

# Finding Research Time: Management Options

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Borrowed from:

First Things First, Covey, Merrill<sup>2</sup>

The 10 Natural Laws of Time Management, Smith

# Tools & Paradigms Directing Us

- Clock
  - Commitments, appointments, schedules, goals, activities
- Compass
  - Vision, values, principles, mission, conscience, direction
- Closing the gap, correcting the imbalance

# Ranking Urgency & Importance

- Conquer chaos & demarcate research time
- Define your weekly objectives by:
  - Urgency
  - Importance
- Place within the following grid

# Urgency & Importance

	Urgent	Not Urgent
Important	<p>Crises</p> <p>Pressing Problems</p> <p>Deadlines, meetings, preparations</p> <p>I</p>	<p>Preparation &amp; Prevention</p> <p>Values Clarification</p> <p>Planning &amp; Empowerment</p> <p>Relationship Building</p> <p>Re-Creation</p> <p>II</p>
Not Important	<p>Interruptions, some Phone Calls</p> <p>Some Mail &amp; Reports</p> <p>Some Meetings</p> <p>Proximate, Pressing Matters</p> <p>III</p>	<p>Trivia, Busywork</p> <p>Junk Mail</p> <p>Some Phone Calls</p> <p>Time Wasters</p> <p>“Escape” Activities</p> <p>IV</p>

# Fill the Clock using the Compass

- Putting the rocks in the jar before the sand
  - Imagine filling a jar, any size, with rocks and then adding sand to fill around the rocks
    - The rocks are the big ideas and goals (high importance, possibly low urgency), and the lower importance but possibly high urgency is represented by the sand.
    - The planning of your calendar is best achieved using the rocks before sand approach, rather than the reverse.
  - To Implement:
    - Review your weekly calendar for time slots
    - Place high importance items into firm time slots
    - Allow weekly chaos (e.g., low importance stuff) and ‘emergencies’ to occupy only small remaining slots

# Eight Lesser Time Management Ideas

- Eight time management ideas will follow
  - Each has a strength one might identify
  - Each also has at least one serious flaw
  - Most fail as optimal strategies
  - Some provide a strategy useful at certain points
  - None should be used to adversely impact others
  - Identify them, avoid their weakness, harness their strength

# Get Organized Approach

- Problems caused by chaos
- Summary
  - Organize things; organize tasks, organize people
- Strengths
  - Saves time, increases efficiency, brings clarity
- Weaknesses
  - Organization becomes end rather than means to greater ends, not producing, procrastinating

# Goal Approach (Achievement)

- Know what you want & focus on it
- Summary
  - Long-term, mid-range, and short-term planning; goal setting, visualization, self-motivation
- Strengths
  - Quickly climb ladder of success
- Weaknesses
  - Ladder of success against wrong wall, results don't match inner-expectations



# ABC Approach (Prioritization)

- Do anything you want, but not everything
- Summary
  - Values clarification, task ranking, “to do” lists
- Strengths
  - First things connected to values & beliefs
- Weaknesses
  - Fails to recognize principles & natural laws governing quality of life, pursuit at odds with system & leads to failure

# Magic Tool Approach (Technology)

- Assumes right tool gives power to create quality in life
- Summary
  - Use calendar, computer program, hand-held planner
- Strengths
  - Keep track, organize quickly & frequently, tools as a symbol of hope
- Weaknesses
  - Fundamental paradigm goes back to goal or ABC approach, which ignores extrinsic realities governing life

# Time Management 101 Approach

- Time management is essentially a skill
- Summary
  - Master creation of ‘to do’ lists, delegation, organization, prioritization
- Strengths
  - Improvements are made
- Weaknesses
  - Tasks may not align with principles, less organized people having greater inner-peace

# Go With the Flow Approach

- Harmony & natural rhythms opens our lives to spontaneity & serendipity
- Summary
  - Draws on Eastern cultures, all things have natural vibrations
- Strengths
  - Removal of clocks as worshipped icon likely good
- Weaknesses
  - Reaction to urgency addition; escape rather than aid to quality of life; vision and purpose missing

# Warrior Approach (Survival)

- Protection of personal time to focus & produce under barrage of demands
- Summary
  - Insulation (closed door); isolation (hidden environment); intimidate/delegation (burdening others)
- Strengths
  - Assume personal responsibility with time, produce
- Weaknesses
  - Assuming others are enemy, putting up barriers

# Recovery Approach

- Self-awareness & looking to environment, heredity, or other influence for causing flaw
- Summary
  - Scripts of perfectionist, pleaser, etc are explained
- Strengths
  - Focuses on paradigms that create behavior & problems
- Weaknesses
  - Recovery is elusive, doesn't unify principles & actions

# Closing Skills – 7 Habits

- Be Proactive
  - Self awareness & vision
- First Envision the End
  - Leadership
- First Things First
  - Prioritize
- Think Win-Win
  - Mutual benefit
- First Listen, then Speak
  - Empathic dialogue
- Synergize
  - Creative cooperation
- Sharpen the Saw
  - Exercise & continuous improvement