



# Time Management



# Agenda

- Multitasking & Interruptions
- Prioritization
- Procrastination
- Organizing activities
- Practical "solutions"





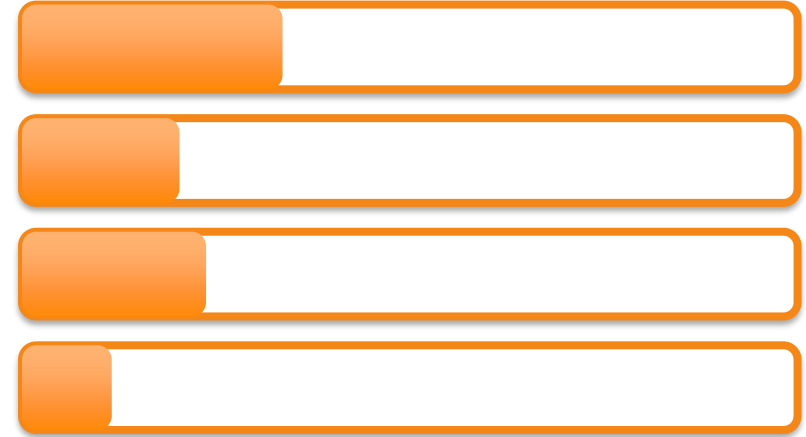
Does **multitasking**  
make you  
more productive?



# Monotask



# Multitask



Your sense of completion:

I did it!  
Yeah!

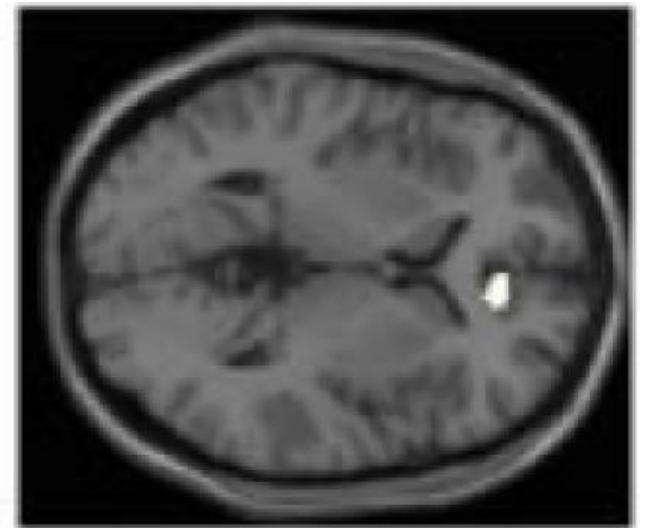
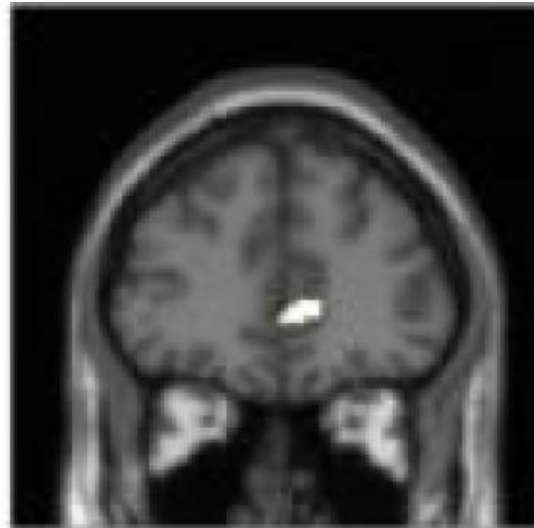


Tons of work  
and I did nothing...



# Multitasking and Brain

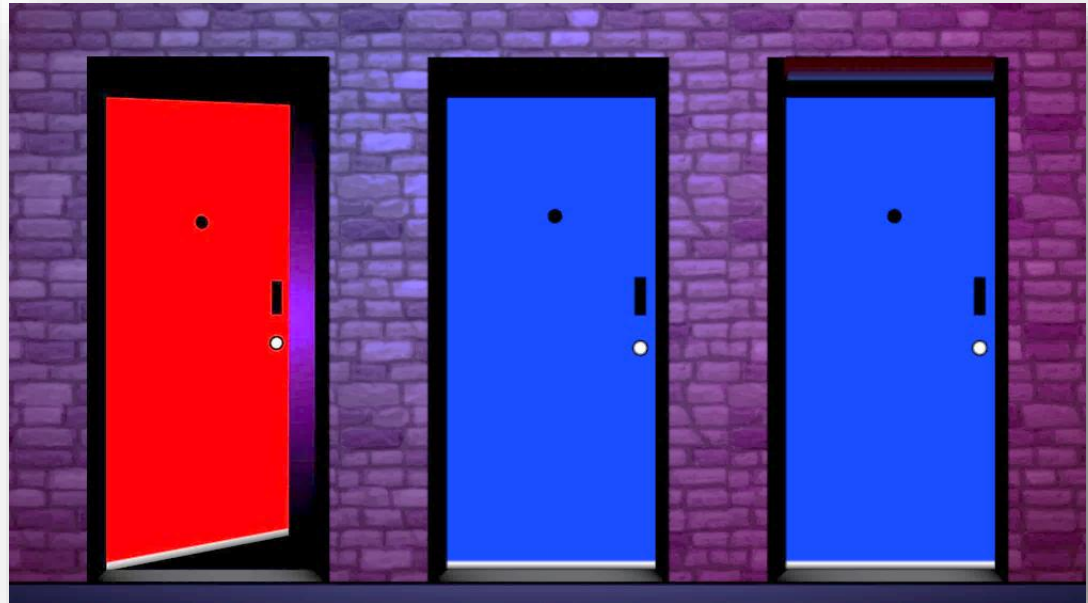
- University of Sussex: "*Simultaneously using mobile phones, laptops and other media devices could be changing the structure of our brains*"
- University of London: "*Multitasking lowers your IQ by ~10 points*"



# Supertaskers

- *University of Utah: "~2 % of population for whom performance does not deteriorate, and can even improve, when multiple demands are placed on their attention"*

<https://supertasker.org/>



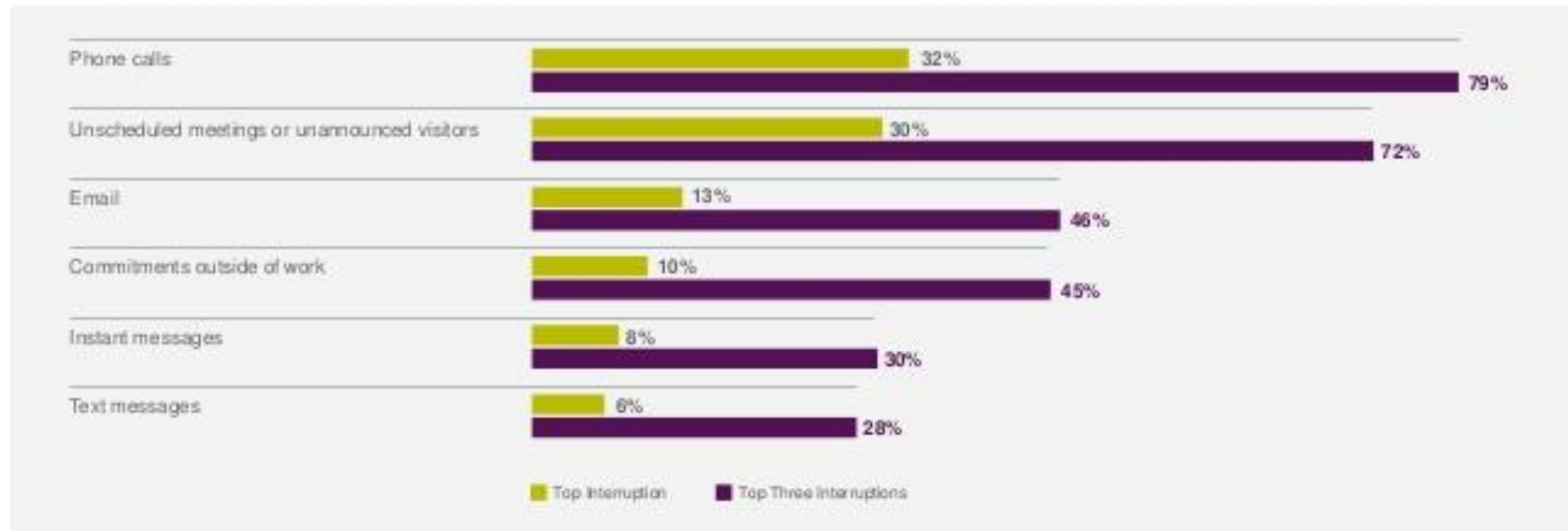


# Interruptions

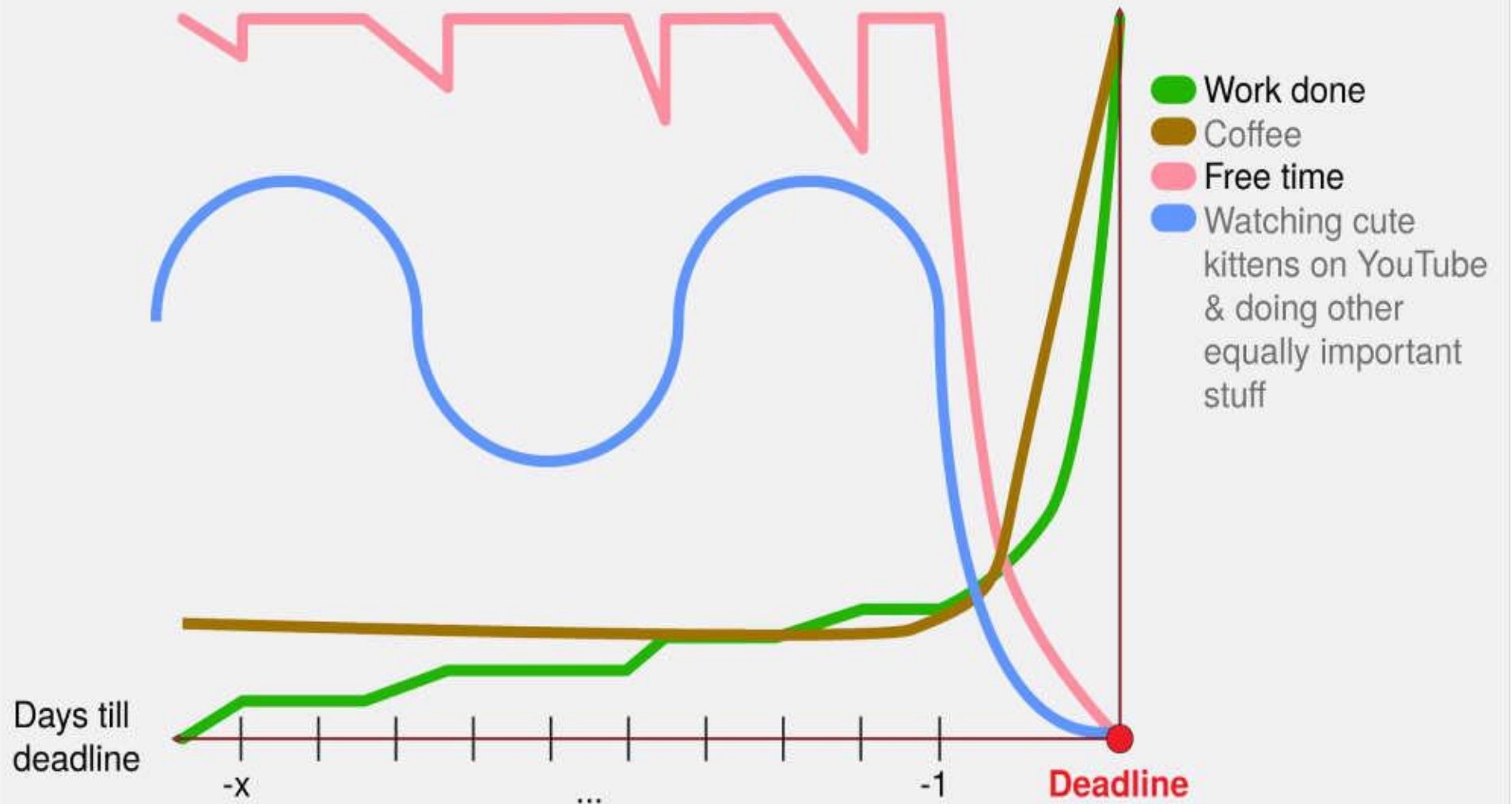
# Interruptions

## Telephone calls and unscheduled meetings/visitors are the most commonly cited workday interruptions

Which of the following interrupt your workday the most?



# Working habits during days before a deadline





Using a concentration-intensive task and a phone that participants were not allowed to look at, researchers called and texted some participants but not others.

**Did the notifications affect participants' accuracy on the concentration task?**



Using a concentration-intensive task and a phone that participants were not allowed to look at, researchers called and texted some participants but not others.

### **Did the notifications affect participants' accuracy on the concentration task?**

1. No: participants were unaffected since they didn't check their phones.
2. Yes: participants made fewer errors when interrupted.
3. Yes: participants made more errors when interrupted.
4. In some cases: participants made more errors when the phone rang, but when they received a text.



Using a concentration-intensive task and a phone that participants were not allowed to look at, researchers called and texted some participants but not others.

### **Did the notifications affect participants' accuracy on the concentration task?**

1. No: participants were unaffected since they didn't check their phones.
2. Yes: participants made fewer errors when interrupted.
3. Yes: participants made more errors when interrupted.
4. In some cases: participants made more errors when the phone rang, but when they received a text.



Yes: participants made more errors when interrupted.

### Takeaway:

Even when we don't interact with our phones and we're simply aware that something is happening, we perform significantly worse.

Much of the devastating power of interruption is in

**grabbing our attention,**

even when we are able to overcome the temptation to check our phone.

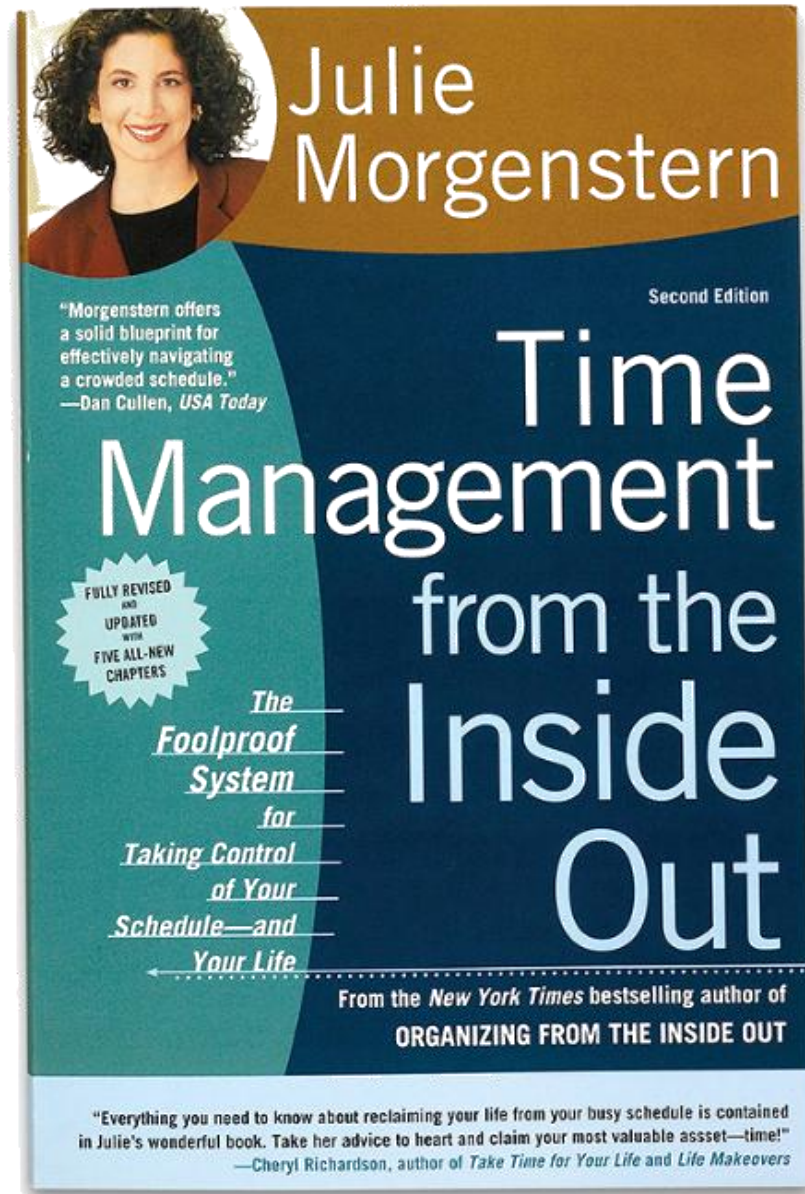
Stothart, C., Mitchum, A., & Yehnert, C. (2015). The attentional cost of receiving a cell phone notification. *Journal of Experimental Psychology: Human Perception And Performance*, 41(4), 893-897.

# E-mails

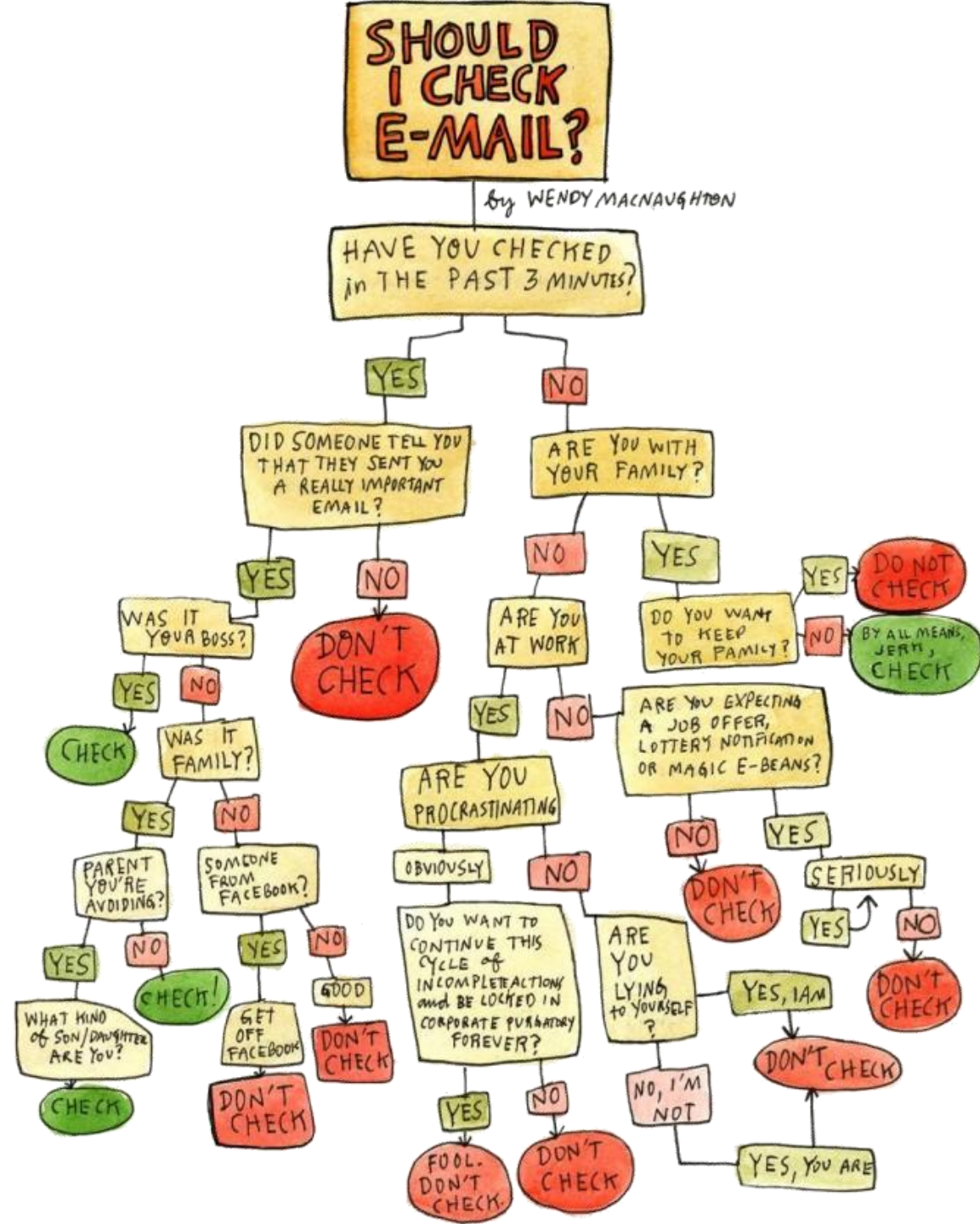
- Only check your inbox once an hour
- Set up an auto reply
- Turn off notifications
- Use an email client
- Unsubscribe
- Don't always email
- Write emails in bullet-point format



*Never check  
emails in the  
morning*



*Never check emails in the morning*

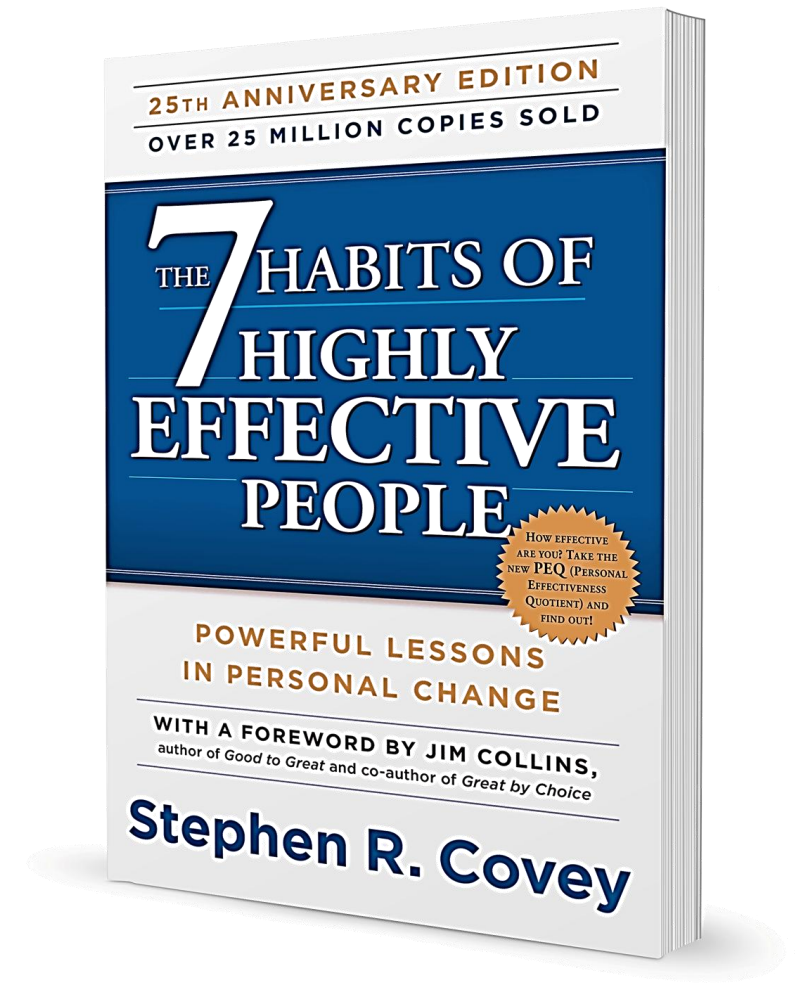




# Prioritization

**€ 28.800**

- **Independence**
  - Be Proactive
  - Begin with the End in Mind
  - **Put First Things First**
- **Interdependence**
  - Think Win-Win
  - Seek First to Understand,  
Then to be Understood
  - Synergize
- **Continuous Improvements**
  - Sharpen the Saw



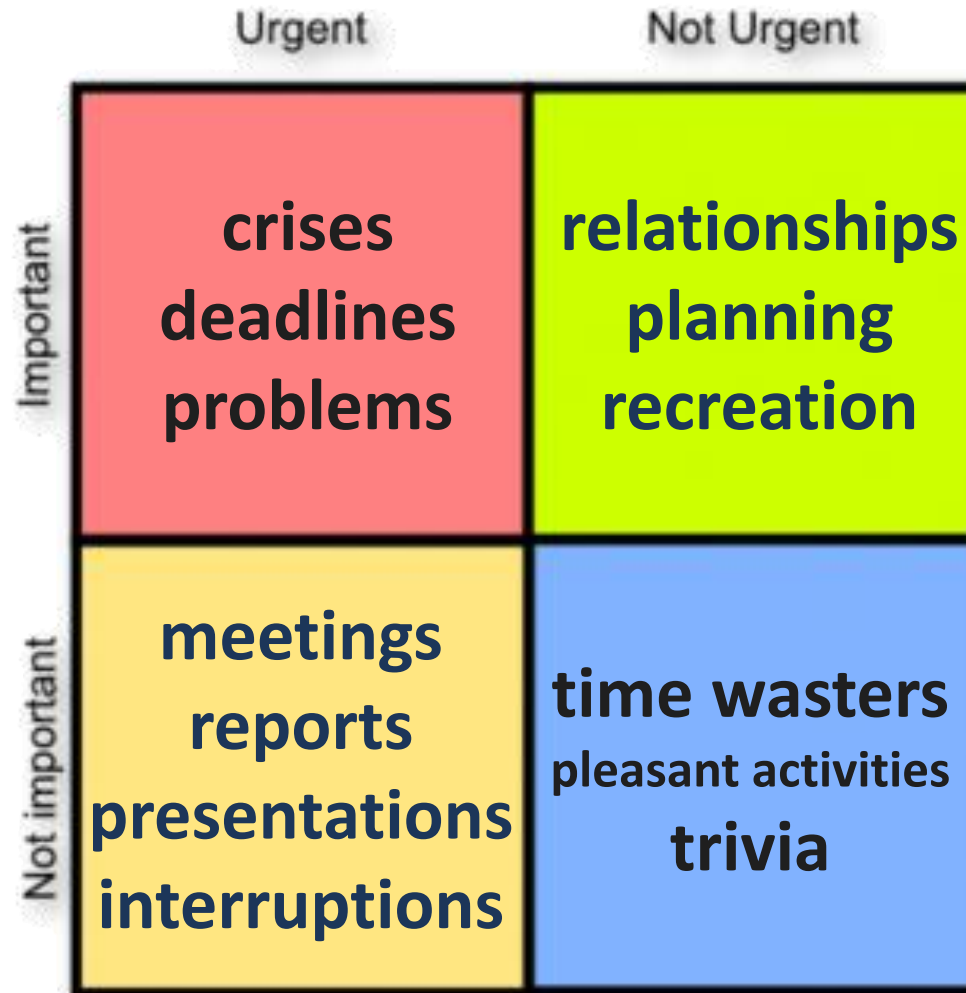
# Sindromul "Alice în țara minunilor"

Pregătirea /Stabilirea obiectivelor

- A "Vrei te rog, să-mi spui în ce parte să mă duc de aici?"
- P "Asta depinde foarte mult de locul în care vrei să ajungi", spuse Pisica.
- A "Păi, nu prea mă interesează...", zise Alice.
- P "Atunci n-are importanță în ce parte te duci."



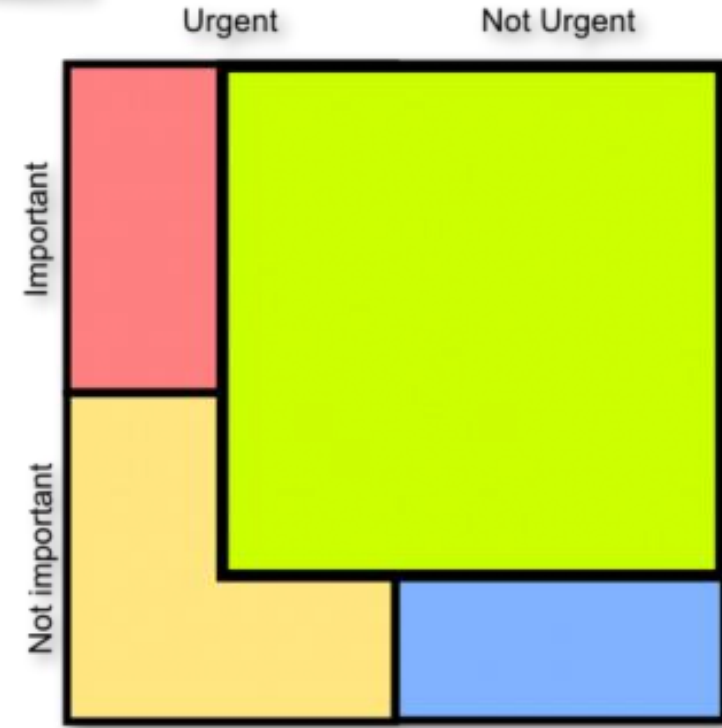
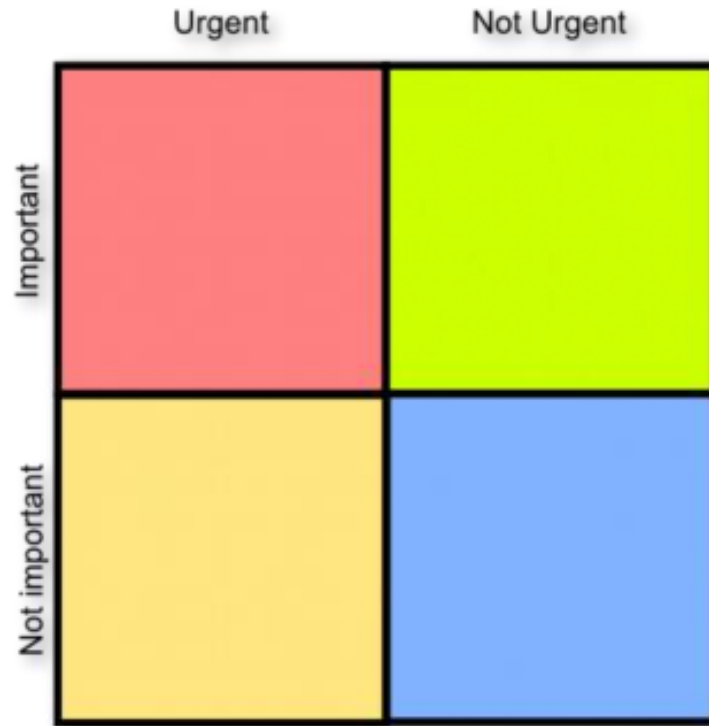
Lewis Carroll. Alice în Țara Minunilor



Living in the second quadrant!

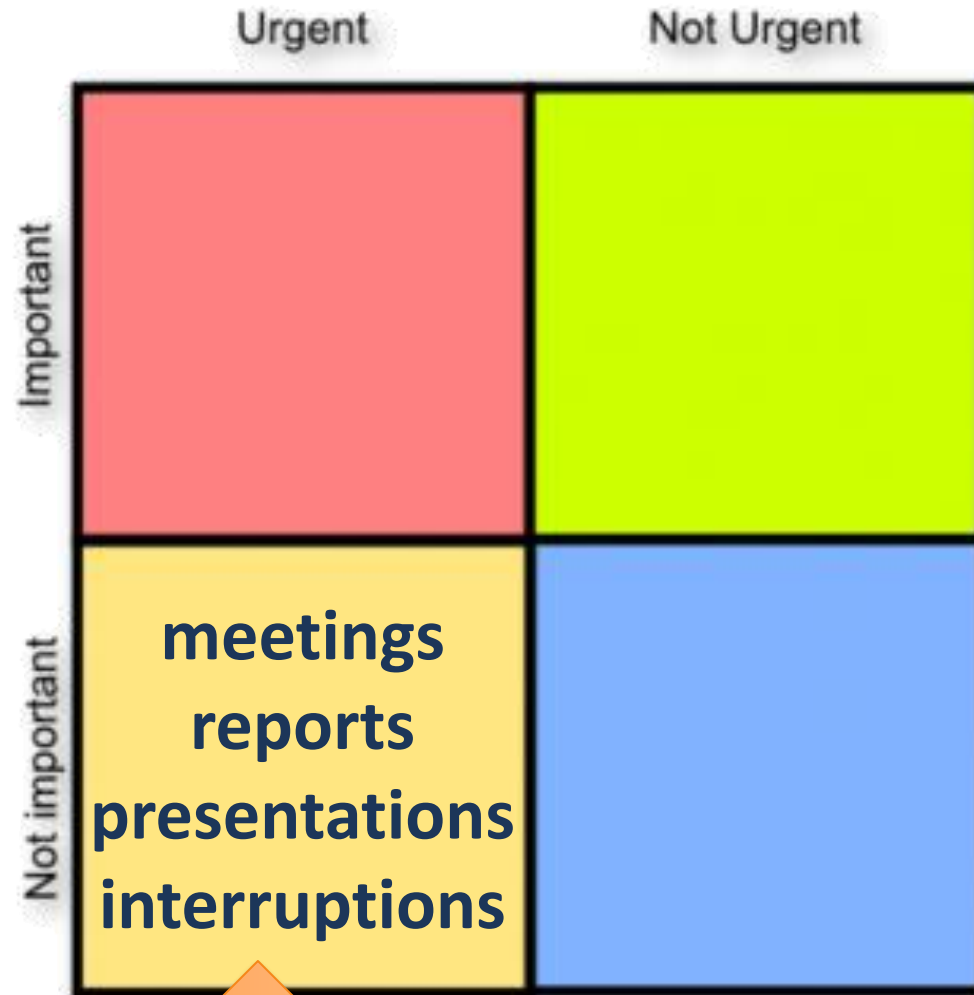
*Dwight D. Eisenhower*

Good time management

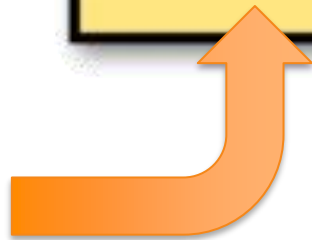


Living in the second quadrant!

*Dwight D. Eisenhower*



*delegation  
candidate  
activities*



# *To Do and Not To Do lists*



# Procrastination



# Procrastination

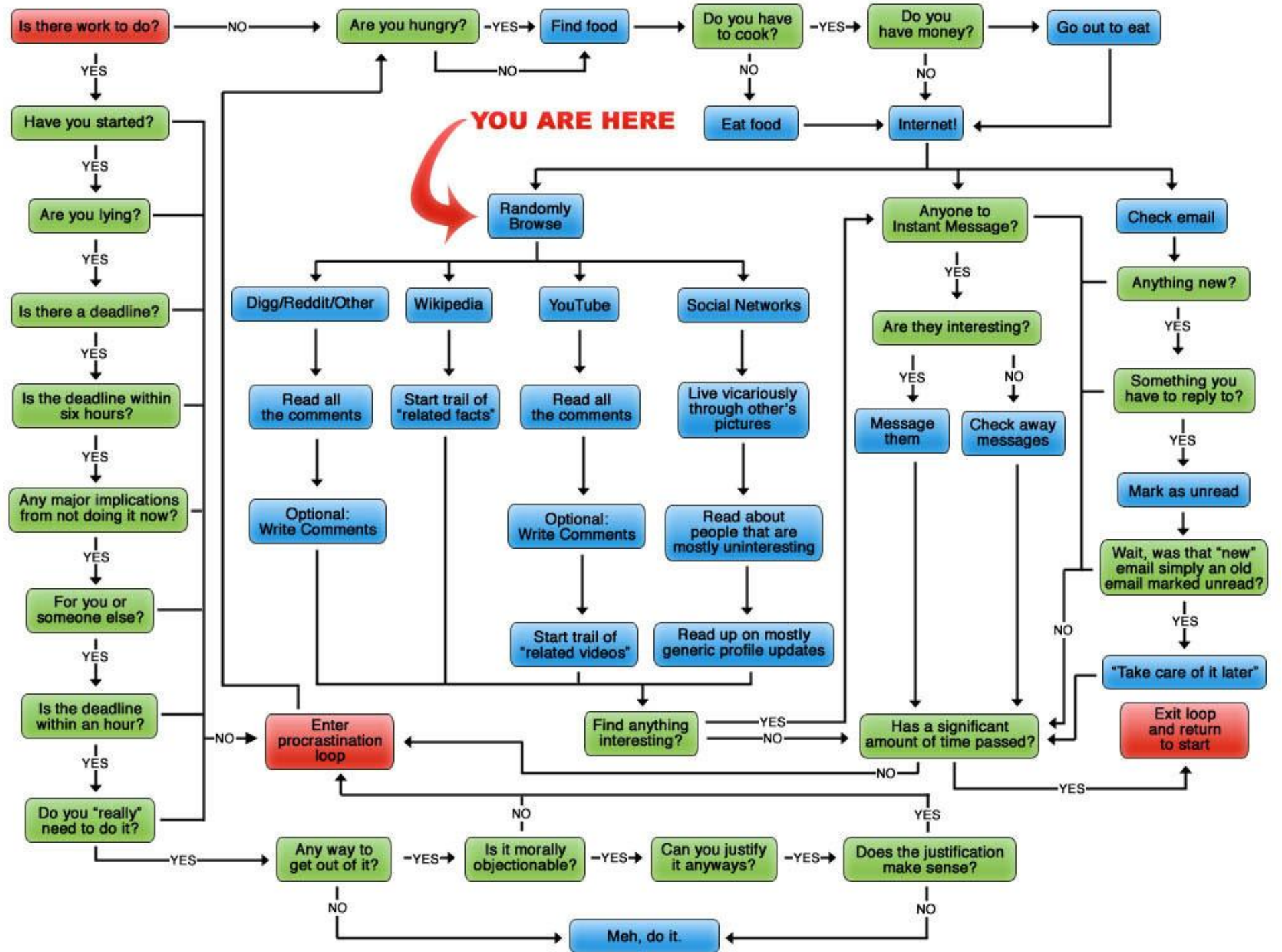


*The act of delaying something that you should do, usually because you do not want to do it*

*source Oxford Dictionaries*

*Procrastination (Tales Of Mere Existence)*  
<https://www.youtube.com/watch?v=4P785j15Tzk>





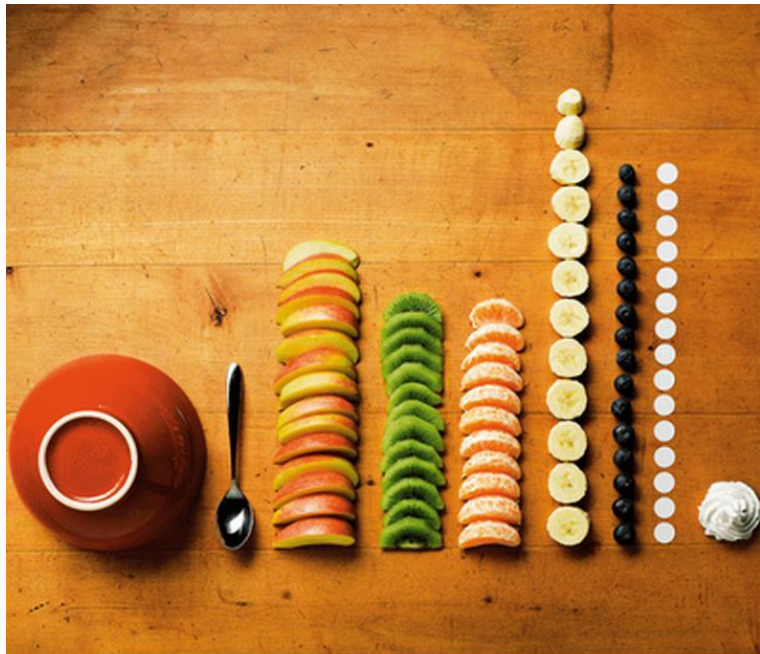
# Procrastination

- perfectionism
- fear
- lack of motivation
- lack of discipline
- overwhelm
- stress



# Procrastination approaches

- Be aware about your behaviour



# Procrastination approaches

- Communicate your deadlines to others

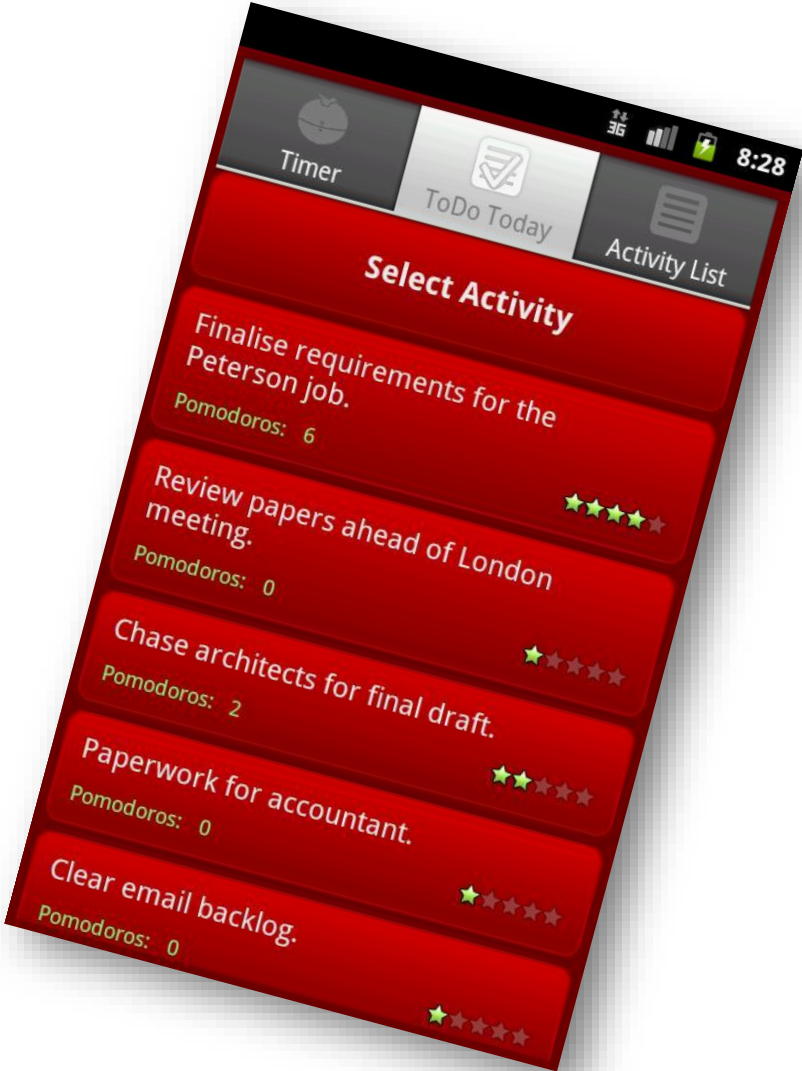
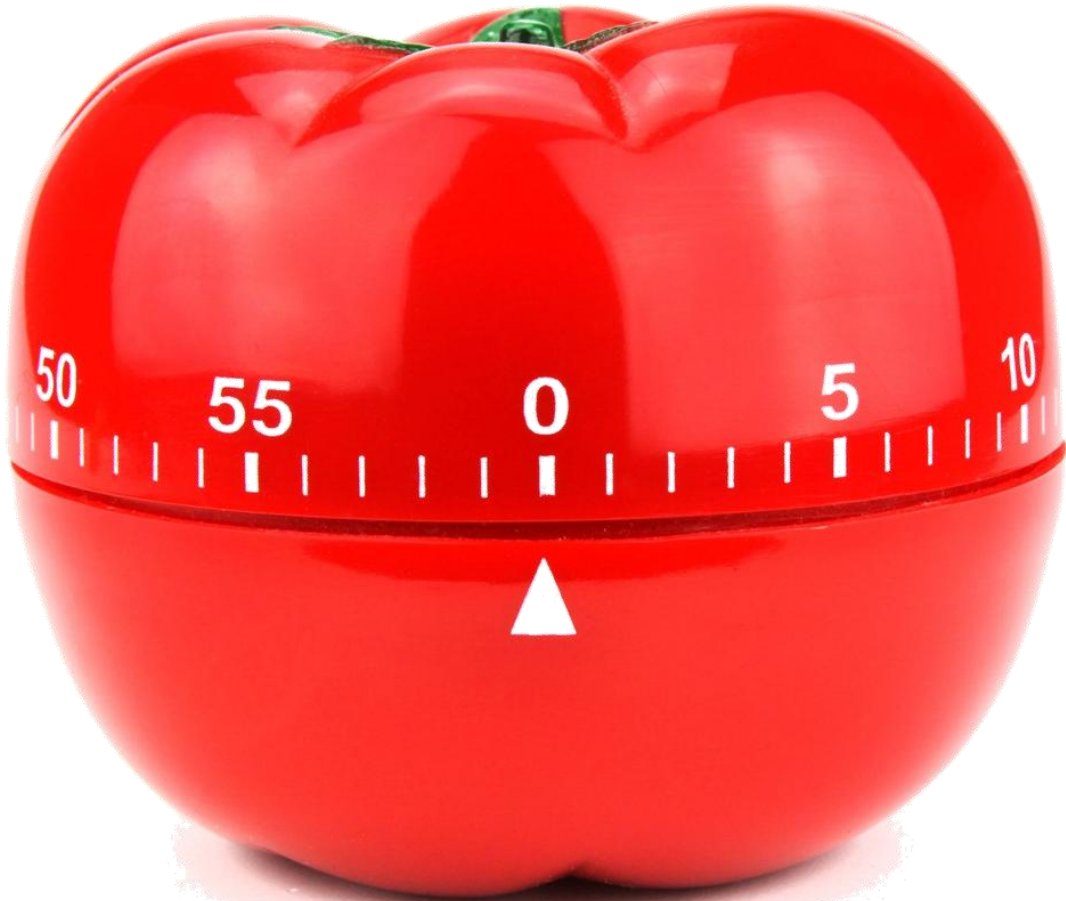


# Procrastination approaches

- “Eat the elephant” piece by piece



# Pomodoro Technique





*“Procrastination  
is a vice when it comes to productivity,  
but it can be a virtue for creativity.”*

**Adam Grant**

# Meeting organization

An overhead view of a business meeting around a conference table. There are eight people seated around the table, engaged in discussion. The table is cluttered with papers, a laptop, a calculator, and water bottles. The background is a light-colored tiled floor.

- *Why stand-up meetings* are time-boxed to 15 minutes?
- Why 30 minutes meetings should take 22 minutes?

# Preparing for a meeting

An overhead view of a business meeting around a conference table. Several people in business attire are seated around the table, looking at documents and laptops. The scene is dimly lit, with a focus on the meeting activity.

- Clarify the objective
- Choose and design the process
- Create an agenda
  - Frame it as a series of questions
- Plan the logistics
  - Room
  - Supplies
  - Information & materials

# Virtual Meetings

- Send agenda ahead of time
- Facilitator joins 10-15 minutes in advance
- Participants join 5 minutes in advance
- Roll call 2 minutes in advance (if no video)
- Imagine people sitting around a table
- Clarify rules of participation
- Use video whenever possible
- Use a virtual whiteboard





# Practical solutions

1. Assign the first half an hour of each day for planning the activities of that day
2. Assign time (with *start time* and *end time*) for all important activities (2nd quadrant of Time Management Matrix)
3. Plan time for interruptions (email, social media)
4. Assign 5 minutes before each meeting or phone call to establish and/or clarify the goals of that meeting/call
5. Notify your colleagues when you do not want to be interrupted and block the disruptors (email, phone, FB etc)
6. Accept that you cannot do everything you wish... 😊



YOU CAN'T  
RECYCLE

WASTED  
TIME