

Time & Energy

Time & Energy Management



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Time & Energy

Today we will explore:

- A variety of time management tools
- How to prioritise what you choose to do
- Define your own work-life balance.

Familiarise yourself with the menu bar controls:

- Mute/unmute audio
- Turn video on/off
- Reactions – thumbs up



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In the chat box

In relation to time or energy management:

- One thing that's going well
- Your biggest current challenge.

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100 DAYS THAT CHANGED THE WORLD

By Michael Saut
14 April 2020

100 days of Coronavirus

It started with a warning. It turned into a pandemic that has transformed life as we know it

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These are no ordinary times...

The Atlantic


IDEAS

Spare a Moment for Sorrow

Amid the chaos, take time to grieve our collective losses.

MARCH 26, 2020

John Dickerson
Contributing writer at The Atlantic



We might grieve our loss of:

- Normality
- Security
- Freedom
- Health
- Prospects...

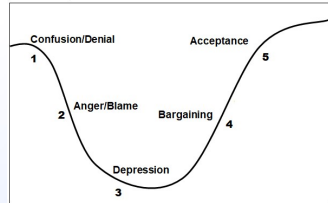
We still have little idea when "normal life" might resume...

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Kübler-Ross stages of grief...



The stages are typical, not proscriptive, rarely linear...

Grief is individual, we all have our own ways through

Our responses to Covid-19 might be just as messy:

- We might feel tired, unfocussed, angry, forgetful
- We might eat, sleep, snap, become ultra-focussed...

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In the breakout room

Introduce yourselves:


- Where are you now?
- What do you most want from the session today?

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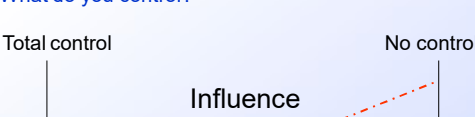
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What do you control?	
Total control	No control
According to Viktor Frankl	
self awareness	
imagination	In short, you can control yourself!
conscience/values	
independent will	

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What do you control?



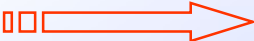
The graph illustrates the relationship between the level of control one has over a situation and the resulting influence. The x-axis represents the degree of control, ranging from 'Total control' on the left to 'No control' on the right. The y-axis represents 'Influence'. A red dashed line slopes upward from left to right, indicating that as control decreases, influence increases.


Focus on “No control” increases stress and frustration
What positive choice can you make?
How can you increase your influence?

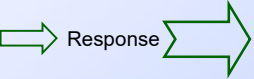
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What do you control?


Cause  Effect

Cause  Effect

Cause  Effect

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What's the difference?

Efficient


Do the thing right

Effective

Do the right thing

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Why does time management fail?

- Poor planning – no planning – unrealistic – inexperience
- The unexpected (see above!) and
 - Inability to say no to others including managers
- Procrastination – putting things off...
 - Uncertain, unclear, boring, difficult, too big...
- Distractions – no/poor focus




© M. Wright, assistant U. Missouri College

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About brains...

Think of your brain as a theatre:

- The actors "on stage" are limited
- It takes energy to move actors on
- It takes more energy to keep actors off stage
- Different activities compete for the limited supply of energy.




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About brains...

Think of your brain as a theatre:

- Choose your actors wisely
- Know who to keep off stage and how...
- Distractions reduce mental performance
- Develop automatic habits...
- Inhibition of thoughts reduces willpower & persistence.



A What new insights do you have?
What new habits will you practice?

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In the breakout room

- What are my greatest time/self management challenges?
- What new habits can I implement?

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Practical tools...

Any tool is only useful if it is used...
and if it works for you!

To-do lists:

- Get stuff "out of your head"
- Only work if used
– refer to them often!
- Also remind you of what you have done...



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Practical tools...

How do you set priorities?

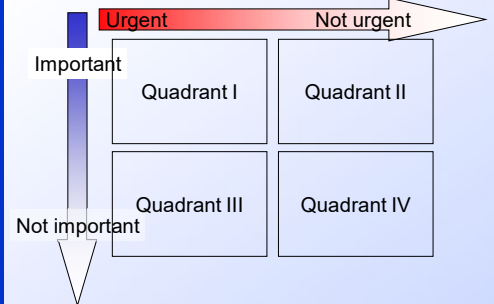
- Must do **today** : A
- Should/would like to do : B
- Could do : C
- Don't do – delegate or dump : D.

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Practical tools...

Stephen Covey: 7 Habits of Highly Effective People



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Practical tools...

Time blocking:

- Pomodoro technique
- Deep work – Shallow work – Matters arising...


Deadline effects – which one works for you?
However long you think it takes – double it!
(*be honest, even short tasks take longer than you think...*)
However long you think it takes – halve it!
(*work expands to fit the time available...*)

Strategic volunteering...

Does it need to be perfect?

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Practical tools...

Energy blocking:

- When is your best time of day?
- Protect time for your best/most focussed work
- Negotiate with those sharing your space
- 45 minutes of focus can achieve a lot!
- 10 minute blitzes can work wonders
- Use music to make the mundane more fun
- Schedule meals, breaks, exercise/activity, friends
- Make/limit time slots for emails and social media.

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Practical tools...

Energy allocation:


- How does your day look?
 - Do you need to schedule family/domestic time?
 - Can you spatially separate work and play?
 - You still need time for rest
 - Don't fight the obvious...

Manage your energy:

- Use the right energy for the task
- Find your flow
- Use structures and also be flexible!

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Practical tools...

Procrastinating????

Try to understand why – what are you avoiding?


- Overwhelm
- Boring/trivial
- Unpleasant/difficult
- Unclear on purpose/scope/resources?

Eat that frog –
and if you have two frogs, eat the ugliest one first!

For projects: Do something, do it daily, do it first!

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Practical tools...


Deeper questions:

What is the best use of my time now?
Is this taking me closer to my goal?

What one thing could you do
to make a significant difference to:
your personal life?
your professional life?

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Practical tools...

What about email?!


Deal with it twice a day
Don't do it first thing!!!

Consider setting a "delaying" out of office message...

Use the "Subject" line to convey important information
No Reply Needed/Action Needed By.....

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Practical tools...

How to manage meetings

- Ask – "Do we need this meeting?"
- Fix start time and finish times
- Have an agenda and stick to it!
- Minimise the opportunity for "AOB"
- Note agreed action points, who is responsible, send email reminders.

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Where does your time go?

Draw two pie charts:

The first has up to 168 slices...
... the hours in your week

The second has the hours you spend at work...

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Remember...

There is never enough time to do everything, but
there's always enough time to do the most important thing.

Brian Tracy

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