

Time Management & Effectiveness

PV236

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What is more important and why?

- Are you EFFECTIVE?
 - Are you EFFICIENT?
- What is the difference between EFFECTIVENESS and EFFICIENCY?
 - What is more important?

If you did not attend, email me your answers:)



On EFFECTIVENESS

Effectiveness

do the right things

Efficiency

do the things right

What is more important?



On EFFECTIVENESS

Effectiveness

The function of goal accomplishment (either you achieve your goal or you don't)

Efficiency

To be efficient is to use the fewest resources for the given task



Dwight Eisenhower

- **“What is important is seldom urgent and what is urgent is seldom important”**
- **34th president of the USA (1953-1961)**
- **Launched programs that directly led to the development of the Interstate Highway System, the launch of the internet (DARPA), the exploration of space (NASA), and the peaceful use of alternative energy sources (Atomic Energy Act).**
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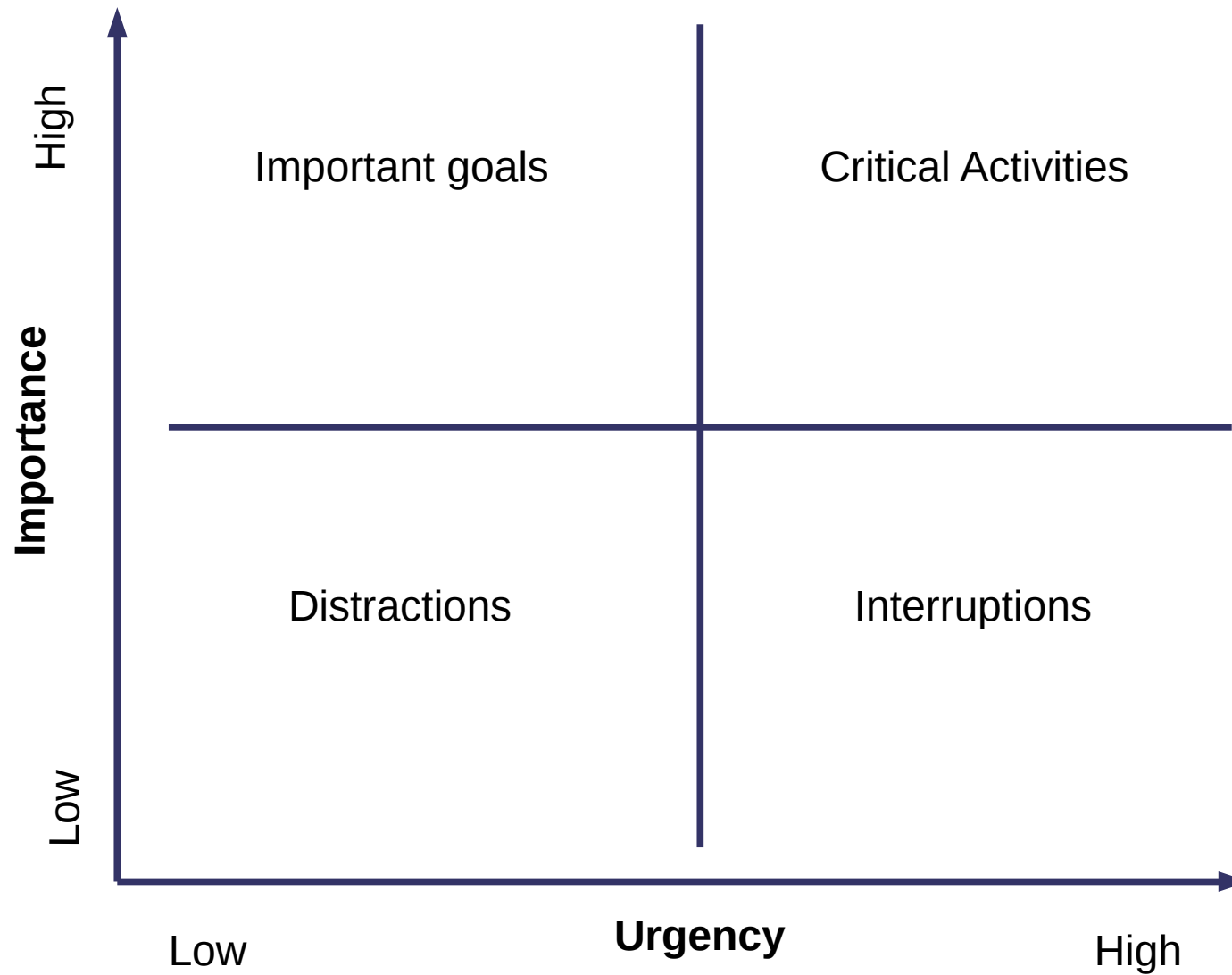


Dwight Eisenhower

- **5* General of the US Army**
- **Supreme Commander of the Allied Forces in Europe during WWII**
- **Responsible for planning and executing invasions of North Africa, France, and Germany**
- **President of Columbia University**
- **The first Supreme Commander of NATO**
- **Golf and oil painting as hobbies**



Eisenhower Matrix



Dwight Eisenhower

- **“What is important is seldom urgent and what is urgent is seldom important”**



Elimination Before Optimization

- “There is no code faster than no code”

~ **Kevlin Henney**

Kevlin Henney is an author, presenter, and consultant on software development. He has written on the subject of computer programming and development practice for many magazines and sites, including Better Software, The Register, C/C++ Users Journal, Application Development Advisor, JavaSpektrum, C++ Report, Java Report, EXE, and Overload. He is a member of the IEEE Software Advisory Board. Henney is also coauthor of books on patterns and editor of 97 Things Every Programmer Should Know.



Busy or Lazy?

- **“Being busy is a form of laziness – lazy thinking and indiscriminate action”**
~ **Kevlin Henney**



Eisenhower Matrix

Important as well as urgent - Daily Fire Fighting

Most people spend a majority of time in this get nowhere rat race. Take care to reduce the time you spend in this on this quadrant and be quick to delegate.

Not Urgent but Important - Think strategically about the big picture.

Look for the forest instead of the tree. Maximize your quality time spent in this area.

Urgent but not Important - Someone else's emergency, not yours

Minimize your investment in these activities. This is a where unhappy people spend most of their time.

Neither Urgent nor Important - Time Wasters

These activities are such as when you gossip over the phone, watch television, surf the internet for recreation. Be certain to minimize on this.



Assignment nr. 1

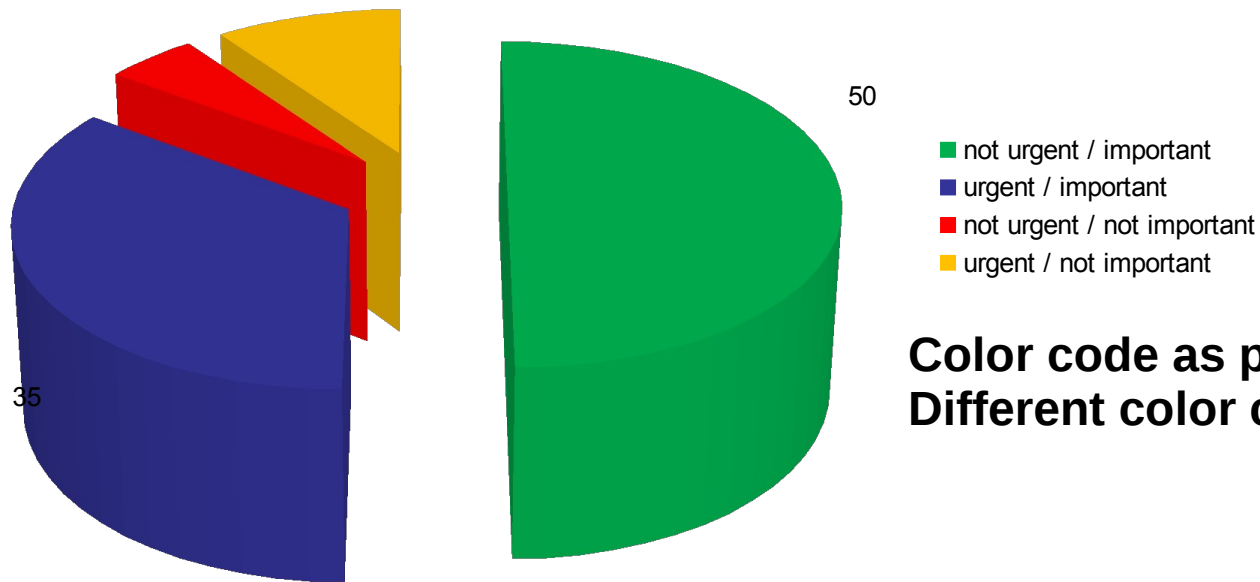
Deliverables:

- Graph with your ideal distribution of time spent on Urgent/Important as per the matrix (4 categories, color code **mandatory**, specified on next slide)
- Graph with the actual distribution based on reality (again, 4 categories, same color code)
- What did you learn from the exercise? Your observations and thoughts.
- What will you do differently? Plan to address the gap.



Assignment nr. 1

There is no ideal for everyone, YOU are to figure out what YOUR ideal is. Track the actual and compare with the desired.



Color code as per the legenda is mandatory
Different color code will be returned for correction

CONSOLIDATED deliverable: DEADLINE MONDAY, Oct 8th
to my email (format of your choice)

