Creating Goals and Organizing Yourself

- Time is a finite resource & it is unbiased
  - Everyone has the same 24-hours in a day
- Managing time versus managing your focus
  - the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity
  - a state or condition permitting clear perception or understanding, to concentrate attention or effort

A Mindful Approach to Organizing Yourself

"Being mindfully focused is actually a more energy efficient state of living and working and can help you see more clearly the roles that stress and time management play in your life. The little bit of energy that you invest in staying mindful is far less than all the energy you burn up in the tension and distraction of ordinary mindless living."

Why mindfulness is a superpower?

CEW+

A Mindful Approach
with The Pomodoro Technique

- Consider your thoughts & emotions while organizing & planning
- Make progress, even when you are stuck or overwhelmed
- Learn more about how you work and learn
- Develop awareness of how long it takes you to do a task or project
- Lower your stress and/or anxiety while being productive
- Allow for free time that you can enjoy without guilt

The Pomodoro Technique

- productivity and time management technique developed in the 1980s by Francesco Cirillo
  - work in short intervals and take short, regular, timed breaks or pomodoros
- developed as a college student using a kitchen timer shaped like tomato
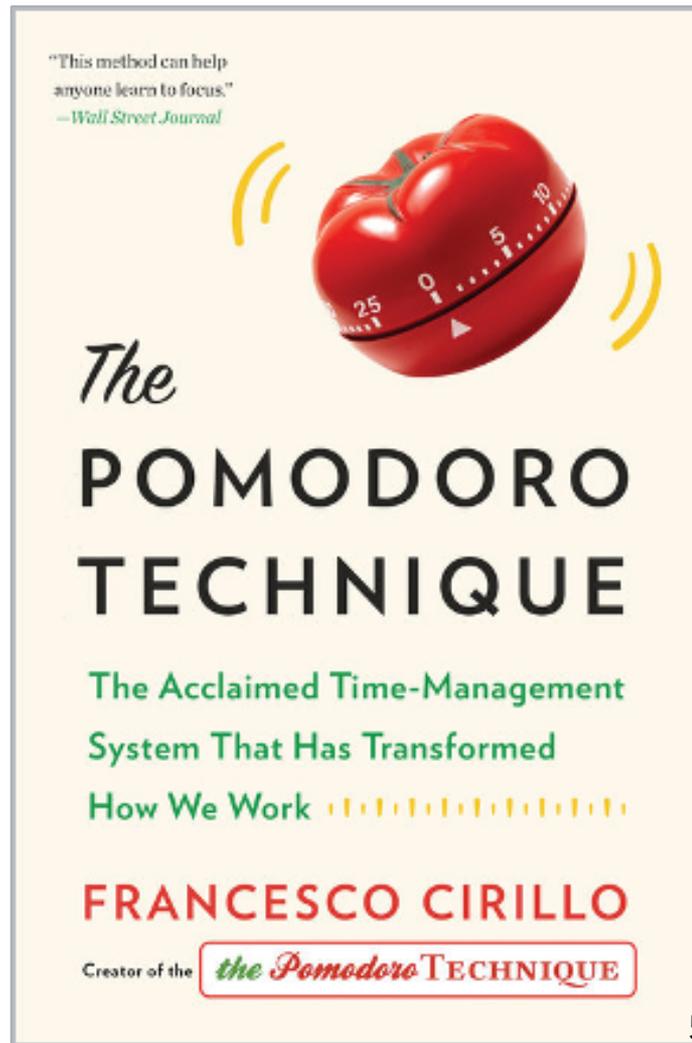 - pomodoro means tomato or "apple of gold" in Italian
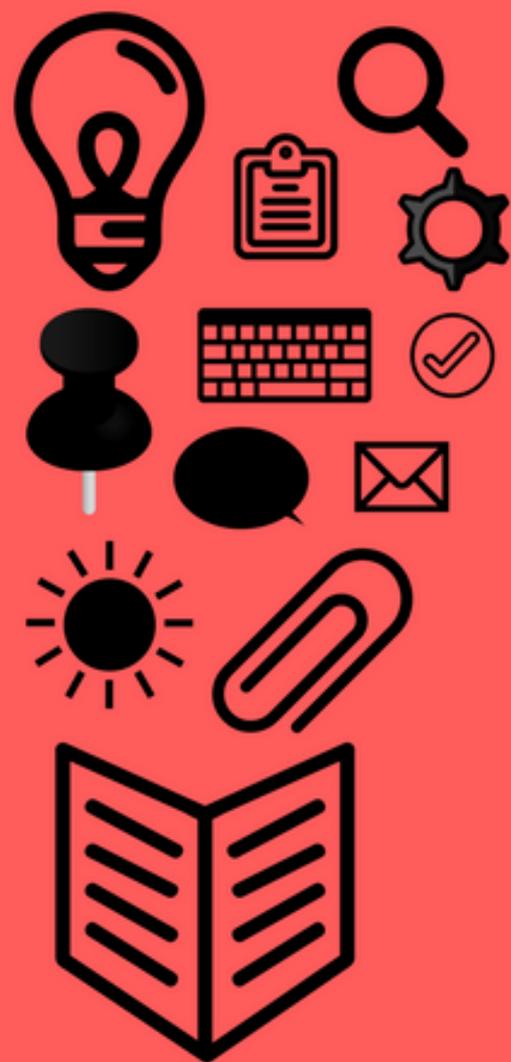
"This method can help anyone learn to focus"

-Wall Street Journal

So, where can you find the book?

Audiobook $5 - 15 (Google play, Amazon)

Hardcopy $19.95 (Barnes-n-Nobles or Amazon)

https://youtu.be/VFW3Ld7JO0w

"This method can help anyone learn to focus."
—Wall Street Journal

The POMODORO TECHNIQUE

The Acclaimed Time-Management System That Has Transformed How We Work

FRANCESCO CIRILLO

Creator of the the Pomodoro TECHNIQUE

Get started with
THE POMODORO TECHNIQUE

1 Identify your tasks for the day

2 Set a timer for 25 minutes

3 Work for the duration of the timer

4 Take a five minute break

★ After every fourth break, take a longer break of 15-30 minutes

A Mindful Approach + The Pomodoro Technique

1. Create a brain-dump what needs to get done (no organization needed)
2. Organize brain-dump by priorities (deadlines, timeline, preference)
3. Reorganize brain-dump into level of difficulty and # of pomodoros needed
4. Assess how much time you will work for
5. Assess how you are feeling about your organized work list and tasks
6. If needed reorganize priorities and set goals thoughtfully, set yourself up for success
7. Keep track of not only the progress but also stay aware of feelings and thoughts

A DAY IN POMODOROS

🍅 = 1 pomodoro = 25-minute focused work session + 5-minute break

🍅🍅🍅🍅

20-minute coffee break

🍅🍅🍅🍅

30-minute lunch break

🍅🍅🍅🍅

20-minute walking break

🍅🍅

TASKS	NUMBER OF POMODOROS TO COMPLETE
Write article first draft	🍅🍅🍅🍅🍅🍅
Check my email and messages	🍅
Plan article promotion	🍅🍅
Admin tasks	🍅
Check my email and messages	🍅
End-of-day review and prep for tomorrow	🍅

12 POMODOROS

The Pomodoro Technique - Tracking & Task Forms

Additional Resources for Organizing & Focus

Any.do— easy-to-use mobile app keeps your to-do lists and calendar in one central location and syncs between devices and platforms.

Remember the Milk—this is another fun mobile app that helps you manage to-do lists across multiple devices and users

Wunderlist—organize and share lists and tasks, get reminders, and assign items to others with this user-friendly app

Additional Resources to Increase Productivity

RescueTime—runs in the background of your desktop computer or smartphone, tracking how much time you spend on various sites and apps, and then provides a detailed report on where you spent your time

Toggl—free web-based time-tracking app to create tasks and then track the time you spend on them, so you can see where your time is going and adjust if needed

Freedom—reduce distractions and improve productivity with this app that blocks websites and apps on your smartphone or desktop computer

Evernote – manage work tasks, presentations, and school projects.

Remember the Milk – offers students an easy way to add assignments and prioritize

coursework

Additional Resources to Increase Productivity

MyLifeOrganized – provides task lists management with specific goals in mind across multiple devices (IPhone, Windows, or Android), clean and simple drag-and-drop interface allows you to rearrange tasks within a plain list or organise them into a tree.

myHomework Student Planner-- gives you a calendar in which you can track your upcoming assignments, exams, projects and other important events; also has a homework widget.

Trello – allows you to organize projects through boards, you can customize either solo or with others for a group assignment

Forest - An interesting way to help you beat phone addiction and overcome distraction. Turn your focused moments into a lush forest (Apple and Googleplay)