

Time Management

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Goals of Time Management

- Getting more things done
- Achieve a balance of life and work

Good time management is key for successful people

- Leonardo da Vinci: Sleep for 20 minutes every 4 hours
- Benjamin Franklin →
- Warren Buffet: Spends 80% of his time reading

Why time management is necessary for a PhD?

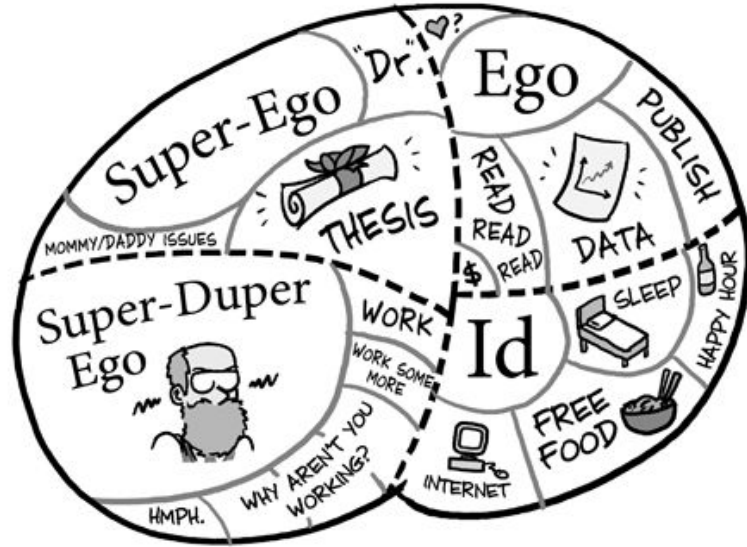
- No one tells you what/when to do things. So you must take control of your time
- You want to graduate

The morning question, What good shall I do this day?	5	} Rise, wash, and address <i>Powerful Goodness</i> ; contrive day's business and take the resolution of the day; prosecute the present study; and breakfast.
	6	
	7	
	8	
	9	} Work.
	10	
	11	
	12	} Read or overlook my accounts, and dine.
	1	
	2	} Work.
	3	
	4	
	5	
Evening question, What good have I done today?	6	} Put things in their places, supper, music, or diversion, or conversation; examination of the day.
	7	
	8	
	9	
	10	} Sleep.
	11	
	12	
	1	
	2	
	3	
	4	

What can make time management hard?

- Overcommitting
- Procrastination
- Ambiguity of tasks

Discussion: Have you ever found time management hard? If so, what makes it hard for you?



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Overcommitting

Taking on too many tasks that in the end, most tasks are incomplete

Tip: Always remember that you cannot do everything. You should prioritize tasks. Say no to tasks of lower priority.

Discussion: As a PhD student, do you ever find saying no is hard?



NEWTON'S THREE LAWS OF GRADUATION

Though famous for his seminal work in Mechanics, Isaac Newton's theories on the prediction of a doctoral graduation formulated while still a grad student at Cambridge remain his most important contribution to academia.

FIRST LAW

"A grad student in procrastination tends to stay in procrastination unless an external force is applied to it"

This postulate is known as the "**Law of Inertia**" and was originally discovered experimentally by Galileo four years before Newton was born when he threatened to cut his grad student's funding. This resulted in a quickening of the student's research progress.

Galileo's observations were later perfected by Descartes through the application of "Weekly Meetings."

Before Galileo's time, it was wrongfully thought that grad students would rest only as long as no work was required of them and that in the absence of external forces, they would graduate by themselves.

(From Encyclopaedia Britannica)

Procrastination

The habit to delay doing things until absolutely necessary

Discussion: Do you procrastinate? If so, how do you deal with it?

Ambiguity of Tasks

The tasks can often be not well defined for a PhD student. This ambiguity can often make student feel lost on what to do next.

Discussion: Have you ever been given an ambiguous task as a PhD student? How do you handle it?



Designing a Good Schedule

Helps to align priorities and keep productivity high

- At least plan the day ahead in the morning
- Alot a time to every task to avoid procrastination
- Make the schedule like it's not for yourself, but for someone you care about
 - Schedule breaks
 - Keep it achievable
- Experiment and find out what works best for you

Do you use a schedule? How does it look like?

Tips to Increase Productivity

- Audit your time
- Abandon perfectionism
- Don't postpone tasks which take less than 2 minutes
- Time Management Methods: Pomodoro, etc.

What works for you?

Work-Life Balance

Don't let the stress take over your life

- Detach from work before sleep
- Exercise
- Meditation

What makes a good balance for you? How do you manage it?