

Time Management SAGEX

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SAGEX

Scattering Amplitudes:
from Geometry to Experiment



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Session outline

- Importance of effective time management
- How you are managing your time?
- 22 Time management techniques
- Weekly time planning
- Time management in a SAGEX ESR context



How long is a minute?

Before we start I would like everyone to stand up and then sit down **exactly** when you think a minute has passed

No looking at watches or clocks or phones!

Activity 1:

How are you using your time?



Activity 1: How are you using your time

Individually, spend **2 minutes** quickly jotting down

- **5 things** you did yesterday
- **5 things** you need to do to make the most of your SAGEX experience over the next three years



Importance of effective time management

What is time management?

- The process of organising your time between **specific activities**
- Good time management enables you to work smarter – **not harder/longer** – so that you get more done in less time

It may seem counter-intuitive to dedicate precious time to learning about time management, instead of using it to get on with your work, but the benefits can be enormous



The cost of poor time management

Failing to manage your time effectively can have some very **undesirable consequences**:

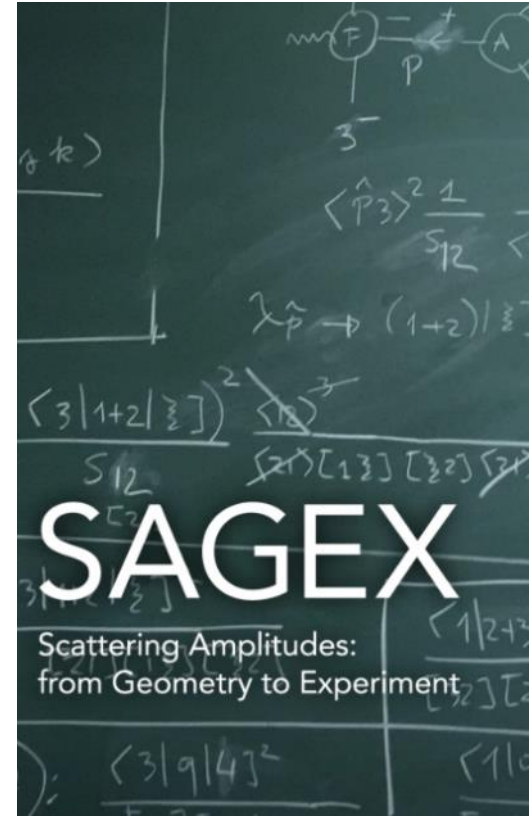
- Missed deadlines
- Inefficient work flow
- Poor work quality
- A poor professional reputation and a stalled career
- Higher stress levels



Managing your SAGEX workflow wisely

Learning how to organise your time efficiently will help you make the most from your SAGEX experience. And is likely to ...

- Give supervisors, mentors and industry partners confidence in your ability to self-manage
- Help you to maximise the benefits of the SAGEX programme
- Decrease your stress levels!





Time is the scarcest resource and unless it is managed nothing else can be managed

Peter Drucker



Activity 2:

Identifying the barriers
to productive research

Activity 2: Identifying the barriers to productive research

In groups of three or four spend **5 minutes** quickly jotting down as many of the things that stop you from being as productive a researcher as you want to be. Think about:

- Intrinsic dimensions (e.g. personal traits)
- Extrinsic dimensions (e.g. family commitments and responsibilities)

Be prepared to feedback to the whole group.





Do not confuse motion and progress. A
rocking horse keeps moving
... but does not make any progress



Alfred A. Montapert

The importance of work-life balance

- To maintain your mental health (reduce stress)
- To ensure your physical health and wellbeing
- It increases productivity
- Become a more rounded individual
- You only get one life!



Activity 3:

Planning your workflow (part 1)



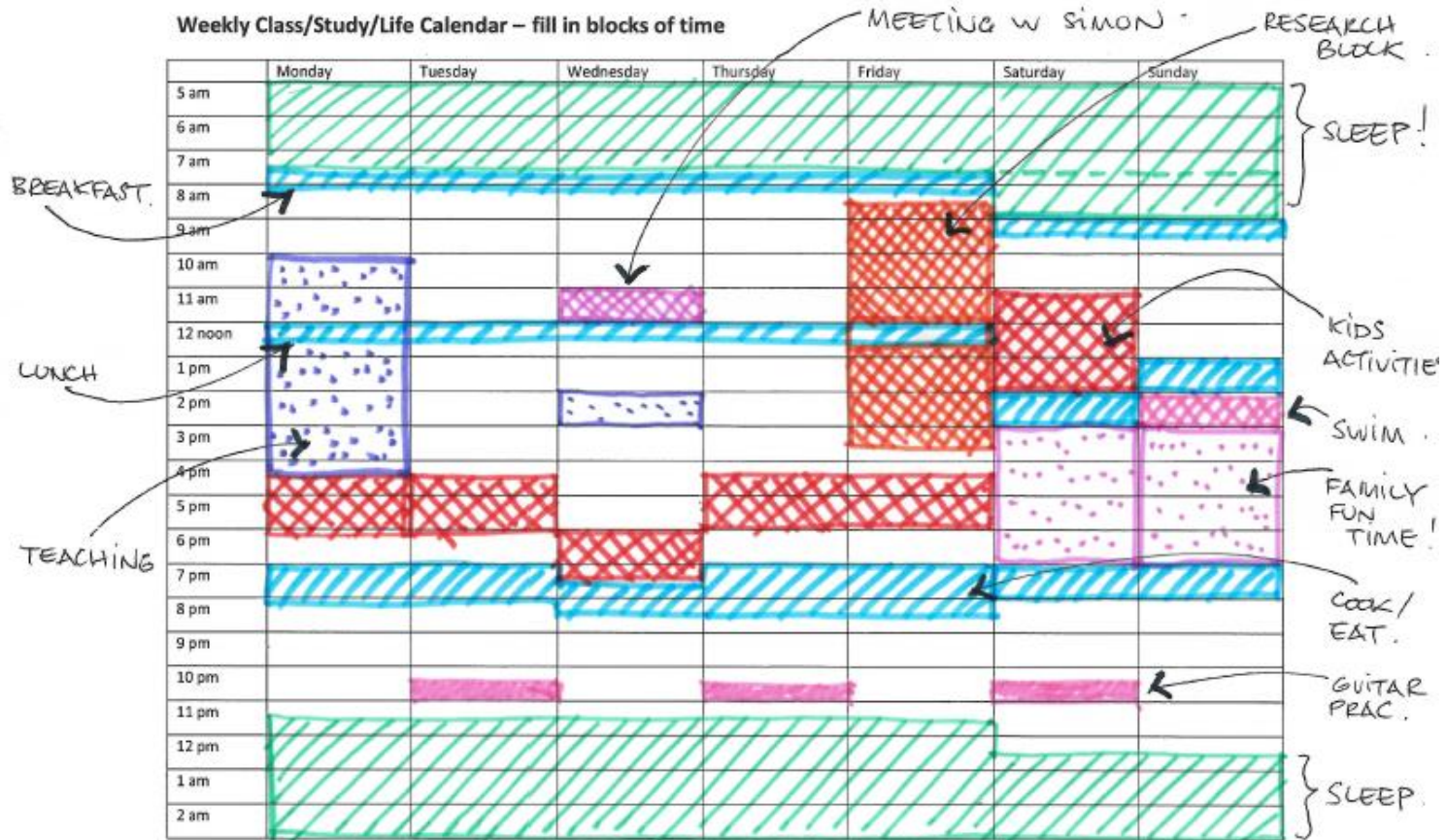
Activity 3: Planning your workflow (part 1)

With the importance of work life balance in mind, use the weekly planning grid to block out all the time that you **are not available to do university work** you have 10 minutes.

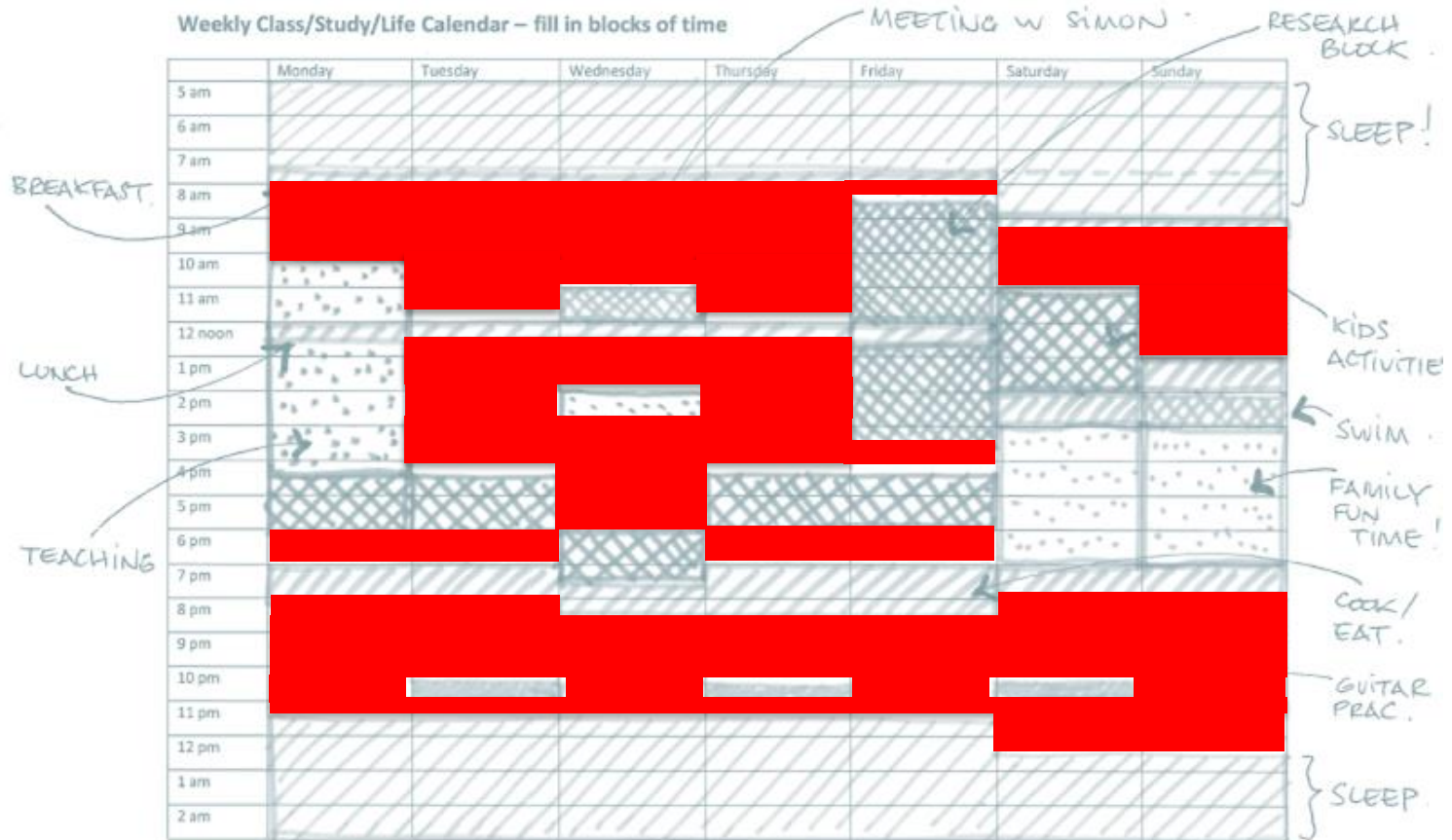
Think about:

- Sleep!
- Sports, recreation and pastimes
- Regular events
- Caring commitments
- Meals

Activity 3: Planning your workflow (part 1)



Activity 3: Planning your workflow (part 1)



Time Management Ideas # 1-6

Calendar synchronicity

#1

- Work from a single source of info. Synchronise research, personal and other appointments in a single place to identify clashes and conflicts.
- Synchronise devices (laptop, tablet, mobile phone)
- If it isn't synchronised get rid of it



| CALENDAR | | | | | | |
|----------|-----|-----|-----|-----|-----|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Set Goals

#2



Prioritise

#3

List activities to do the next day (every day)

- Rank in order of importance
- Do most unpleasant task first
- Write down deadlines
- T planning – list time-sensitive tasks separately
- Estimate how long activity will take
- Context – what can you do where you are?
- Remove some tasks



The five six Ds

#4

1. Delete it
2. Defer it
3. Delegate it (or part of it)
4. Diminish it
5. Dissect it
6. Do now



Keep a time log

#5

For seven consecutive days, record **everything** you do ...

- socialising
- interruptions
- work on thesis

At the end, total up how you spend your time. Analyse:

- time spent on important things
- time wasting activities
- the extent to which you achieved your goals



Work with your energy levels

#6

- How could you change your routine to make better use of your periods of high energy?
- Which tasks could be carried out during your periods of low energy?

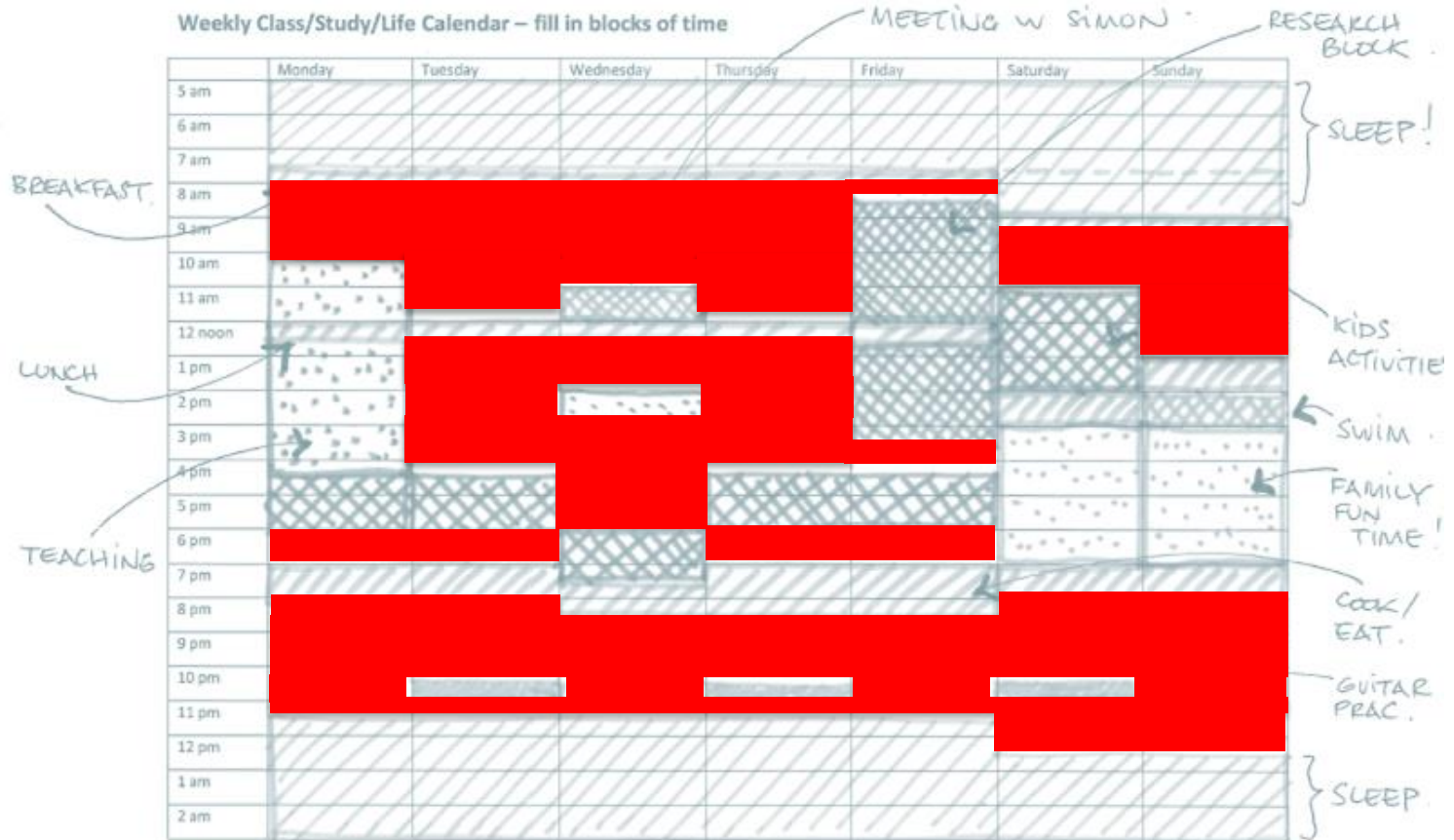


Activity 4:

Planning your workflow (part 2)



Activity 4: Planning your workflow (part 2)



Activity 4: Planning your workflow (part 2)

Returning to our calendar of productive time. Now that you have identified the times of the day that you may be able to work in ...

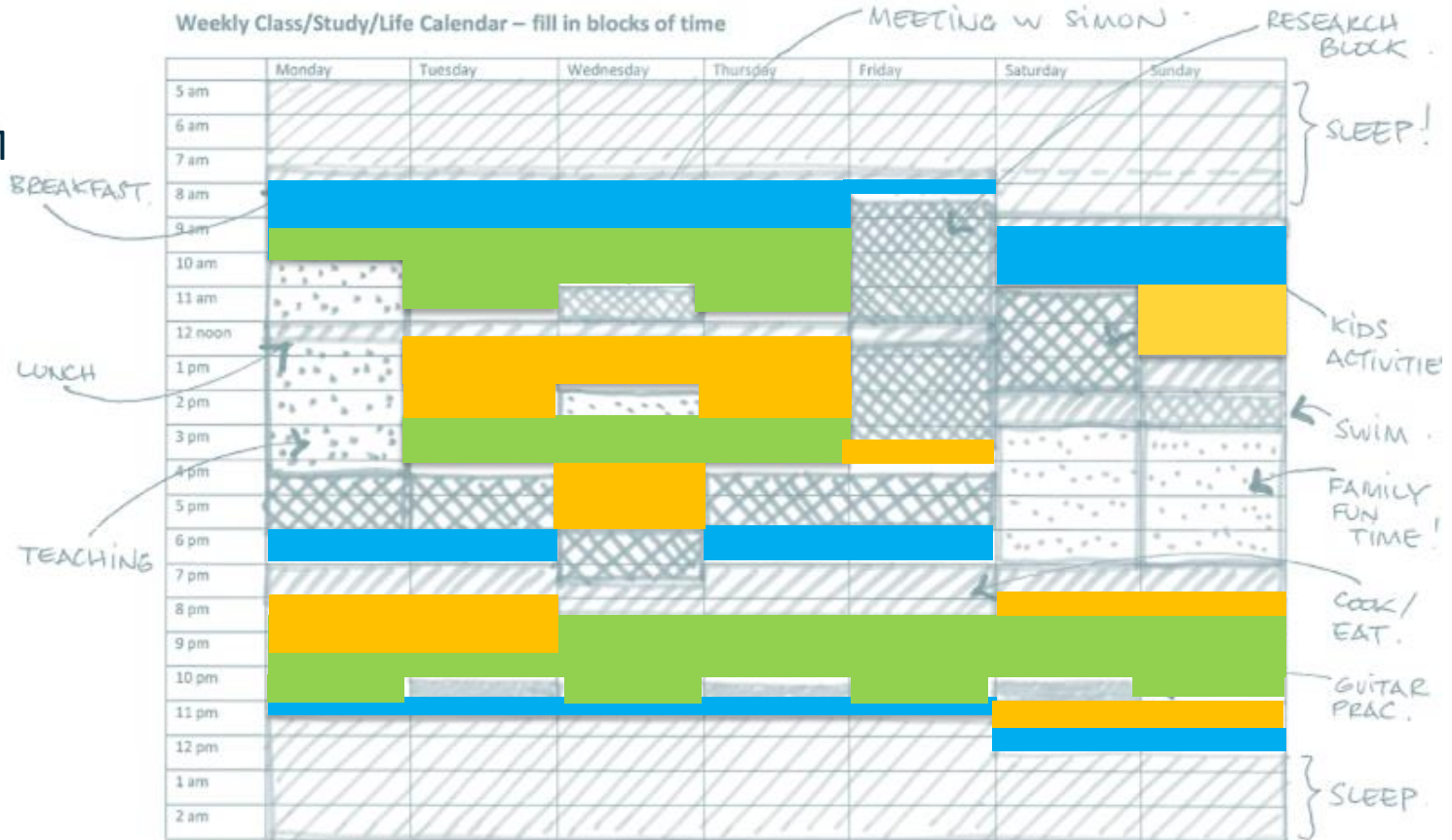
- Think about your energy levels and productivity at different times of the day
- Identify on planner your low, medium and highly productive times of the day



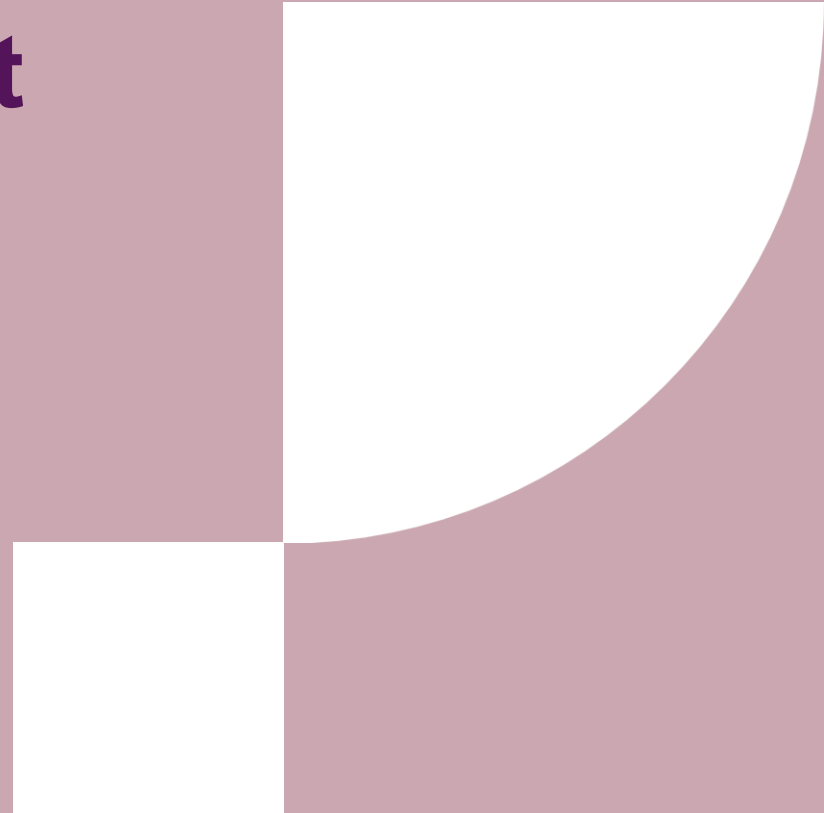
Feel free to take another template. **You have 5 minutes**

Activity 4: Planning your workflow (part 2)

- LOW
- MEDIUM
- HIGH



Time Management Ideas # 7-14



Avoid interruptions

#7

Block off several hours every day when you:

- Turn off your mobile phone
- Turn off email notifications
- Turn off social media notifications
- Disconnect from the internet

Alton et al. (2014) found that interruptions as brief as 2.8 s disrupted participants' flow of concentration and led to increased errors on a sequence-based cognitive task.



Dealing with interruptions

#8

Do you *need* to deal with the task now?

- Keep your schedule close to hand, could you ...
 - Do it later
 - OR review and reorganise after the interruption



Maintaining focus

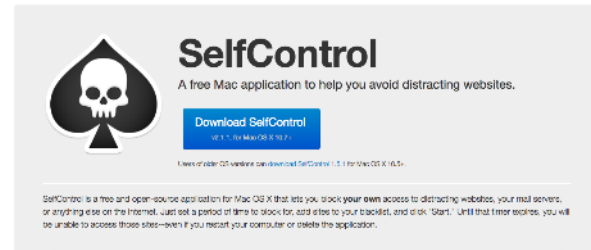
#9

Website-blocking tools

- Freedom: <https://freedom.to/>
- StayFocusd: Chrome extension
- SelfControl: <http://selfcontrolapp.com/>

Music

- Soundrown: <http://soundrown.com/>



SelfControl
A free Mac application to help you avoid distracting websites.

[Download SelfControl](#)
v2.1.1 for Mac OS X (32-bit)

Links to other OS versions: [download SelfControl 1.1.1 for Mac OS X \(64-bit\)](#)

SelfControl is a free and open-source application for Mac OS X that lets you block your own access to distracting websites, your mail servers, or anything else on the Internet. Just set a period of time to block for, add sites to your blacklist, and click "Start". Until that timer expires, you will be unable to access those sites—even if you restart your computer or delete the application.



FREEDOM TO FOCUS ON WHAT MATTERS MOST

freedom



StayFocusd

StayFocusd increases your productivity by limiting the amount of time that you can spend on time-wasting websites.

Say 'no'

#10

- empathy
- explain
- short
- clear and direct
- offer alternatives?



When you say "no" to something unimportant, you say "yes" to something that is.



Expect the unexpected

#11

Minimise your frustration:

- If you think a task will take 30 minutes, allocate 45 minutes.
- If there is spare time, rest or start the next task

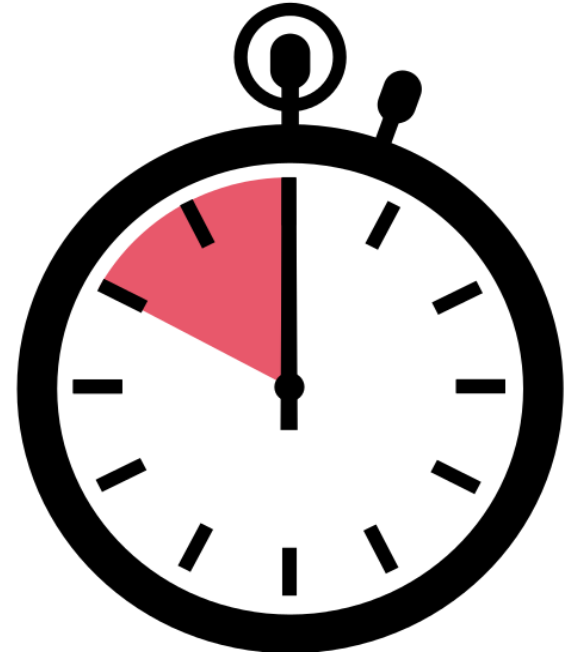
Buffer time

#12

Be realistic – time management does not take place in a vacuum

External factors:

- Friends and family
- Colleagues
- Supervisors
- Fixed deadlines



Thinking time

#13

Research involves thinking, as well as reading and writing etc.

Factor thinking time into your schedule. Use it to:

- Write down the problems you have
 - What you do not understand
 - What you cannot solve



A woman's profile is shown on the right side of the image, looking towards the left. The background is a dark blue grid of many small, glowing clock faces. Each clock face has a white border and a blue glow. The woman has long, dark hair and is looking directly at the camera with a neutral expression.

Have a routine

#14

Getting up

Nourishment

Hydration

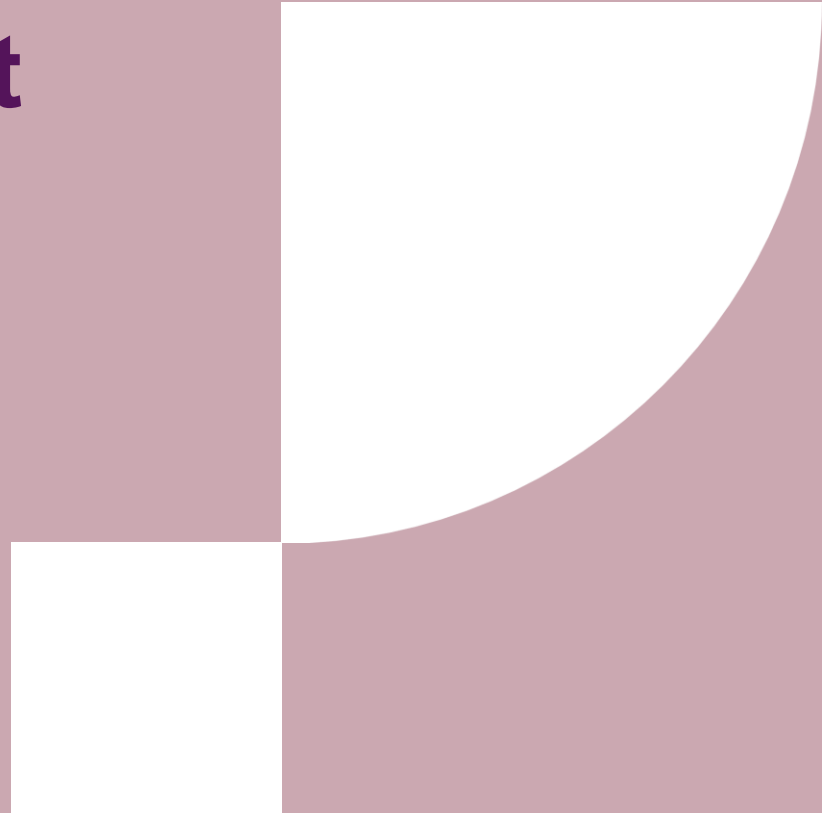
Exercise

Affirmation and
visualisation

Daily journal

Going to bed

Time Management Ideas # 15-22



Avoid multitasking

#15

- Work on one task at a time
- Give each task 100% (or 110% if you are fan of XFactor)

Multitasking makes us less productive. Multitasking makes most people worse at filtering information and task switching . Multitasking does not make people better at multitasking

Ophir, Nass, Wagner and Posner (2009)



Not-to-do list

#16

I am not going to:

- work through lunch
- work later than ...
- go on Facebook, Instagram, Snapchat, Twitter, Tinder ...
- check my emails
- prioritise less important tasks
- get Michael Jackson tattoo



Mind map

#17



Timeboxing

#18

- Allocate a set amount of time (a timebox) for each task
- Set timer and focus on that task only
- At deadline, analyse progress and move on to next task



Regular breaks

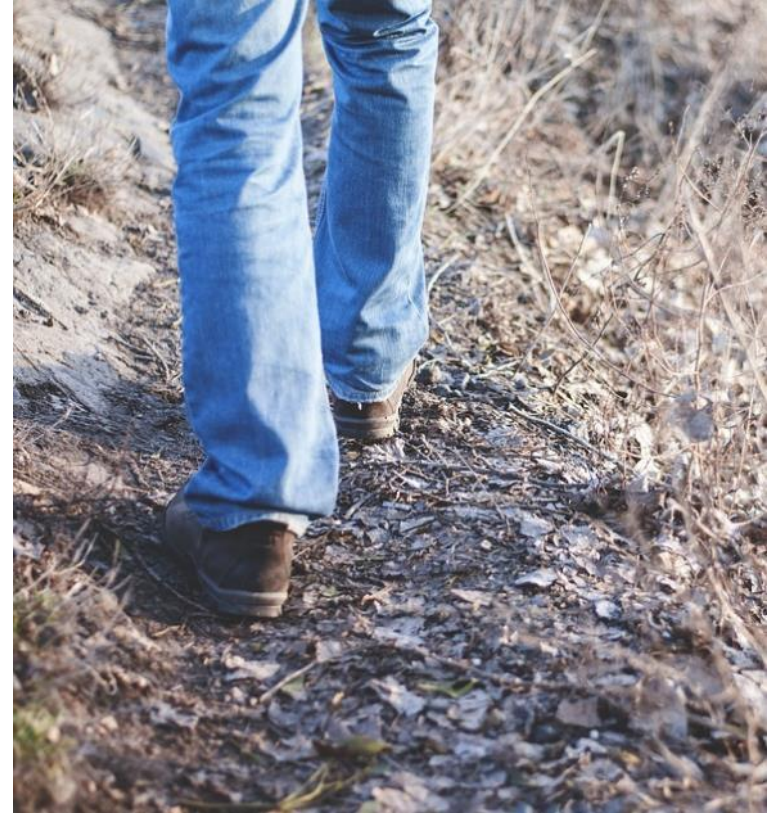
#19

A person can perform at optimal level for 45 minutes

Take a short break every **45 minutes** to refresh yourself

- Eat or drink something
- Go for a walk

Ariga and Lleras. (2011) Brief and rare mental 'breaks' keep you focused: Deactivation and reactivation of task goals preempt vigilance decrements.



Pomodoro technique

#20



- **25 minute blocks** (pomodoros)
- After 25 minutes, take a short break (3 – 5 mins)
- After 4 pomodoros, take a longer break (15 – 30 mins)

<http://tomato-timer.com/>

Kanban principles

#21

- visualise work
- limit the number of tasks in progress
- pull work from column to column
- monitor, adapt, improve



Kanban tools

KanbanFlow: <https://kanbanflow.com/>

#22

The screenshot displays the KanbanFlow web application interface. At the top, the header includes the KanbanFlow logo, a "Test Board" dropdown menu, and user information for "Administration" and "Ben Hatton".

The main workspace is divided into four vertical columns, each with a title and a green plus sign:

- Not Started:** Contains three yellow task cards labeled "Task 1", "Task 2", and "Other Task".
- Work on Today:** Contains two pink task cards. The top card is "The Big Project" with a detailed description and a checklist: "Step One" (checked), "Step Two" (checked), "Step Three" (unchecked), and "Step Four" (unchecked). The bottom card is "Slightly smaller Project".
- In Progress:** Contains one yellow task card labeled "New Photos".
- Completed:** Contains two yellow task cards. The top card is "New Photos" with a "4h" timer. The bottom card is "Write up new press release" with a "45m" timer and a checklist: "fsdfa" (unchecked) and "fsdadas" (unchecked).

At the bottom of the interface, there is a black footer bar containing a "Pomodoro timer" button, a volume icon, a printer icon, a browser icon, a "Premium info" button, and a "Help & feedback" button.



Deadlines, I love
deadlines. I like
the whooshing
sound they
make as they
pass



**Douglas Adams,
Hitchhikers' Guide to the
Galaxy**



Activity 5:

Planning your workflow (part 3)



Activity 5: Planning your workflow (part 3)

Now that you have mapped out your most to least productive time of day. I want you to think about the kind of activities that you would ideally like to work on in these slots. For example ...

LOW – answering emails, networking

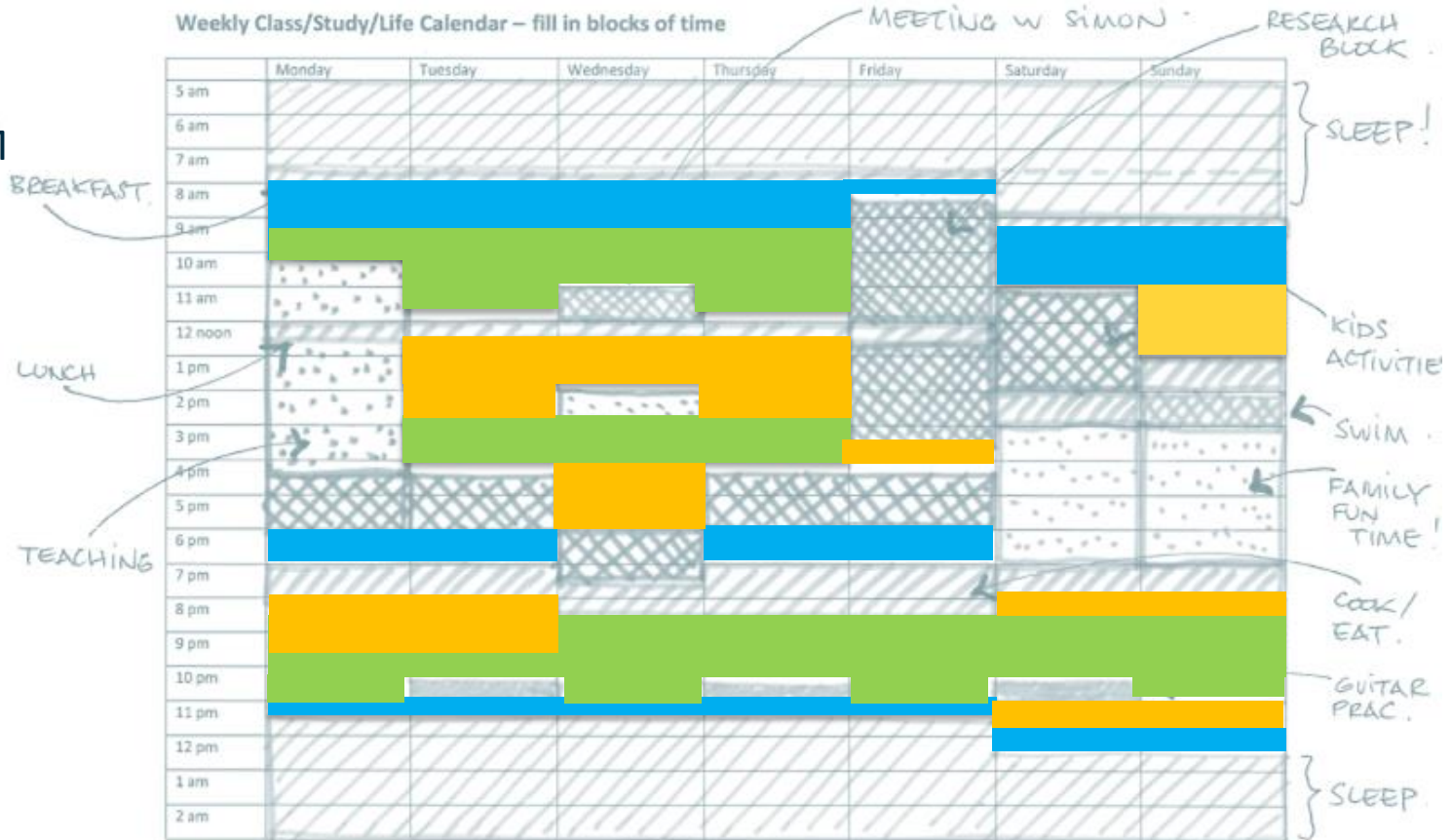
MEDIUM – blogging, research journal

HIGH – writing academic papers, meeting supervisor



Activity 4: Planning your workflow (part 3)

- LOW
- MEDIUM
- HIGH



Time Management: SAGEX ESR context

2019 Calendar

IN THE PAST

| January 2019 | | | | | | | |
|--------------|----|----|----|----|----|----|----|
| Nº | S | M | T | W | T | F | S |
| 1 | | | 1 | 2 | 3 | 4 | 5 |
| 2 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 3 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 4 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 5 | 27 | 28 | 29 | 30 | 31 | | |

| February 2019 | | | | | | | |
|---------------|----|----|----|----|----|----|----|
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| March 2019 | | | | | | | |
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| 14 | 31 | | | | | | |

| April 2019 | | | | | | | |
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EASTER HOLS

| May 2019 | | | | | | | |
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| June 2019 | | | | | | | |
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| 27 | 30 | | | | | | |

PT PER DELTA

| July 2019 | | | | | | | |
|-----------|----|----|----|----|----|----|----|
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| 29 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 30 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
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| August 2019 | | | | | | | |
|-------------|----|----|----|----|----|----|----|
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| 34 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 35 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| September 2019 | | | | | | | |
|----------------|----|----|----|----|----|----|----|
| Nº | S | M | T | W | T | F | S |
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| 37 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 38 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 39 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 40 | 29 | 30 | | | | | |

L&T CONF

| October 2019 | | | | | | | |
|--------------|----|----|----|----|----|----|----|
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| 40 | | | 1 | 2 | 3 | 4 | 5 |
| 41 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 42 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 43 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 44 | 27 | 28 | 29 | 30 | 31 | | |

VITAE CONFERENCE

| November 2019 | | | | | | | |
|---------------|----|----|----|----|----|----|----|
| Nº | S | M | T | W | T | F | S |
| 44 | | | | | | 1 | 2 |
| 45 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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| 47 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
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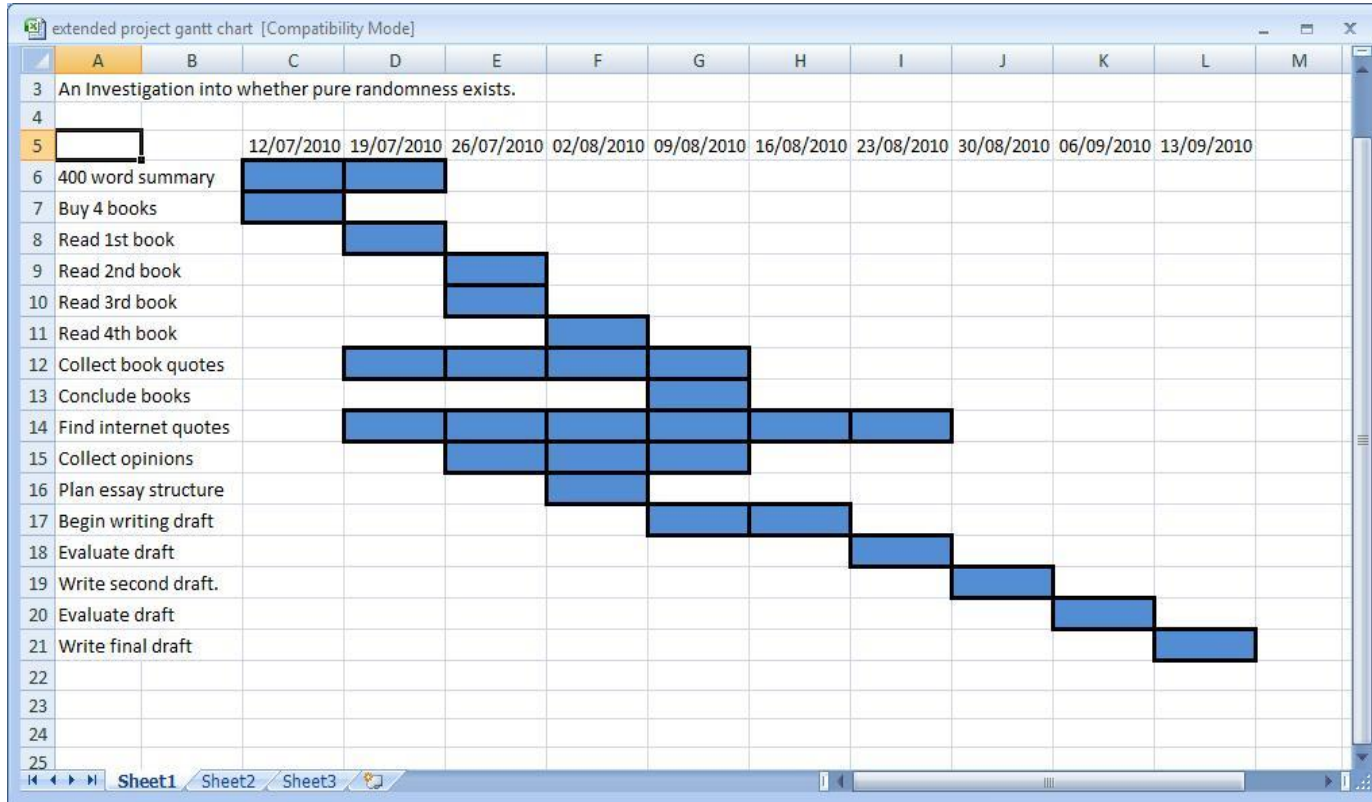
| December 2019 | | | | | | | |
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| 50 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 51 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 52 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
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x MAS HOLS

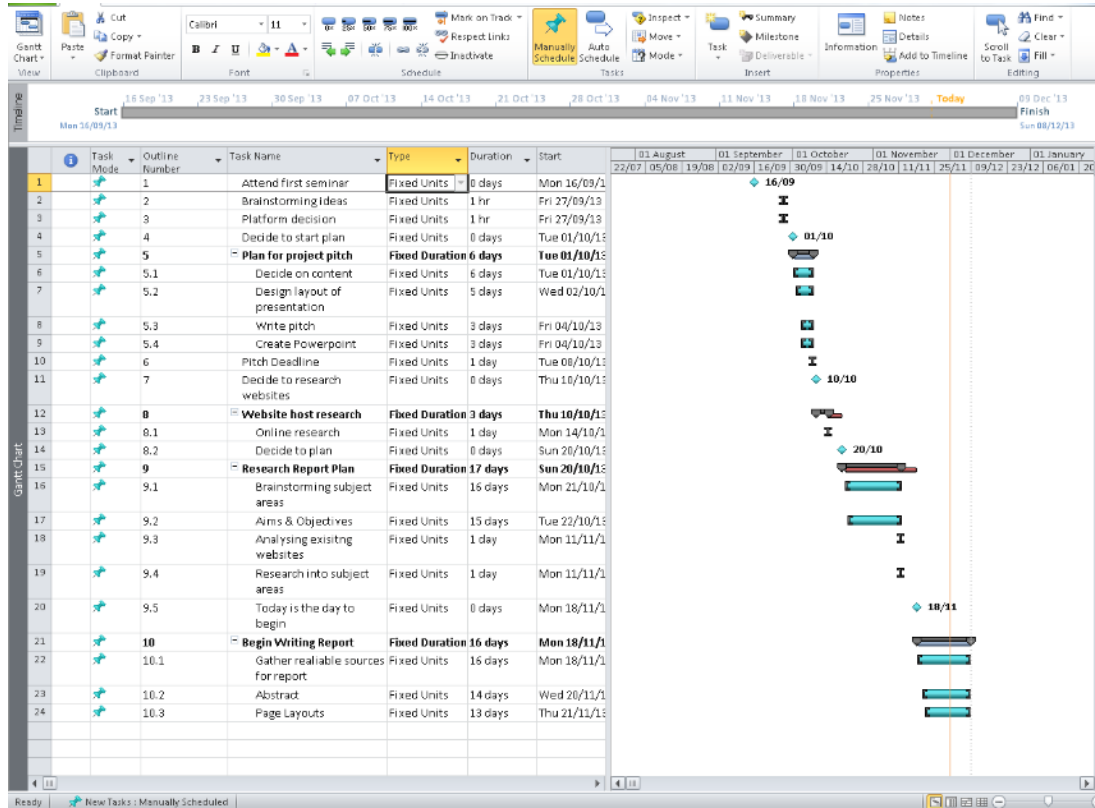
Simple Gantt Chart (MS Word)

| Year | 2013 | | | | 2014 | | | | | | | |
|---------------------------------------|------|-----|-----|-----|------|-----|-----|-------|-----|-----|------|--|
| Activities/Month | Sept | Oct | Nov | Dec | Jan | Feb | Mac | April | May | Jun | July | |
| Decide title of thesis | | | | | | | | | | | | |
| Overview of Thesis Project | | | | | | | | | | | | |
| Collection Related Journals/Materials | | | | | | | | | | | | |
| Decide Laboratory to be used | | | | | | | | | | | | |
| Proposal Writing of Literature Review | | | | | | | | | | | | |
| Proposal Writing of Methodology | | | | | | | | | | | | |
| Submission Proposal | | | | | | | | | | | | |
| Proposal Presentation | | | | | | | | | | | | |
| Start Lab Experiment | | | | | | | | | | | | |
| Statistical Analysis | | | | | | | | | | | | |
| Writing Final Report | | | | | | | | | | | | |
| Submission Final Report | | | | | | | | | | | | |

Simple Gantt Chart (Excel)



Simple Gantt Chart (MS Projects)



What we covered today:

Considered your own strengths and weaknesses as a time manager

Procrastinator
Perfectionist

Considered a number of time management techniques

Time blocking
Visualisation
Routine
Prioritising

Completed simple time-blocking exercise

Family
Friends
Interests and hobbies
Other commitments

Importance of work life balance

Productivity
Mental health
Physical health
General wellbeing

Thank you:

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