

Using Technology for Time Management

Methods of Time Management

What do you do? A survey.

- ✓ Task/To-do list
- ✓ Schedule
- ✓ Setting goals
- ✓ Time blocking
- ✓ Goal setting software
- ✓ Using calendars
- ✓ Mind maps

What is Time Management?

The act or process of exercising conscious control over the amount of time spent on specific activities, especially to increase efficiency or productivity.

http://en.wikipedia.org/wiki/Time_management

What is Time Management?

May be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects and goals.

http://en.wikipedia.org/wiki/Time_management

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Methods of Time Management

What works for you?

Time Management Systems

- Pomodoro Technique
- Getting Things Done (GTD)
- FranklinCovey's Focus

Pomodoro Technique



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Pomodoro Technique

Choose
a task to be accomplished.

<http://www.pomodorotechnique.com/>

Pomodoro Technique

Set the Pomodoro to 25 minutes
(the Pomodoro is the timer).

<http://www.pomodorotechnique.com/>

Pomodoro Technique

Work on the task
until the Pomodoro rings.

<http://www.pomodorotechnique.com/>

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Pomodoro Technique

Take a short break
(5 minutes is OK).

<http://www.pomodoro-technique.com/>

Pomodoro Technique

Every 4 Pomodoros
take a longer break.

<http://www.pomodoro-technique.com/>

Getting Things Done (GTD)



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Getting Things Done (GTD)

Collect

<http://pigpog.com/2005/10/26/gtd-introduction/>

Getting Things Done (GTD)

Process

<http://pigpog.com/2005/10/26/gtd-introduction/>

Getting Things Done (GTD)

Organize

<http://pigpog.com/2005/10/26/gtd-introduction/>

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FranklinCovey's Focus

Always carry
a walk-around tool.

FranklinCovey's Focus

Customize your system
to your needs.



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Smartphone ownership and internet use summary

	% of smartphone owners who...	% of all cell owners who...	% of all adults who...
Own a smartphone	100%	42%	35%
Use the internet or email on smartphone	87	36	33
Use smartphone to go online on a typical day	68	28	23
Go online (usually) using smartphone	29	16	8

Source: The Pew Research Center's Internet & American Life Project, Apr 026 - May 22, 2011 Spring Tracking Survey of 10,377 adult internet users ages 18 and older, including 753 cell phone interviews. Interviews were conducted in English and Spanish.

Smartphones

What smartphone do you own and what are you using it for?

A quick survey

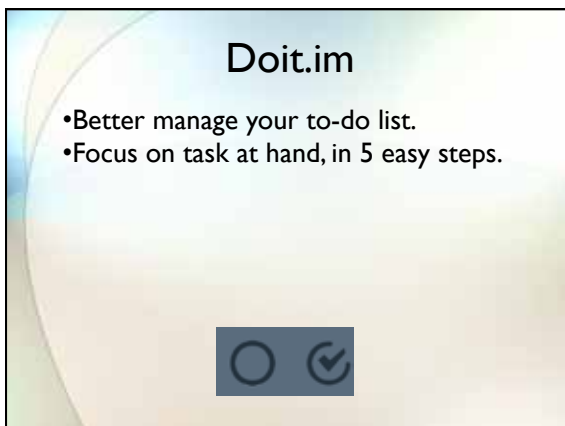
- ✓ iPhone
- ✓ Android
- ✓ Blackberry
- ✓ Windows
- ✓ Palm
- ✓ other
- ✓ none

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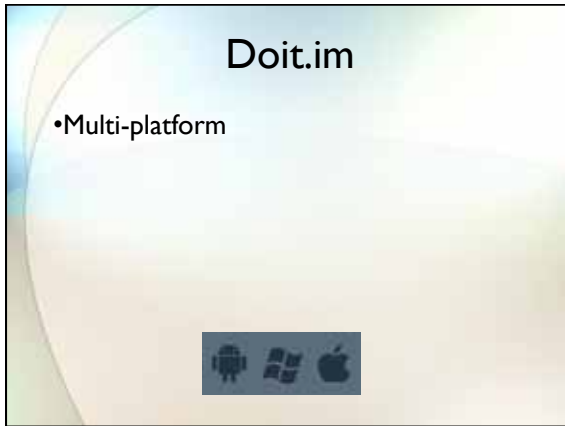


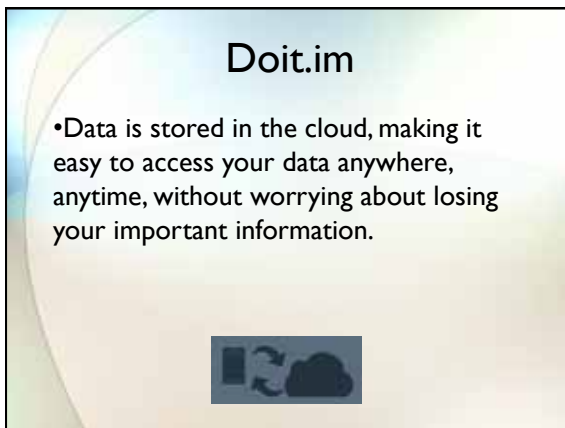




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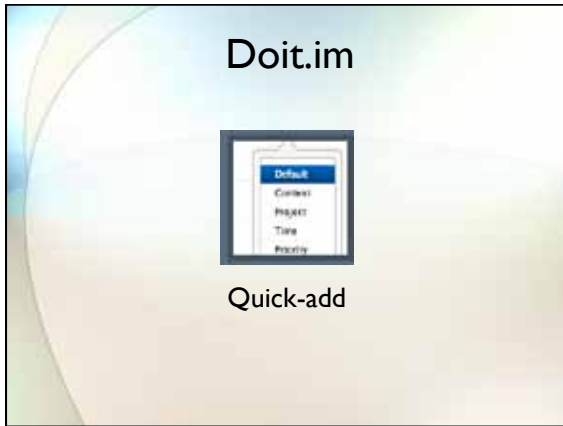


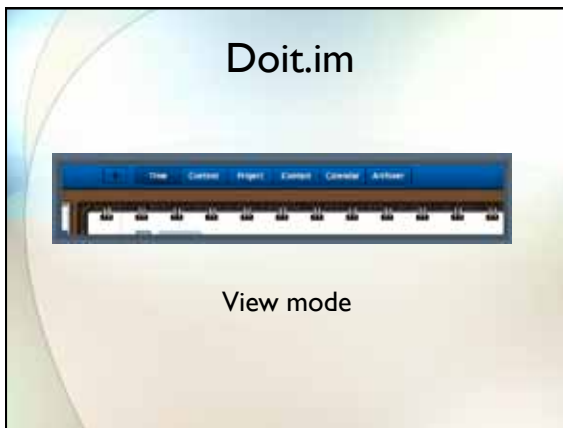




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Things to consider when looking for a time management app.

- Will this be used with a team or for individual use?
- What type of application do you need?
- Do you need something that you can access anywhere, desktop /web version?
- Do you need an application that will automate time tracking?

We will discuss these issues and more in-depth in the Using Technology for Time Management Infopeople Online course.

For more information and to register, please go to:
<http://infopeople.org/training/using-technology>

Questions?

Thank You!

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