Time Management Strategies for Busy Geeks

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Today's Webinar Agenda

- Factors of Time Management
  - Prioritization
  - Procrastination
- Tools of Time Management
- Keeping Track of Things to Do
- My Productive Workday
Goals & Deadlines

- Realistic goals ensure success
- Larger goals can be broken down into objectives that show progress
- Achievable deadlines
  - “Best by” date

Prioritization

- Tasks are sorted into two parts
- 80% of the tasks can be completed in 20% of your time
- Increase productivity by focusing on tasks that be completed quickly
ABC Analysis

- Rank tasks by importance
- A = most urgent & important
- B = important but not urgent
- C = not urgent and less important

The Eisenhower Method

<table>
<thead>
<tr>
<th>Important</th>
<th>Unimportant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urgent</td>
<td></td>
</tr>
<tr>
<td>Tasks done immediately and personally</td>
<td>Tasks are delegated</td>
</tr>
<tr>
<td>Not Urgent</td>
<td></td>
</tr>
<tr>
<td>Tasks get an end date and are done personally</td>
<td>Tasks are dropped</td>
</tr>
</tbody>
</table>

“What is important is seldom urgent and what is urgent is seldom important.”

Fit

- Consider resources
  - Time available
  - Time of day
  - Location
  - Finances
- Complete the task that best fits available resources
Why do we procrastinate?

- Procrastination comes naturally to me
- I sidestep uncomfortable tasks
- I find ways to extend deadlines and explain delays
- I put off hard decisions
- I believe I can perform better under pressure
- My emotions affect what I do
- I avoid what frustrates me
- I get side-tracked by conflicts
Defeat Procrastination

- Remove Distractions
- Set Deadlines
- Define your next action
- Develop habits
- Dash
  - Time-based
  - Unit-based

Tools of Time management

My Personal assistant

- Calendar
- To-Do List
- Goals
My Calendar

- Record everything
- Appointments and meetings
- Milestones
- Future to-do items
- One consolidated calendar
- Review daily

My inbox

- Email
- Phone Calls
- Text Messages
- RSS Feeds
- New Work Requests
- People

Emptying my Inbox

- Do it
- Delegate it
- Defer it
- Delete it
Organization – my messy desk

- Reclaim your desk from clutter
- Get rid of what you don’t need
- Sort papers
  - Complete today
  - Pending work
  - To file (or toss)

Organization – My Neat Desk

- Personal plan for organization
- Store things where they naturally land
- Storage options
  - Creative containers
  - Designated locations
  - Compartments / drawers

Keeping track of things to do

MY TO-DO LIST
Manage Your To-do list

- Where does it belong?
  - Immediate action
  - Broken into smaller chunks
  - Part of a greater project or goal
  - With someone else
  - Future date
  - Not done at all

- Stay in the Present
- Is it important?
- Is it timely?
- Is it actionable?

These should not be on MY to do list

- Brainstorming / thought capturing
- Wishes / someday-maybe items
- Ambiguous tasks
- Motivational items
- Outdated tasks

My someday/maybe list

- Ideas
- Seeds of future projects
- Books I want to read
- Things to research

Good ideas get moved to my To-do
### Toodledo
- Online to-do list
- Customizable lists
- Keep track of dates, priorities, time estimates
- iPhone app available; syncs with other phone apps
- Import/Export from other major software
- Free; “Pro” paid version available
- Good for: procrastinators
- [www.toodledo.com](http://www.toodledo.com)

### TeuxDeux
- Browser Based To Do App
- Syncs with iPhone App
- Date oriented lists
- Satisfying “crossing off” functionality
- Future goals can be added to the Someday list
- Good for: people who prefer week-based to do lists and enjoy homonym puns
- [www.teuxdeux.com](http://www.teuxdeux.com)

### Remember the milk
- Web-based list manager
- Mobile apps
- $25/year
- Task Groupings
- Good for: people with a lot to do
- [www.rememberthemilk.com](http://www.rememberthemilk.com)
**Do it (tomorrow)**

- iOS app (iTunes)
- Free
- Reminders for today that can easily be pushed off for tomorrow
- Good for: distracted multitaskers, short term goals

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**Got to do**

- Android App
- Free with ad-support; Full app costs $3.50
- Online syncing with Toodledo.com
- Good for: People interested in "Getting Things Done" workflow

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**The PocketMod**

- Free
- Recyclable
- Customizable
- Good for: people without PDAs
- www.pocketmod.com
Other paper methods

- Plain Paper
- Knockknockstuff.com
- MomAgenda.com
- To do list templates

My Productive Workday

"You have six meetings and a seminar to run today. Oh, and you also need to run an obstacle course while balancing an egg on your head."
+ REDUCE DISTRACTIONS

- Email
- News Sites, Twitter, Facebook
- Office setup

+ Organize my Desktop

+ Use a timer

- Workload containment
- Task commitment
- Estimate time honestly
- Dash
- Earn a break!
Staying sane on a crazy day

- Back to School Stress
- Modify prioritisation
- Handling a Crisis
- Add the urgent items to your to-do list
- Remember you are still productive
- Take care of yourself

Weekly Review

- Go through your “capture buckets”
- Notes
- Tasks without specific deadlines
- What you did
- What you didn’t / couldn’t do
- Action items for next week

Just say no
ANY IMPROVEMENT IS A WIN!

- Any improvement is a step in the right direction!
- Any accomplishment – even a small one – should be celebrated
- Accept a “good enough” solution

Resources

- lifehacker.com
- 43folders.com
- Time Management for System Administrators (O’Reilly)
- Getting Things Done (David Allen)