




TIME MANAGEMENT

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ABOUT ME



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The logo for the University Program features a white graduation cap inside a circle on a blue background. Below the cap, the text "UNIVERSITY PROGRAM" is written in white, with "UNIVERSITY" on the top line and "PROGRAM" on the bottom line. Underneath that is the EPAM logo, which consists of the word "epam" in a stylized font between two horizontal lines.

RULES OF ENGAGEMENT

- 1 No phones, no laptops
- 2 Ask and discuss
- 3 Share your opinion
- 4 Listen to others
- 5 Your development is your responsibility



QUESTIONS

WHAT IS TIME?

**WHAT IS
TIME MANAGEMENT?**

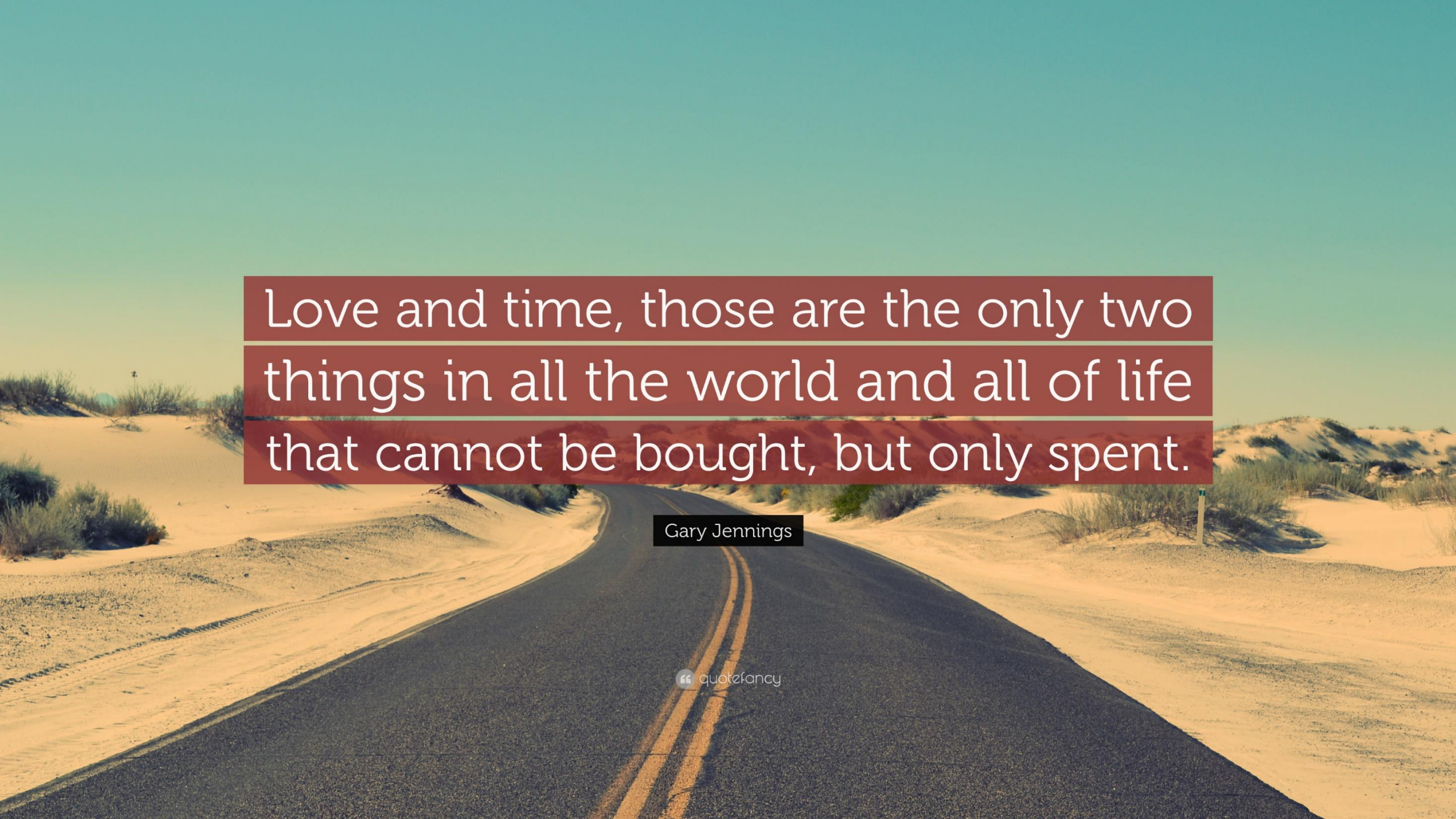


DEFINITION

WIKIPEDIA

Time management

is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.

A photograph of a paved road with double yellow lines curving through a desert landscape. The road is flanked by sand dunes and sparse, dry vegetation. The sky is a clear, bright blue. A large, semi-transparent red banner is overlaid on the upper half of the image, containing a quote in white text.

Love and time, those are the only two things in all the world and all of life that cannot be bought, but only spent.

Gary Jennings

WHAT IS TIME MANAGEMENT?



• New York •



• London •



• Frankfurt •



• Hong Kong •



• Tokyo •

SENSE OF MANAGING YOUR TIME

is not to seal your day with tasks that require solutions, but to unload it from unnecessary cases and carry out most important and critical processes with more quality



RELATED TOPICS



PRIORITIES

- Urgency (Due Date)
- Importance



ANALYZING

- Chrono phages
- Distractions



IMPROVING

- Routinely change
- Revolution

WHAT IS THE PROBLEM?

- 1 Not enough time for everything
- 2 Feeling of running behind
- 3 Work and to-dos piling up
- 4 Decreasing Productivity / Efficiency
- 5 Stress



EXERCISE #1 – RETROSPECTIVE (5 min)

Please recall and describe your previous **working day**

01:00		13:00	
02:00		14:00	
03:00		15:00	
04:00		16:00	
05:00		17:00	
06:00		18:00	
07:00		19:00	
08:00		20:00	
09:00		21:00	
10:00		22:00	
11:00		23:00	
12:00		00:00	

- 1. Recall when you woke up and check this time in the table
- 2. Recall when you fell asleep
- 3. Fill in all activities of that day.



168

hours in a week

~33 % - work (8 hours/day)

~33 % - rest (8 hours /day)

~33 % - ??? (8 hours /day)

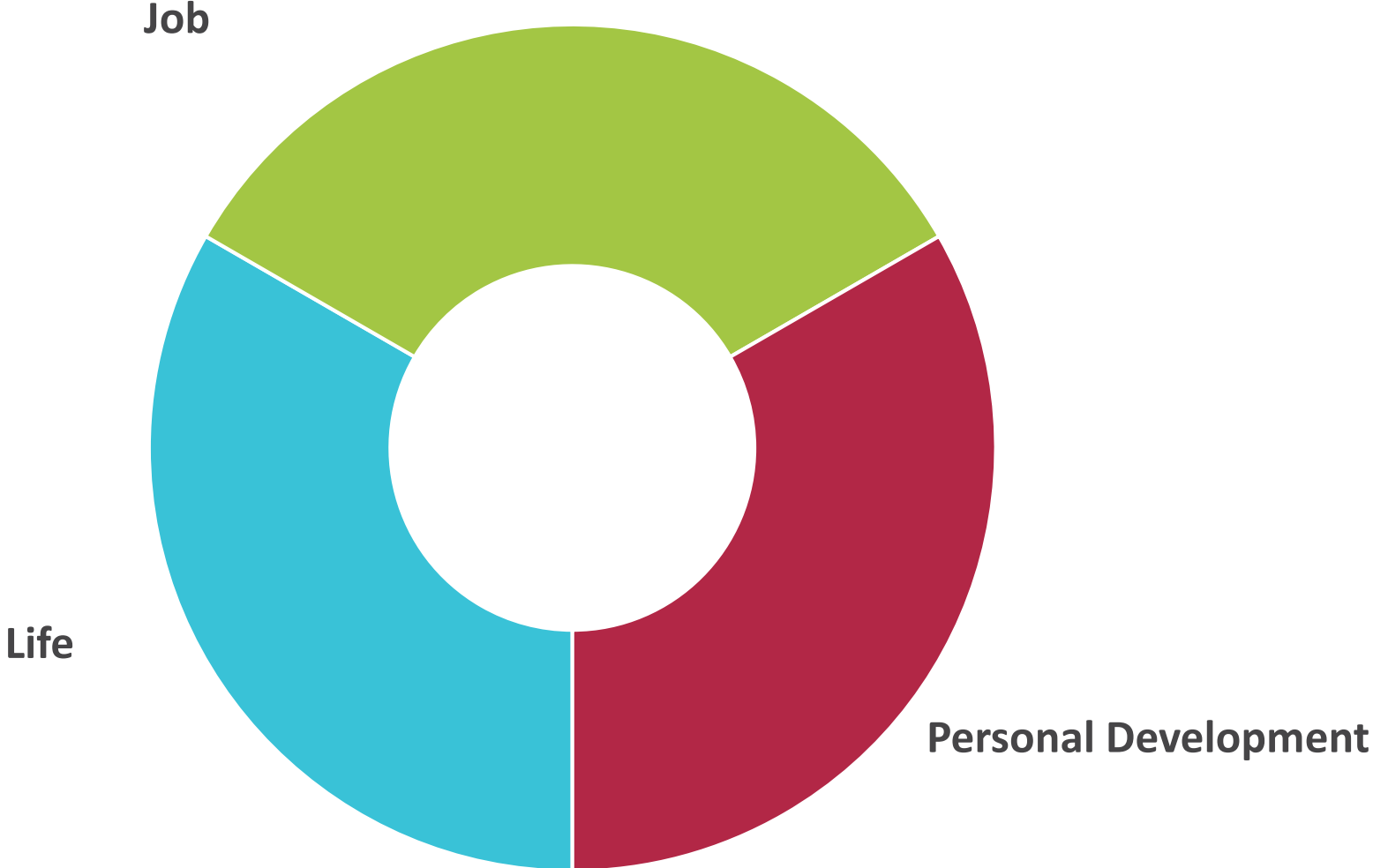
FEELING OF BEING EFFECTIVE

There will never be enough time to **get** everything **done**.

BUT

There will **always** be **enough time** to get the most important things done.

BALANCE



STRESS CAUSED BY

OVER COMMITTMENT TO OURSELVES

- (Knowledge) work has no (longer) clear boundaries
- Our jobs keep changing
- Taking on more than we have resources to handle
- Internal (unconscious) responsibility for every open loop



MULTITASKING

MULTITASKING DAMAGES YOUR BRAIN (AND CAREER)

- Is multitasking a special skill?
- Multitasking lowers IQ
- Brain damage from multitasking



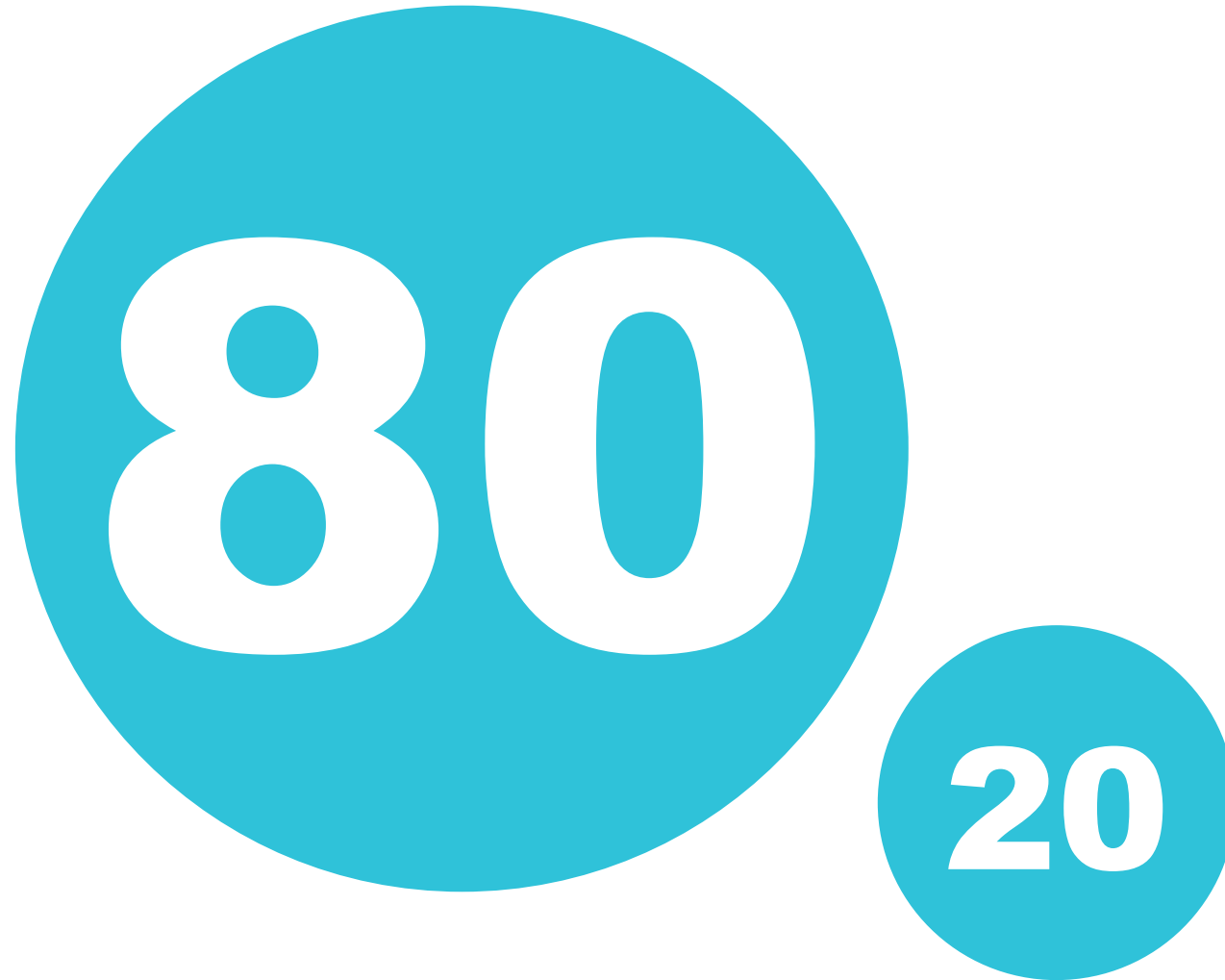
PRIORITIES

- Pareto rule
- Eisenhower matrix
- Common sense

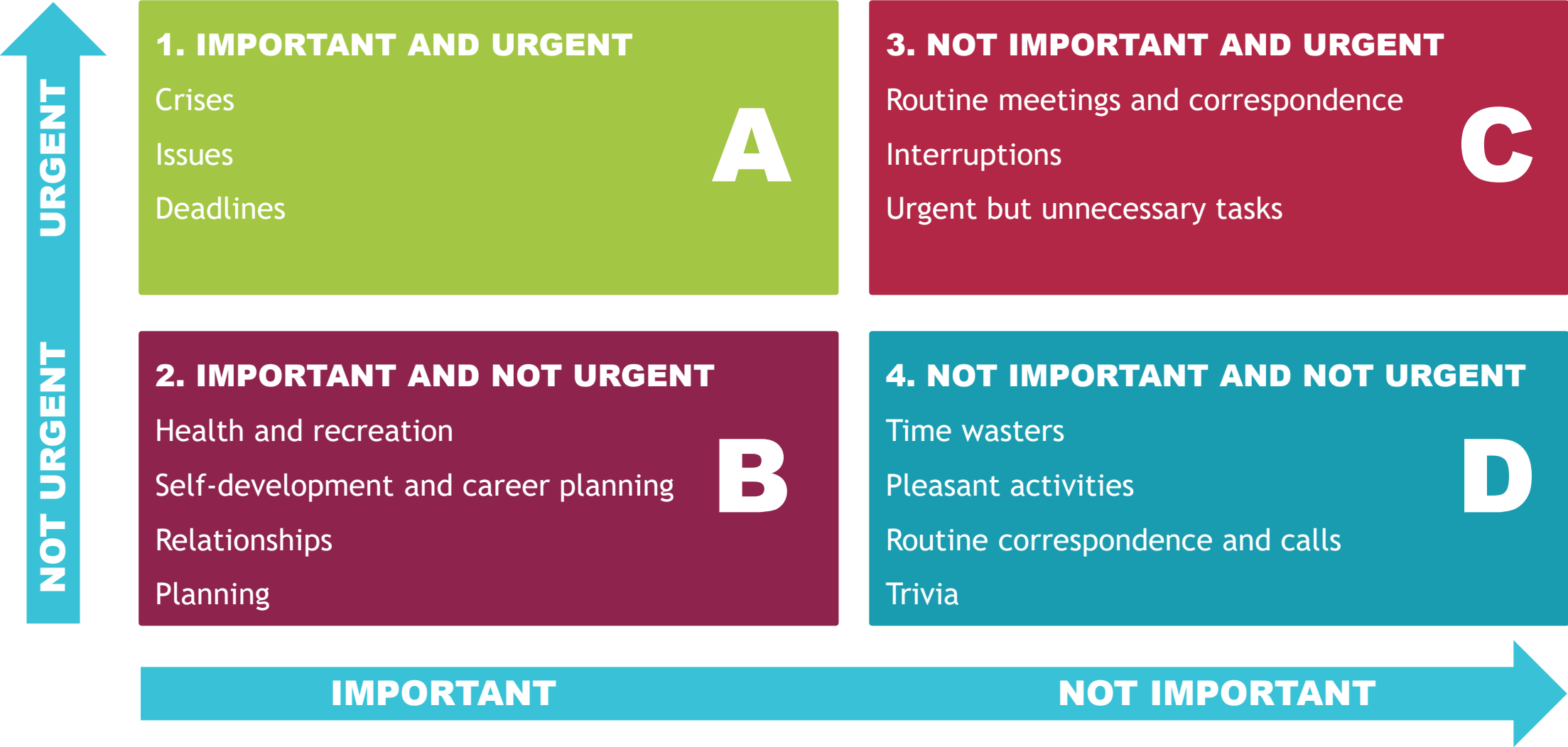
Don't mix up priorities and enthusiasm!



PARETO RULE



EISENHOWER MATRIX



EXERCISE

DEFINE YOUR GOALS

- Define your actual goals
- Focus on runway level and low altitude first
- Daily / Weekly goals



TOOLS

Outlook

Trello

Pomodoro

Google Calendar

...

Manager

	15 Monday	16 Tuesday	17 Wednesday	18 Thursday	19 Friday
10 ^{am}		Busy	Busy		Busy
			Busy		
11 ⁰⁰	Busy	Busy			Busy
				Busy	Busy
12 ^{pm}		Busy	Busy		
	Busy				
1 ⁰⁰		Busy			
			Busy		
2 ⁰⁰	Busy			Busy	Busy
3 ⁰⁰	Busy	Busy	Busy	Busy	Busy
		Busy			Busy
4 ⁰⁰	Busy	Busy		Busy	Busy
		Busy		Busy	
5 ⁰⁰	Busy	Busy	Busy		Busy
				Busy	
6 ⁰⁰					Busy
	Busy			Busy	
7 ⁰⁰		Busy			

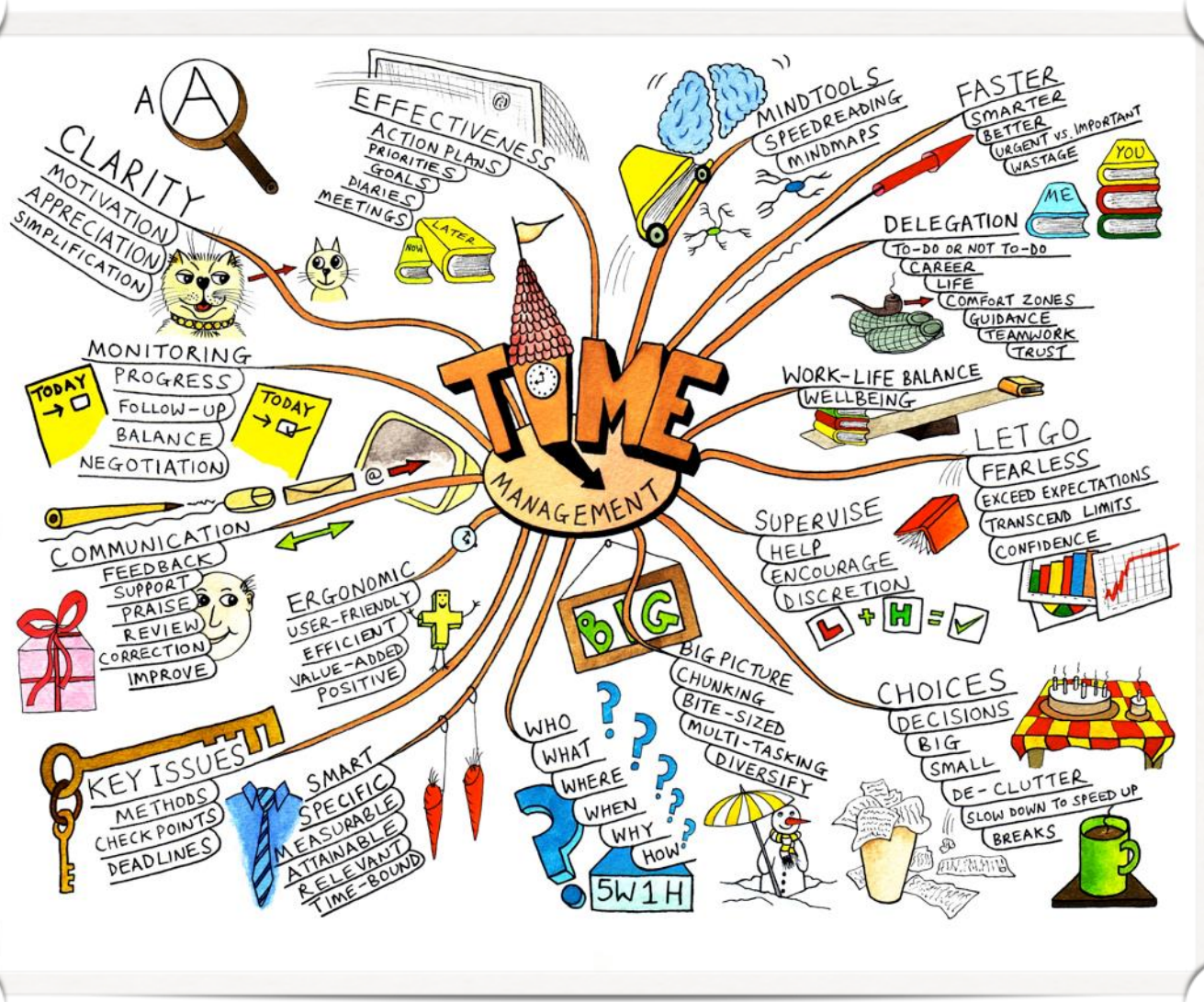
Worker

	19 Monday	20 Tuesday	21 Wednesday	22 Thursday	23 Friday
9 ^{am}					
10 ⁰⁰					
11 ⁰⁰					
12 ^{pm}					
1 ⁰⁰					
2 ⁰⁰	Daily meeting 🕒🔔	Daily meeting 🕒🔔	Daily meeting 🕒🔔	Daily meeting 🕒🔔	Daily meeting 🕒🔔
3 ⁰⁰					
4 ⁰⁰		Click to add appointment			

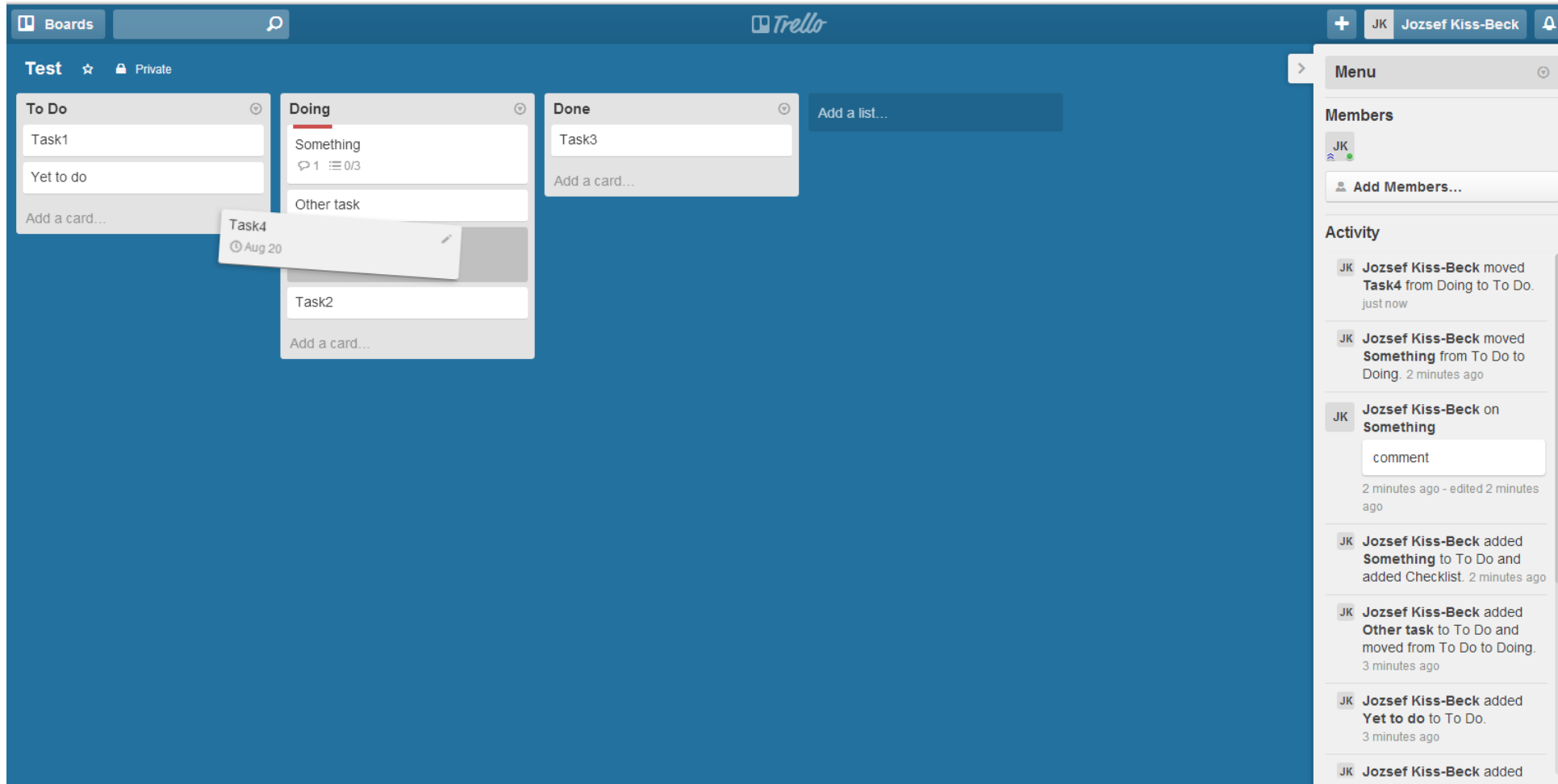


“This isn’t the meeting. This is the pre-premeeting to talk about when to meet and *plan* the meeting.”

MIND MAPPING



- MINDMEISTER
- COGGLE.IT



- Kanban boards
- Customizable workflow
- Checklists, tags, due dates
- Sharing / Cooperation
- Drag & Drop
- Available on mobile

POMODORO

- Break work into small logical tasks
- Tasks should be approximately 20-30 min to be completed
- Pomodoro cycle – 30 minutes
 - Spend 25 minutes on executing a task
 - No distractions (Skype, emails, etc)
 - 5 minutes – break
- Each 4 cycles – 15-30 minutes break



TASK LIST

- TODO List



EAT THAT FROG!



HOW TO EAT AN ELEPHANT?



MANAGEMENT TIME: WHO'S GOT THE MONKEY?



"You know, Phil, admitting you have a monkey on your back would explain your back pain, that funny smell, and why there's never any peanuts in the break room."

DO WHAT MATTERS

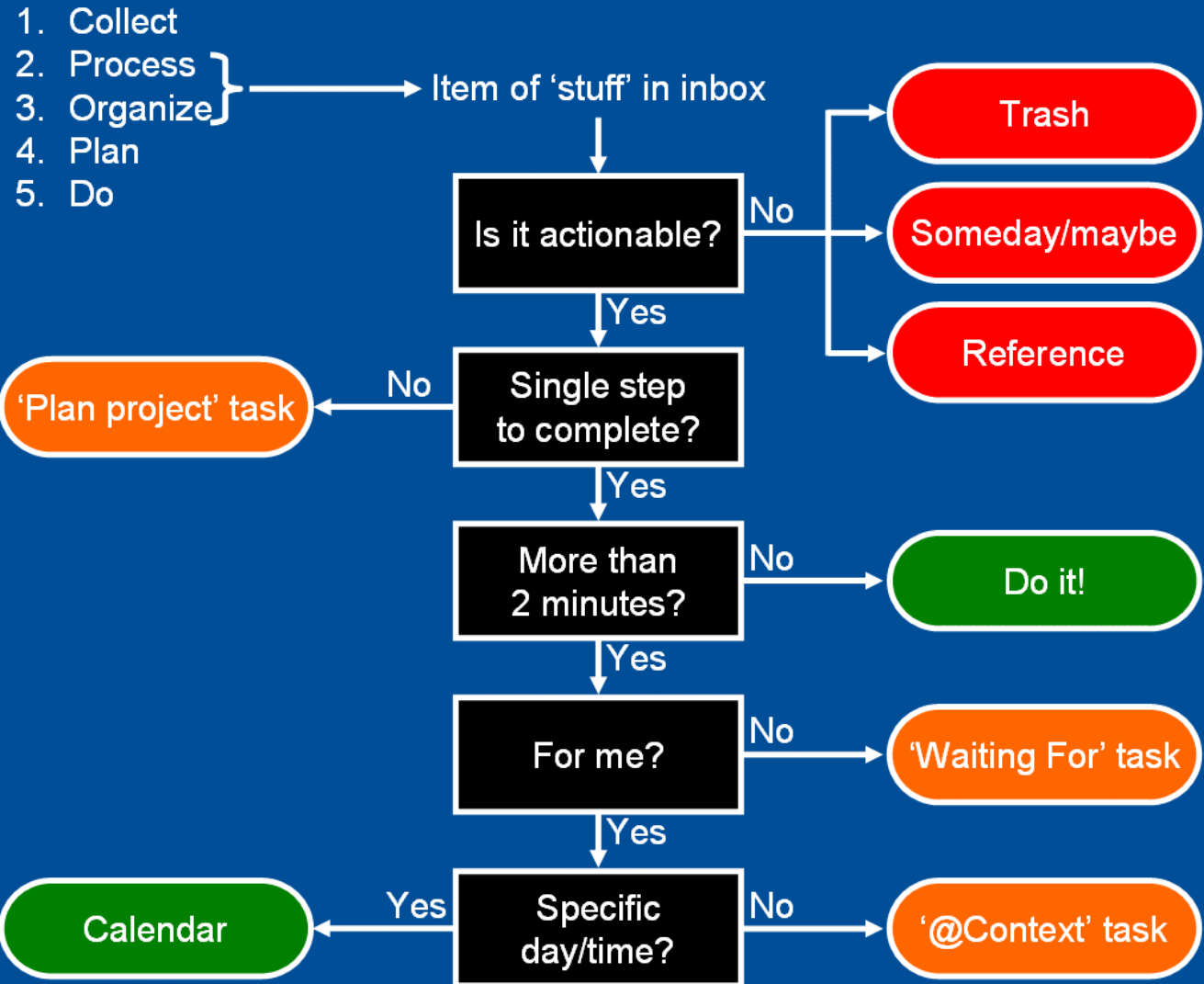
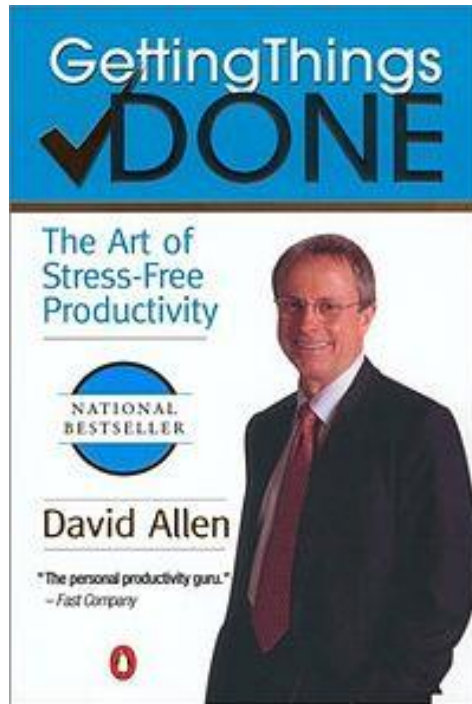
It's more important to fail at something that matters than to succeed at something that doesn't. —Regina Dugan



"Hold these. I have to go back for my Wife"

GTD

Time-management method, described in a book of the same title by productivity consultant David Allen. It is often referred to as GTD.



MORNING PLANNING

1. Recheck the list of tasks of the day (something to remove / add from the list).
2. Choose 3 most valuable tasks for this day (mark them A1, A2 and A3)
3. Put the priority notation ABC behind other tasks
4. Move the tasks in the order of priority to the time planning
5. Lookup for leisure time which is left after all. Fill in with a tasks from “Wheel of Work «If I had 2 hours of free time I would...»



HOW TO MANAGE YOUR TIME DURING DAY

- 1 Do all challenging and important tasks during your most workable time of the day.
- 2 Follow up all agreements and promises given to you and made by you.
- 3 To be able to say “No”
- 4 Make pauses in right moment
- 5 Complete small tasks by series
- 6 Use the “buffer time”
- 7 Work, considering the bother time

EVENING PLANNING

1 DAY REVIEW

- Mark completed tasks - praise yourself!
- Move undone forward.
- Move all promises and commitments into the diary and calendar.
- Strikeout unimportant and unurgent tasks.

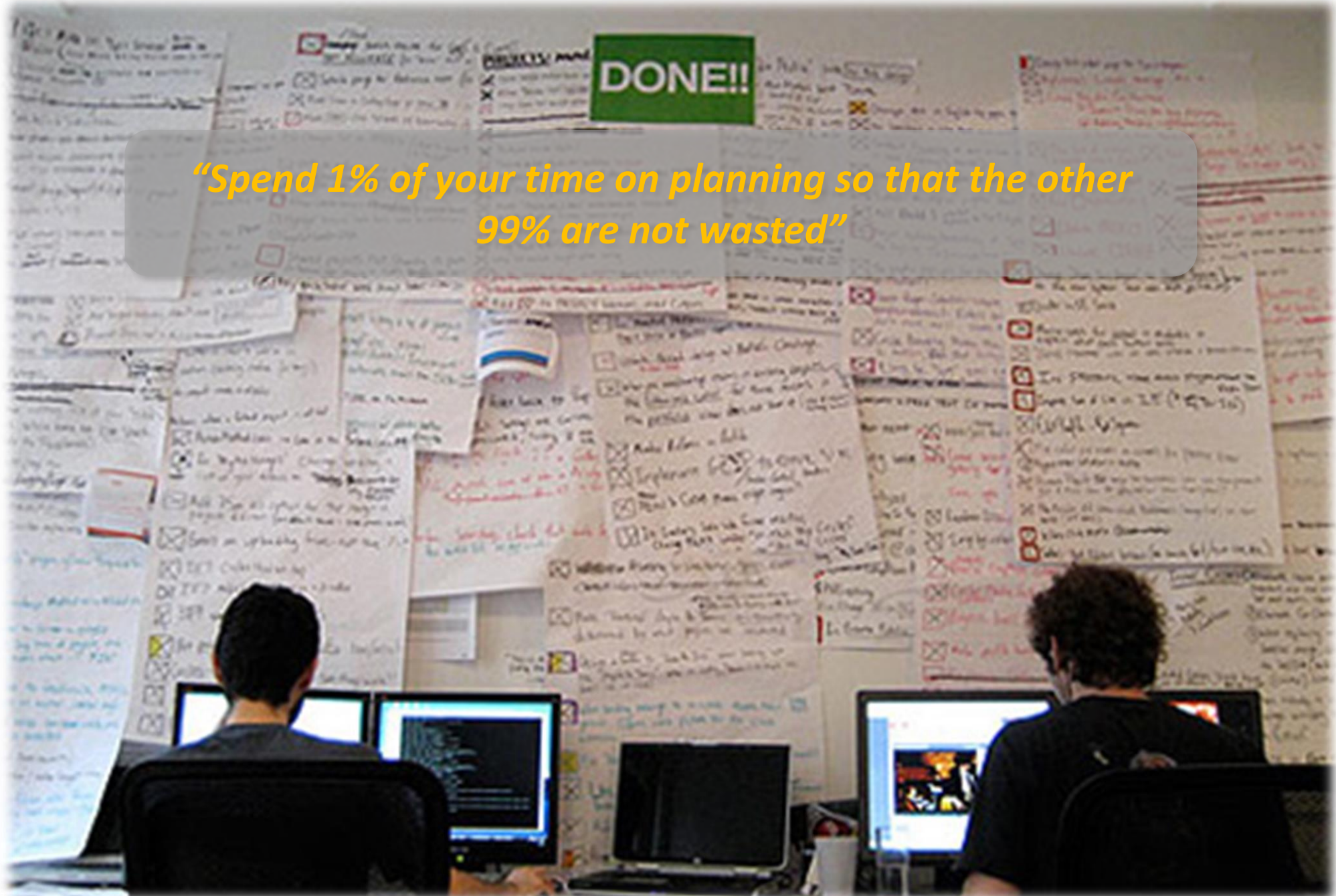
2 CREATE PLAN FOR TOMORROW (WRITE DOWN A LIST OF TASKS)

EXERCISE

HOW LONG IS A MINUTE?

- Cover all visible clocks
- Stand up
- Wait for the signal
- Sit down after 1 minute from the signal

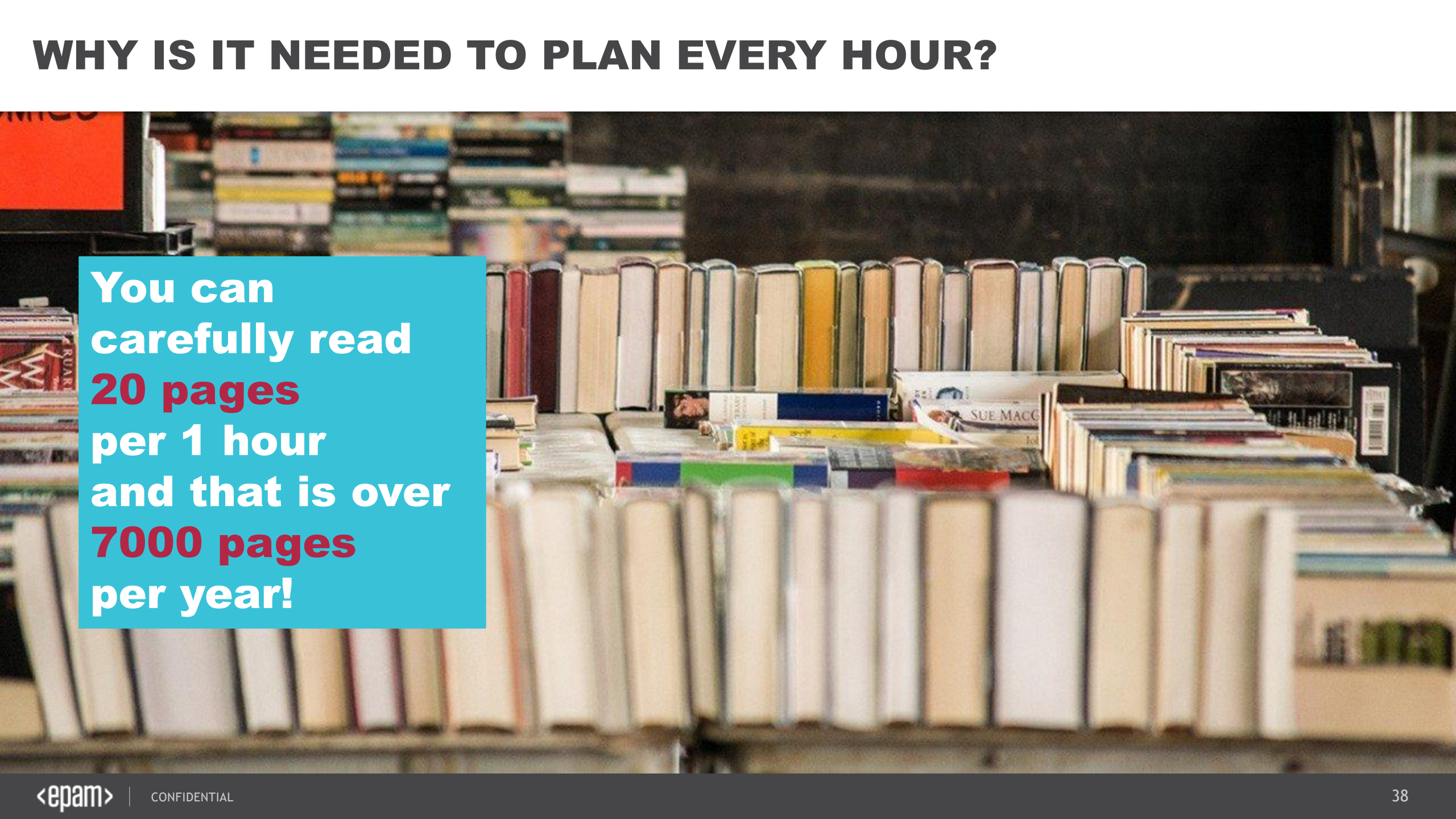




DONE!!

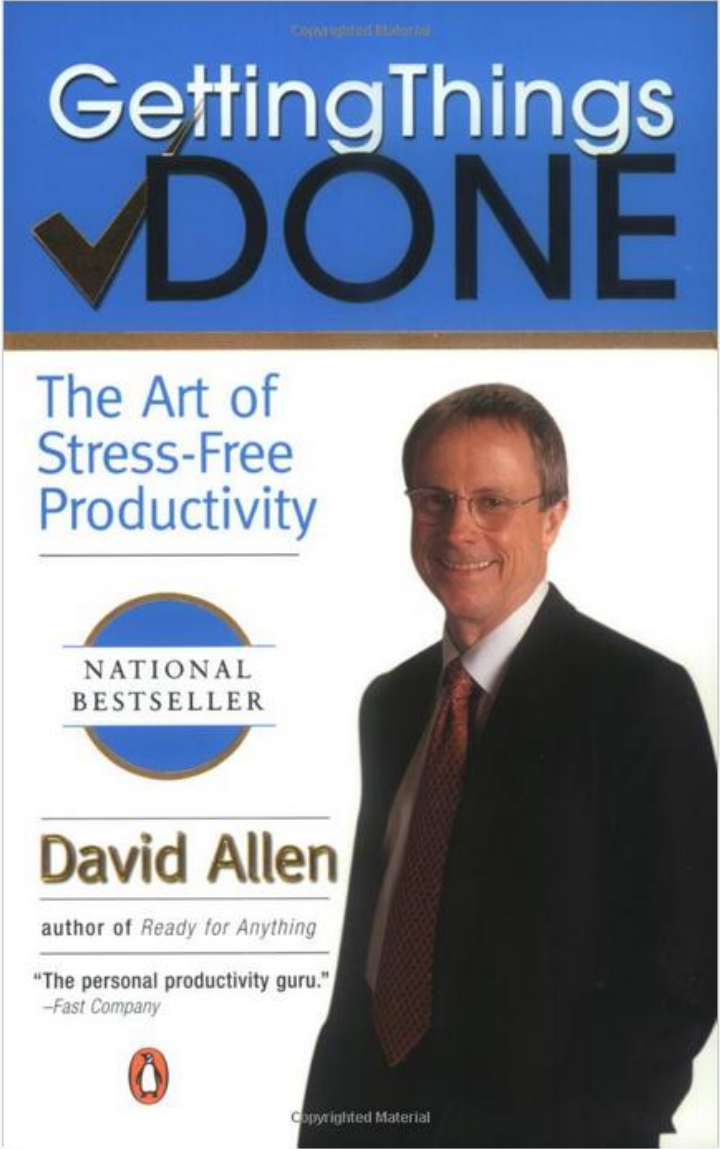
“Spend 1% of your time on planning so that the other 99% are not wasted”

WHY IS IT NEEDED TO PLAN EVERY HOUR?

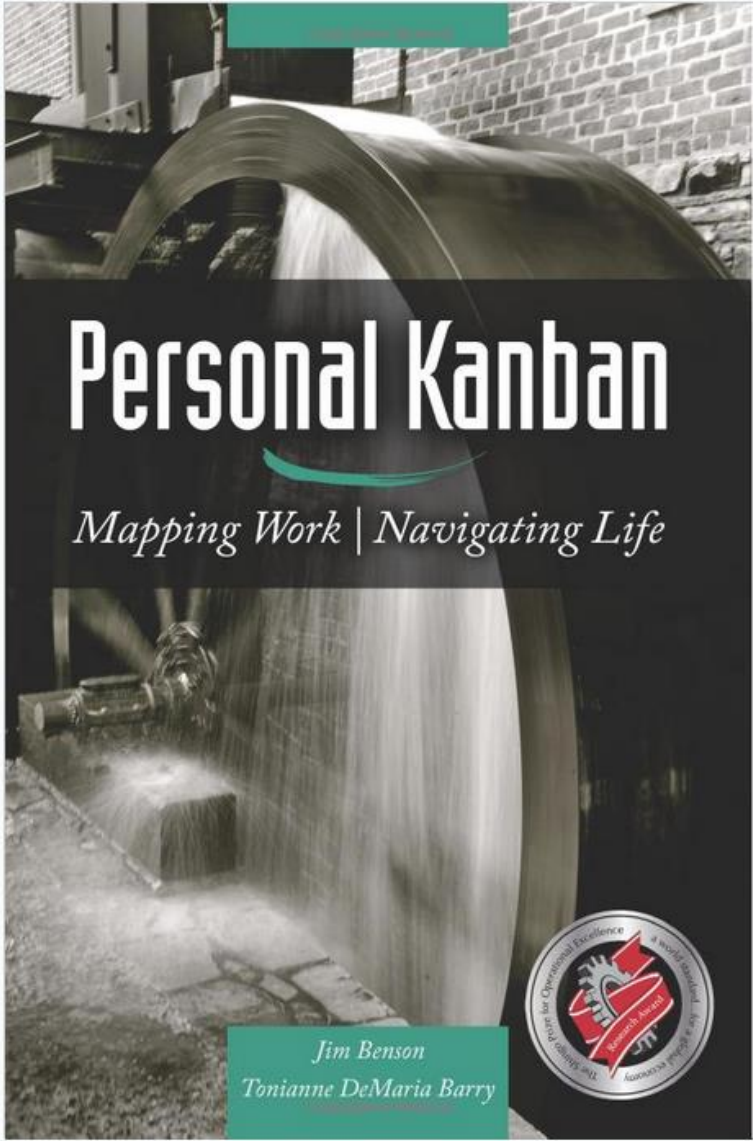


**You can
carefully read
20 pages
per 1 hour
and that is over
7000 pages
per year!**

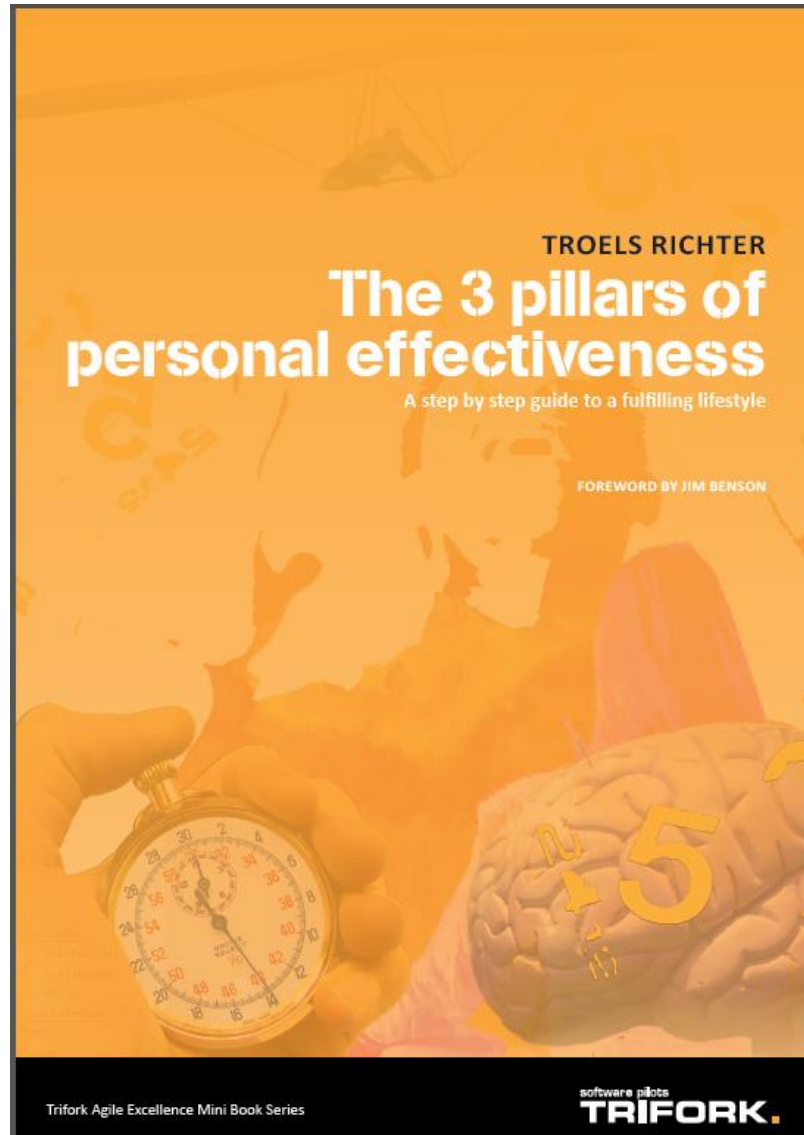
GETTING THINGS DONE



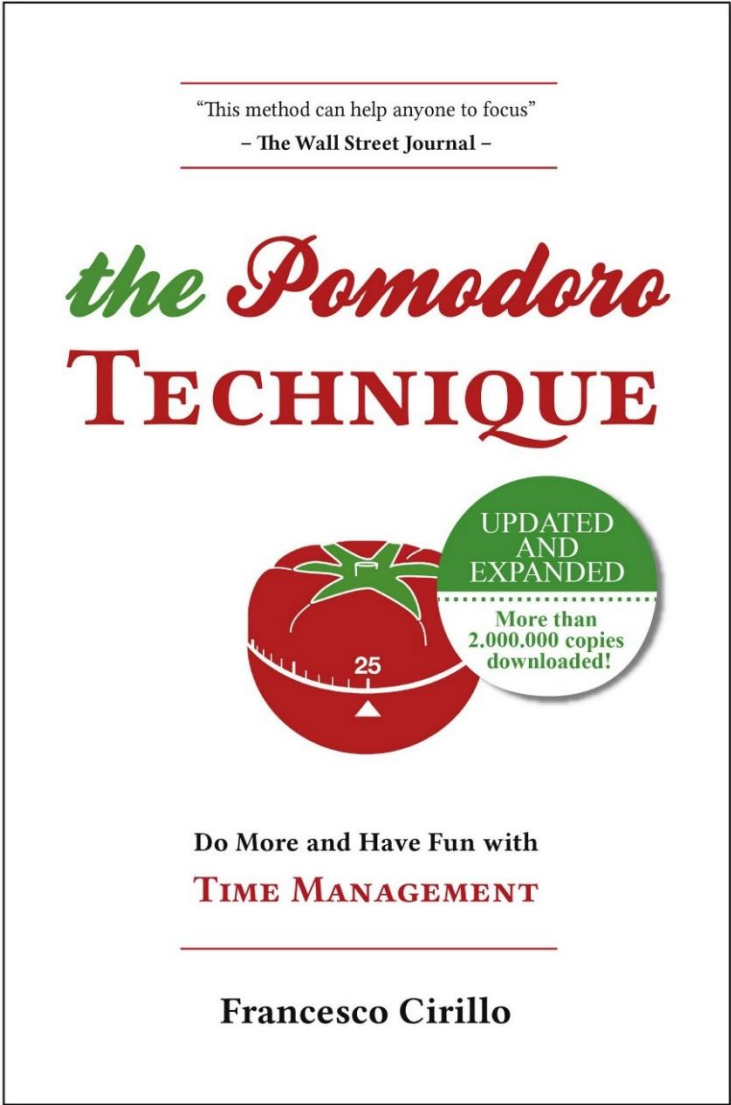
PERSONAL KANBAN



THE 3 PILLAR OF PERSONAL EFFECTIVENESS



POMODORO





**THANK YOU
FOR ATTENTION!**