

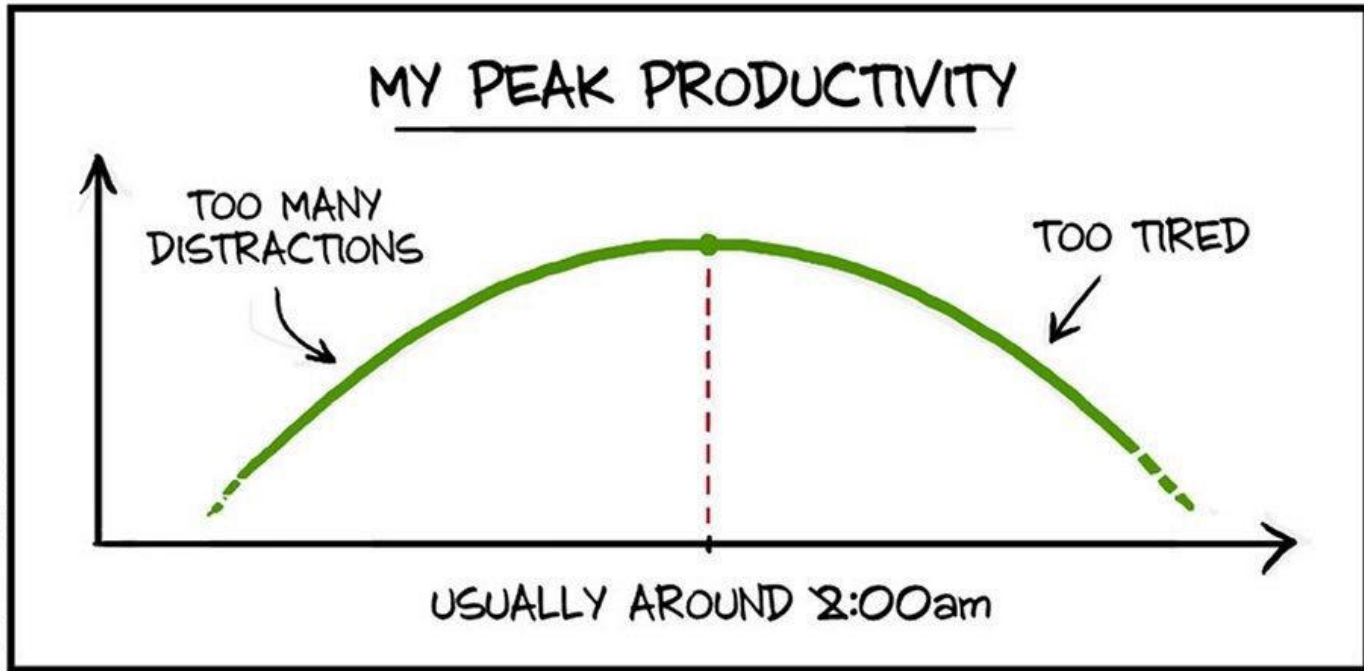
Productivity and time management

Ontoparty, 10.11.2017



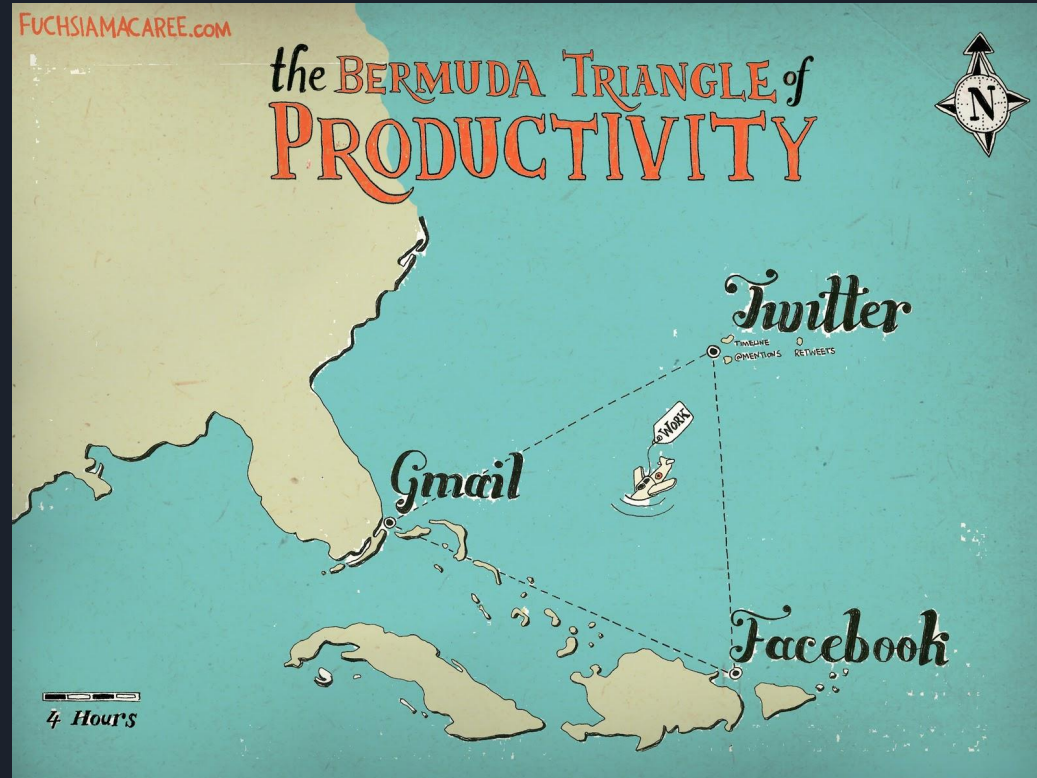
Author: Samuel Pecár

JORGE CHAM © 2009



WWW.PHDCOMICS.COM

Bermuda triangle



Content of work



examples



illustrations



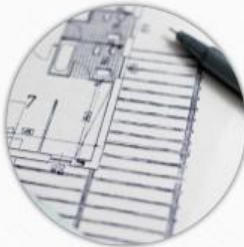
screenshots



statistics



mindmaps



diagrams



book notes

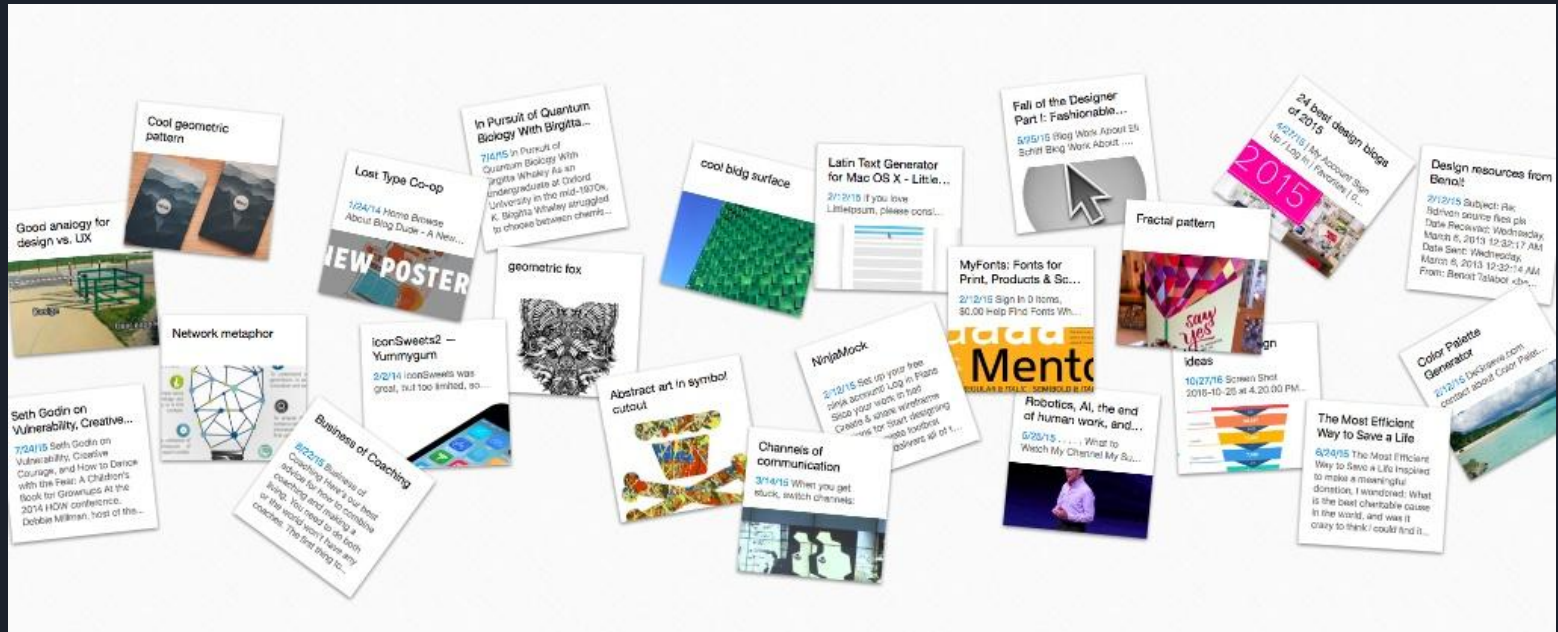


quotes

Identify and collect your work content



Break down content into small packets with clean edges




Structure notes and emails

The image shows a screenshot of a note titled "React Contexts and Dependency Injection — Jack Hsu". The note is displayed in a window titled "React Contexts and Dependency Injection — Jack Hsu". The note content includes a summary, a title, and several paragraphs of text. Annotations with dotted lines point to specific parts of the note:

- Informative title**: Points to the title "React Contexts and Dependency Injection — Jack Hsu".
- Concise summary**: Points to the summary text: "Summary: context allows us to pass properties down to all its descendants, which helps us to abstract functionality, late-bind components, and add additional meta-data".
- Bolding and highlighting**: Points to the text: "This is using a concept called **higher-order components (HoC)**. Basically, we use functions (decorators) that take in a component as input and outputs a component. This allows to add additional behaviour or metadata to the original component."
- Thematic tags**: Points to the tags "abstraction", "JIT", "react.js", and "software" at the top of the note.
- Comments & annotations**: Points to the text: "The difference between props and context is that context chains to descendants, whereas props do not."
- Links and images**: Points to the highlighted source link: "Highlighted Source : <http://hr.li/FAQULV>".

21



Flow (n.): a mental state of operation in which a person performing an activity is fully immersed in a feeling of **energized focus, full involvement** and **enjoyment** in the process of the activity.

Mihály Csíkszentmihályi, Flow: The Psychology of Optimal Experience



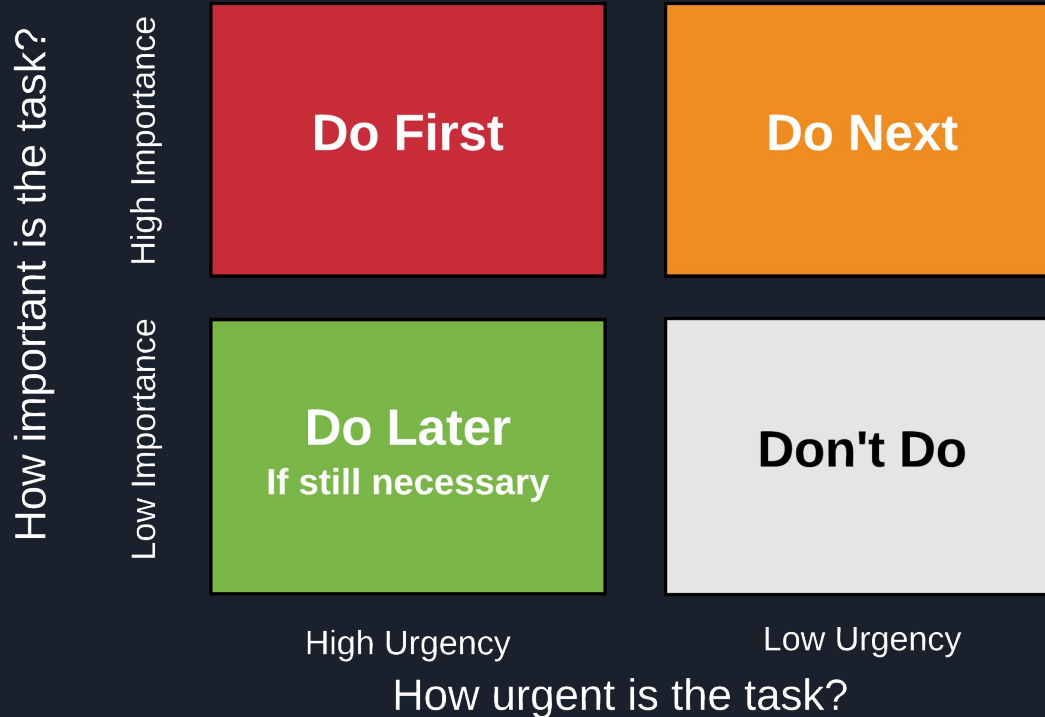
How to reach flow?

- Avoid “interruptions and distractions” (i.e. people)
- Long, uninterrupted stretches of focus time
- Single-tasking
- Managing work-in-progress in your head



Prioritize your work

The Priority Matrix





When it will be done?



tomorrow

noun

A mystical land where 99% of all human productivity, motivation and achievement is stored.

tomorrow

noun

The best time to do everything you had planned for today.



Procrastination Leads To

- Wasted Time
- Missed Opportunities
- Poor Performance
- Self-Deprecation
- Increased Stress

How it works?

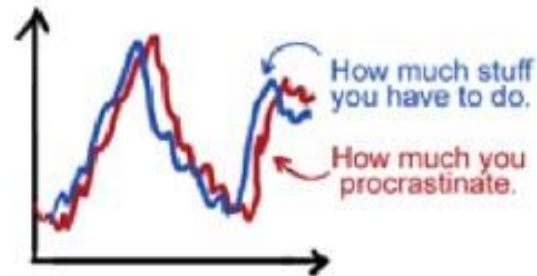
Procrastination

Ideally:



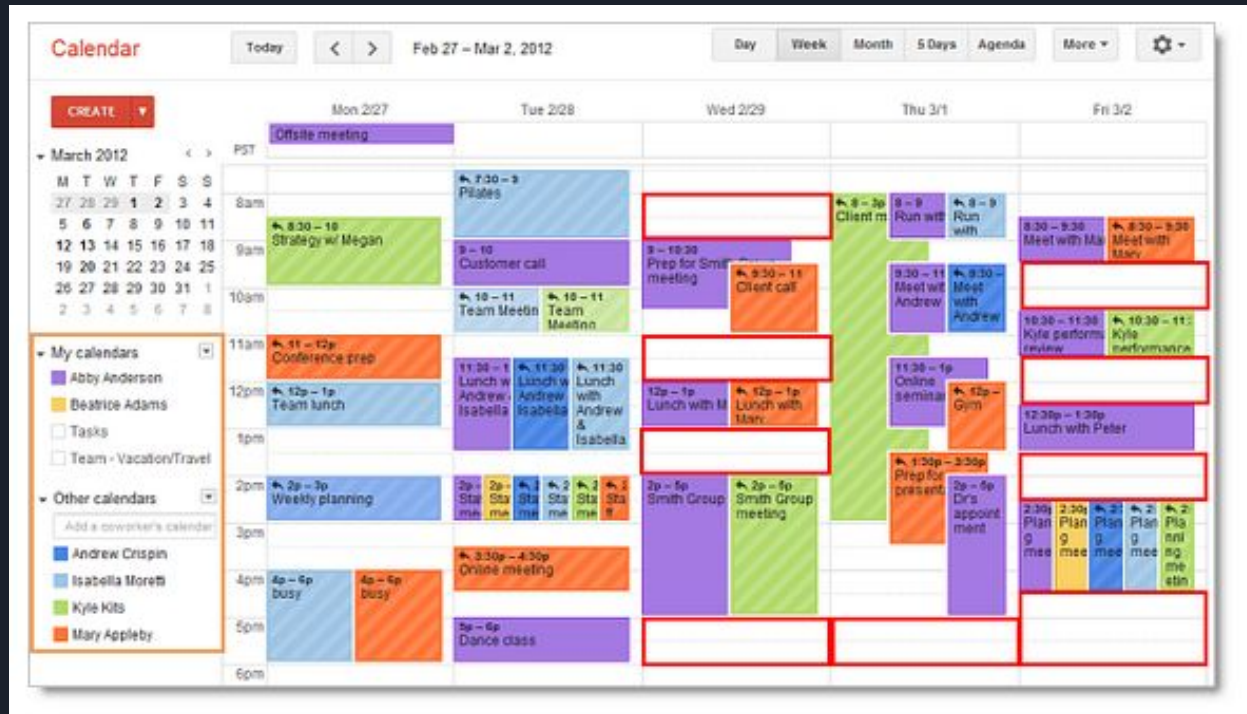
$$\text{Procrastination} \propto \frac{1}{\text{How much stuff you have to do}}$$

In reality:



$$\text{Procrastination} \propto \text{How much stuff you have to do}$$

Plan your work (day)



Schedule time for interruptions

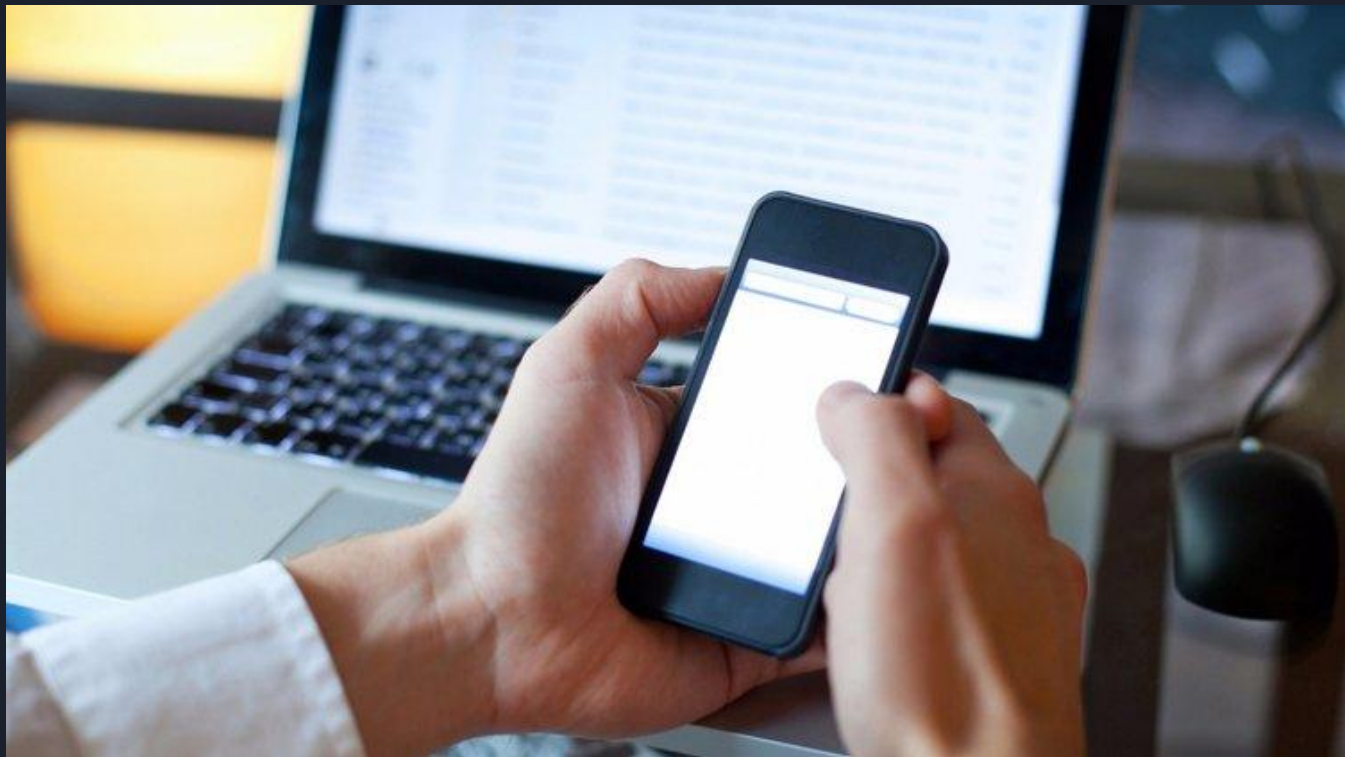


Do not disturb



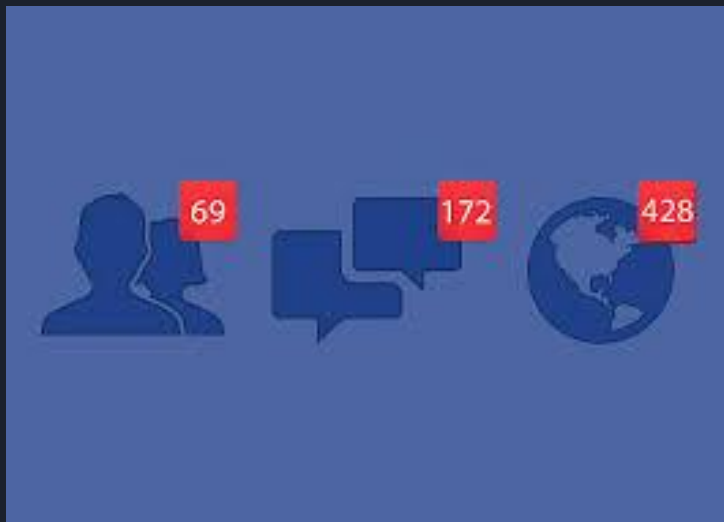


Don't instantly give people your attention





Don't instantly give people your attention





... after 3 hours





References

- How to Manage Time With 10 Tips That Work
(link <https://www.entrepreneur.com/slideshow/299323>)
- Tiago Forte: The React Productivity Revolution
(link reactproductivityrevolution.com)
- Rosna Davids et al.: Procrastination
(link <https://www.slideshare.net/rosnadavis19/procrastination-52622831>)
- and much more...