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 the person you want to be</u>, 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.

Schedule

Thursday 💪 9   ᐧᐧᐧ

7:30 - 8:30 AM Responses catch-up

○ Reels & Guides Brainstorm Thread
  🗓 Today ⦿ 1Hour

12:00 - 12:45PM Lunch

12:45 - 1:00PM Responses catch-up

○ Swag Update
  🗓 Today 📄 ⦿ 15mins

○ Update Influencer List
  🗓 Today ⦿ 45mins

3:00 - 3:30PM Responses catch-up

○ **3:30-4:00** Take a break
  🗓 Today ↻ ⏰

Friday 🎉 9   ᐧᐧᐧ

7:30 - 8:30 AM Responses catch-up

○ **9:00 - 10:30AM** Schedule next week's posts
  🗓 Tomorrow 10:30 AM ↻ ⏰
  ⦿ 1Hour

○ WNITD Q2 Social Copy
  🗓 Tomorrow ⦿ 30mins

○ Spec Updates: Beta DO & Community DO
  ⦿ 1Hour

12:00 - 12:45PM Lunch

○ Coven Call
  🗓 Tomorrow 1:00 PM ↻ ⏰
  ⦿ 1Hour +1

2:00 - 2:30PM Responses catch-up

Upcoming 3   ᐧᐧᐧ

○ 1:1 | Jackie <> Allan
  🗓 Jun 8 9:00 AM ↻ ⏰ ⦿ 1Hour +1

○ Bi-Weekly Content Check-In
  🗓 May 25 11:00 AM ↻ ⏰
  ⦿ 1Hour +1

○ Todoist Office Hours: GTD x Todoist
  🗓 Jun 8 9:00 AM ⏰ ⦿ 1Hour +1

+ Add task

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!
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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

SUN	📅	Planning Day
MON	📎	Administrative Day
TUE	📝	Writing Day
WED	📹	Audio/Video Day
THU	👩‍🏫	Training Day
FRI	🔍	Deep Work Day
SAT	👨‍👩‍👧‍👦	Family Day

Caption   Original

Focusing on shallow vs. deep work

EXAMPLES OF SHALLOW WORK

VS

EXAMPLES OF DEEP WORK

> Processing the emails in your inbox

> Responding to colleagues on team chat tools like Slack

> Making phone calls to arrange logistics

> Attending status update meetings

> 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.

📕 Books   🎥 Videos   💿 Apps

📝 Worksheets

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