Time-management rules

- Begin with the end in mind
- The big dump
- SMART
  - Simple
  - Mesureable
  - Actionnable
  - Realist
  - Time (mesured)
- Sharpen the saw
- What can I automate or batch
  - Eg: accumulate admin tasks
  - Group similar tasks
- Mirror
  - request received
  - ask to formulate the request by e-mail
  - ensure time to handle request
  - ensure well defined request
- Tools
  - MINDMAP
  - GoogleWave
  - BaseCamp HQ
  - BlueKiwi
  - Backpack
- 4D's organize interruptions
  - do with
  - delegate
  - delay
  - delete
- What's the very next step? Slice the elephant
  - project
  - task
  - Long to do list never get done
  - Plan for realistic self-expectation
  - Use mind-mapping
- Prepare your day
- Plan the unplanable / use Slack
  - 25%
  - 80/20
  - Keep free time
- Time Management Matrix
  - important vs not important
  - urgent vs not urgent
- Eat a frog each morning
  - Big stones
  - First things first