

Squiggly Careers PodSheet



Time and how to use it

Redefining our relationship with time

We live in a world of infinite inputs but we are finite individuals.

Our relationship with time can often feel like a game of tug of war. Something has got to give and tough choices have to be made for us to use our time more efficiently.



"Kondo" your To-Do List



“ Letting go is even more important than adding. ”

Marie Kondo

Ideas for action



Stick with projects to make better progress

Identify 1 major goal to complete in each area of your work, up to a maximum of 5.



Resist the urge to multi-task major goals.



Limit your work-in-progress

Create an open and closed to-do lists. Open lists have unlimited entries. Closed lists have a maximum of 5 to focus attention.



Only move tasks into your closed to-do list when a slot is free.

? Consider how you could evolve your relationship with time:



PAST *What productivity problems have I had?*

PRESENT *How do I spend my time today?*

FUTURE *What can I do to better maximise my time?*

Best piece of career advice

“

If there is something you want to do with your life, you should probably do it.

Realise that the people you think you're going to disappoint will not be or maybe their disappointment is a price worth paying.

”

Oliver Burkeman

Coach Yourself Questions



What are the 5 most important tasks on your to-do list?



What does 'time well spent' mean to you?

Recommended resources



Four thousand weeks

Exploration of our relationship with time from journalist and author Oliver Burkeman



The Psychology of Time

Psychologist Philip Zimbardo on recalibrating our outlook on time to improve our lives



How to get practical with your productivity

Squiggly Careers Podcast #176

Amazing if