

TIME MANAGEMENT - ACTIVITY VS PRODUCTIVITY

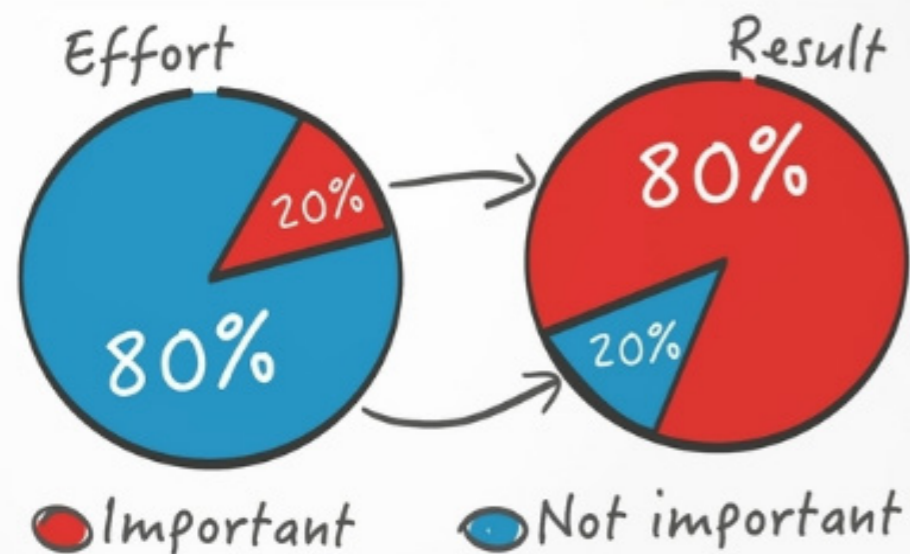
Topic

'The Pareto Principle'

20% input yields 80% results, 20% of workload uses 80% of time

The Pareto Principle is the observation (not law) that most things in life are not distributed evenly.

In terms of how we utilise our time, this principle is about achieving more with less. Focusing our time and energy to deliver outputs. In theory, it is about achieving 80% of our outputs with 20% of our time.



The Pareto Principle:

- Helps you determine which areas to focus your efforts on.
- Helps you decide which resources are the most important for you to use to achieve the greatest efficiency.
- Helps reduce wasting time, money, supplies, efforts, emotions, energy, and so on.

Helps you weed out what is not important and focus on the 20 percent that will help you achieve the greatest success in the least amount of time.

How does it work?

- It is not uncommon to see people who appear to be busy all day long but seem to accomplish very little. This is almost always because they are busy working on tasks that are of low value while they are procrastinating on the one or two activities that could make a real difference to their companies and to their careers.
- The most valuable tasks you can do each day are often the hardest and most complex, but the payoff and rewards for completing them can be tremendous, according to the Pareto analysis.
- If you choose to start your day working on high-value tasks, you will soon develop the habit of always starting and working on high-value tasks.
- By applying the 80 20 rule, you can not only home in on the things that will bring your greatest success but also identify the main causes of problems or lack of progress.

Topic

Time Traps

Understand what takes your time and how to minimise, organise and prioritise in response.

Disorganised	Interruptions	Procrastination	Distractions	No/low motivation	Taking on too much	Not prioritising	Multitasking	Not taking breaks	No goals or objectives
Having no plan of action. Moving from task to task randomly. Feel like there is too much to do. Poor document filing. No flow to work. Unclear on process. No or little structure to your day or tasks	Phone calls Emails Texts Internet (shopping & Social media) Chit chat & Gossip Smoking breaks Coffee Can I have a minute... Would you have heard...	Procrastination occurs when you put off tasks that you should be focusing on right now. When you procrastinate, you feel guilty that you haven't started; you come to dread doing the task; and, eventually, everything catches up with you when you fail to complete the work on time.	Do you know that some of us can lose as much as two hours a day to distractions? Think how much you could get done if you had that time back!	Often linked with procrastination, at times you can struggle to summon the energy to tackle a challenge or client with the right level of rigour. You may ignore phone calls, emails, urgent requests. You become good at creating reasons for not starting or completing tasks	Are you a person who has a hard time saying "no" to people? If so, you probably have far too many projects and commitments on your plate. This can lead to poor performance, stress, and low morale. Micromanaging or doing peoples jobs for them to ensure it is done 'right'.	Trying to tackle everything at once. Getting stressed about the work load Not seeing an end to work. Not seeing an obvious starting point. Over committing to immediate dead- lines. Working early & late. Always being busy. Feeling out of control.	Trying to do many tasks at once i.e. on the phone whilst writing emails, taking important client calls whilst driving, eating at your desk whilst working to a deadline. Stopping and starting interspersed tasks. Moving on before completing tasks.	It's nice to think that you can work for 8-10 hours straight, especially when you're working to a deadline. But it's impossible for anyone to focus and produce really high-quality work without giving their brains some time to rest and recharge.	Lack of purpose. Lack of direction. Endless and aimless tasks. Not sure of adding value or just doing a job. Can't prioritise work. Not sure of what your being measured on. Unclear on your level of performance.

How to avoid the major time traps

Minimise

- Plan and reduce distractions / interruptions - use the technological tools available to schedule people and projects
- Overcome Procrastination - eat the frog, or the elephant, but eat something
- Avoid and respond effectively to low or no motivation - understand the implications and consequences of taking on too much, multi tasking and not taking breaks
- Make meetings effective and purposeful
- Learn to say no!

Organise

- Use broad tools to organise your time effectively - action plans, setting goals, mindful reflection and reviewing, building in time for breaks and to accommodate potential delays, delegate effectively, plan your time every day
- Make meetings effective - plan them and have a clear purpose - communicate it, consider moving the start and end time to allow people time between meetings, provide an agenda before the meeting and minutes after, park off-topic conversations
- Use technology - schedule tasks in your calendar, filter emails into different folders, use clear subject titles and encourage your team to do the same, be firm on your availability

Prioritise

- Use prioritisation tools and techniques to help you get the urgent and important stuff done first

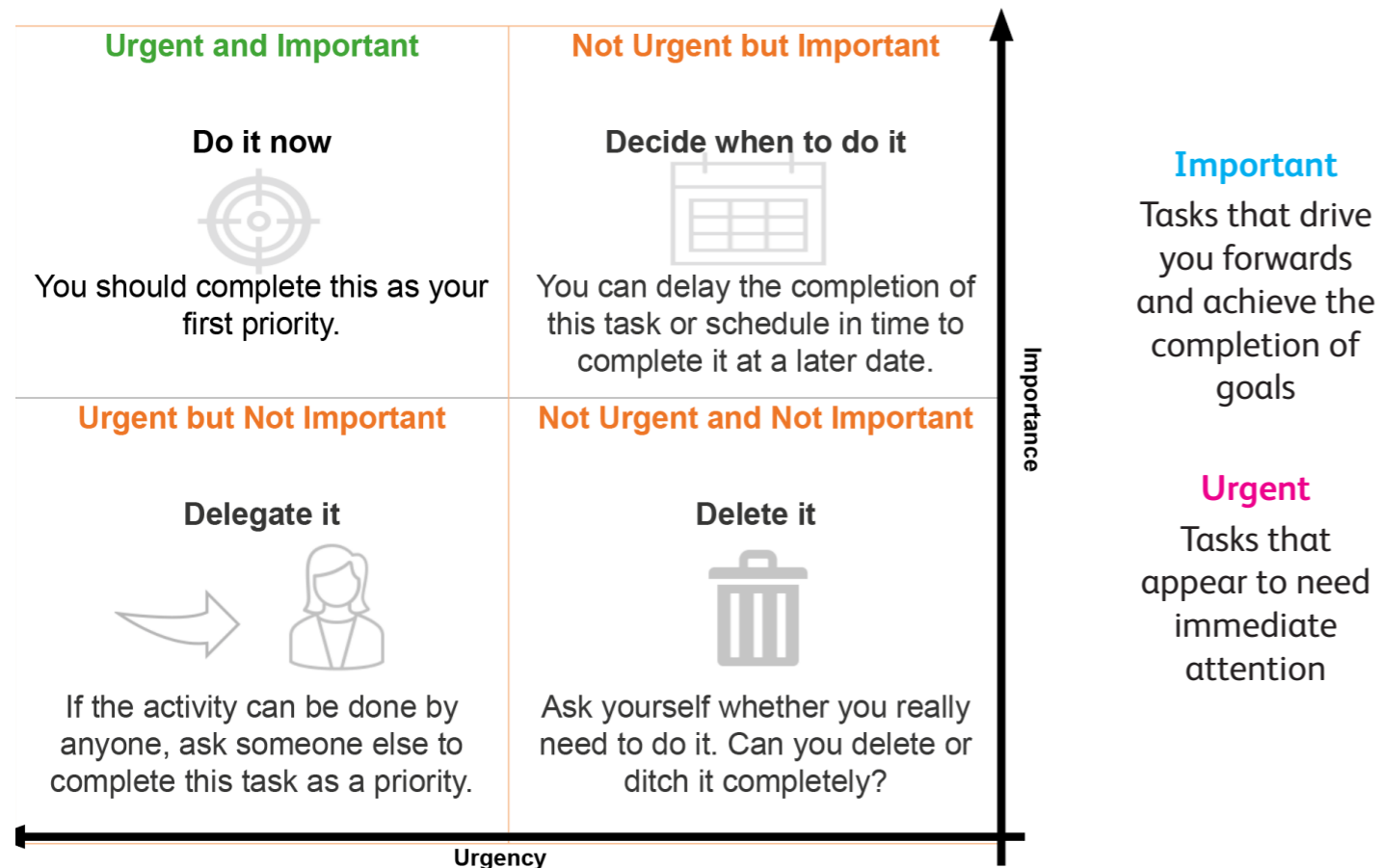
TIME MANAGEMENT - ACTIVITY VS PRODUCTIVITY

Topic

Prioritisation

Understanding what has the greatest impact on productivity, and how to tackle the tasks

The Eisenhower Matrix, also referred to as Urgent-Important Matrix, helps you decide on and prioritise tasks by urgency and importance, sorting out less important or urgent work so you can delete it or delegate it elsewhere and focus on what you need to do right now.



Covey's Big Rocks - Don't sort the gravel

- The big rocks represent your main priorities or longer-term goals. The little rocks represent your day-to-day responsibilities and shorter-term goals. The sand represents minor tasks that are not really that important. The water represents the unimportant distractions that prevent you from getting work done.
- Within time management in the workplace, we can look at the sand as email and other electronic notifications. Pebbles are tasks that have slight, but manageable, consequences if we don't do them. Big rocks are the things that can have serious negative consequences if we don't do them.



Topic

Deep Work

Cal Newport's Deep Work method isn't only about work – it's also about what you do when your workday is complete.

Learn How to Practice Deep Work

- [Choose Your Deep Work Strategy](#)
- [Build a Deep Work Routine](#)
- [Execute a Grand Gesture](#)
- [Work Collaboratively With Others](#)
- [Operate Like a Billion Dollar Company](#)
- [Prioritize Downtime](#)

Enhance Your Ability to Do Deep Work

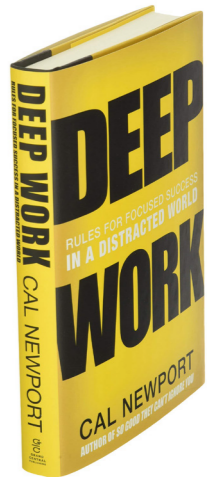
- [Make Focus Your Default Mode](#)
- [Add the Pressure of Time](#)
- [Make Space for Deep Thinking](#)
- [Practice Memory Games](#)

Eliminate Digital Distractions

- [Choose Your Digital Toolset Wisely](#)
- [Stop Using Social Media](#)
- [Find Replacements for Internet Entertainment](#)

Purge Shallow Work From Your Life

- [Schedule Your Day Methodically](#)
- [Assign Shallow and Deep Grades to Your Work](#)
- [Get Your Boss on Board With Deep Work](#)
- [Limit Your Workday](#)
- [Make Yourself Inaccessible](#)
- [Don't Respond](#)



“The key to developing a Deep Work habit is to move

beyond good intentions and add routines and rituals to your working life designed to minimise the amount of your limited willpower necessary to transition into and maintain a state of unbroken concentration.”

Deep Work

Professional activities performed in a state of distraction-free concentration that push your cognitive capabilities to their limit. These efforts create new value, improve your skill, and are hard to replicate.

Shallow Work

Non-cognitively demanding, logistical-style tasks, often performed while distracted. These efforts tend not to create much new value in the world and are easy to replicate.