



Managing Your Self - Time Management

APRIL 28, 2020



Workshop

April, 28
2020

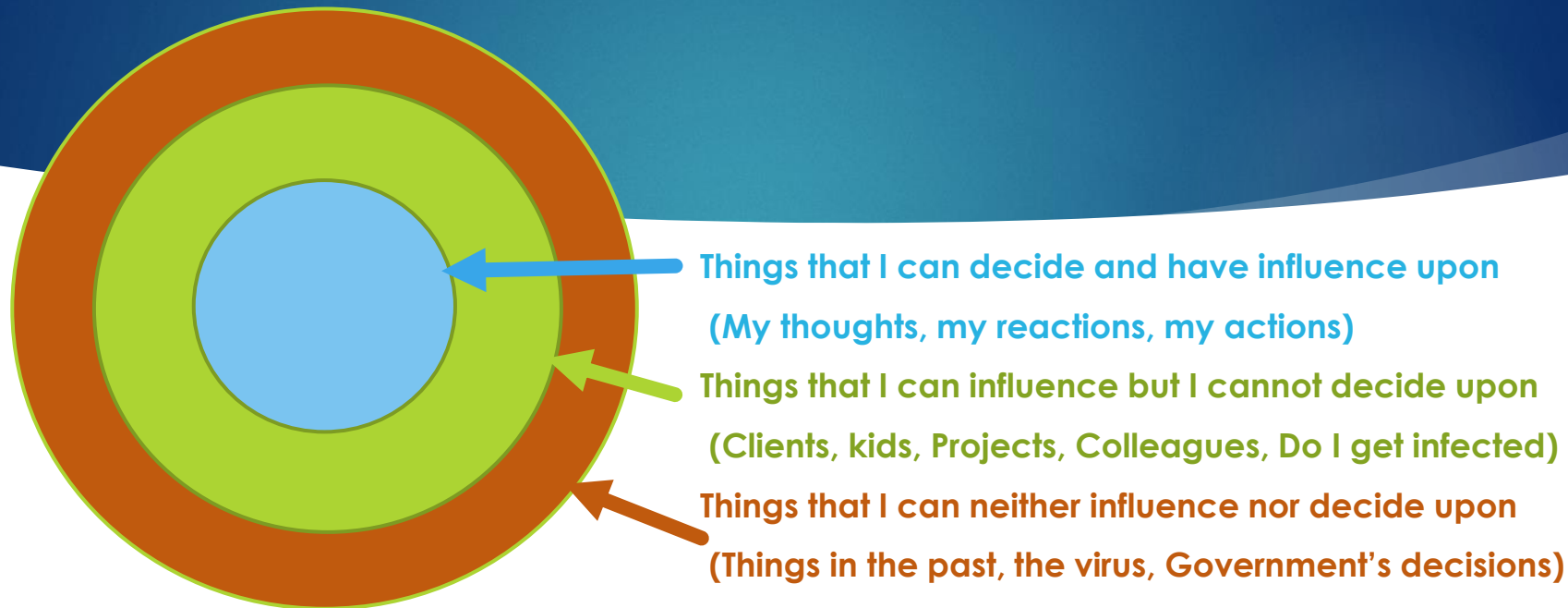
Time management

Managing interruptions

Enhancing concentration

Prioritising

What do I focus on?



Let's start by
increasing our focus

BREATHING EXERCISE

4-6- Breathing

Inhale
counting to
four

Exhale
counting to
six

Time management as Part of Self Management

- ▶ The contents of your own work and planning your time at work
- ▶ To know how and what to change in your time management, you need to become aware of how you consume your time
- ▶ To tame the busyness you need to be clear on what is important and crucial

Tracking your workday.
What did you notice?

LET'S DISCUSS

Managing your Time



What do you want to put your effort on?



What do you want to leave out?



What are you ready to give up on?



In which tasks you could settle for what is enough, not perfect?




Balance

$$8 + 8 + 8$$

<div>WEEK 2</div> <div>6.-10.1.20</div>				
Monday 6.1.	Tuesday 7.1.	Wednesday 8.1.	Thursday 9.1.	Friday 10.1.
<ul style="list-style-type: none"> • Vacation 	<ul style="list-style-type: none"> • Call Olli-Pekka • Tonl w/Päivi A. • Call Espoo 	<ul style="list-style-type: none"> • Interview for radio • Check Questionnaire • Call Michele • Prepare case P. 	<ul style="list-style-type: none"> • Prepare Gofore 151 • Tonl w/Jorma P. • Prepare meeting w/Jyni & Nancy 	<ul style="list-style-type: none"> • Prepare e-Book • Meeting w/Jyni & Nancy
<ul style="list-style-type: none"> • Grandma & Grandpa ♥ 	<ul style="list-style-type: none"> • Schools Start • Gym 	<ul style="list-style-type: none"> • Kid's Sport's course • Aino & Emil • Jogging w/Maria 	<ul style="list-style-type: none"> • Gym • Massage 	<ul style="list-style-type: none"> • Mintha's Birthday • Groceries

How to cope with to do lists?



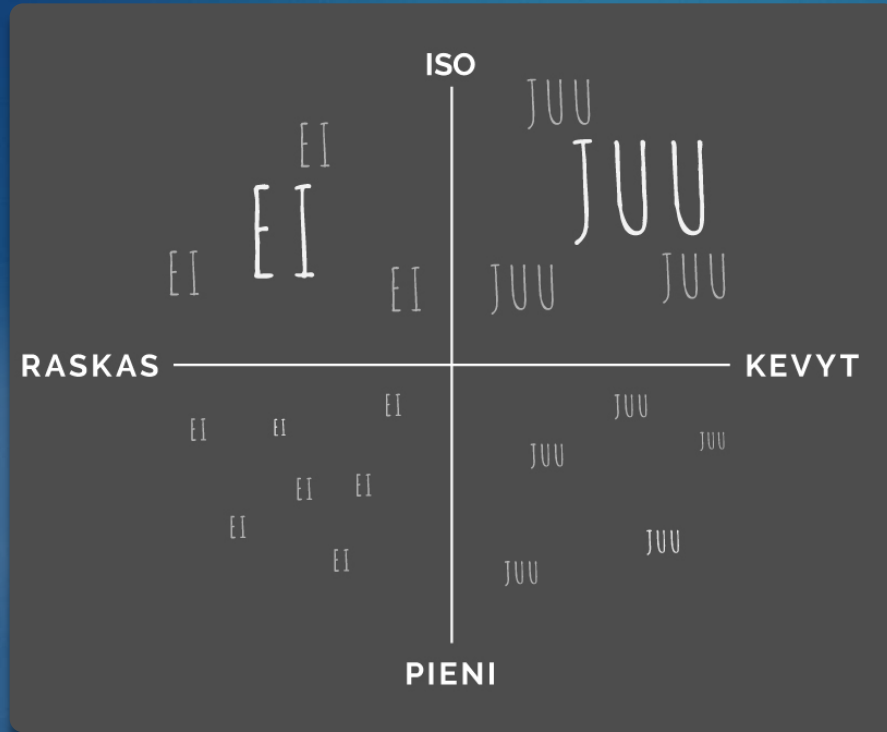
	URGENT	NOT URGENT
IMPORTANT	<u>Quadrant I</u> <i>urgent and important</i> DO	<u>Quadrant II</u> <i>not urgent but important</i> PLAN
NOT IMPORTANT	<u>Quadrant III</u> <i>urgent but not important</i> DELEGATE	<u>Quadrant IV</u> <i>not urgent and not important</i> ELIMINATE

Eisenhower Matrix



Clarity is Power

STRESS REDUCES CLARITY



Saku
Tuominen:
Juu - Ei

What do you
fear when
you avoid
saying no?

- ▶ Missing out on something?
- ▶ Being seen as impolite?
- ▶ Losing something valuable?
- ▶ **"We also lose something when we say yes to everything."** Saku Tuominen

HUOTILAISEN JA MOISALAN "UUSI TYÖAIKALAKI"



VIRTAUSJAKSO
KELLO 8.00–12.00
Keskeytymätön ja intensiivinen tärkeimpien töiden tekeminen, puhelin äännetöille ja nettiseläin kinni.



SILPPUJAKSO
KELLO 12.00–16.00
Silppuhommien aika, kuten sähköpostit ja puhelut, tavoitteena aikaansaaminen ja pienten tehtävien loppuun saattaminen.



EMPATIAJAKSO
KELLO 16.00–20.00
Anna aikaasi toisille – lapsille, harrastuksille tai vapaaehtoisuudelle.



RAUHOITTUMISJAKSO
KELLO 20.00–24.00
Kehon ja mielen laskeutuminen lepotilaan, pari tuntia hidastempoisia asioita ja puoliyö nukkumaan.



ESITIETOISEN
PROSESSOINNIN JAKSO
KELLO 0.00–4.00
Unessa aivot järjestelivät päivän tärkeitä tapahtumia pitkäkestoiseen muistiin.



AVAUTUMISJAKSO
KELLO 4.00–8.00
Uni kevenee luonnollisesti aamua kohti, heräät virkeänä aamurutiineihin.

New work time
recommendations
by Brain
Researchers

What is hurry, busyness, pressure?

- ▶ "Feeling of that there is too much to do and too little time."
- ▶ Two types of rush – satisfying and pressuring?

How to avoid busyness



Avoid multitasking!



Plan your week ahead and plan your every day after the previous day



Become aware on what is most important and put in on your calendar



Do not fill your calendar too tight



Remember to take breaks!

Keys to Happiness and Success

1. **Live in the present moment! Do not worry about your next task.**
2. **Tap into your resilience. Instead of living in overdrive,** train your nervous system to bounce back from setbacks. You will naturally reduce stress and thrive in the face of difficulties and challenges.
3. **Manage your energy and try to stay calm.**
4. Do more of nothing! Make time for fun, play and leisure time. Break is a break!
5. Be good to yourself! Be compassionate about yourself. Treat yourself kindly!
6. Show compassion to others and be supportive! Give thanks.

Emma Seppälä: The Happiness Track

Visualisation on busyness vs. calmness

You can only concentrate on one thing at the time

Jumping from one assignment to another burdens your brain

You tend to make more mistakes and become slower

There are certain routines that we can do simultaneously, like walking

Lowers you IQ on a level of an 8-year-old,
decreases efficiency by 40%

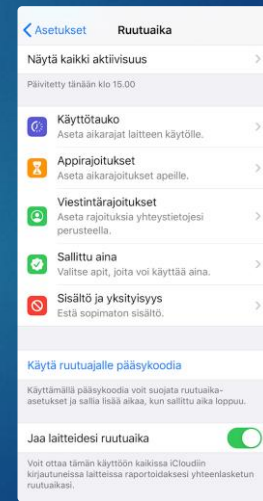
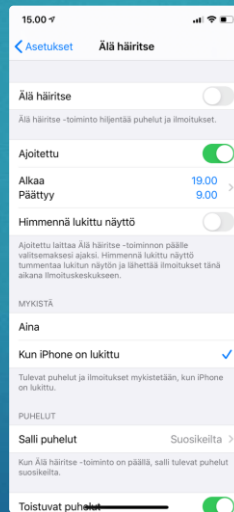
Multitasking

Coping with interruptions

WHAT ARE YOUR WAYS OF COPING WITH INTERRUPTIONS?

Smart with the smartphone

- ▶ Smartphones are the main source of our interruptions.
- ▶ Notifications raise your stress levels



Pomodoro

- ▶ Helps you concentrate on one assignment and take breaks
- ▶ Work 25 min without interruptions, take 5 min break.
- ▶ Work 50 min without interruptions, take 10 min break.
- ▶ <https://tomato-timer.com/>



How to make new habits work?

- ▶ Make it easy and convenient for you to do
- ▶ Habit stacking: Identify a current habit you already do each day and then stack your new behavior on top.
- ▶ Make it difficult to fall into the old ways of doing

“The most effective way to change your habits is to focus not on what you want to achieve, but on who you wish to become.” James Clear, Atomic Habits



Books that I recommend

- ▶ Saku Tuominen: Juu ei – pieni kirja priorisoinnista
- ▶ James Clear: Atomic Habits
- ▶ Minna Huotilainen, Mona Moisala: Keskittymiskyvyn elvytysopas
- ▶ Minna Huotilainen: Aivot työssä
- ▶ Emma Seppälä: The Happiness Track



Do you want to know more?

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WWW.MIIAHUITTI.FI

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