

Time Management and Self Organizing



Session 1: Effective Planning & Prioritizing

Agenda



PART 1: The Value-Effort Matrix
The importance of focused attention
Working with the matrix

**PART 1: Effort Estimation Challenges
and the 3 Methods**



The Marshmallow Test



15-year longitudinal study done in Dunedin, New Zealand.

OUTCOME:

The study rigorously tested more than one thousand children on their cognitive control, and then tracked them down again when they had reached their 30s. Astonishingly, their childhood **ability to focus in the face of distraction** was a **stronger predictor of their adult success** than both their IQ and the financial status of the families.

2 Types of attention



“Top-down” attention:

we actively decide what receives our attention.

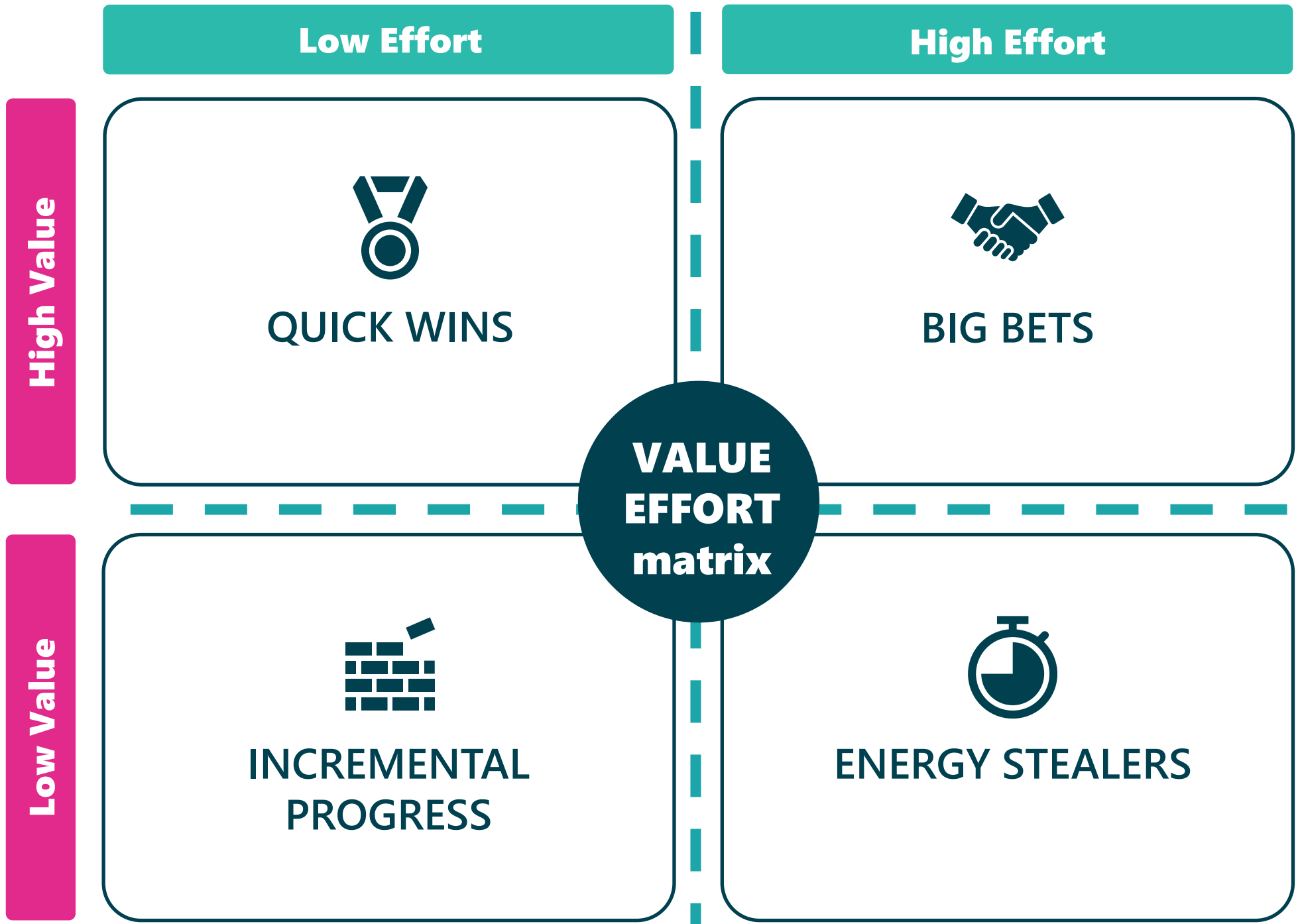


“Bottom-up” attention:

letting our focus be dictated by the stimuli around

= we focus on the “marshmallow”

Daniel Goleman, Focus



Low Effort

High Effort

High Value

What can you quickly do to **unlock** important projects and initiatives?
What is the first step you could take now?

Which of your activities/ projects have **the biggest impact?**

What **do you lose** if you don't focus on what is bringing value?

What's the **first step** you can start with?

Which activities are **dependent on each other?**

When is **the first slot** you can **schedule** to start working on this?

Value Effort Matrix

Low Value

Are you **the only one** able to do the task?
Who else could do it, within or outside the team? **To whom** can you **delegate to?**
Could the task be done **in another way / with less effort?**

If you had only **half of the time**, how could we complete the task?

What can possibly happen **if you won't do this task** anymore?

Can the task be **removed** without significant impact?

Can the task be **rescheduled?** Until when?

Can the task be **automated** in the future?

