2015 Time Management Top Tips

Figure 1: Priority Matrix

<table>
<thead>
<tr>
<th>URGENT</th>
<th>NOT URGENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type A</strong></td>
<td><strong>Type B</strong></td>
</tr>
<tr>
<td>Deadlines, lectures, tutorials, labs, etc.</td>
<td>Tutorial prep, revision, adding to notes, sports practice, taking care of yourself</td>
</tr>
<tr>
<td><strong>Type C</strong></td>
<td><strong>Type D</strong></td>
</tr>
<tr>
<td>Other people’s A! Invites for coffee/chat after lectures, answering questions</td>
<td>Staring into space, waiting for something to start, surfing the web aimlessly</td>
</tr>
</tbody>
</table>

FOCUS HERE
Top Tips

Work Plan

Calendar
- Put your deadlines in
- Just One - >1 causes confusion
- Timebox - stop when slot finishes

Daily Task List
- Batch Similar Things
- Add to list as things occur
- Stay focused on current task
- Prioritise
- Allow time in between

Personal Skills
- Learn to say 'no'
- To other people's 'A'
- To time thieves like Facebook, email etc

- Target to be early = opportunities
- Interesting conversations
- Chance meetings
- Be ready for work (pen, notebook etc)
- Block out distractions
- Know when to stop - rest & eating are type 'B'!
- Choose the right attitude

See-Do-Get: If you think you can find a way, you will; if you think you can't, you won't look for it!