

Introduction

PV236 – TIME MANAGEMENT & EFFECTIVENESS

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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, Agile Teams
- 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

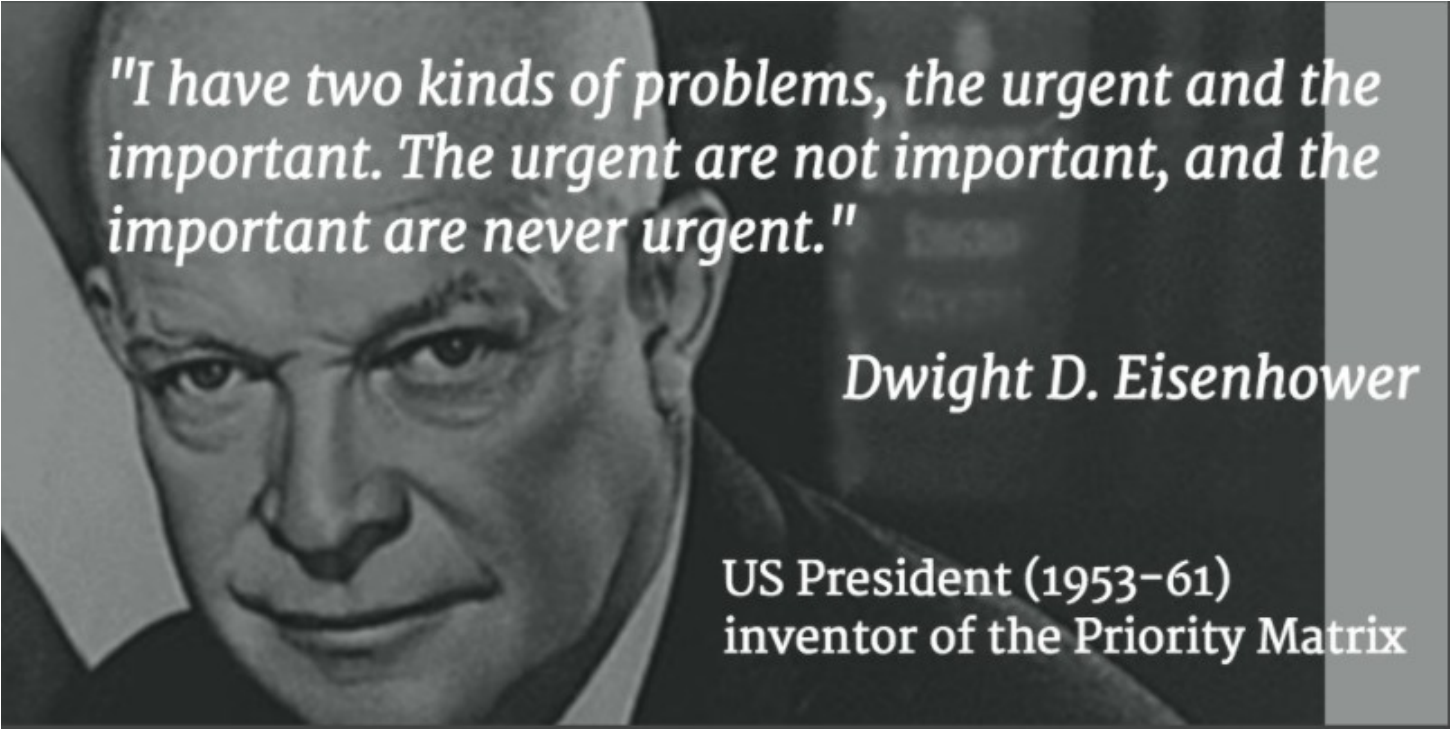
1. Eliminate
2. Optimize

“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

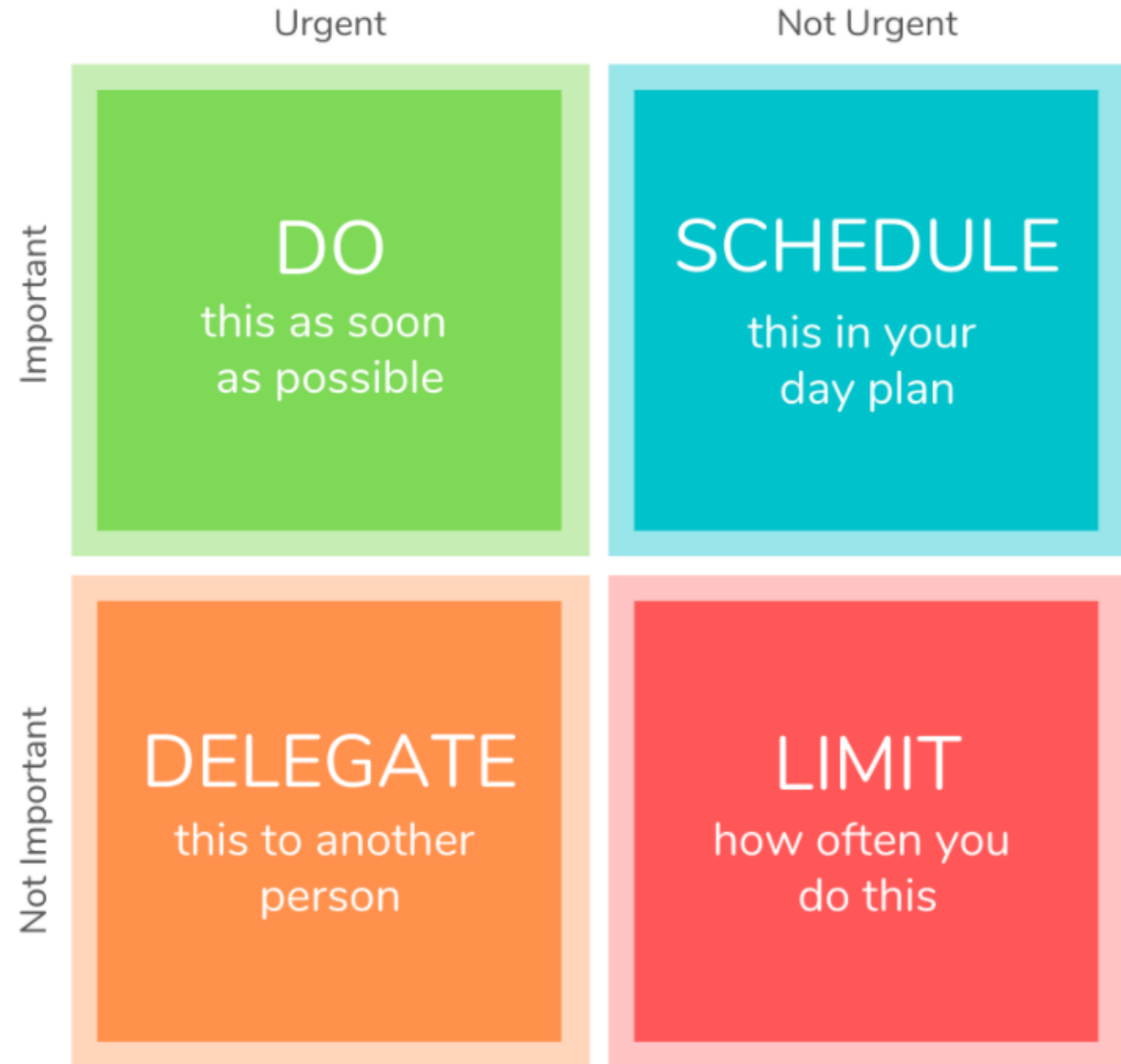
US President (1953–61)
inventor of the Priority Matrix

Eisenhower's Priority Matrix

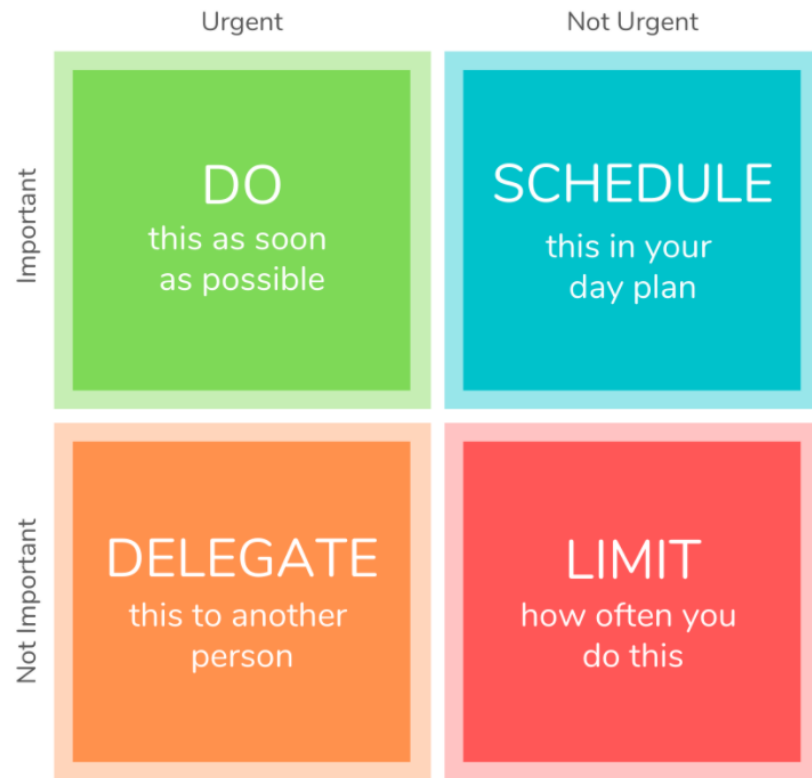
Important and/or Urgent?

- 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

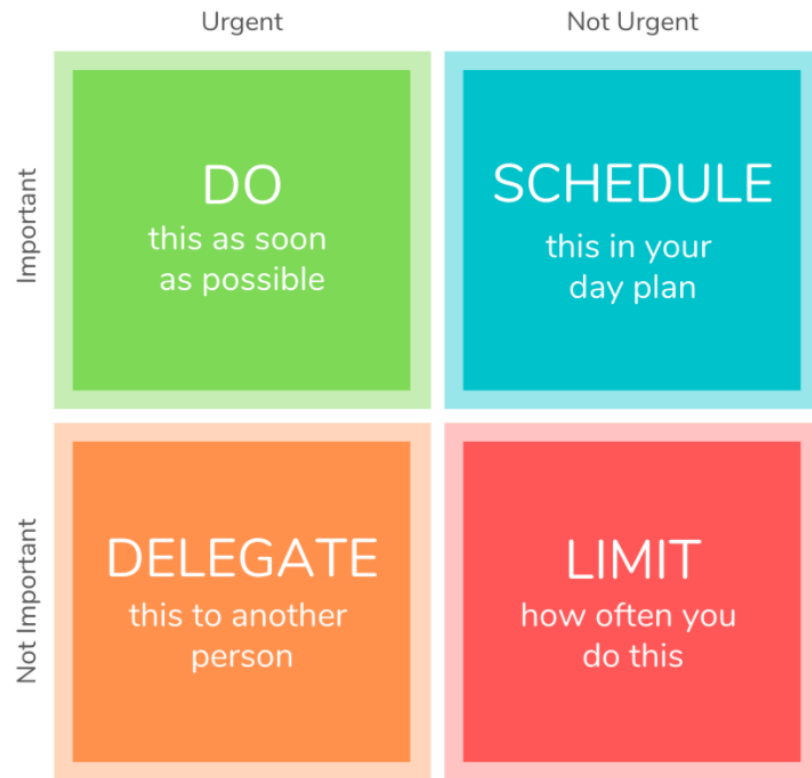
Eisenhower's Priority Matrix



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



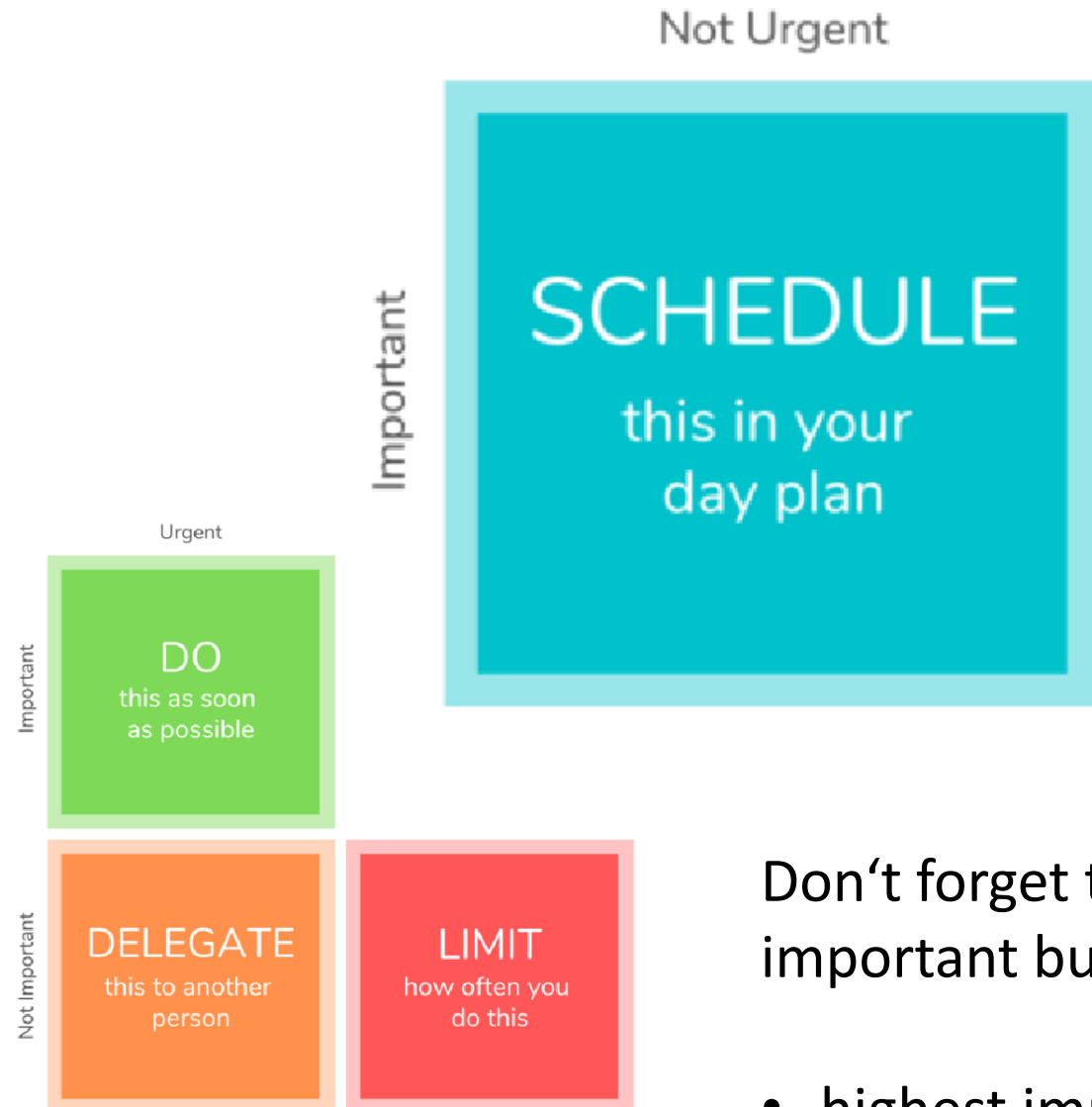
How much of your time do you spend with each quadrant on daily basis...?



What would you like to change...?

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

Eisenhower's Priority Matrix



Don't forget to schedule for important but non-urgent tasks:

- highest impact on your personal growth
- often postponed or forgotten

Setting goals



“If a man knows not to which port he sails, no wind is favorable.”

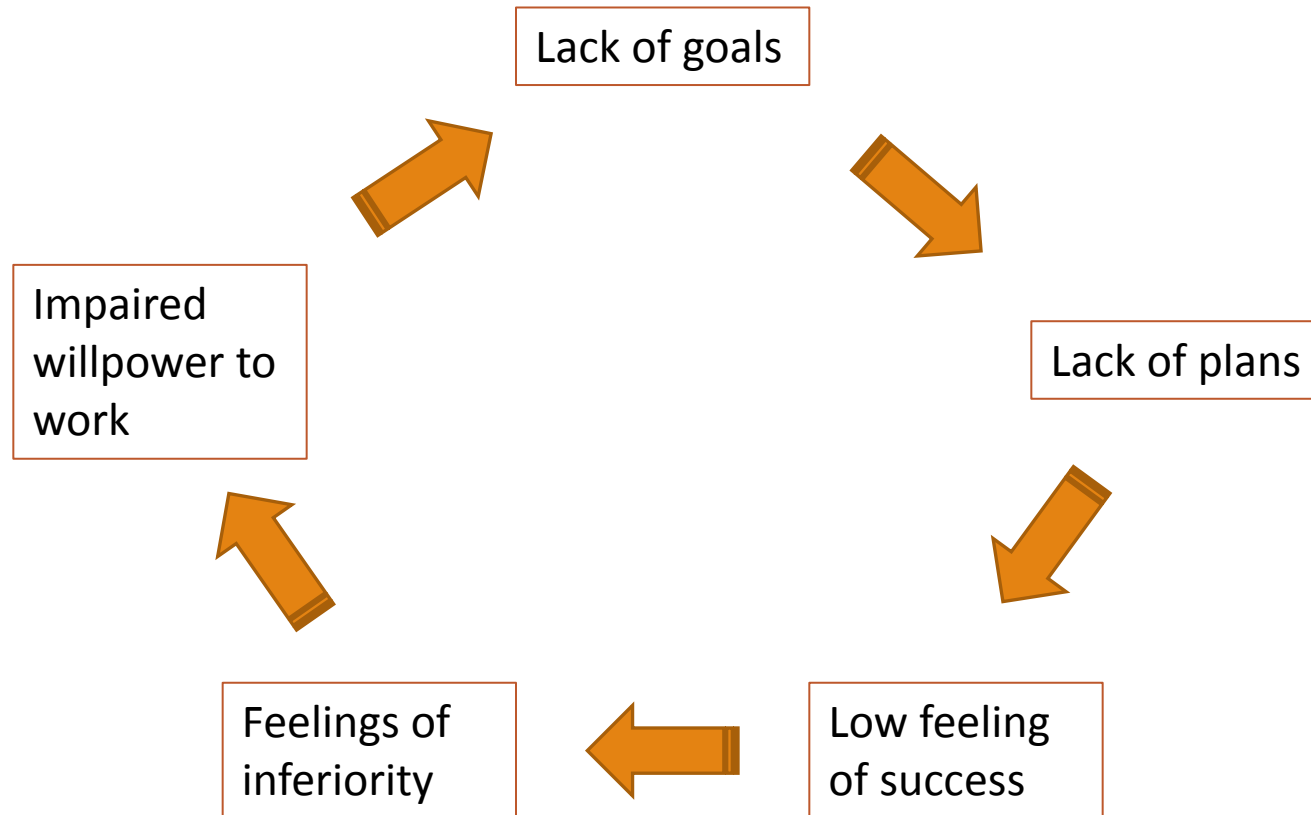
– Seneca the Younger

Setting goals

- Goals motivate
- Only clearly defined goals help to achieve outstanding performance

- Goals must be:
 - Achievable
 - Measurable

“Lack of goals” downward spiral



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

Which goals are important?

Retrospective exercise:

- Imagine yourself 5 years ago (mid-high-school yourself)
- Can you recall what was important for you back then?
 - Relationships
 - Family
 - Health
 - Studies / Career
 - Partying
 - Progamming
 - Fashion
 - ...
- Are those things still important for you?

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!

Your homework assignment

Make your goals list:

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