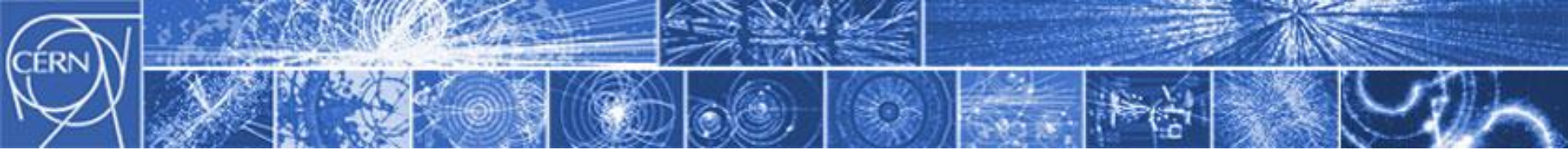# *Does time matter? Some personal reflections from management perspectives*
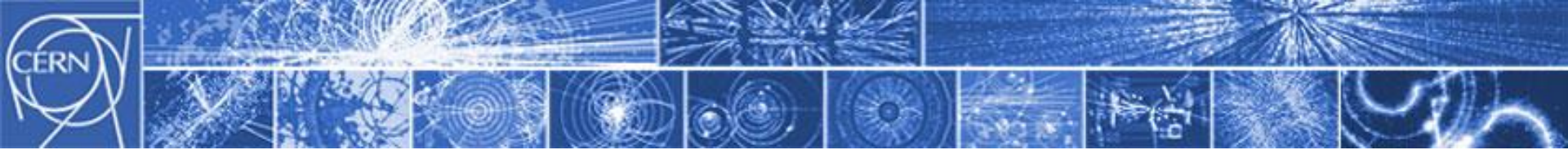
October 2, 2014
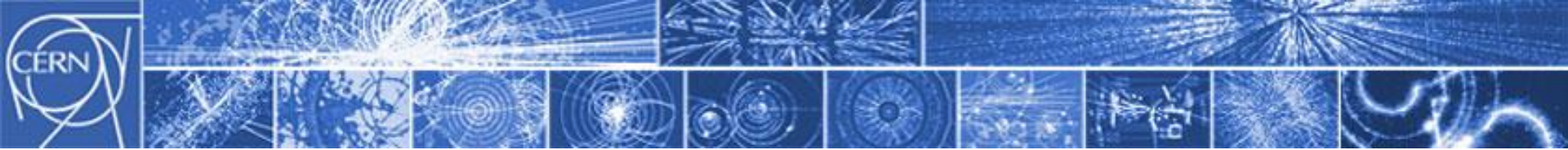**Markus Nordberg, Development and Innovation**
(DG-DI-DI)

Why bother?

- Get things done (also the boring stuff)
- To be able to devote to the things that matter most to me
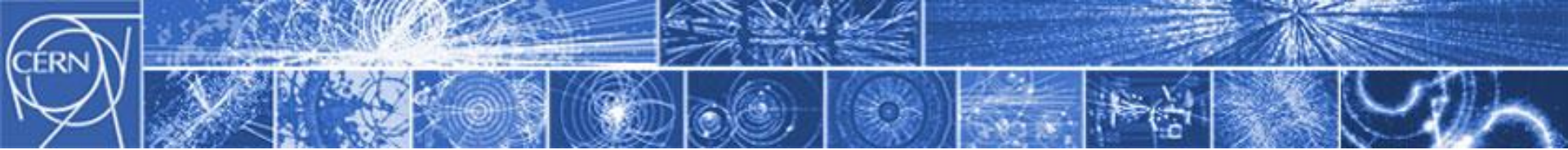- Politeness
- No choice (time sheets…)

How to do Time Management?

- To Do List
- Software using (pre) scheduled reminders (eg by email)
- Memorize regular events
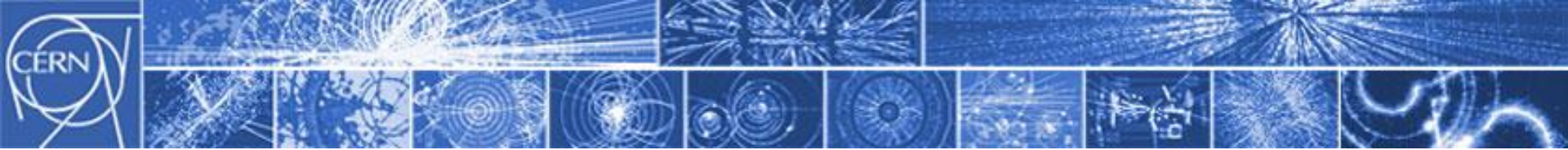- A helping hand from a Friend?
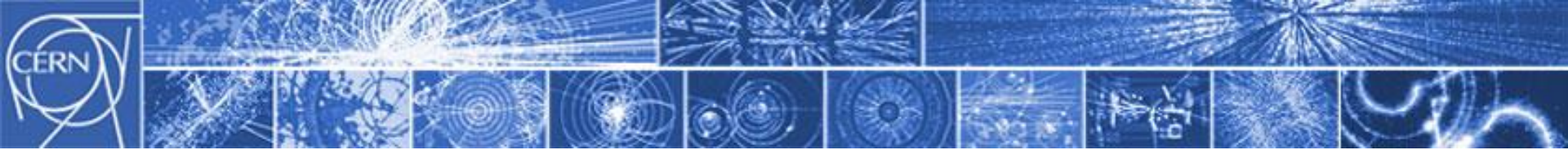
What drives our daily schedules?

""I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent" D. Eisenhower

|	Urgent	Not Urgent
Important	My car has caught fire!	Should get my PhD
Not important	My boss is interrupting me	My room mate keeps on gossiping

What drives our daily schedules?

- Surprisingly often, regular events known well in advance
    - Big physics conferences
    - Annual grant report deadlines
    - Annual stakeholder meetings
    - Boss' holidays…

Example: Year in the life of a Resources Coordinator

January   February   March   April   May June   July   August September   October   November   December
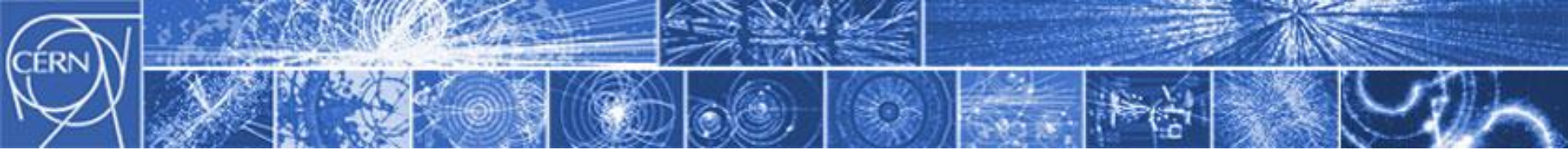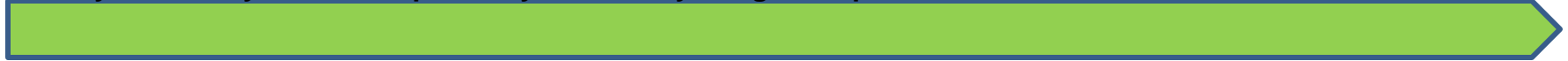
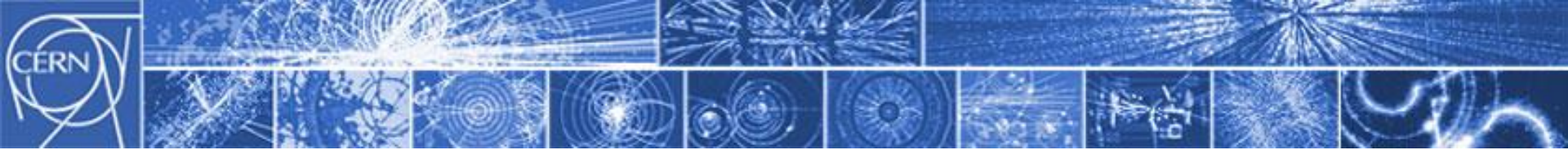**RRB**   **RRB**

CB   CB

EB   EB

NCP   NCP
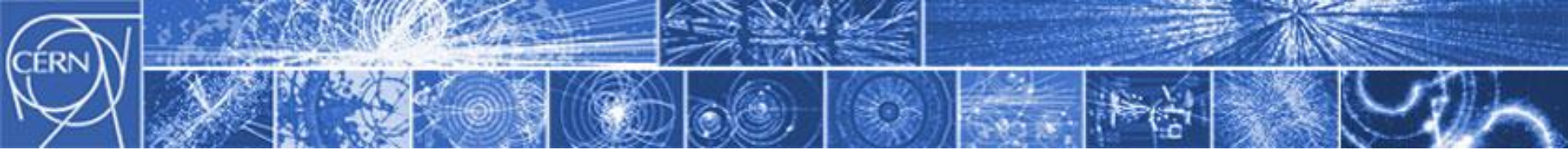
PLs   PLs

"Wheel of Life"

Some examples of software that "will change your life"

- Microsoft Outlook
- Chronos (for Macs)

Conclusions

- Time management is a reflection of one's priorities in life
- Select the "tool" that suits you best (paper, PDA, PC, notebook…)
- If you monitor time, don't overdo it