

Prioritization & Daily Habits

PV236 – Time Management and Effectiveness

Josef Spurný

Daily habits of (successful) people

- Wake up early
- Make TODO lists in the morning to clear your head
- Set-up morning exercise routine
- Have nutritious and healthy breakfast
- When prioritizing, ask yourself “will it matter in a day, week, month...?”
- Check messages only a couple of times during the day
- Be a life-long learner
- Practice self-care, mindfulness, meditation...
- Ensure quality sleep
- Socialize, choose who you are surrounded with
- When socializing, avoid using smartphones
- Reserve undisturbed time for writing / reading / music listening
- Be grateful for what you have / future is not solution to the present
- Write “idea journal”
- Activate your body / do several walks throughout the day
- Get rid of stress through extreme sports
- Make use of your commute time
- Consume motivational content
- Be humble, self-reflect, self-criticize

Prioritization from higher perspective



Maslow's hierarchy of needs

Aspects of prioritization

- Urgency (deadline)
- Difficulty (easy / challenging)
- Importance
- Comfort to execute
 - Challenging (unpopular / potentially unclear tasks first)
- Availability of resources
 - External (material, coworker...)
 - Internal (energy, remaining time...)
- Can be delegated?
- Dependency (someone else waits for the result)
- Solo vs. team

Communication matters

- Evaluate urgency and importance while communicating with coworkers / boss
- If something is not clear, ask a question!
- Manage expectations
- Be assertive but polite

Prioritization → Daily plan

1. Identify tasks
2. Estimate durations
3. Add priority (Eisenhower's matrix)
4. Order tasks into sequence
5. At the end of the day, evaluate your plan (GOLD technique)

GOLD Technique

GOAL - what was your goal?

OUTCOME – what was the outcome?

LEARNING – what did you learn?

DO DIFFERENTLY – what will you do
differently next time?

HW Assignment

- Prepare a daily plan for an upcoming day
- Evaluate it using GOLD