



Campus Consultancy



Welcome

Time Management

Fed University

March 4th, 2021

Facilitator: **Josh Farr**

Are you on **LinkedIn**? Please connect with me, I'm here to help!

Please join our Facebook Group:

<https://www.facebook.com/groups/2778269225720587>

CAMPUS LEADERS COMMUNITY

"CONNECTING AND DEVELOPING STUDENT LEADERS"



Campus Consultancy

Edit

Group by Campus Consultancy

Campus Leaders Community

Private group · 1.7K members



+ Invite



Source: <https://www.facebook.com/groups/campusleaderscommunity/>

University Clients



Consulting, Advising, Partnerships & Pro-Bono

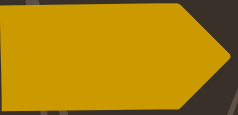


New in 2021...



**A PROUD
SUPPORTER
OF OZHARVEST**

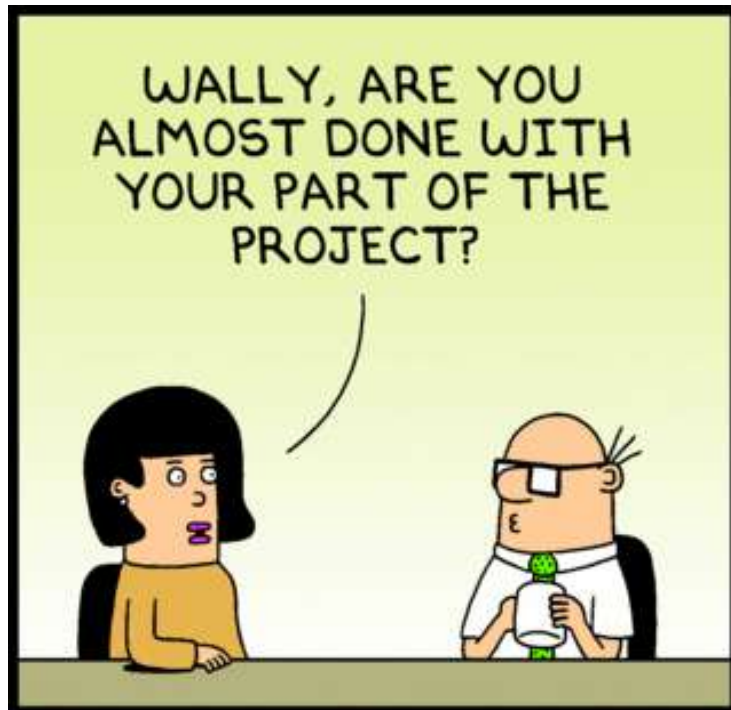
... by attending today 1 meal has been donated in your honor



Time Management



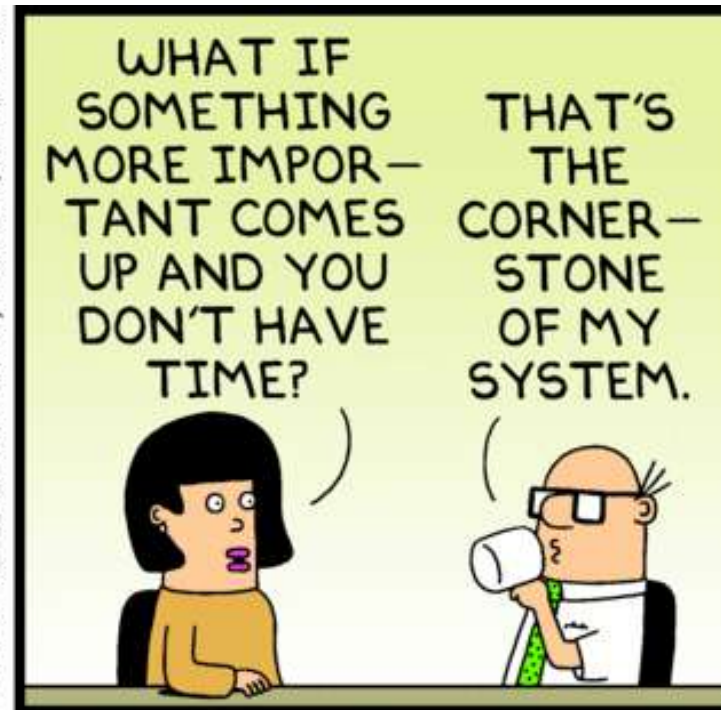
What is
challenging
about time
management?



Dilbert.com DilbertCartoonist@gmail.com



7-16-13 ©2013 Scott Adams, Inc. /Dist. by Universal Uclick



Principles of Time Management

- ▶ Everyone has 168 hours per week (24 hours per day)
- ▶ You can do a lot, but you can't do everything
- ▶ You control your time, your time doesn't control you
- ▶ Focus on *High-Importance* tasks
- ▶ Energy flows where focus goes, multitasking is a myth
- ▶ *"Nothing is less productive than to make more efficient what should not be done at all."*
- **Peter Drucker**
- ▶ *"The main thing, is to keep the main thing, the main thing."*
- **Brendon Burchard**
- ▶ *"Simplify, simplify, simplify."*
- **Henry David Thoreau**
- ▶ *"Only put off until tomorrow what you are willing to die having left undone."*
- **Pablo Picasso**

Time Management Statistics

- The average employee spends 2 hours per day recovering from distractions. (Atlassian, 2019)
- The average knowledge worker checks email and IM every 6 minutes. (RescueTime, 2019)
- The average employee only works for a total of 3 minutes before switching to another task. (Atlassian, 2019)
- The average employee spends 28% of their workweek managing email and another 20% looking for information. (Chui, 2012)
- The average person gets 1 interruption every 8 minutes, or approximately 7 an hour, or 50–60 per day. The average interruption takes 5 minutes, totalling about 4 hours or 50% of the average workday. **80% of those interruptions are typically rated as “little value” or “no value”** creating approximately 3 hours of wasted time per day.¹
- A person who works with a “messy” or cluttered desk spends, on average, 1 & 1/2 hours per day looking for things or being distracted by things or approximately 7 1/2 hours per workweek. **“Out of sight; out of mind.”** When it’s in sight, it’s in mind.²

Source:

1. <https://www.dovico.com/blog/2018/03/06/time-management-facts-figures/>,
2. <https://www.balancetime.com/2018/12/top-five-time-management-mistakes/>

#1 TED Talk for Time Management...

https://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator?language=en



Share



Add to list



Like



Recommend



Tim Urban | TED2016

Inside the mind of a master procrastinator



Sleep





Based on a synthesis of **17,000 reports**, there is a **secret weapon** to make you....

- Live longer
- Enhances memory
- More creative
- More attractive
- Lowers food cravings
- Protects from cancer and dementia
- Wards off cold & flu
- Lowers risk of heart attack, stroke, diabetes
- Increases happiness
- Lowers Depression and anxiety

Just students?

- 50% of adults across developed nations don't sleep enough (8-hrs, WHO recommendation)

HEALTH

- A single night of 4-hours sleep swept away 70% of natural killer cells in your body whose job it is to kill cancer/tumours!
- Amygdala (stress/fight or flight) = 60% increase if sleep deprived
- Vehicular accidents caused by **drowsy driving** exceed those caused by alcohol and drugs combined.

LEARNING

- Drinking after learning kills memory. A study showed if you learn and:
 - Don't drink, nearly 100% retention. (*base line*)
 - Drink, then sleep 6-days normally, only 50% retention



Arianna Huffington • Following
Founder and CEO at Thrive Global
11h

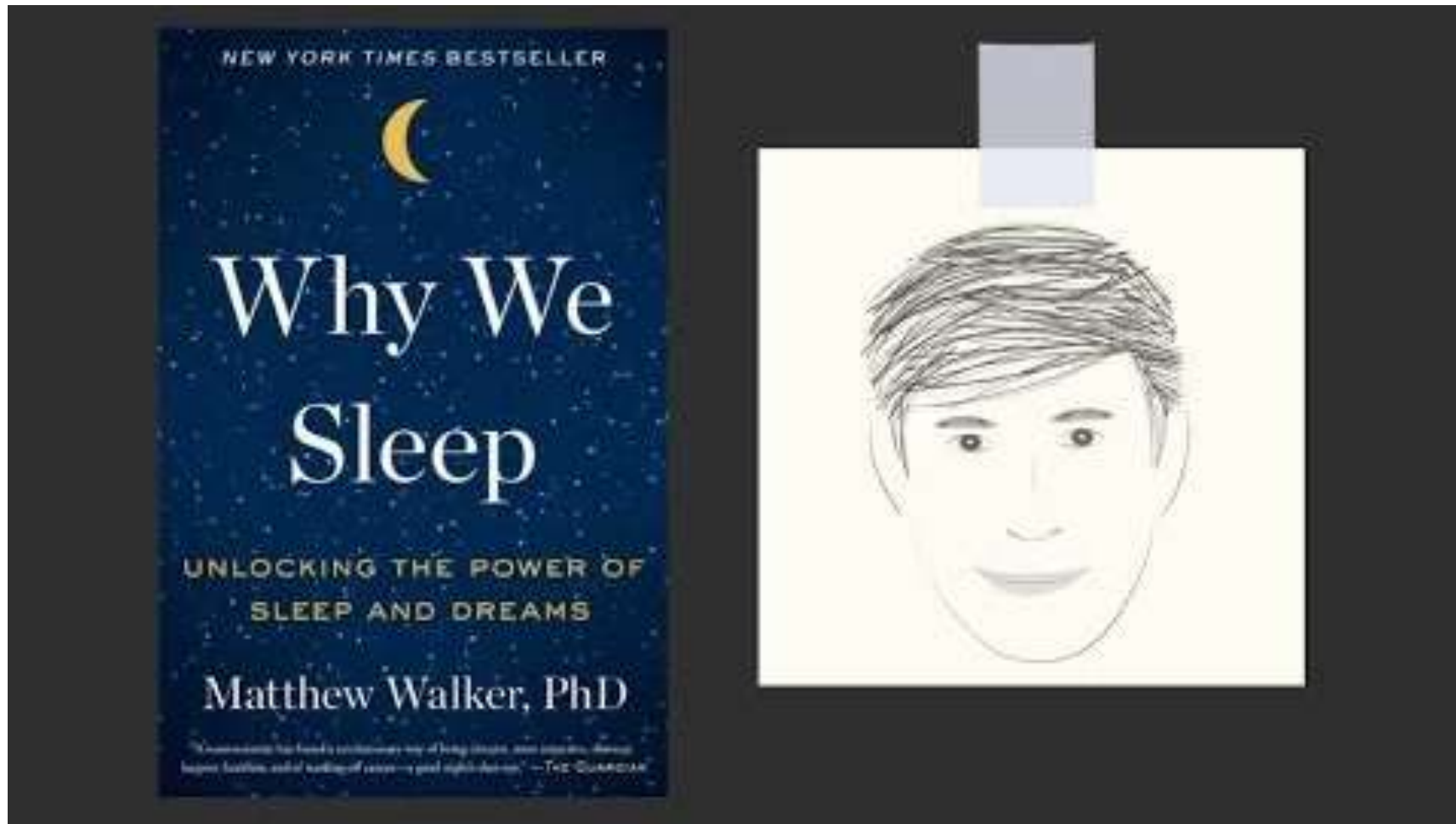
Congratulations! Consider yourself having gotten a \$60k raise today (i.e. an extra hour of [#sleep](#)) due to [#DaylightSavingsTime](#). The science behind sleep is clear: not only does it improve our happiness, but also our [#health](#) and our performance. The majority of us need 7-9 hours of sleep (I'm an eight-hour girl myself), so test what feels right for you within that range. Only 1.5% of the population have the genetic mutation that allows them to do great on 3 or 4 hours of sleep. We can't train or will ourselves to have a genetic mutation — but we can prioritize getting the sleep we need. [#DST](#)



1,429 · 61 Comments

Love Comment Share

Top Comments ▼



Source: https://www.youtube.com/watch?v=-NBBfREOkw&ab_channel=ProductivityGame



Phones

Time Management Statistics



4.6

Hours per day on phones
/screens for entertainment
[in Australia](#)

[7 hours per day](#) for teenagers in the USA



Arianna Huffington • Following

Founder and CEO at Thrive Global

11h

Congratulations! Consider yourself having gotten a \$60k raise today (i.e. an extra hour of [#sleep](#)) due to [#DaylightSavingsTime](#). The science behind sleep is clear: not only does it improve our happiness, but also our [#health](#) and our performance. The majority of us need 7-9 hours of sleep (I'm an eight-hour girl myself), so test what feels right for you within that range. Only 1.5% of the population have the genetic mutation that allows them to do great on 3 or 4 hours of sleep. We can't train or will ourselves to have a genetic mutation — but we can prioritize getting the sleep we need. [#DST](#)



1,429 · 61 Comments

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Top Comments ▼



Where are you
spending your
time?

Time Allocation & Analysis Tool

by Campus Consultancy

| | A | B | C | D | E |
|----|---|-------------------|--------------|---------------|-----------|
| 1 | Time-Allocation Tool, by Josh Farr - Campus Consultancy | | | | |
| 2 | Major Category | Sub-Category | Daily Amount | Weekly Amount | % of Week |
| 3 | Sleep | | 8.5 | - | 35% |
| 4 | Self-Care | | 0 | - | 0% |
| 5 | Travel | Car | 1 | - | 4% |
| 6 | Travel | Walk | - | 2 | 1% |
| 7 | Friends | | 1 | - | 4% |
| 8 | Family | | 0 | - | 0% |
| 9 | Cooking/Eating | | 0.5 | - | 2% |
| 10 | Housework | | 0.5 | - | 2% |
| 11 | Exercising | Sport | - | 1 | 1% |
| 12 | Exercising | Gym | - | 0 | 0% |
| 13 | Exercising | Exercise | 1 | - | 4% |
| 14 | Workdays per week (on average) | | | | 5 |
| 15 | Work | example | 0 | - | 0% |
| 16 | Work | example | 0 | - | 0% |
| 17 | Work | example | 0 | - | 0% |
| 18 | Work | example | 0 | - | 0% |
| 19 | Work | example | 0 | - | 0% |
| 20 | Work | example | 0 | - | 0% |
| 21 | Work | example | 0 | - | 0% |
| 22 | Work | example | 0 | - | 0% |
| 23 | University/TAFE | Class | - | 15 | 9% |
| 24 | University | Study/Assignments | - | 0 | 0% |
| 25 | Technology | Facebook/IG | 3 | - | 13% |
| 26 | Technology | Youtube | 0 | - | 0% |
| 27 | Technology | Gaming | 0 | - | 0% |
| 28 | Technology | Netflix/Streaming | 2 | - | 8% |
| 29 | Relaxing | | 0 | - | 0% |
| 30 | Other | TV | 0 | - | 0% |
| 31 | Other | example | 0 | - | 0% |
| 32 | Other | example | 0 | - | 0% |
| 33 | Other | example | 0 | - | 0% |
| 34 | Other | example | - | 0 | 0% |
| 35 | Other | example | - | 0 | 0% |
| 36 | TOTAL | | 140.5 | | 84% |
| 37 | GOAL-TIME | | 27.5 | | 16% |
| 38 | Congrats! You have time! | | | | |

Please *do not* edit this version

Before changes, please select:

1. File

2. Make a copy

or

Download--> As excel

If a cell in Column C or D is not relevant, please enter "-"

Areas where I am spending too much time on low-importance tasks (leading to time wasting) are:

| Area 1 | Area 2 | Area 3 |
|--------|--------|--------|
| | | |

Areas where I am spending too much time on high-urgency tasks (leading to stress/anxiety/burnout) are:

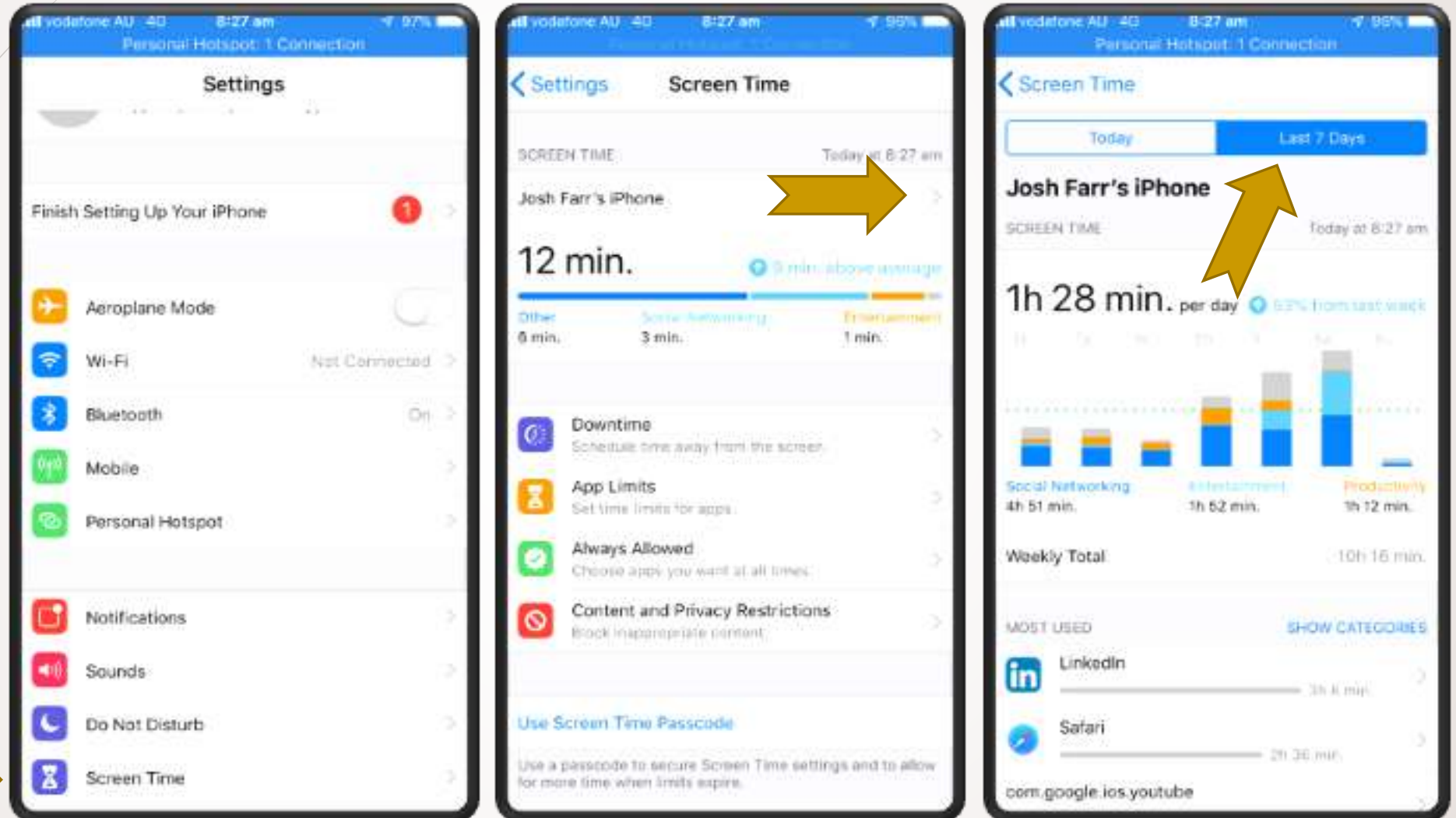
| Area 1 | Area 2 | Area 3 |
|--------|--------|--------|
| | | |

Areas where I will invest more time over the coming weeks/months on high-importance, low-urgency tasks are:

| Area 1 | Area 2 | Area 3 |
|--------|--------|--------|
| | | |

<https://docs.google.com/spreadsheets/d/1ZTnAwOPSC8SW84t0N4tVbeLL6a6RnuINdqlV1LlYvKo/edit#gid=0>

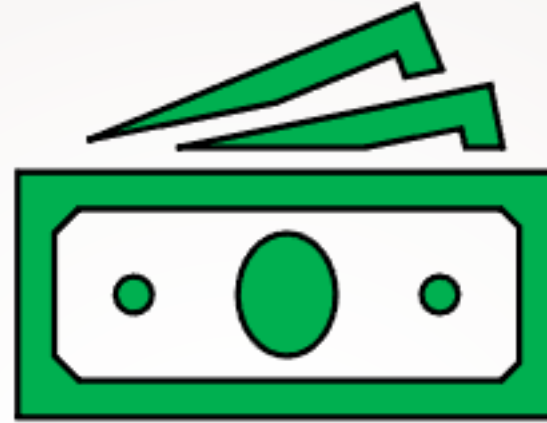
Where are we spending our time?



Am I being underpaid?

Check here:

<https://calculate.fairwork.gov.au/CheckPay>



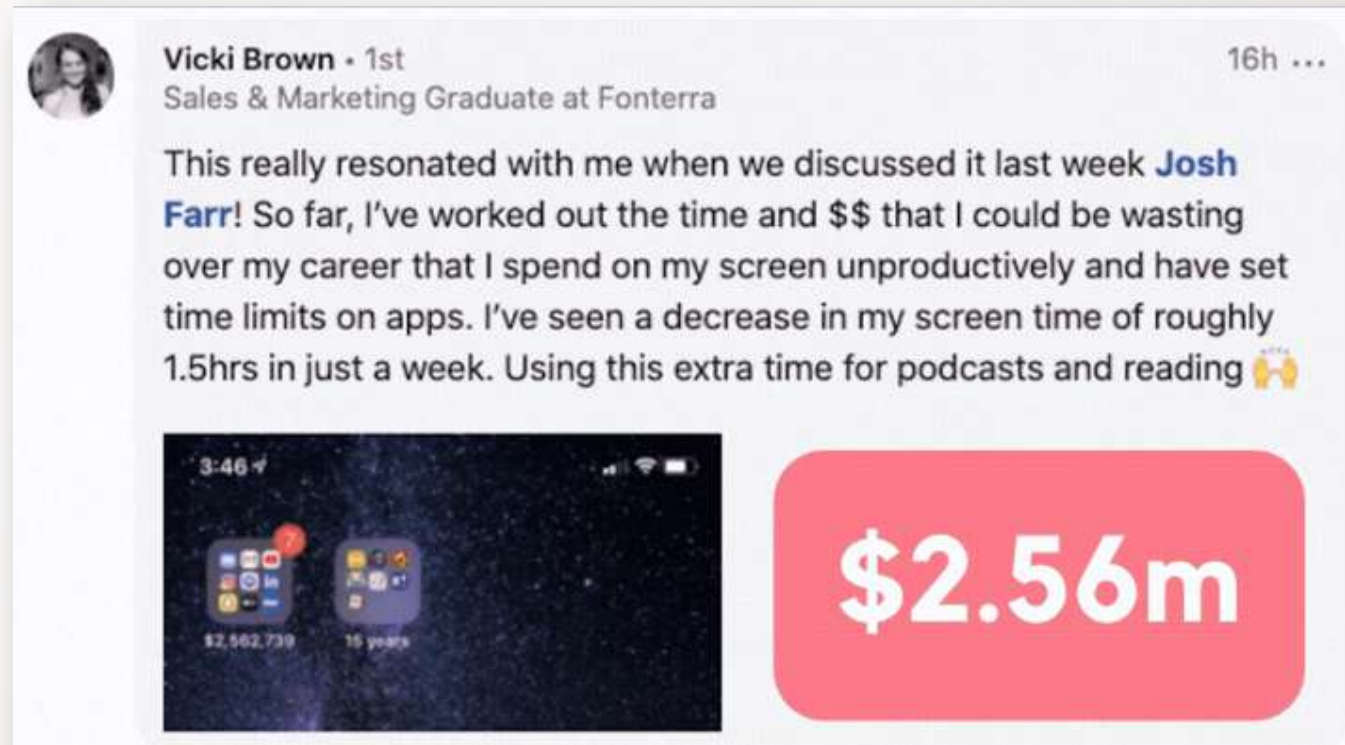
- \$24* per hour
- X hours per day = $\$y$ per day
(opportunity cost)
- 365 days = $\$z$ per year
- 13 years until you're 30
= $\$z$ per year

What's the cost of 1-hour of time?



- X hours per day = y hours per year
(opportunity cost)
- y hours = z days per year
- Live until you're 80 (World Bank)
= z days in life
= a years in life

I DARE YOU...



“Every hour of phone time daily is a $16.06 \times 365 \times 13 = \$76,204.7$ opportunity cost!”



Attention Residue (task switching)

Professor Sophie Leroy

Activity:

How did we miss an opportunity to use time productively in the last week?

Reflect on your past week, what are the top 5 ways you spent time on low-importance tasks?



What can we
do about it?

Re-allocating time

E.g. If you have reduced from 21-10 hrs of social media, how would you spend your 11hrs?

—> 7hrs reading

—> 4hrs exercising

Study

Reading

1hr/day = 7hr/week

Time with dog/nature

Meditation

Journalling

Visit family more

Exercise

1hr/day x 4 days = 4hr/week

New skill

Career

Fun/Adventurous/Holiday

URGENCY



IMPORTANT

ZONE 1

ZONE 2

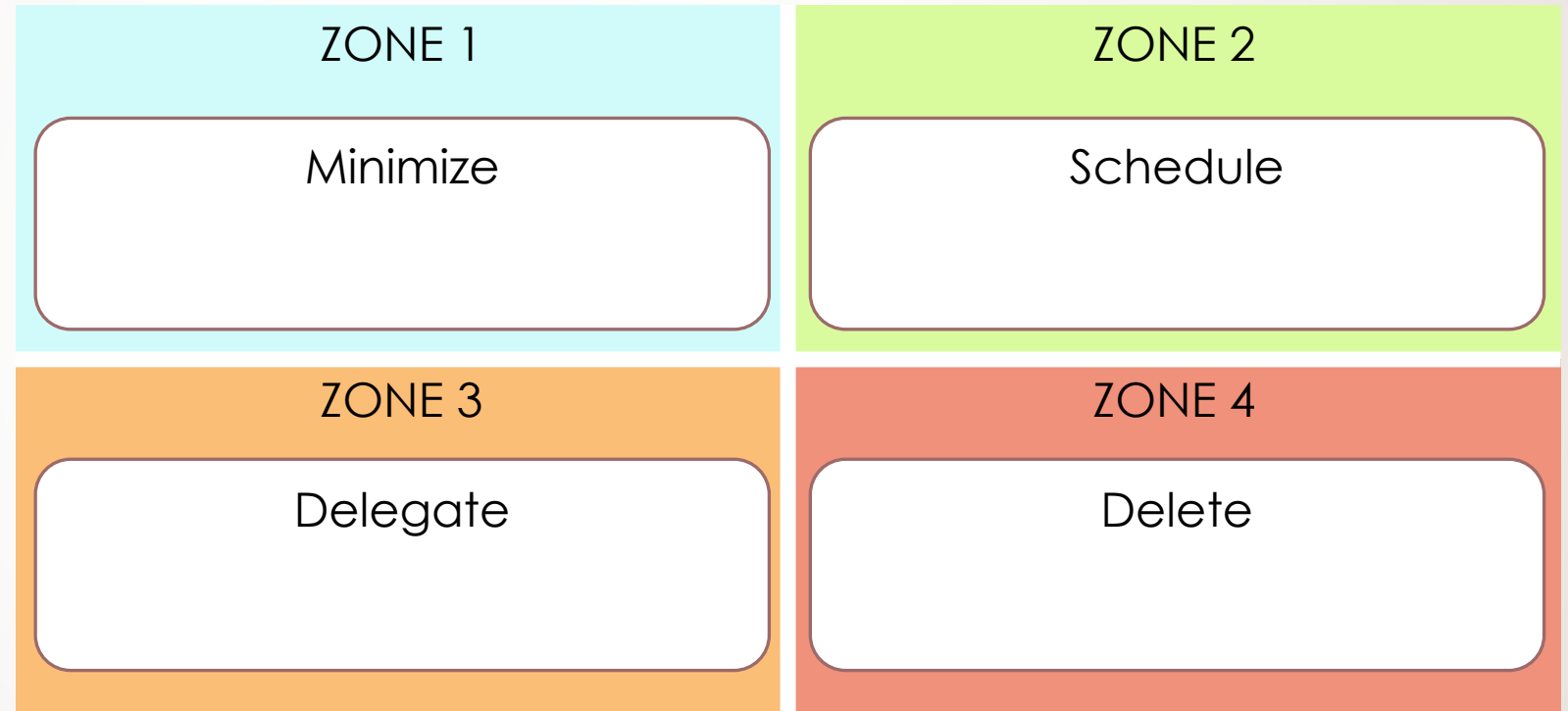
ZONE 3

ZONE 4

Source: 7 Habits of Highly Effective People (Stephen Covey)

URGENCY

IMPORTANT



Source: 7 Habits of Highly Effective People (Stephen Covey)

Key questions: **What am I _____?** and, **How am I _____?**

Today

< >

July 2020



Week

| | SUN 12 | MON 13 | TUE 14 | WED 15 | THU 16 | FRI 17 |
|--------|--------------------------------------|---|---|--|---|--|
| GMT+10 | | | | | | |
| 4 AM | | | | | | |
| 5 AM | | Design 5 – 7:45am | edits 5 – 6:15am | | NT Event blurbs & Email 4:15 – 5am | |
| 6 AM | | | Design 6:15 – 8am | Emails 6 – 7:30am | Make event briefs for SM 5 – 8am | Business Admin & Finances 6 – 7am |
| 7 AM | | | | | | Figure out certificate folder and en |
| 8 AM | | Exercise, 8am | Exercise, 8am | Charity : Water (1 Person Got Clear | msg [redacted] 1 cor text [redacted] bout | |
| 9 AM | | DONE!, updated logo slide, 8:30am | Walk 8:30 – 9:15am | Walk 8 – 9am | Exercise, 8am | Exercise, 8am |
| 10 AM | | Workshop #1: Team Development MD&HS 9 – 10:30am https://us02web.zoom.us/j/82717 | Coaching Video Script 9:15 – 10am | LL Post on LinkedIn, 9am | HackerExchange 9am, https://us0 | DONE!, 9am |
| 11 AM | | DONE!, 10:30am | LinkedIn Post, 10am | DONE!, 9:30am | Zoom: PY Talk with Josh Farr, 10a | RMIT Clubs #3 9:30am – 2:30pm https://us02web.zoom.us/j/82498 4713397 pwd=TDRBUxp4dzh12041RERqZD |
| 12 PM | LinkedIn Messages 11am – 12pm | Workshop #2: Self Awareness MD&HS 11am – 12:30pm https://us02web.zoom.us/j/88689 | Marketing Session for 11am, https://latrobe.zoom.us/j/91 | RMIT FE - Sem 2 10am – 12:30pm https://us02web 9637221781? pwd=QDBNSEZ2 mRKTUx223Jw3 | Call: [redacted] and Josh, 10:30am | |
| 1 PM | Coaching Website Design 12 – 4pm | Lunch 12:30 – 1:30pm | Lunch 12 – 1pm | DONE!, 12:30pm | Swinburne Committee Specific Workshop (Secretary) 11:30am – 1:30pm https://us02web.zoom.us/j/81801 094280 | |
| 2 PM | | Walk 1:30 – 2:30pm | CallL: Josh & [redacted] 1pm | UWA [redacted] Goal Setting 1 – 3:30pm https://us02web.zoom.us/j/88942 361874 | DONE!, 1:30pm | |
| 3 PM | | Design Videos 2:30 – 3:45pm | Strategic Planning 2 – 3:30pm https://us02web.zoom.us/j/84442 677973 | | Workshop #3: Service Leadership MD&HS 2 – 3:30pm https://us02web.zoom.us/j/85497 | DONE!, 2:30pm |
| 4 PM | | Send off Certificate names to SM, | Message [redacted], 3:30pm | Zoom: Josh & [redacted] 3:30pm, https://us02web.zoom.us/ | Download/uploa Email slides + to | #11 - Study Melbourne Leadership Labs, Goal-Setting: Where is my 3 – 4:30pm https://us02web.zoom.us/j/88903 |
| 5 PM | | LinkedIn and Mailchimp 4:15 – 5pm | Emails & LinkedIn, finalise coaching pitch 4 – 5:15pm | Recording Coaching Video, 4:30pm | Coaching: Call with J.A.R., 4pm | Email and invites to LL12 Graduation 4:30 – 6pm |
| 6 PM | Invite Study Melb participants, 5:30 | | | Call [redacted] 5 – 5:45pm | Email pitch for LinkedIn session to | |
| 7 PM | | | | Emails, 5:45pm | Prepare for networking, 5pm | |
| | | | | LinkedIn 6:15 – 7:15pm | Campus Leader: Networking Ever 5:30 – 7pm https://us02web | Networking Event CLC 5:30 – 7pm https://us02web |





Josh Farr

Upskilling University Student
Leaders: Founder, Campus
Consultancy | 2x TEDx Speaker |
Lecturer in Social Enterprise

[View full profile](#)



Josh Farr

Upskilling University Student Leaders: Founder, Campus Consultancy | ...

1d • Edited •

Where does your time go? ⌚ Using this approach, I completed 12 workshops for 517 leaders last week, read 2 books, slept 9hrs per night & had 39.5 hrs of free time. I also worked a 56.25 hr week. Here's how...

My breakdown:

- ❤️ Workshops 22 hrs
- 💻 Design 6 hrs
- 🕒 Lunch/Breaks 5 hrs
- ✉️ Emails 5 hrs
- 🌐 Website 4 hrs
- 🗣️ Meetings 4 hrs
- 💻 Online Design 2.75 hrs
- 💪 Coaching Prep 2.5 hrs
- 💻 LinkedIn Posts 1.5 hrs
- ✉️ LinkedIn Messages & Comment Replies 2.5 hrs
- 💰 Finances 1 hr
- + 🏃 Exercise 9.25 hrs

With 168-hours in the week, this means I spent 33% of my time working, 38% sleeping, 6% exercising & still had 24% (~40-hours) free!



Josh Farr

Upskilling University Student
Leaders: Founder, Campus
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Lecturer in Social Enterprise

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Here are 5-principles YOU can apply today:

1. PRIORITIZE - using 10 colors (max) & visually represent your top-10 priorities.
2. BLOCK - out chunks of time to focus on just 1-thing.
3. SAY NO - to unimportant things. I spent just 4-hours of meetings all week, all of them super valuable!
4. SAY YES - to things that stretch & challenge you. Make the time.
5. PLAN AHEAD - to do this, I plan workshop bookings 3-6 months ahead, design time 1-month ahead, meetings 2-weeks ahead & smaller details (emails) 1-week ahead.

Comment "More time please!" below if you'd like my FREE time-management online calculator private-messaged to you.

[#Leadership](#) [#TimeManagement](#)

Chunking



Chunking

Blocks of time for a single activity/outcome.

Remember to make **fat chunks** and to **pad** either side.

This means to give yourself a generous amount of time for a task (add in 20-50% extra time than you think) and give yourself some space either side of the task to prepare and wind down (I prefer 15-30 minutes outside of major tasks).

2-minute Rule



2-minute Rule

If a task can be completed in less than 2-minutes, do it now.



5 second rule



5-second Rule

If you struggle to start something, count down from 5 (e.g. 5-4-3-2-1) and when you hit “1” take an action step (e.g. getting out of bed in the morning or starting an assignment).



Create
triggers

4 Trigger Moments



Walking through a door



Having a shower



Waking up in the morning



Friday afternoon

What could each of these moments *trigger* you to do/not do?



60 Time



Minimum!



It takes
18-254 days
(average of 66)
to form a habit.



Schedule 60 time

- ✓ Schedule **SIX&60** time to save 60minutes with 6-minutes of scheduled daily planning
- ✓ Schedule **60&YOU** time for the first hour of the day (10-mins mindfulness, 30-mins exercise, 20-mins learning)
- ✓ Schedule **60&ONE** time for the next hour of the day to be **focussed** on your #1 goal/priority for the day
- ✓ Schedule **60&RAP** (*Reflect-Analyse-Plan*) time for the last hour of the week (Friday 4pm-5pm) to analyze how well you spent your time and plan for next week



Books

Mindset, by Carol Dweck

Leaders Eat Last & Start With Why, by Simon Sinek

The 7 Habits of Highly Effective People, by Stephen Covey

Daring Greatly, by Brené Brown

Good to Great, by Jim Collins

LinchPin, by Seth Godin

Radical Acceptance, by Tara Brach

The Effective Executive, by Peter Drucker

Hope In The Dark, by Rebecca Solnit

TED Talks

[Amy Cuddy](#) (Body Language)

[Anika Molesworth](#) (Being The Change)

[Simon Sinek](#) (Golden Circle)

[Dan Pallotta](#) (Charity Reframed)

[Rita Pierson](#) (Education)

[Angela Duckworth](#) (Grit)

[Tim Ferriss](#) (Fear Setting)

[Susan Cain](#) (Introverts)

[Drew Dudley](#) (Small Acts of Leaders)

[Brené Brown](#) (Vulnerability)

... and **me** [Josh Farr](#) (Leadership)



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Campus Consultancy

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<https://docs.google.com/forms/d/e/1FAIpQLSftYbzS4UVS4FEQEKNiOjPIQaSDVoMChoM4q6u-0XnQPloRdA/viewform>

Can I help?

Contact me at josh@campusconsultancy.org

Type “**Josh Farr**” on LinkedIn or search:

www.linkedin.com/in/joshdfarr

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