

# Introduction

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PV236 – TIME MANAGEMENT & EFFECTIVENESS

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# Course Organization

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- 1 session each 2 weeks
- To pass the course:
  - Sessions not mandatory, but recommended
- **After each session:**
  - 1 homework assignment
  - Short reflection (takeaway message)
- **Once per semester:**
  - Short presentation (5-10 minutes + discussion)
  - Book review / personal experience with some method or productivity app, etc.
  - Aim = to inspire others 😊

# TOP TIME MANAGEMENT SKILLS



Prioritizing



Scheduling



Keeping a To-Do List



Resting



Delegation

# What is more important and why?

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Are you EFFECTIVE?

Are you EFFICIENT?

What's the difference?

What's more important?

# What is more important and why?

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Effectiveness = do the right things

Efficiency = do the thing right

So... what's more important?

# What is more important and why?

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1. Eliminate
2. Optimize

*“There is no code faster than no code”*

Kevlin Henney

# Effectiveness vs. Efficiency

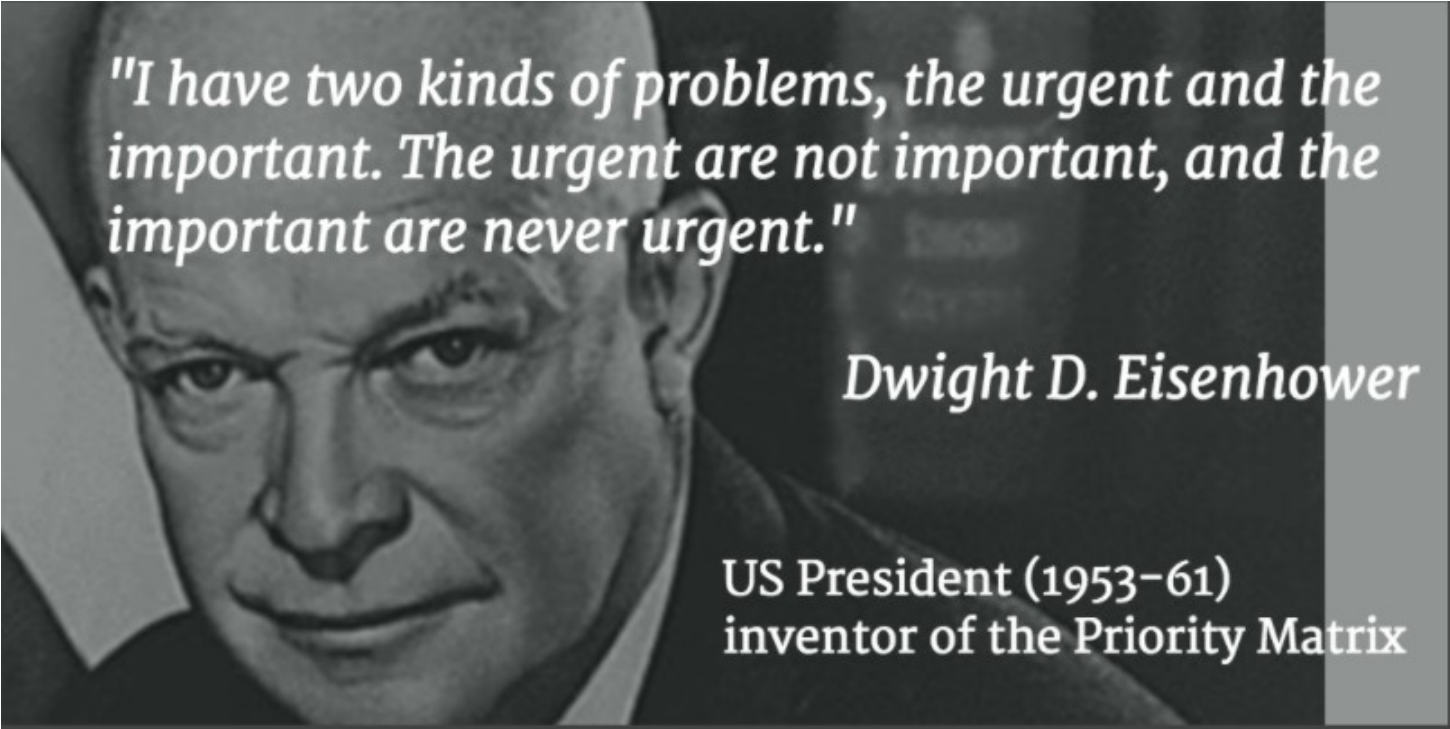
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## **Effectiveness**

Focus on the accomplishment - to reach for the right goal (or fail)

## **Efficiency**

Focus on the process – to achieve the goal with least amount of resources

A black and white portrait of Dwight D. Eisenhower, looking slightly to the left with a serious expression. The image is partially obscured by text overlays.

*"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

# Eisenhower's Priority Matrix

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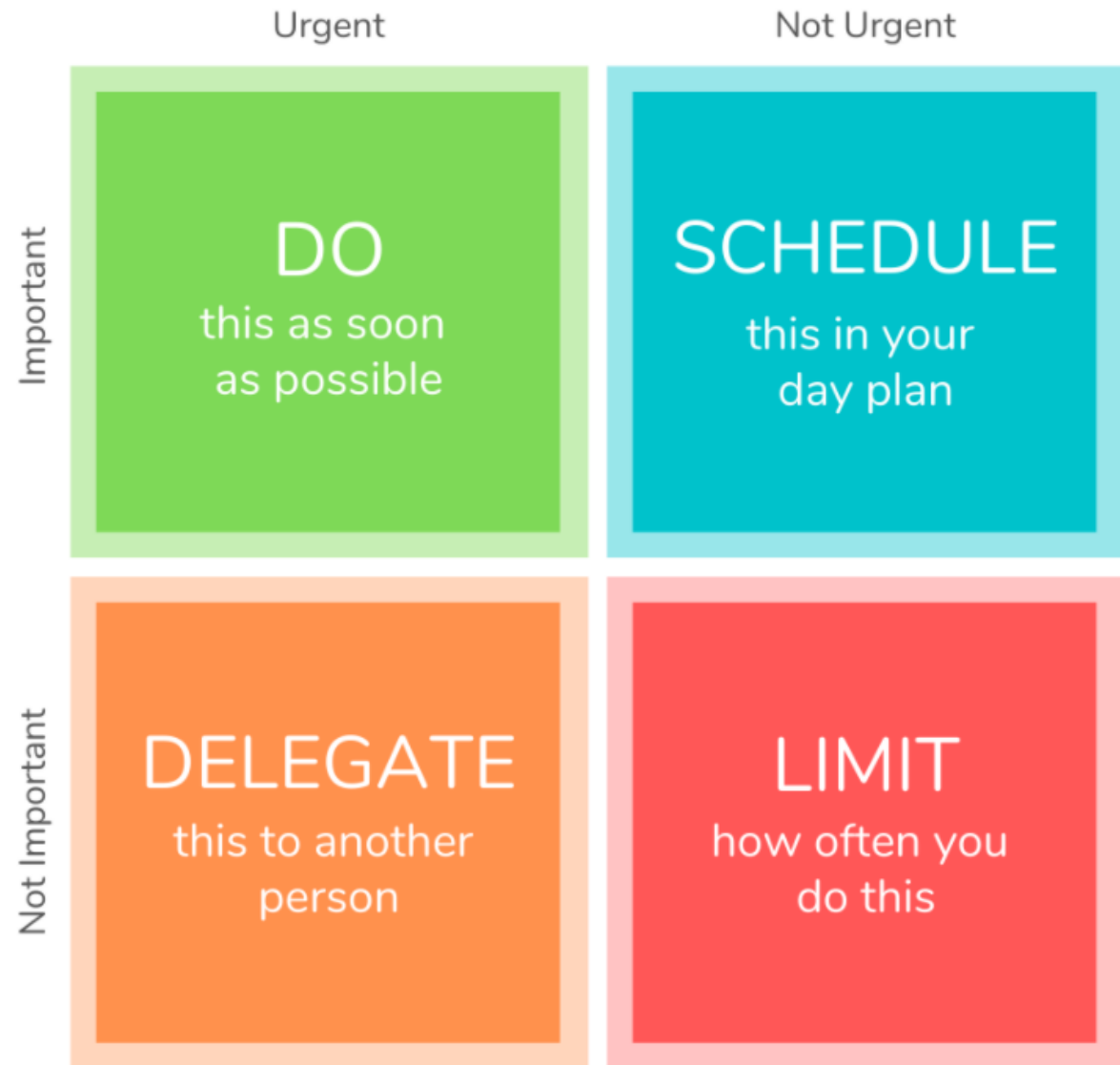


# Important and/or Urgent?

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- Answer phone call from your boss
- Read fresh morning FB wall feed
- Choose topic for diploma thesis
- Confirm calendar event for today's pub quiz

# Eisenhower's Priority Matrix



# Setting goals

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- Goals motivate
- Only clearly defined goals help to achieve outstanding performance
  
- Goals must be:
  - Achievable
  - Measurable

# Are these goals achievable/measurable?

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- I want to lose weight significantly
- I want to win a lottery
- I would like to get a better job to get more money
- I want to work on my relationship with my wife/husband/girl-/boyfriend...
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# All kinds of goals

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- Professional
- Personal growth
- Family / Relationships
- Spiritual / Meaning of life
- Financial
- Hobbies

# Managing goals

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Life goals → Plan of goals → Long-term plan → Yearly plan → Monthly plan → Daily plan

- Long-term plans give meaning to short-term plans
- Do not just think about them – write them down
- Does your daily routine help to achieve your goals?
- Achieving goals motivate!
- Retrospect to improve!

# Your homework assignment

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Make your goals list:

Life goals → Plan of goals → Long-term plan → Yearly plan → Monthly plan → Daily plan