Time Management & Effectiveness

3

Methodologies

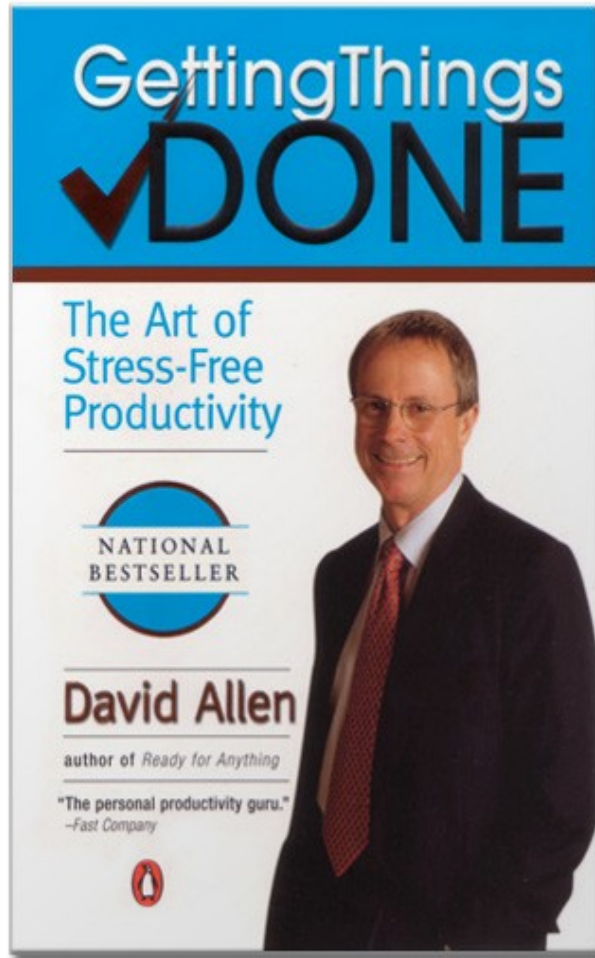Michala Homolova

management centrum

Getting Things Done

Pomodoro

NEXT COURSE NEXT WEEK, Monday,

17th October

GTS

The most spread methodology

Elaborated, sophisticated system

First published in 2001, translated to 28 languages

According to Forbe's: one of the Top5 Exec Coaches in US

http://www.davidco.com

management**centrum**

1. Getting Started: preparation of space, time, and tools
2. Collection
3. Processing: folder/list clean-up
4. Organization: folder set-up
5. Evaluation: keep the system up and running

1. Priorities
2. Getting control over projects
3. Power of data collection habit
4. Power of next steps planning
5. Power of focus to the goal

1. Getting Started

1. Time

   2 successive days:

   6 hours data collection

   8 hours data processing

2. Space – never shared!

   Desk (space for writing and folder)

3. Tools

   paper organizers (minimum 3)

   pack of A4, pen

   post-its, clips, stapler, adhesive tape, folders, diary, trash bin

1. Getting Started: Tools

1. Paper organizer (entry folder, exit folder, two more in the middle for support info and reading materials)

2. Blank A4: one idea per sheet

3. Folder index system: handy, alphabetic sorting, with descriptions, availability of empty folders

RULE: Free your mind so you can focus and be in control

Collect ALL working and personal tasks

(1 to 6 hours)

Physically: collect things you want to do something about to the box

Mentally: take note of every "stuff" requiring any action

managementcentrum

Hints:

- Throw away trash immediately
- Do not tidy (unless you have enough time to complete both)
- Include your existing lists as inputs
- Put urgent reminders to the input folder
- Include date (input taken on dd.mm.yyyy)
- Use systematic lists as reminders

Example of systematic list reminder:

Working

Projects in progress

Projects to be started

Commitments to others

> Boss, colleagues, subordinates, external people (customers, vendors, contractors)

Communication to process

> Internal/external, phones, emails, voicemails, faxes, letters, memos

Other writings to be finished

> Evaluations, proposals, articles, PR materials, manuals

Meetings you need to organize/attend

Who needs to get to know about what decisions?

Financials

> Cash flow, statistics, budgets, forecasts, credit, banks

Planning

> Objectives, next phase of running projects, future projects, events, presentations, changes in the building, travel

2. Collection

Example of systematic list reminder:

Personal

Projects in progress

Projects to be started

Commitments to others

Partner, Spouse, children, family, friends, borrowed stuff, organizations, volunteerism

Communication to process

Family, friends, phones, emails, voicemails, faxes, letters, congratulations, birthday cards

Special events

Birthdays, namedays, weddings, graduations, vacations, travels, weekends, vacations, cultural events, sports events

Ideas

Interesting places, meetings (who to invite), bright ideas

Administrative

Banks, credits, taxes, investments, insurance

Household, PCs, Doctors, Hobbies . . .

Inputs can't stay in INPUT folder forever

Otherwise your mind will find out and start to fill again

Once you'll go through your inputs, you will have:

1. Thrown away what you don't need
2. Finished all under-two-minutes tasks
3. Delegated all you can delegate
4. Reminders of more-than-2-minutes tasks in your organizer
5. Overview of all projects (complex commitments)

management centrum
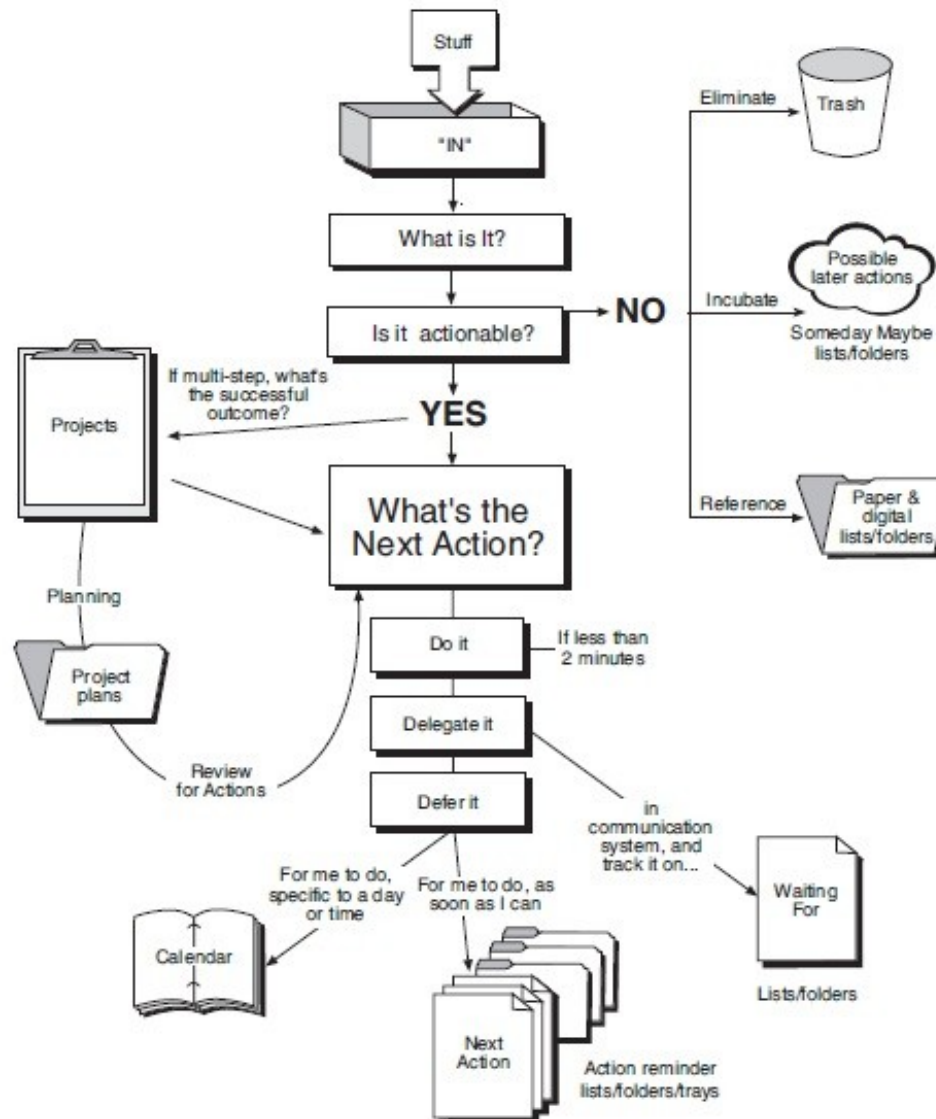
Hints:

1. Process doesn't mean ponder

2. Input folder is not a trash bin

3. One at a time

4. Name your projects

7 categories to maintain and control:

1. List of projects
2. Project inputs
3. Steps, tasks and info in diary
4. Lists of "next steps"
5. List of "Waiting for"
6. Archive
7. List "Sometime, Maybe"

Maintain boundaries, otherwise you can't trust your system

managementcentrum

Hints:

- To be functional, system of lists must be complete and up-to-date

- Diary is for MUST DO THAT DAY ONLY (no nice-to dos)

- Sort ASAPs by context (PC, calls, downtown, office, at home, read)

- You may use physical folders rather than lists (for Read, Pay, etc.)

- Do not store reminders for one thing to more places

5. Maintenance

To be functional, system of lists must be complete and up-to-date

1. Diary – first thing to check every day
2. To do lists per context (office, calls, person, etc.) if diary allows (if not, no need to review)
3. Weekly evaluation is the key

managementcentrum

Run the Preparation, Collection, Processing, Organizing, and Evaluation on weekly basis (placeholder in diary)

Review papers

Process your notes (to diary, lists, archive)

Review past week in diary for follow ups

Collect what prep is needed in relation with your future diary items

Run a clean-up of your mind – note all new projects, ideas, tasks

Review all your lists "Waiting for", "next steps", etc.

Be creative

1. Priorities
2. Getting control over projects
3. Power of data collection habit
4. Power of next steps planning
5. Power of focus to the goal

Refer to the book

Pomodoro

Created in 1980s by Francesco Cirillo to improve his own study habits

Book for free download

http://www.pomodorotechnique.com/resources/ThePomodoroTechnique_v1-3.pdf

Start in two pomodoro units (2 x 25min)

7 to 20 days to mastery)

Pomodoro World Community

the
Pomodoro
—
TECHNIQUE

managementcentrum

QUESTIONS?

Individual