Time Management and Effectiveness

Virtual Experience, Fall 2020
Misa Kozinova and Jakub Lajmon

Completion Criteria

1 Entry form submitted by October 15th

https://www.surveymonkey.com/r/9C9YJMY

2 Feedback form with one key take away from every lecture submitted within 5 days. Watch out for surveymonkey link in your mailbox

3 Active participation with camera on

Come only if you want to participate, otherwise just watch the recording and submit the feedback form

4 There will be three assignments - instructions and deadline will be given during the classes and sent to your email

Let's run some introductions

Misa

20 years of leadership experience in IT

Coach, Coaches' Teacher

Passionate hiker

Jakub

Entrepreneur since high school

Founder of several Startups

Most recently GroundCom.space

Passionate about aviation

And you! Go to www.menti.com 43 78 74 5

And Start With Purpose

www.menti.com 12 39 53 7

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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?

What is more important and why?

Effectiveness

do the right things

Efficiency

do the things right

What is more 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.
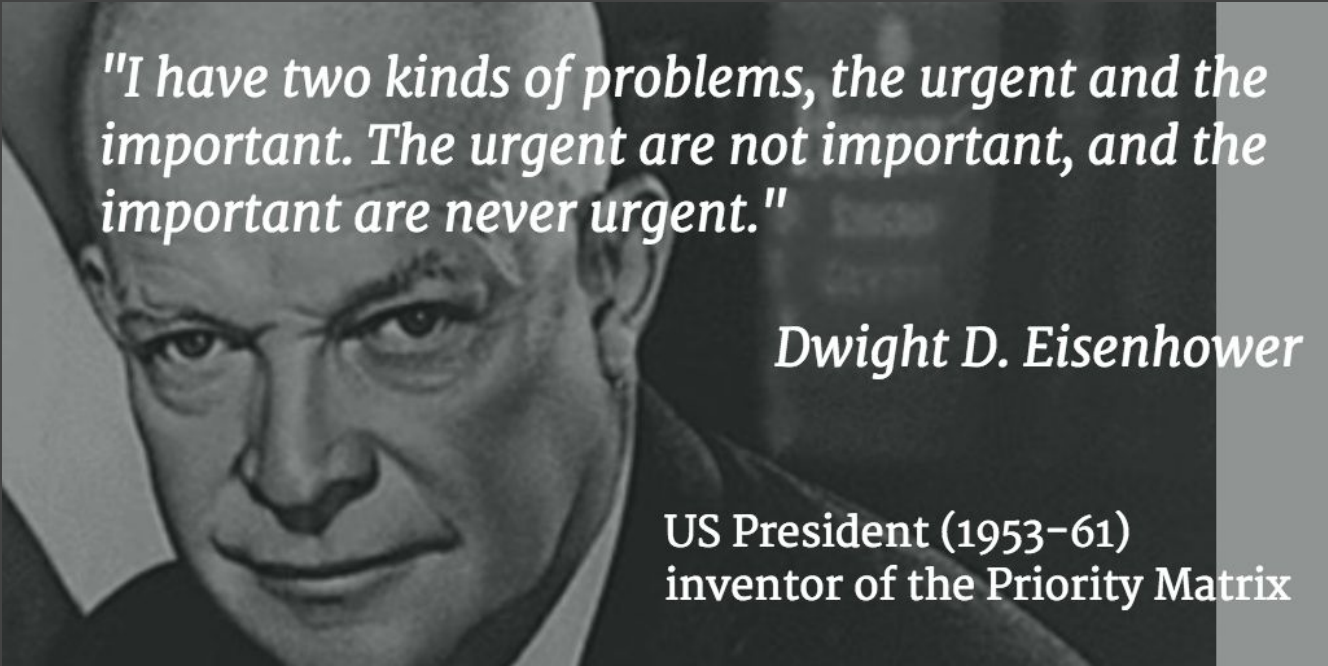
Recap

Effectiveness

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

Efficiency

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

"I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent."

Dwight D. Eisenhower

US President (1953–61)
inventor of the Priority Matrix

Dwight Eisenhower
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)

The peaceful use of alternative energy sources (Atomic Energy Act)

Dwight Eisenhower
34th president of the USA (1953-1961)
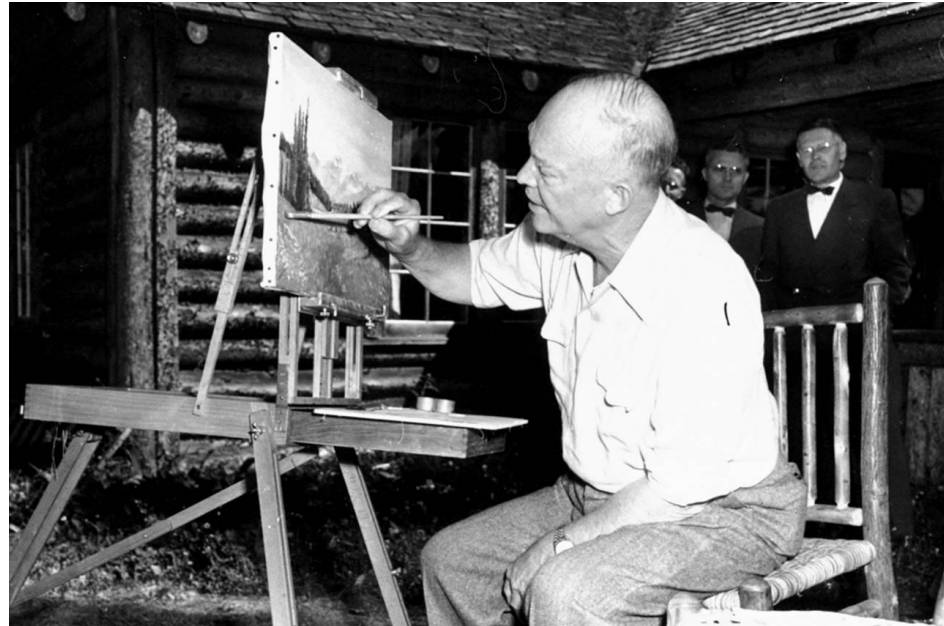
5* General of the US Army

Supreme Commander of the Allied Forces in Europe during WWII

Responsible for planning and executing invasions of North Africa, France, and Germany
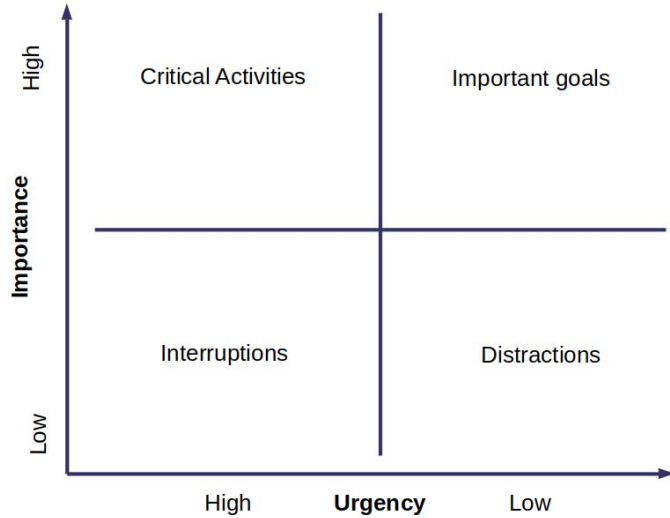
President of Columbia University

The first Supreme Commander of NATO

Golfer and painter

Eisenhower Matrix

Critical Activities — Important goals

Interruptions — Distractions

Importance (High / Low)

Urgency (High / Low)

Important Urgent	Important Not Urgent
Not Important Urgent	Not Important Not Urgent

Eisenhower Matrix

D. Eisenhower

"Being busy is a form of laziness – lazy thinking and indiscriminate action"

~ Kevlin Henney

indiscriminate

/ˌɪndɪˈskrɪmɪnət/

adjective

done at random or without careful judgement.
"the indiscriminate use of antibiotics can cause problems"

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.
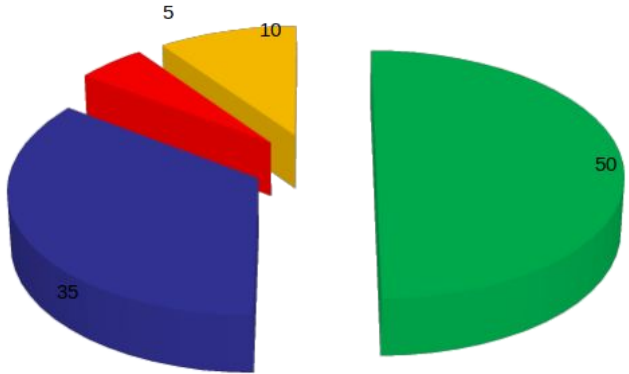
Neither Urgent nor Important - Time Wasters

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

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

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

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

CONSOLIDATED deliverable: DEADLINE MONDAY, October 12th to Homework vault (Odevzdavarny)
Format of your choice

See you next Monday
Watch out for link to ZOOM