


Time Management
Strategies
for Busy Geeks

Laurie Fox
SUNY Geneseo

fox@geneseo.edu



Today's Webinar Agenda

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

[illegible]

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Time Management

Tools + Skills + Techniques = Goals!

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Goals & Deadlines
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- Realistic goals ensure success
- Larger goals can be broken down into objectives that show progress
- Achievable deadlines
 - "Best by" date

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Prioritization
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Pareto Analysis
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- 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



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+ The Eisenhower Method

	Important	Unimportant
Urgent	<i>Tasks done immediately and personally</i>	<i>Tasks are delegated</i>
Not Urgent	<i>Tasks get an end date and are done personally</i>	<i>Tasks are dropped</i>

"What is important is seldom urgent and what is urgent is seldom important."

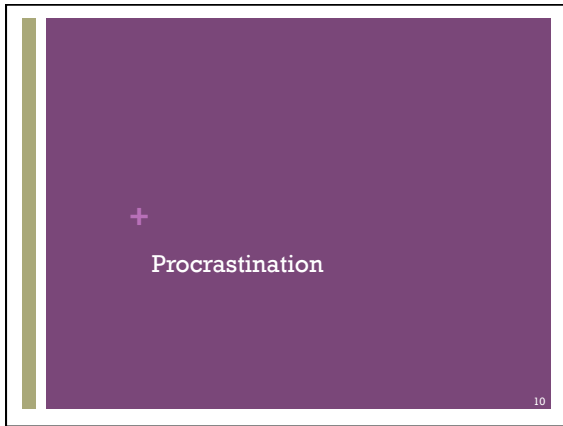
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+ Fit

- Consider resources
 - Time available
 - Time of day
 - Location
 - Finances
- Complete the task that best fits available resources



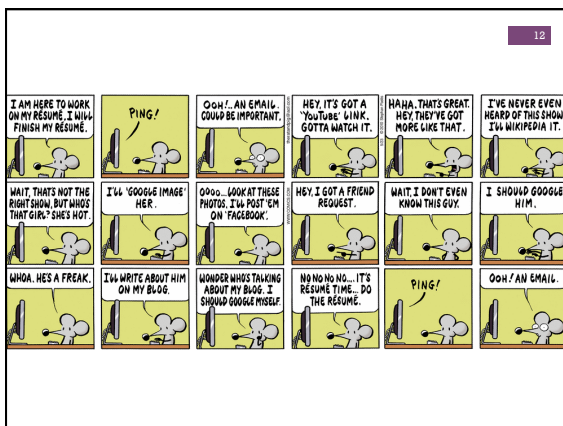
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+ Why do we procrastinate?

- 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




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+ Tools of Time management

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+ My Personal assistant

- Calendar
- To-Do List
- Goals



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My Calendar

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

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My inbox

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

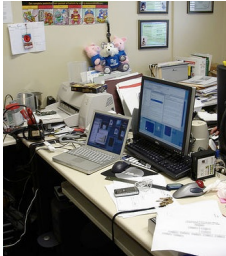
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Emptying my Inbox

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- 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)

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+ Organization – My Neat Desk



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

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Keeping track of things to do

MY TO-DO LIST


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+ Manage Your To-do list

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- 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

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




+ My someday/maybe list

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- 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



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+ TeuxDeux

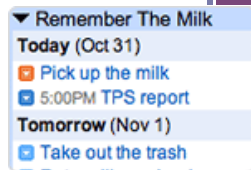
- Browser Based To Do App
- Syncs with iPhone App
- Date oriented lists
- Satisfying "crossing off" functionality
- Future goals can be added to the Someday list
- Good for: people who prefer week-based to do lists and enjoy homonym puns
- www.teuxdeux.com



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+ Remember the milk

- Web-based list manager
- Mobile apps
- \$25/year
- Task Groupings
- Good for: people with a lot to do
- www.rememberthemilk.com



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+ Do it (tomorrow)

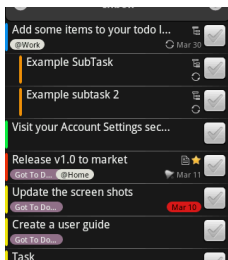
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- iOS app (iTunes)
- Free
- Reminders for today that can easily be pushed off for tomorrow
- Good for: distracted multitaskers, short term goals

+ Got to do

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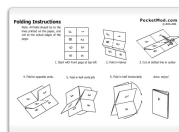


- Android App
- Free with ad-support; Full app costs \$3.50
- Online syncing with *Toodledo.com*
- Good for: People interested in "Getting Things Done" workflow

+ The PocketMod


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



+ Other paper methods

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





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My Productive Workday

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"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."

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+ REDUCE DISTRACTIONS


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



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+ Organize my Desktop

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+ Use a timer

- Workload containment
- Task commitment
- Estimate time honestly
- Dash
- Earn a break!



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+ Staying sane on a crazy day

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



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+ 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

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Just say no

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+ 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

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+ Resources

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

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