

Summary of Time Management Presentation by Randy Pausch

"Remember that time is money"

- Benjamin Franklin 1748,

Why Time Management is Important

- "The Time Famine"
- Bad time management = stress
- This is life advice, not job advice

The Problem is Severe

By some estimates, people waste about 2 hours per day. Signs of time wasting:

- Messy desk and cluttered (or no) files
- can't find things
- miss appointments, need to reschedule them
- late and/or unprepared for meetings
- volunteer to do things other people should do
- tired/unable to concentrate

Goals/Priorities/Planning

- Drucker's Dictum: Doing things right is not as important as doing the right things.
- Benefit/Cost analysis
- Being successful doesn't make you manage your time well.
- Managing your time well makes you successful.

The 80/20 Rule

- critical few and the trivial many
- Having the courage of your convictions
- Good judgment comes from experience
- Experience comes from bad judgment

Inspiration

"If you can dream it, you can do it"

-- Walt Disney

- Disneyland was built in 366 days.

Planning is Important




- Failing to plan is planning to fail.
- Plan Each Day
- Plan Each Week

TO DO Lists

- break things down into small steps
- like a child cleaning his/her room
- do the ugliest thing first

The four-quadrant TO DO List

(From: The Seven Habits Of Highly Effective People: Restoring the Character Ethic, by Stephen R. Covey, Simon and Schuster, 1989.)

IMPORTANT DUE NOW	IMPORTANT NOT DUE
	
NOT IMPORTANT DUE NOW	NOT IMPORTANT NOT DUE
	

As this technique becomes honed migrations occur

Paperwork

- Clutter is death; it leads to thrashing. Keep desk clear: focus on 1 thing at a time
- a good file system is essential
- touch each piece of paper once
- correspondence: answer on the letter itself

Scheduling Yourself

- You don't find time for important things, you make it.
- Everything you do is an opportunity cost
- Learn to say No

Interruptions

- 6-9 minutes, 4-5 minute recovery --- five interruptions shoots an hour
- you must reduce frequency and length of interruptions
- blurting: save-ups

Procrastination

"Procrastination is the thief of time"

-- Edward Young, Night Thoughts, 1742

Avoiding Procrastination

- doing things at the last minute is much more expensive than just before the last minute
- deadlines are really important: establish them yourself!

Delegation is not Dumping

- require responsibility, accountability
- grant authority
- treat people well
- secretaries are your lifeline

Meetings

- average executive: > 40% of time
- lock the door, unplug the phone
- maximum of 1 hour
- prepare: there must be an agenda
- 1 minute minutes: who is responsible for what by when?

Guide To Meetings

WHAT ARE THE OBJECTIVES? Are they reasonable? Can they be measurably met?

Is this meeting necessary? Can I achieve the same result with an email or phone call?

Who should be involved in this meeting? Can I limit the number of people or topics to create a more efficient and effective meeting?

What type of meeting is this?

-Disseminate information

-Brain Storm

-Make Decisions (often really fact finding)

-Fact Finding

Is there a clear and reasonable agenda? Will it achieve the objectives? Has it been communicated to the members of the meeting?

What preparation can I do to make this meeting a “winner”? There is no such thing as a tie.

People would rather talk about things and ideas they know about rather than those they don't

General Advice

- never break a promise, but re-negotiate them if need be
- if you haven't got time to do it right, you don't have time to do it wrong
- recognize that most things are pass/fail
- feedback loops: ask in confidence

The Seven Habits

From: The Seven Habits Of Highly Effective People: Restoring the Character Ethic, by Stephen R. Covey, Simon and Schuster, 1989.

1. **BE PROACTIVE.** Between stimulus and response in human beings lies the power to choose. Productivity, then, means that we are solely responsible for what happens in our lives. No fair blaming anyone or anything else.
2. **BEGIN WITH THE END IN MIND.** Imagine your funeral and listen to what you would like the eulogists to say about you. This should reveal exactly what matters most to you in your life. Use this frame of reference to make all your day-to-day decisions so that you are working toward your most meaningful life goals.
3. **PUT FIRST THINGS FIRST.** To manage our lives effectively, we must keep our mission in mind, understand what's important as well as urgent, and maintain a balance between what we produce each day and our ability to produce in the future. Think of the former as putting out fires and the latter as personal development.
4. **THINK WIN/WIN.** Agreements or solutions among people can be mutually beneficial if all parties cooperate and begin with a belief in the "third alternative": a better way that hasn't been thought of yet.
5. **SEEK FIRST TO BE UNDERSTANDING, THEN TO BE UNDERSTOOD.** Most people don't listen. Not really. They listen long enough to devise a solution to the speaker's problem or a rejoinder to what's being said. Then they dive into the conversation. You'll be more effective in your relationships with people if you sincerely try to understand them fully before you try to make them understand your point of view.
6. **SYNERGIZE.** Just what it sounds like. The whole is greater than the sum of its parts. In practice, this means you must use "creative cooperation" in social interactions. Value differences because it is often the clash between them that leads to creative solutions.
7. **SHARPEN THE SAW.** This is the habit of self-renewal, which has four elements. The first is mental, which includes reading, visualizing, planning and writing. The second is spiritual, which means value clarification and commitment, study and meditation. Third is social/emotional, which includes service, empathy, synergy and intrinsic security. Finally, the physical element includes exercise, nutrition and stress management