



TALLINNA ÜLIKOOL



Keemilise ja
Bioloogilise Füüsika Instituut

National Institute of Chemical Physics and Biophysics



ASTRA “TTÜ arenguprogramm aastateks 2016-2022” GRADUATE SCHOOL OF FUNCTIONAL MATERIALS AND TECHNOLOGIES

Time management webinar, October 23, 2020

Place: Zoom link:

<https://us02web.zoom.us/j/85041364556?pwd=eU9FTm5TT0lkVldRWUEzckRFbzJJZz09>

Meeting ID: 850 4136 4556

Passcode: 395397

Language: English
Coach: Kristjan Otsmann

PROGRAM

Log-in to Zoom and virtual welcome coffee: 8:45 – 9:00

Session 1: 9:00 – 10:30

- How to focus faster and be more present? How to avoid multitasking? How to detect your chronotype and how to use the positive sides of your chronotype in increasing productivity?
- Short overview of the time monitoring software: Clockify, Toggle, RescueTime, Timeular.
- Key learning points from the time monitoring before the seminar.
- Different approaches in effective and efficient handling incoming information in MS Outlook.

Coffee break 10:30 – 10:45

Session 2: 10:45 – 12:15

- Flow as a model for increasing productivity. Increasing the flow when committing one’s time to the most important tasks.
- How to prioritize tasks according to time usage perspective and urgency?
- Sharing best practices: setting priorities and making time for the most important tasks.
- Using Pareto principle in everyday’s life. An impact and an effort relationship as a guiding principle.
- Setting SMARTER goals and planning according the GROW model.

Lunch break: 12:15 – 13:00

Session 3: 13:00 – 14:30

- Planning model by David Allen. Getting Things Done basics.
- Gaining an overview of one's tasks in different time perspective. Making time for high priority tasks.
- Developing planning skills: from complicated tasks to bits and pieces; planning tasks and schedule; sharing the best follow-up and planning practices; an overview of the different to-do list systems; making time for self-development; time estimation techniques.

Coffee break: 14:30 – 14:45

Session 4: 14:45 – 16:15

- Creation of weekly and daily schedule.
- Acting smart given the priority, the context and the personal energy level. Handling ad hoc tasks and 'time robbers'.
- Different methodologies in stepping back from the day-to-day rush and creating better work/life balance.



European Union
European Regional
Development Fund



Investing
in your future