

Time management

Let's start with questions

Question 1

What do you struggle when it comes to time management?

Question 2

Did you ever do something to address it?

What will we do to address those issues?

- We will first learn about some core theoretical underpinnings of time management
- We will then learn many "experiments" to apply those theoretical frameworks into practice—we will even do a couple of them!
- Then we will leave on how to keep practicing things because they is an on-going and ever changing process.

Question 3

Have you ever felt like the days are just going by?

If so, why do you think this is?

It feels this way because we are just doing stuff.

 Think about what's the first question we ask when we meet someone.

 We do, we do, and we do. Isn't that what productivity is all about?

Why do we care so much about doing?

Instead of being focused on doing.

We should first focus on being.

Theoretical Principle 1

WE ARE HUMAN BEINGS, NOT HUMAN DOINGS.

Human being not human doing.

- Activity 1: Who are you? Who do you want to be?
 - Think of many groups of identity: family, friendships, religious, sports, hobbies, activities, soul, romance, career, mind, growth, health, etc.
 - Write down all the roles that you think you are.
 The more the better.
 - How many do you have?

Human being not human doing.

 Now highlight the top 3 roles that are the most important for you.

 Share what have you done in the past 7-days that fulfill those roles.

 Which roles, which are important to you, you haven't done much of lately?

Human being not human doing.

• We should decide who we are, or who we want to be first.

• Then, we can decide what we do, not the other way around.

• If not, you'll spend your time doing stuff, and time will pass by.

Who you are can change

 Over the course of your life, "who you are" or "who you want to be" will change.

- The priorities will change as well, and this is important to recognize.
 - Sometimes, you will prioritize your family, other times your work. That's ok, these are seasons of life.
 - Allow yourself to change

Who you are can change

 Every so often, come back to this exercise, to see how much you are deviating from who you want to be

Or to re-caliber priorities

Or to delete or add new identities.

Say you've chosen who you are

Then isn't that it?

Why can I just be tho?

Thoughts?

Theoretical Principle 2

TIME IS FINTE

Time is not finite

- Let's start by doing some math
- You only have 24 hours in a day....
- 8 to 10 are for sleeping
- About 2-6 hours for human things: food, transportation, showering, etc. (Let's say 5).
- 24-8-5= About 11 hours left to do all stuff you want to do.

Putting two principles together

Relative scarce time to fulfill all of our duties and identities.

• This means we are going to have to "optimize", prioritize, choose, go through seasons.

• This is where time-management comes in: helping you <u>be</u> the person you want to be, rather than just "do more"

Activity

- Let's plan our ideal "week" or routine week
- Either use handout or
- Use a calendar app or
- Go to sebastiantellotrillo.com/classes
 - Time manamgement lecture
 - Worksheets
 - Worksheet #2 (click link)

Don't forget the many menial tasks of life!

- Classes
- Leave room for catch up time (always)
- Sleep
- Transportation to any location
- Eating
- Cooking + Cleaning from cooking
- Morning routine

- Folding laundry
- Sweeping/Vacuuming
- Cleaning your room/Clearing your desk
- Buying groceries/unloading groceries
- Break in between activities
- Winding down routine

Reflection

• What did you notice while doing this exercise?

So then how can do achieve what we want?

- Given these two principles we come to the realizations that we need to prioritize.
- We should only have time for a couple of main identities, and then hopefully some full exploration time.
- That's great, because that will make you feel in control. You pick who you are, you pick what you do.

So then how can do achieve what we want?

- The next step is learning techniques to help you keep those identities in control.
- This is really where all the "tips" come from, and where most books focus on, or speakers, or youtubers, etc.

Techniques

- Recognizing angle theory. (habit formation)
- Routines/Systems
- Reflection/Review
- Environment Design
- Time-blocking
- Find energy

- Plan your tomorrow, Plan your week.
- Pick a daily Highlight!
- Have a might to-do list
- Batching
- Eat the frog
- Etc.

Angle theory

Angle Theory

- Routines got a bad rap for a while...
- Routines are cool!
- Question: What are your routines?
 Anyone want to share?
- Why are routines very important for time-management?
- Focus on habits, not "goals".

Atomic Habits

- Why are habits important?
- Because "We don't rise to the level of your goals, we fall to the level of our systems."
- Example: Write a book (habit vs. goal)
- One small change today, can make a huge difference over time. (Draw angle)

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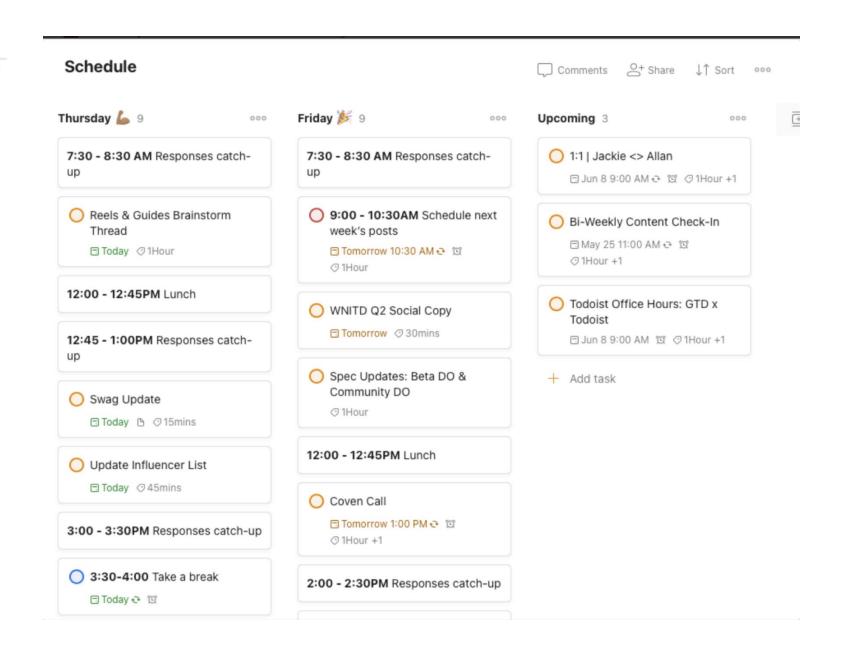
Reflection/Review

- This can be done in many ways, but the concept is easy to understand.
- If you are having trouble with your TM, review what's going on. Log what's going on
 - E.G. "Why I don't do research"

Planning

- If you ever feel like things are out of control, plan ahead. Your day and your week. Take time to do this. This will take about an hour or so.
- It can help you realize what you can say yes or no to.
- It can help you understand your energy levels.
- Be mindful of yourself.
- Really aim to have at most 3-4 "to dos", aim to not have that much.





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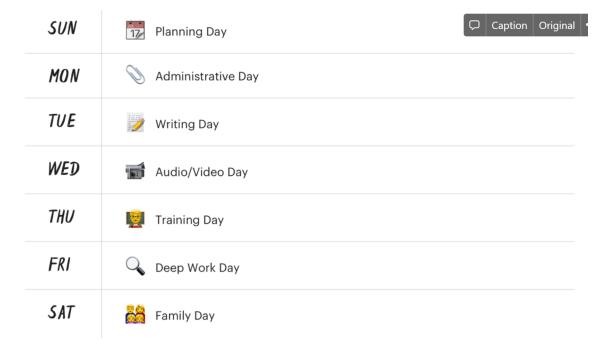
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Environment Design

- Example: Shelfs space in super markets
- Create an environment that helps you achieve your goals:
 - Guitar should be accessible
 - Desk should be clear?
 - Go to a quiet place?

Examples of other techniques

Batching



Focusing on shallow vs. deep work

EXAMPLES OF SHALLOW WORK

- Responding to colleagues on team chat tools like Slack
- Making phone calls to arrange logistics

> Processing the

emails in your inbox

> Attending status update meetings

VS

EXAMPLES OF DEEP WORK

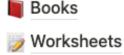
- Drafting a launch plan for a new feature
- > Programming
- Preparing for an upcoming keynote presentation
- Researching information on a specific problem

Want to learn more? It's a journey!



Time Management Lecture

Feeling comfortable with your schedule and time is an on-going journey. Sometimes you have to hear the same things again later in life, and sometimes you just need remembering. The following is a page for you to come back in case you feel stuck with your process.







Extra!

- Software:
 - To-do apps: todoist, ticktick, make time daily app, https://teuxdeux.com
 - Freedom
 - Rize
- Books:
 - Atomic habits, make time, range, deep work, digital minimalism.
- Set ups: https://blog.doist.com/todoist-setup/
- Day theming: https://todoist.com/productivity-methods/time-blocking#day-theming