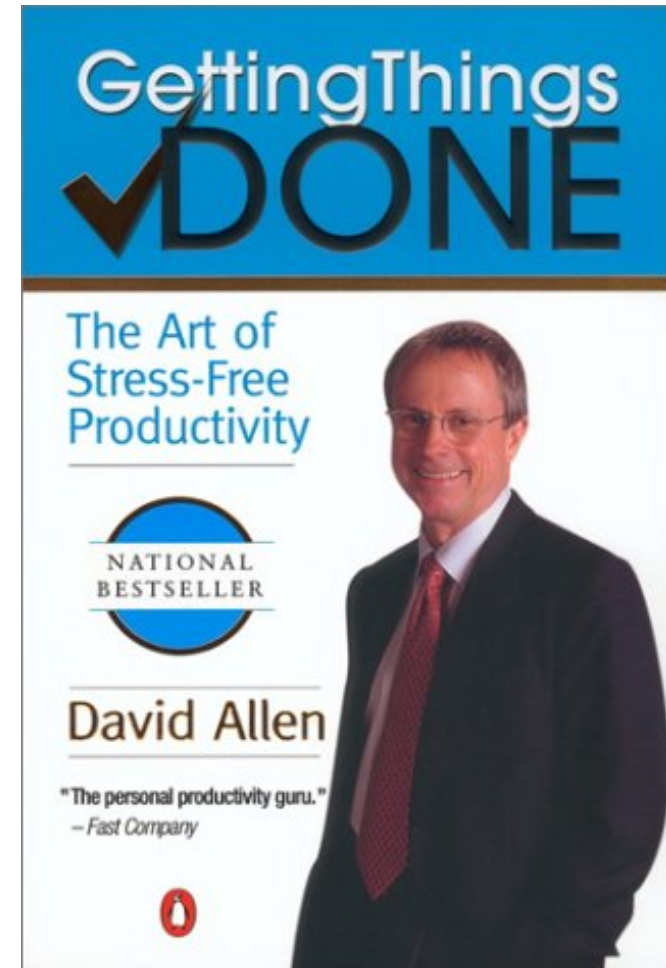
## The four quadrants approach (Covey)



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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**

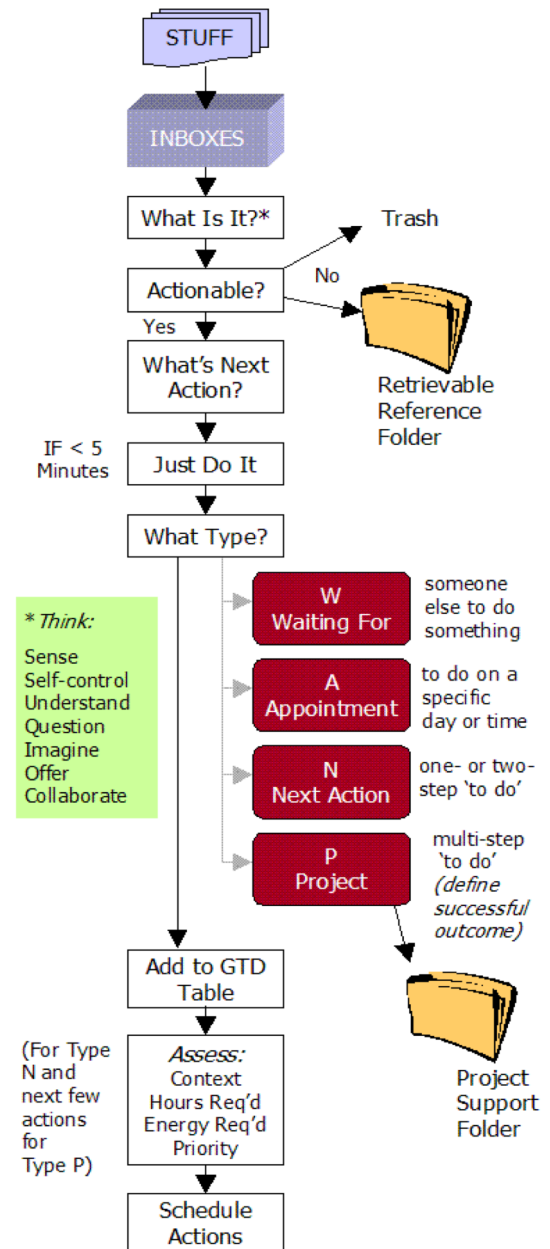
- **50,000 ft – Life**
- **40,000 ft – 3-5 year vision/strategy**
- **30,000 ft – 3-5 year goals and direction**
- **20,000 ft – Areas of responsibility and focus**
- **10,000 ft – Current projects**
- **Runway – Current actions**
  
- **Build a tree of goals-projects-actions on the basis of this analysis.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



## 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?”**

# 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*



# 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



phillipmartin.info

## **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.**



## 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



## 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**



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## What is really important in life?

**Put the largest stones first**





## What is really important in life?



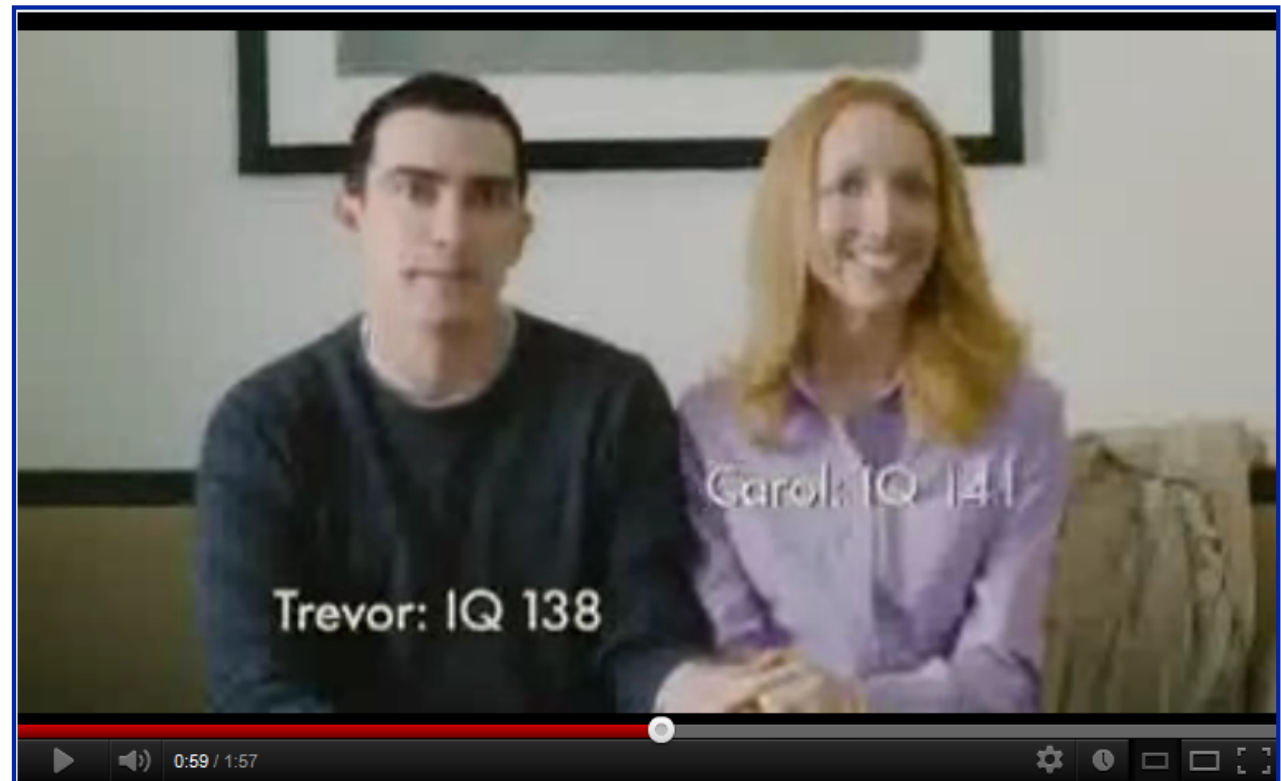
**What happens when you put in sand and small stones first?**

## 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. "

## 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**

## **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.**