

Time Management

- Do you manage your time?
- How do you manage your time?
- Do you think you manage your time well?
- How do you know whether you are managing your time well or not?
- What makes it hard to manage your time well?

Key Elements of Time Management

- Know where your time goes
 - Try logging your time
- Know what you have to do and when you have to do it
 - Use a 'trusted system'
 - Externalise everything
- Manage your commitments
 - Learn how to say no
 - Be realistic about what you can do: know how long things take

Logging Your Time

- Come up with a set of categories
- Avoid content-free categories:
 - Strive to eliminate ‘Miscellaneous’
 - ‘Email’ is not a category
- Aim for the smallest grain-size your tool will support
- Do regular ‘error analysis’ of your logs
- Revise your categories periodically

My Categories

| 1997 | 2002 | 2007 | | |
|------------|------------|----------|---------------|--------------|
| A Research | Macq U | CLT | DSTO | ACL Exec |
| B Research | LT Program | Dept | OpenProof | CL Editorial |
| Students | LTG | HCSNet | Thinking Head | Reviewing |
| Mgmt | Other | CMCRC | Ref Exprs | Community |
| Other | | Teaching | Asian NLP | Other |
| | | Students | Research | |

Trusted Systems for Externalisation

- Beer mats and backs of envelopes
- Notebooks
- Day Planners/Filofaxes
- Desktop Calendar Tools
- PDAs

David Allen's GTD System: Key Objectives

1. Capture all the things that need to get done now, later, someday, big, little, in-between
 - Externalise in a trusted system — get them off your mind
2. Discipline yourself to make front-end decisions about all inputs you allow into your life
 - Always have a plan for the Next Action

The Basic Requirements for Managing Commitments

1. If it's on your mind, your mind isn't clear
 - collect all unfinished things in your trusted system
 - regularly visit and sort through the material in the system
2. Clarify exactly what your commitment is and what you have to do to make progress
3. Keep reminders of what you have to do in your trusted system

The 'Martial Art' of Life and Work

- The goal is to have 'Mind Like Water'
- Mismanaged commitments create distraction
- Your ability to refocus, rapidly, on the right things at the right time is the central technique to managing productivity
- Use your mind to think about things, not to keep thinking about them

To Do Lists

- A To Do list should not be a list of ‘stuff’
- A To Do list should:
 - be organised in useful categories
 - identify the next action for each task or project
- A To Do list is a list of actions

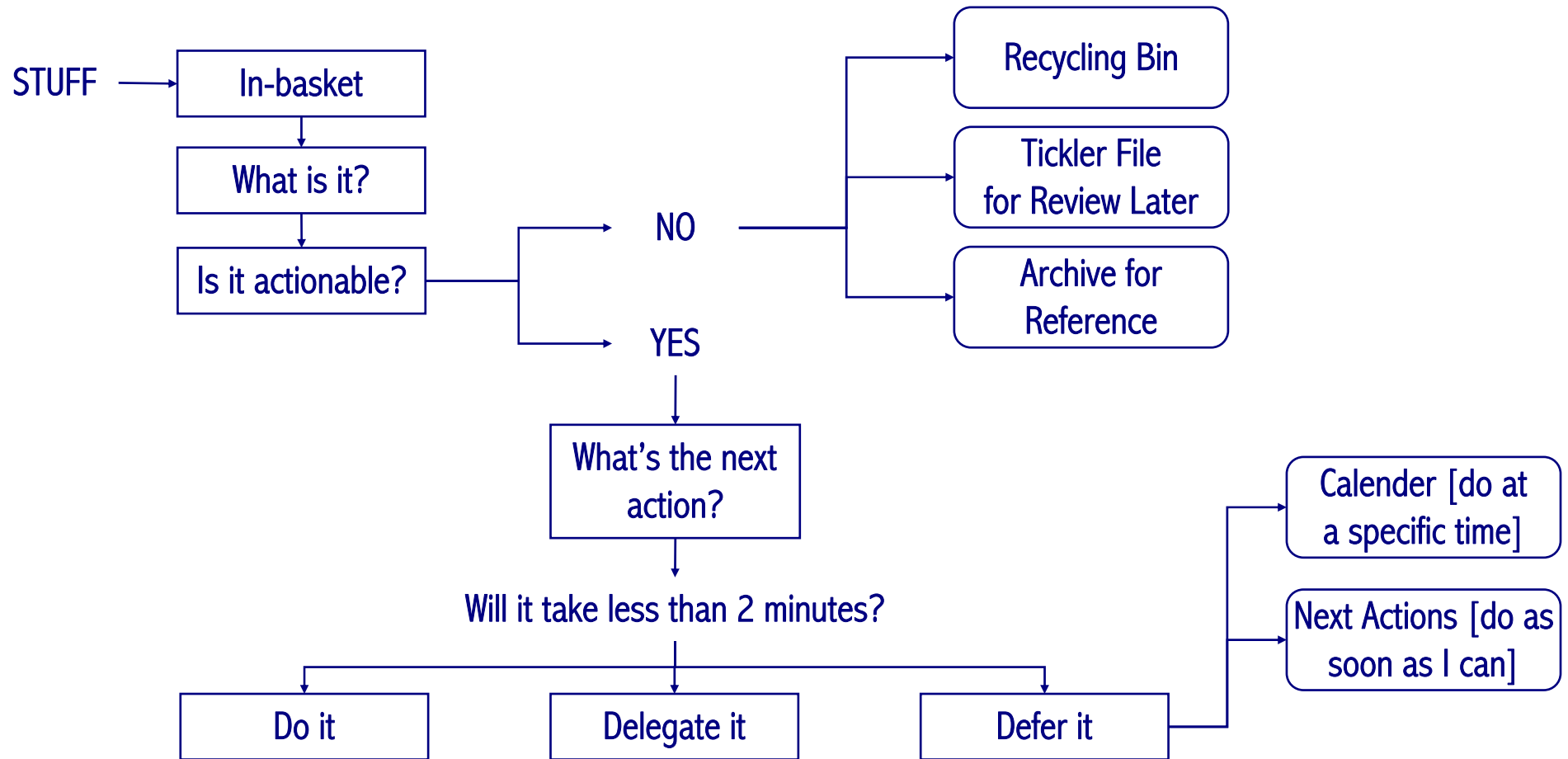
Getting Control of Your Life

Step 1: Collect

- Collect everything that is incomplete
 - Every open loop must be in the collection system and out of your head
 - Have as few collection buckets as you can manage
 - Empty the buckets regularly

Getting Control of Your Life

Step 2: Process



Getting Control of Your Life

Step 3: Organize

- Maintain a list of projects
- Organize your project materials in a storage system
- Maintain a calendar for time specific actions, day specific actions, and day specific information
- Maintain a list of next actions

Next Action Lists

- Organize by actionable context:
 - Things to do when near a phone
 - Things to do when near a computer
 - Things to do when on campus
 - Things to do when at home
 - Things to read
 - Things to do when at traffic lights 😊

Getting Control of Your Life

Step 4: Review

- Review your calendar daily
- Review your Next Actions lists when in the actionable contexts
- [Critical] Review all your projects and next action lists once a week

Getting Control of Your Life

Step 5: Do

- How do you decide what to do now?
- Consider:
 - Context
 - Time available
 - Energy available
 - Priority

Getting Control of Your Life

1. Collect things that command your attention
2. Process what they mean
3. Organise the results
4. Review options
5. Do!

Other Useful Tips

- Set aside a time every day to do some writing: at first, measure success by time spent, not results achieved
- Organise paperwork to be dealt with in a 43-folder tickler file
- Use an outliner (eg Word's Outline mode) to organise your projects list

The Six-Level Model for Reviewing Your Work

- The 20,000 metre view: Life
- The 15,000 metre view: Three to five year plan
- The 10,000 metre view: One to two year goals
- The 5,000 metre view: Areas of responsibility
- The 1,000 metre view: Current projects
- Runway: Current actions

The Bottom Line

1. Externalise everything you need to do in a trusted system
2. Always have a plan for the Next Action