

# Introduction

---

PV236 – TIME MANAGEMENT & EFFECTIVENESS

JOSEF SPURNÝ

# Course Organization

---

- 1 session every 2 weeks
- Topics coverage:
  - Core Time management Concepts & Techniques
  - Lectures focused on topics of your interest

# To pass the course

---

1. **Non-mandatory:** lecture attendance (yet recommended)

2. **Mandatory:**

1. After **each session:**

- 1 homework assignment
- Short reflection (takeaway message)

**Deadline** is the midnight before next lecture  
Submission via IS ROPOT

2. **Once per semester:**

- Short presentation (5-10 minutes + discussion)
- Book review / personal experience with some method or productivity app, success / failure stories, short interactive workshop, etc.
- Aim = to inspire others 😊

**2 Options:**

- during semester (on voluntary basis – contact me via email)
- At the end of semester (presentation day)

# Core Concepts



Topics up to your  
preference

# Topics up to your preference

- Procrastination
- Emotions, Values, Motivation
- Effective communication
- Expectations management
- Crisis communication
- Teamwork
- Team dynamics
- Work-life balance
- Building up habits
- Stress, burnout syndrome
- Uncertainty, impostor syndrome
- Learn how to say “no”
- Self-awareness & self-delusion

# What is more important and why?

---

Are you EFFECTIVE?

Are you EFFICIENT?

What's the difference?

What's more important?

# What is more important and why?

---

Effectiveness = do the right things

Efficiency = do the thing right

So... what's more important?



# Effectiveness vs. Efficiency

---

## **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

# Effectiveness vs. Efficiency

---

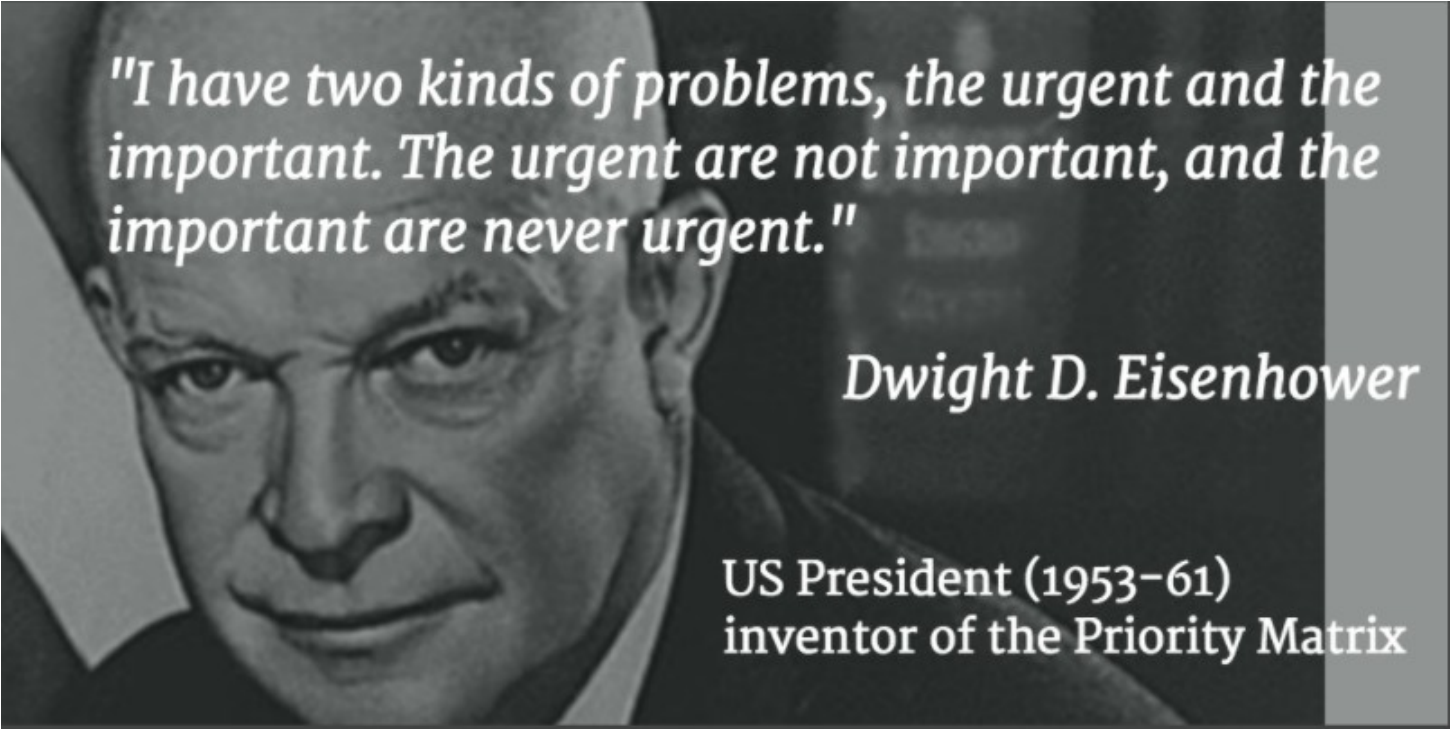
1. Eliminate
2. Optimize

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

*Kevlin Henney*

*80 % of results is achieved by 20 % of effort.*

*Pareto principle*

A black and white portrait of Dwight D. Eisenhower, looking slightly to the left with a serious expression. The portrait is the background for the text on the left side of the slide.

*"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

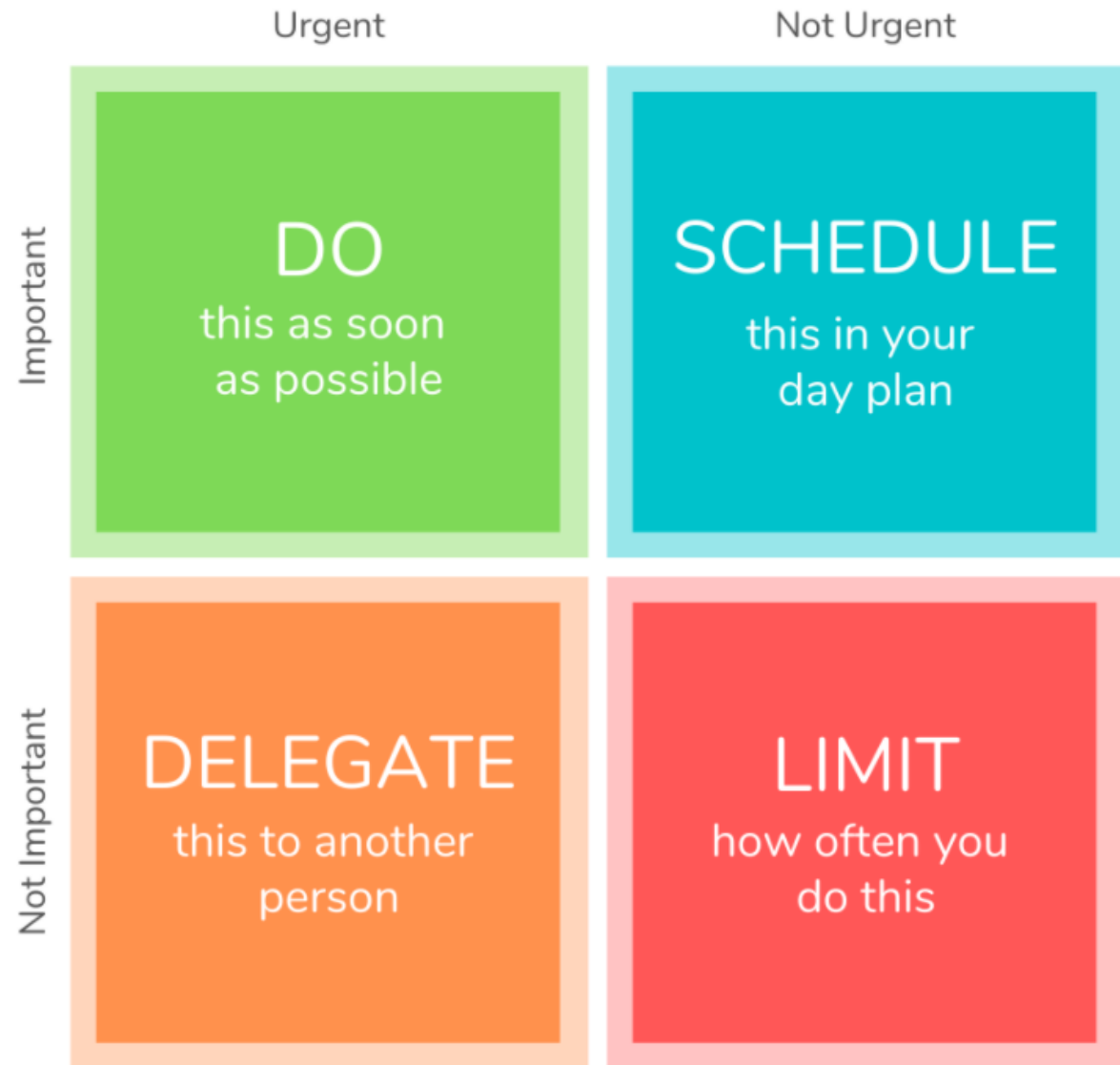
---

# Important and/or Urgent?

---

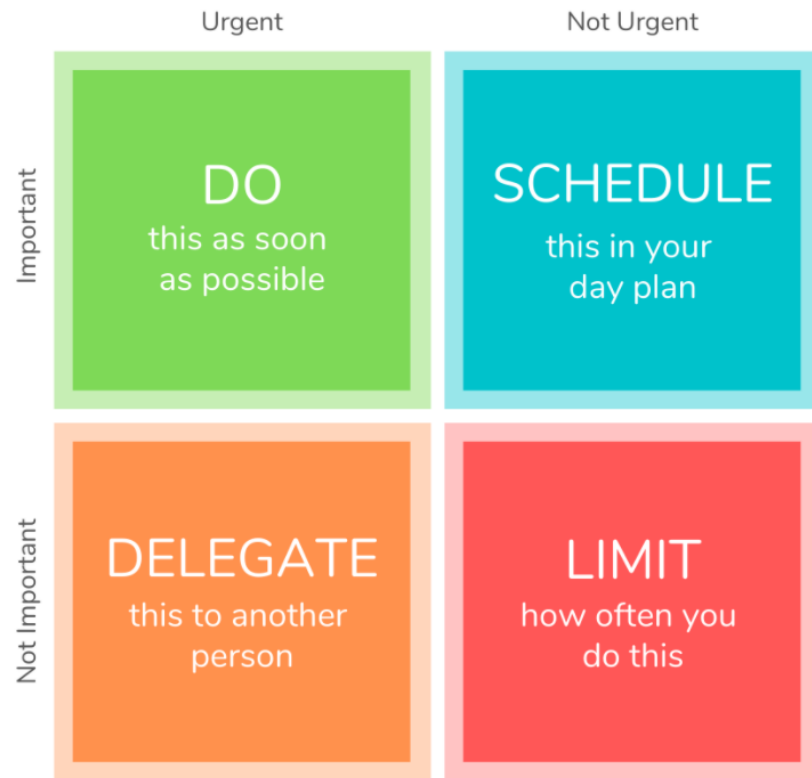
- Answer phone call from your boss
- Read fresh morning FB wall feed
- Finalize class assignment to submit it by midnight
- Choose topic for diploma thesis
- Confirm calendar event for today's pub quiz

# Eisenhower's Priority Matrix



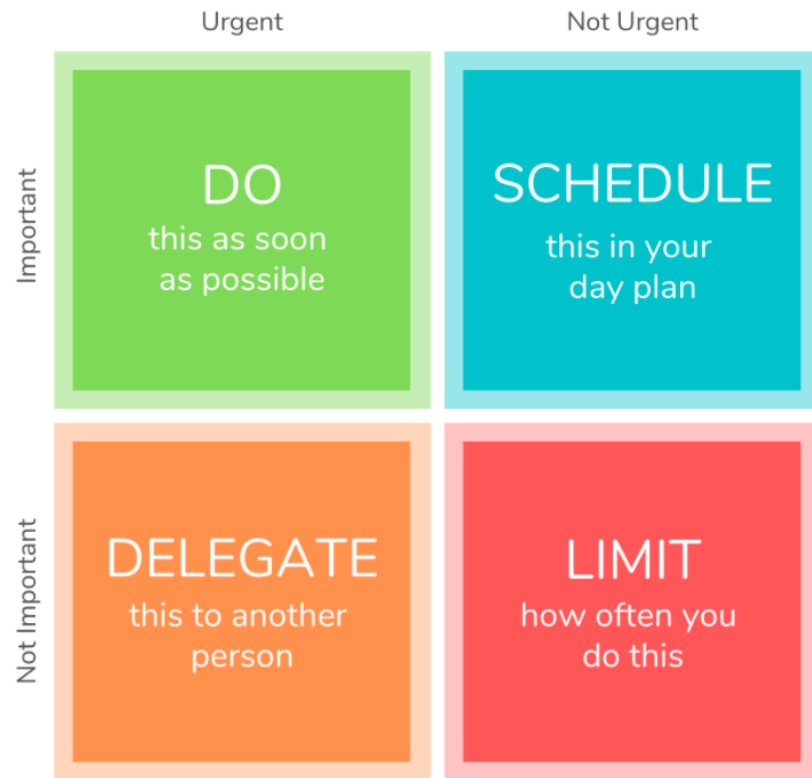
# How much of your time do you spend with each quadrant on daily basis...?

---



# How much of your time do you spend with each quadrant on daily basis...?

---



What would you like to change...?

*I will limit the time spent on ... and invest it into...*

# Setting goals

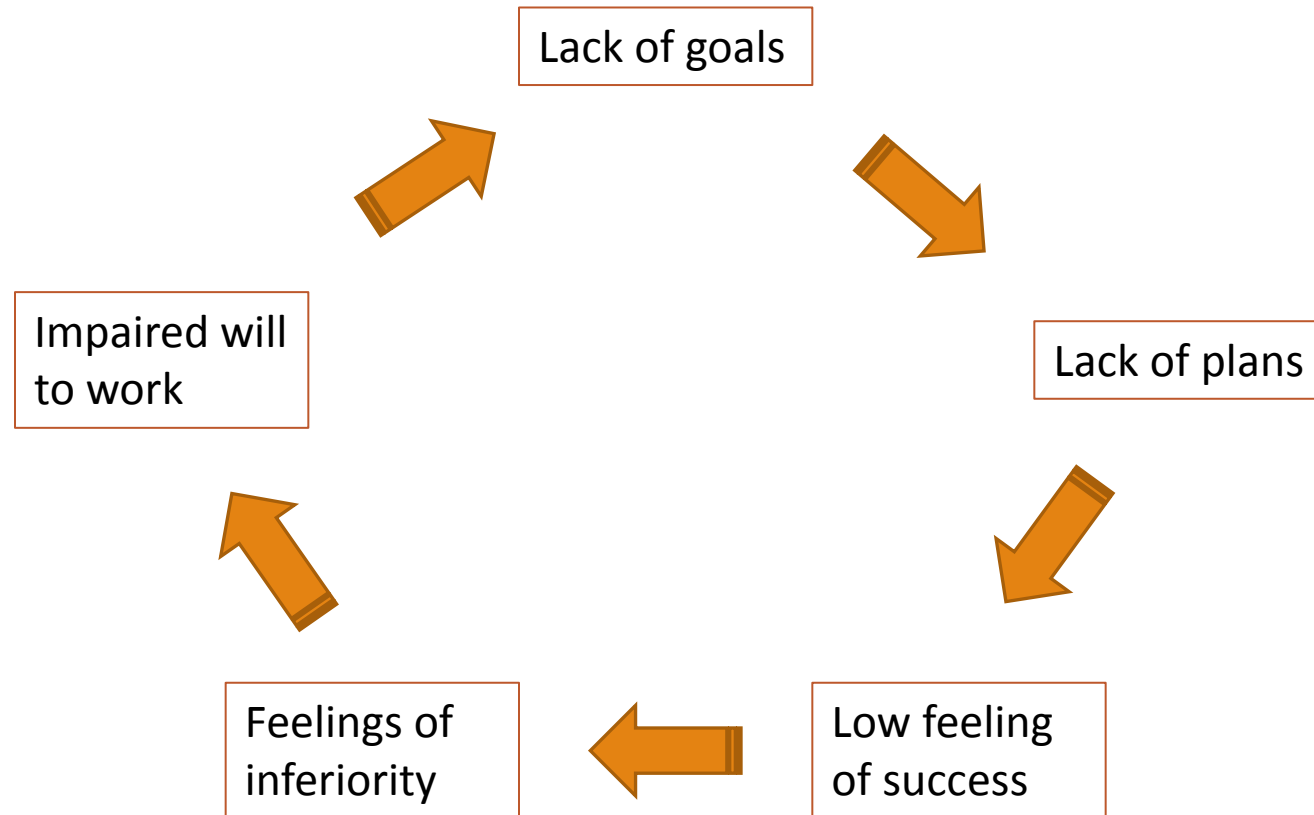
---

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



# “Lack of goals” vicious cycle

---



# Are these goals achievable/measurable?

---

- 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...

# Formulation of goals

---

- Formulate goals such that they are specific, realistic and easy to check for success/fail
- Avoid ambiguity and goals based on chance or coincidence
- Decompose ambitious goals into several easier steps

# Reformulate these wishes to be real goals:

---

- Sometime in the future, I would like to travel to Americas.
- If I had some extra time, I would learn some new language.
- I would like to improve my cardio.

# Goals and life roles

---

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

# Managing goals

---

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

---

Make your goals list:

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