
Time Management

— October 20, 2015 —

Agenda for the Day

1. Very Quick Check-in
2. Absent students from last class- sign contract
3. Attendance- who's here? (:
4. Padlet update- please put your photos on and check padlet for documents
5. Hand out STUDY GROUP sheets from last class
6. Fill out Quarter at a Glance (*homework*) for time management
7. STUDY GROUP formation email
8. Today's Presentation: TIME MANAGEMENT

Why Time Management

“The typical college student is juggling dozens of impending deadlines and obligations at any one time. Each of them crucial. On forgotten test, for example, can deep six an entire semester’s grades. This can be incredibly stressful. **It leads to a constant state of guilt** (‘should I be working now?’) as well as **fatigue-induced pseudo-work**, where your free time mashes in with your work time, and the whole thing becomes a jumbled mess of **exhaustion.**”- *Cal Newport*

TIME MANAGEMENT

OR HOW TO PROCRASTINATE BETTER

Dusten's Tips for Procrastinating Better

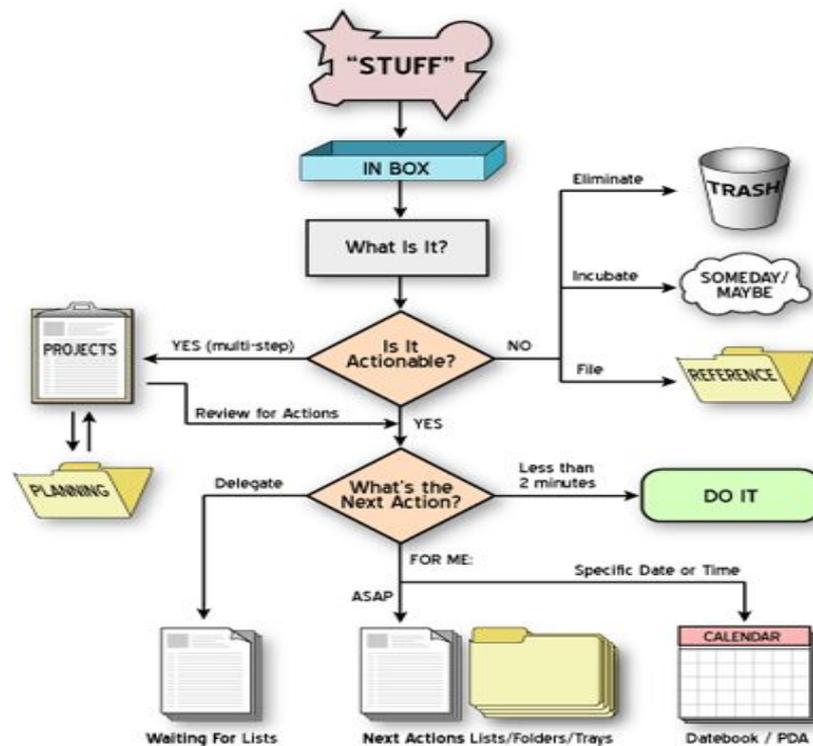
- How to prioritize?
- What does time management look like for you?
- What systems help you?
- Which systems are not useful?
- How do you use technology in time management?

Getting Things Done

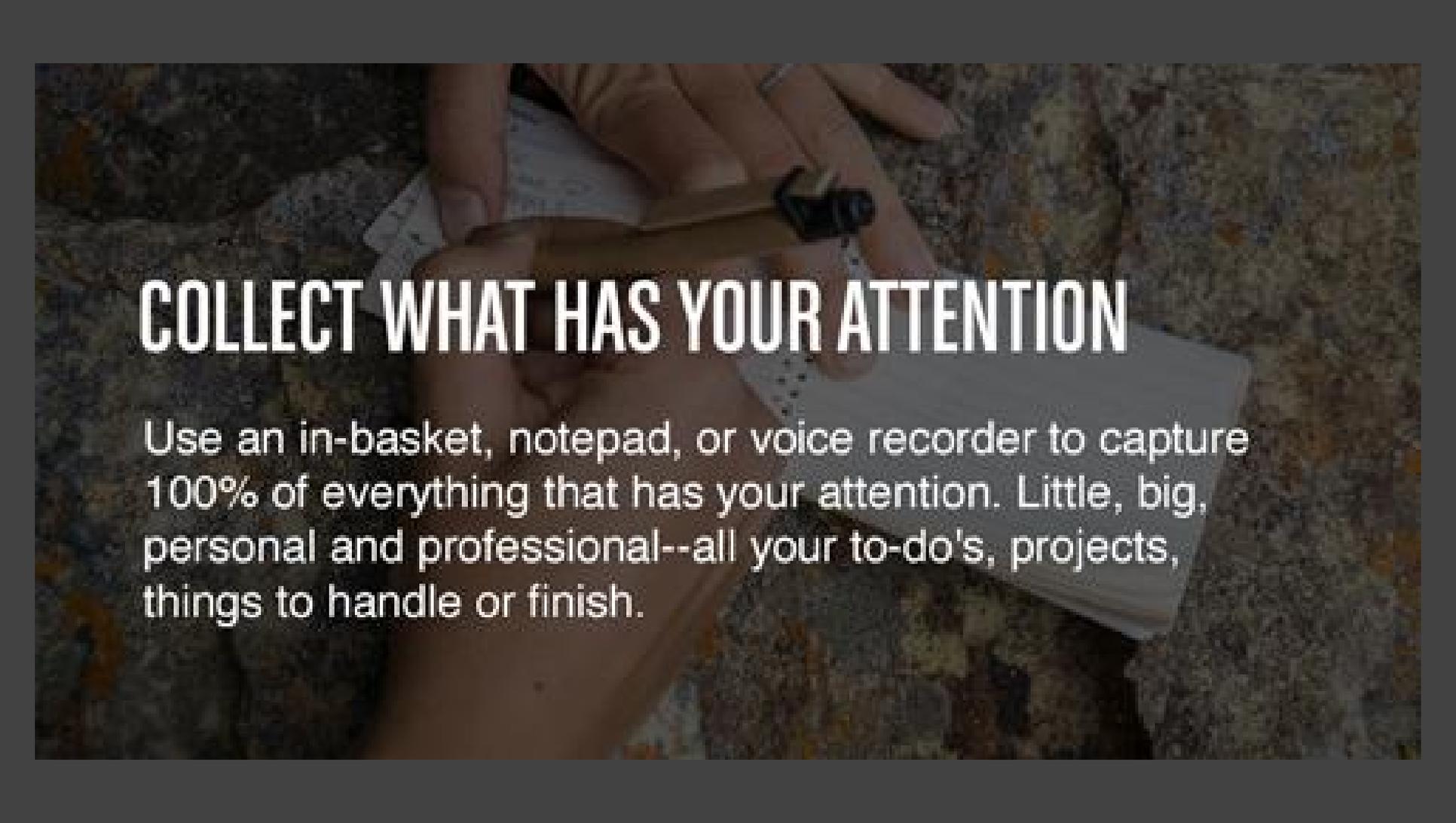
by David Allen



Visualize the system



Based upon the book and diagrams in
Getting Things Done by David Allen
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A top-down photograph of a person's hands holding a pen over a notepad. The background is a textured, light-colored surface. The text is overlaid on the image.

COLLECT WHAT HAS YOUR ATTENTION

Use an in-basket, notepad, or voice recorder to capture 100% of everything that has your attention. Little, big, personal and professional--all your to-do's, projects, things to handle or finish.

Collect

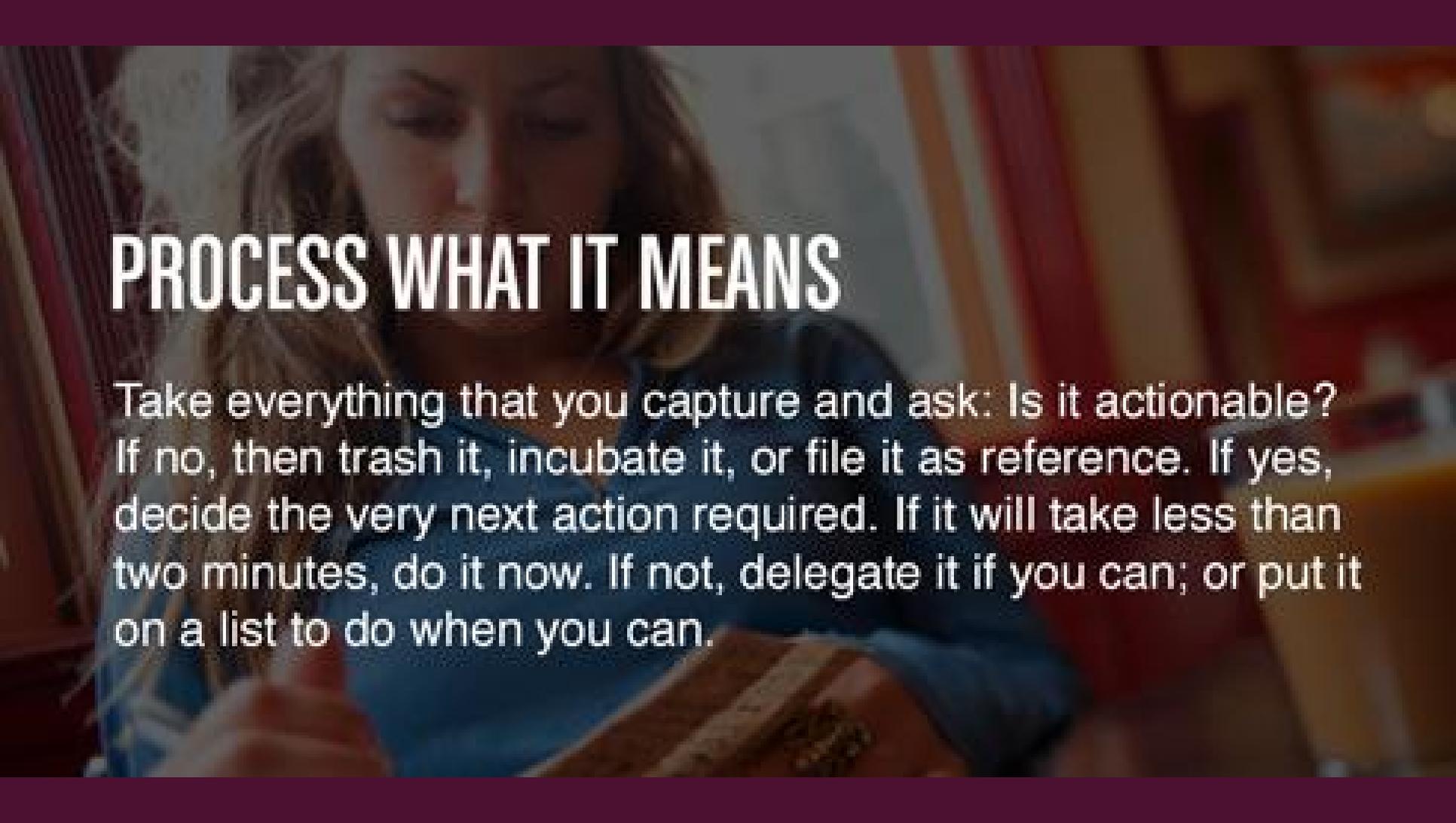
- First collect all the things that are worrying us or that we need to do something about
- **'Mind Sweep'** - sweeping everything that's on our minds into our system
- He suggests one idea to a sheet of paper, and throw them all into an inbox to process later
- This will free up your mind for creativity and workflow

Mind Sweep

GTD has a strategy for clearing your mind called Mind Sweep. When you perform a mind sweep, you spend 2+ minutes paying attention to and writing down your thoughts.

Don't think about next steps while doing a Mind Sweep, just write down your thoughts as they are.

It's like dumping your ex's stuff out the window after a break up—you just want to get everything out as quickly as possible.

A woman with long blonde hair is sitting and reading a book. The background is a blurred library or bookstore with bookshelves. The text is overlaid on the image.

PROCESS WHAT IT MEANS

Take everything that you capture and ask: Is it actionable? If no, then trash it, incubate it, or file it as reference. If yes, decide the very next action required. If it will take less than two minutes, do it now. If not, delegate it if you can; or put it on a list to do when you can.

Process

- **Process Mind Sweep - get it from inbox to empty**
- **Put it into the inbox**
 - **Is it actionable?**
 - **No – throw it in the trash, file for reference, or put in a tickle file**
 - **Yes –**
 - **Will it take less than 2 minutes? Do it.**
 - **No – delegate it or defer it.**
 - **Defer it – put it on your calendar to do at a specific time**
 - **Will it just take more planning – schedule for planning**

A hand holding a pen is positioned over a desk. On the desk, there is a calendar with several papers pinned to it. The scene is dimly lit, with a warm glow from the left side, possibly a lamp. The overall atmosphere is one of productivity and organization.

PUT IT WHERE IT BELONGS

Put action reminders on the right lists. For example create lists for the appropriate categories--calls to make, errands to run, emails to send, etc.

Organize

- **Multiple files: Personal Life and Professional**
- **Action Lists**
 - **Next action you need to take – usually for a week or a day to keep large projects and day to day things going**
 - **Like a to do list**
 -
- **Projects**
- **Large goals that require multiple actions – need to transfer this to action lists periodically**
- **Agendas**

How to Organize Your Planner (So Everything Gets Done)

Add the date in each box, starting with Monday

Add your deadlines here in the left column

In the top right, add activities, and under that your 'to-do' list

9/13

EN: Chapters 4-6 Due
GOV: Definitions for Ch 5 Due
SP: Vocab Quiz

Soccer Practice 4-6pm

- Do Psychology write-ups (remember handout)
- Calc probs
- Make GOV study guide

9/16

Field Trip!

Bus leaves at 7:05am

Soccer Practice 4-6pm

- Study Government Study Guide
- Study Spanish Study Guide

9/14

Psych: Write-ups
CALC: #s 16, 18, 19
SP: #s 106-7, #s 17, 18, 22

Rehearsal 2:30-5pm

- Finish Biology Lab Report
- Read EN Ch 5 & 6

9/17

EN: Chapters 5-7 Due
GOV: Reading Quiz
SP: Chapter 4 test

Sam's birthday party
8pm at the Smith's

9/15

BIO: Lab Report Due

- Pack backpack for field trip (remember biology notebook)
- Read English Ch 7
- Make Spanish study guide (Ch 4)

9/18 9/19

SAT Practice
Saturday @ 8am

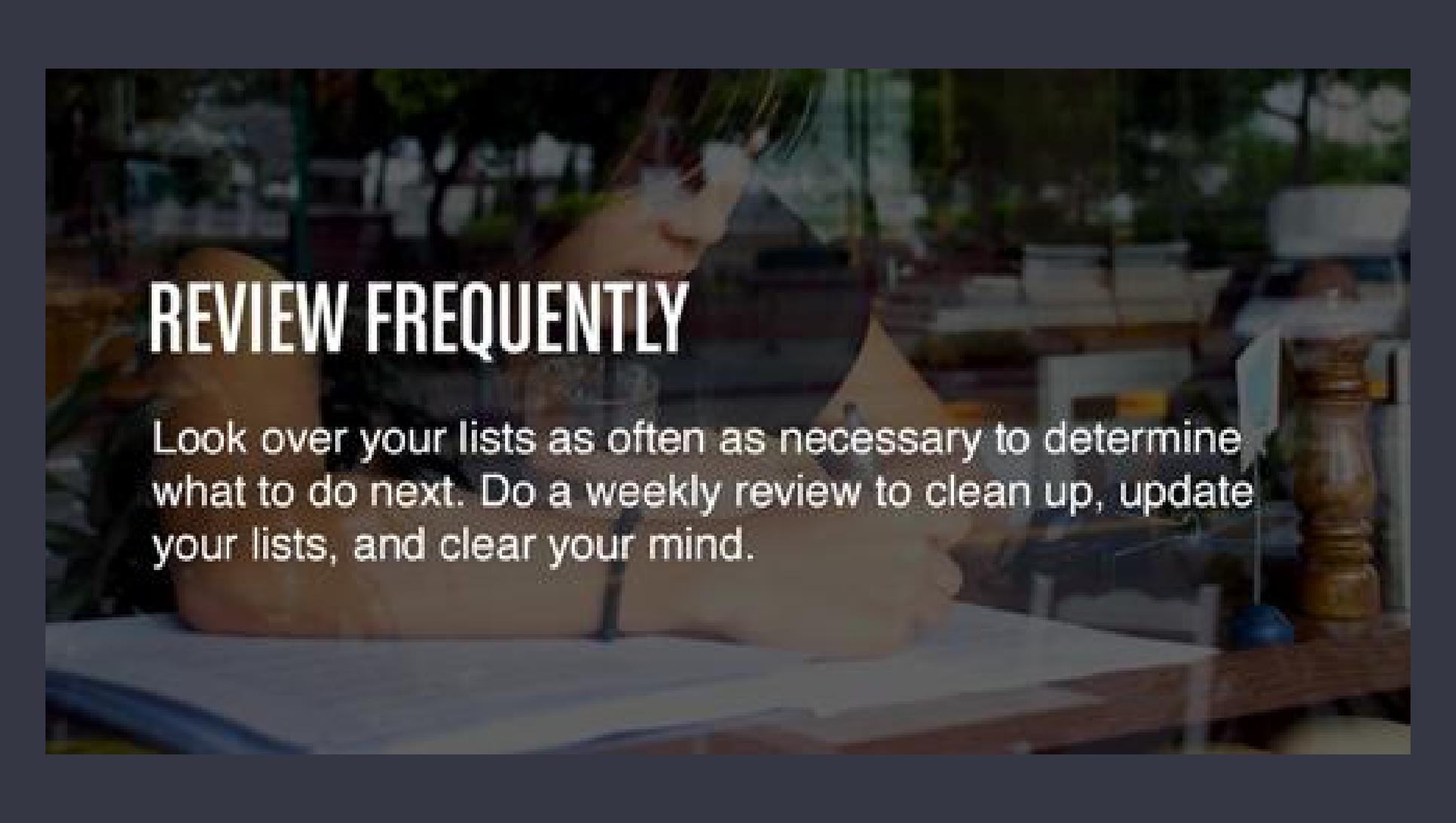
- Prep GOV definitions for Ch 6
- Finish Bio Field Trip write-up
- Read ahead EN Ch's 8-12

Note that each day's 'to-do' has completable tasks - break assignments down!

The final box is for the weekend - including activities and assignments to work on

Organize

- **Agendas**
 - **Things you need to talk to people about**
- **Waiting for**
 - **Things you need from others to complete**
- **Someday Maybe**
 - **Things you might like to do in the future**
- **Tickle File**
 - **Stuff that is out in the future you might want to move onto another file**

A woman with dark hair is sitting at a wooden desk, writing in a notebook. The background is a blurred office or study area with shelves and plants. The text is overlaid on the left side of the image.

REVIEW FREQUENTLY

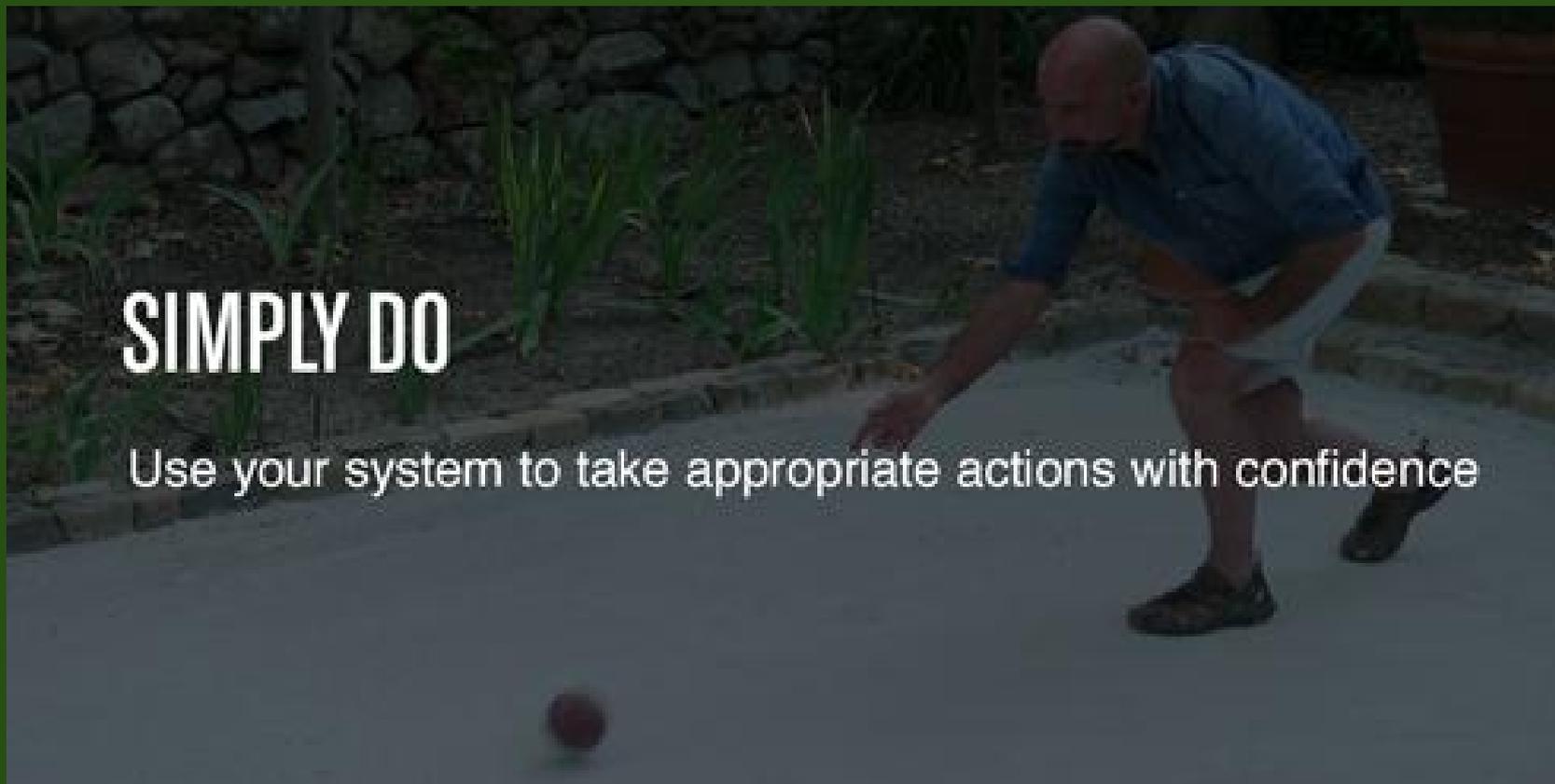
Look over your lists as often as necessary to determine what to do next. Do a weekly review to clean up, update your lists, and clear your mind.

Review

- **You need to revisit your files very regularly**
- **Once a week, preferably on Monday morning review all folders**
- **Move items onto action lists, especially from projects file**
- **Review action lists daily – schedule time on your calendar**

SIMPLY DO

Use your system to take appropriate actions with confidence

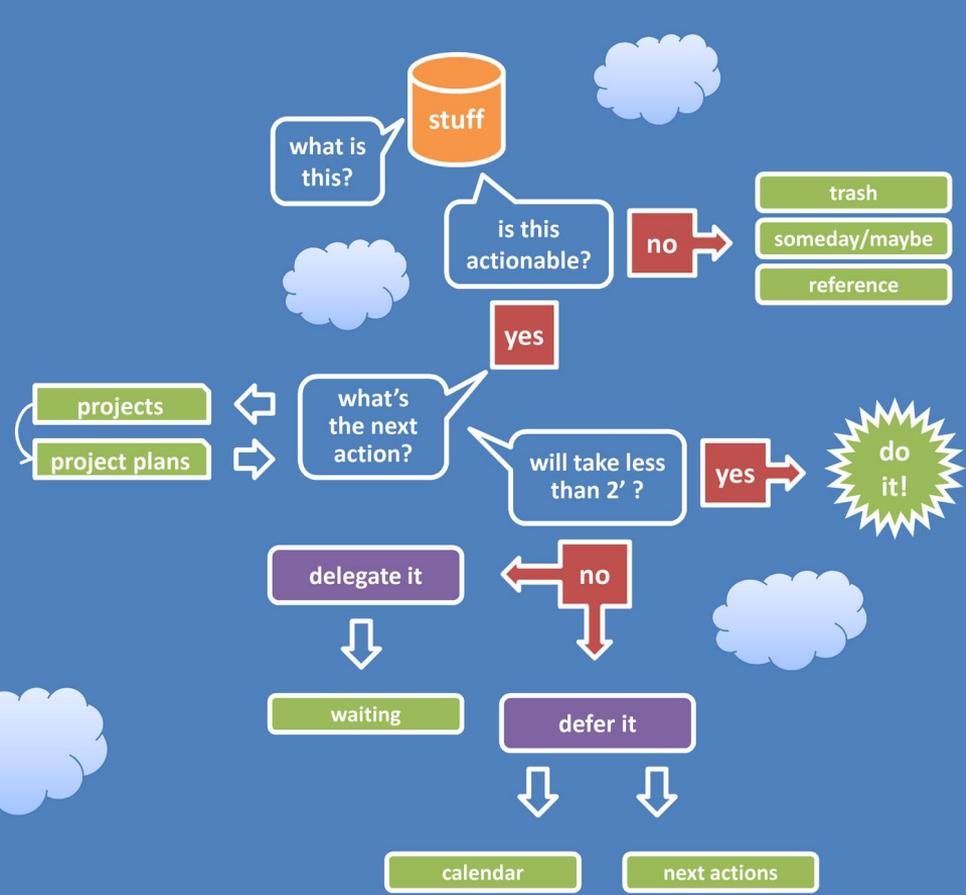


DO!

- **You do have to do things – that is the point of getting things done!**
- **The real key is deciding what to do and when to do it**
- **This is an intuitive process**
- **Save hard and important tasks for when you are productive**
- **Do the mindless easy stuff when you are less productive**
- **Always capture everything on your mind in the system**

Results

- **For many people who are overwhelmed and stressed – this system is a real breakthrough**
- **People that have a lot on their minds try remembering things often have a hard time thinking creatively or productively**
- **When things are off your mind it is possible you will free up a productive person inside**
- **Its likely you will sleep better and find time to do things you could not have before**



Resources

- Getting Things Done website: [Gettingthingsdone.com](http://getthingsdone.com)
- Checklist: http://getthingsdone.com/wp-content/uploads/2014/10/Weekly_Review_Checklist.pdf
- Blog: <http://getthingsdone.com/gtd-times/>
- Study Hacks: <http://calnewport.com/blog/2007/07/20/getting-things-done-for-college-students-the-full-system/>
- Action Plan: http://www.skaskiw.biz/resources/GTD_Adoption_Plan.pdf
- **A Time Management System for Students Who Are Terrible at Time Management And Tend to Hate it More Than Slow Torture Involving Electrical Current and Sensitive Anatomy**
- Frazzled to Fabulous: <http://www.frazz2fab.com/2013/07/printable-worksheet-mind-sweep-brainstorm/>