

Time Management & Effectiveness

PV236

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Metodologies & Tools

Getting Things Done

Pomodoro

Popcorn, Eat the frog and other
ways to trick your brain

Trello

CoachMe



What's IN

Students sharing their implementations of time managements techniques and tools

- Several years in a row, Trello seems to be very popular both among students and IT staff



Getting Things Done the art of stress-free productivity

from the New York Times bestselling author

David Allen



The most spread methodology

Elaborated, sophisticated system

First published in 2001, translated to
28 languages

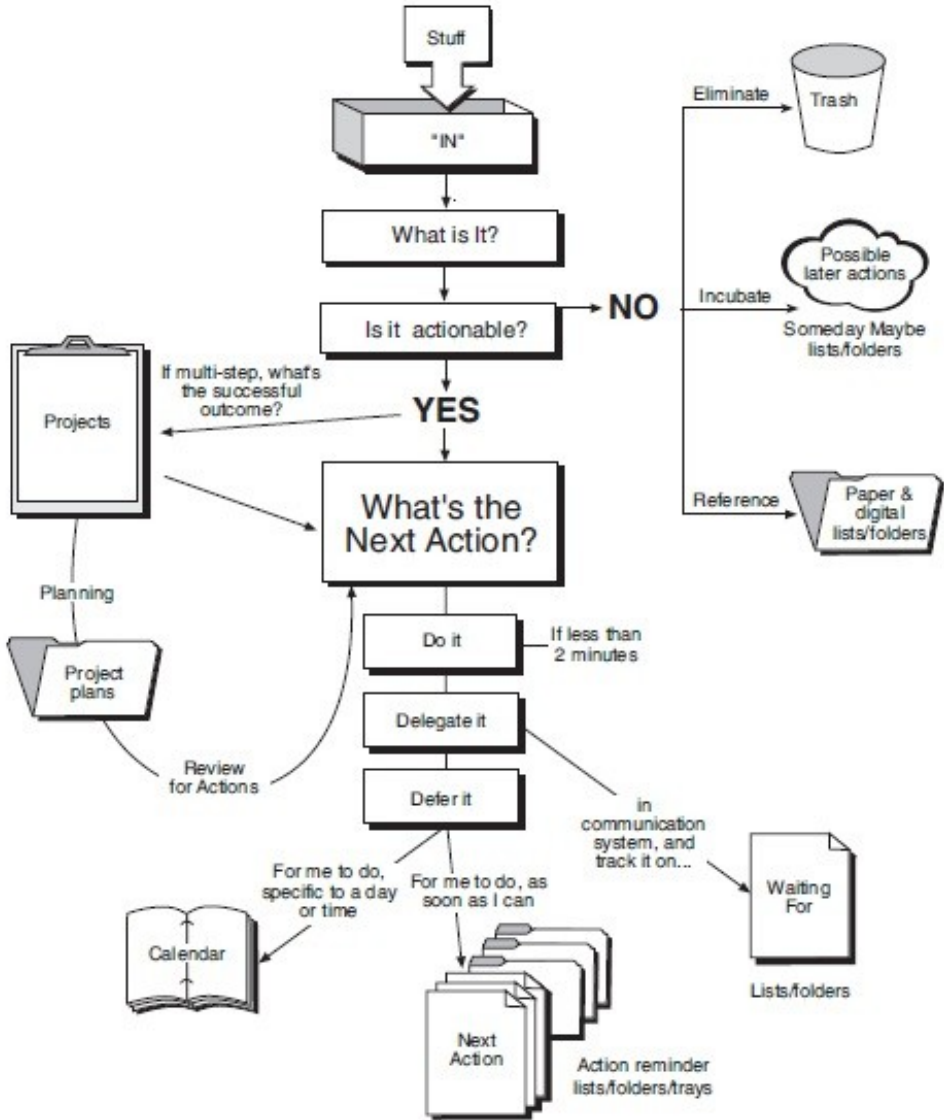
According to Forbe's: one of the Top5
Exec Coaches in US

<http://www.davidco.com>

Requires quite some maintenance,
not for everyone



GTD Flowchart



Pomodoro

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

Book for free download

Start in two pomodoro units (2 x 25min),
7 to 20 days to mastery)

Pomodoro World Community



Popcorn

We often postpone things we don't feel like doing, procrastinate, get frustrated with them ever hanging on our to do list.

Popcorn technique is based on a recent research that suggest that the most difficult thing is to start. It suggest we trick ourselves by giving ourselves the freedom to stop working on a task after five minutes. Chance are that once we start, we will simply dive into it and get it off the table.



Eat the Frog

If you had to finish your plate and you had your favorite meal on it + the frog, would you eat the frog first or leave it as a last bite?

Successful People
Eat Frogs
for Breakfast



Alexis Solanas

- Implementation of time management techniques and tools on technical support job, GTD combined with Pomodoro
- Shares his tips with the team twice a year
- Title of his presentation: Increase your productivity in just a few simple steps
- /whois Alexis?
 - Senior Technical Support Engineer
 - Nr. 1 productivity star of the team
 - Happy person, on the job for six year without motivation drop
 - Synchronizes his Pomodoros with colleagues and even girlfriend:)



GTD top hints for me

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

1. Throw away what you don't need
2. Finish all under-two-minutes tasks
3. Delegate all you can delegate
4. Put reminders of more-than-2-minutes tasks in your organizer
5. Make an overview of all projects (complex commitments)



Pomodoro

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Building habits

CoachMe app works well for me:

- reminders on frequency you commit to
- peer accountability
- free trials for inspiration



What if you are always late?

Question:

I am always late. At first I have plenty of time so I start one more thing and then I don't have time to finishing it AND I am late.

Best tip is to leave when you have plenty of time. You can always start one more thing while waiting, meet people, chat, browse, call your mom....



Brainstorming

- **How do you trick you when lazy?**
- **What are your productivity hacks?**

