

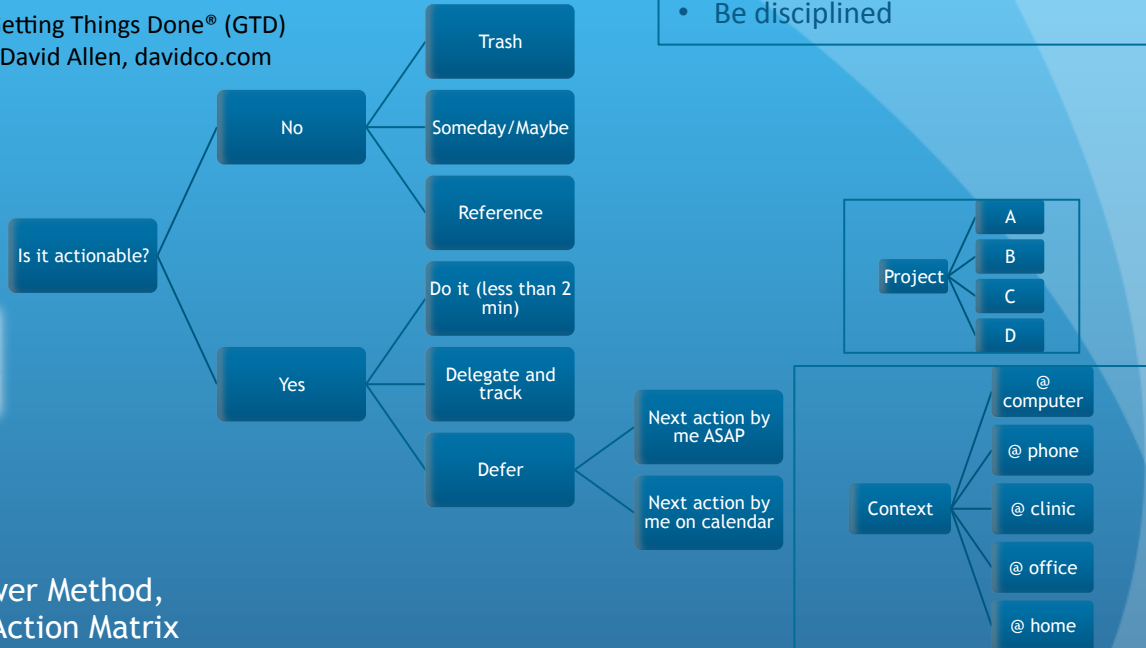
Time Management 2.0



Get stuff out of your head

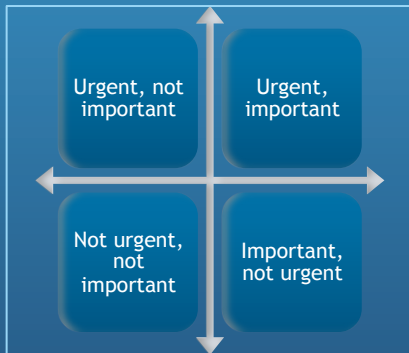


Getting Things Done® (GTD)
David Allen, davidco.com



Time Management Basics

- Get stuff out of your head
- Quickly assess and prioritize items
- Develop a process for managing scheduled vs unscheduled work
- Review deferred work
- Be disciplined



Eisenhower Method, Priority Action Matrix

“What is important is seldom urgent and what is urgent is seldom important” - President Dwight D. Eisenhower

Resources

- David Allen, davidco.com
- Lifehacker.com
- Getting Things Done®
- Mind Maps

- SW: Priority Matrix, ActionMethod, Things, OmniFocus, Pagico, iThoughts, iBrainstorm
- Sticky notes
- Index cards
- Big sheets of paper