Finding Research Time: Management Options

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Borrowed from:
First Things First, Covey, Merrill
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

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

<table>
<thead>
<tr>
<th>Not Important</th>
<th>Urgent</th>
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<tbody>
<tr>
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<td>I</td>
<td>II</td>
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<td>III</td>
<td>IV</td>
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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