

A stylized illustration of a person in a dynamic, almost contorted pose. The person is wearing a green and black striped shirt, orange pants, and green sneakers with white socks. They have a yellow headband, sunglasses, and a green face. A yellow line is drawn around their head, and a blue line is drawn around their torso. The background is a solid orange color.

Thinking Tools

Module 2 – Mind Management

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Challenges in Time Management

- Weekly todo list, struggle with figuring out what to do
- Deadlines
- Time optimism
- Prioritizing, planning, routines, limits and reducing scrolling time
- Procrastination, high expectations
- Manage allocating time
- Too many things at the same time
- Artificial deadlines
- No big picture
- Poor utilization of the calm before the storm

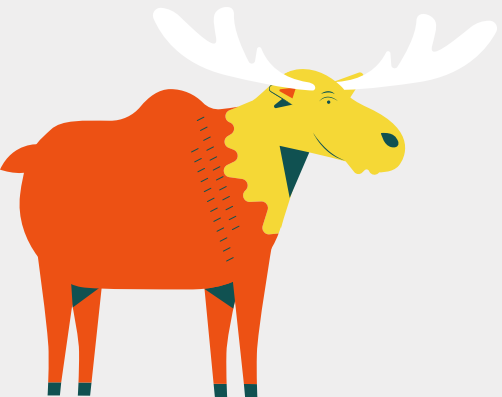
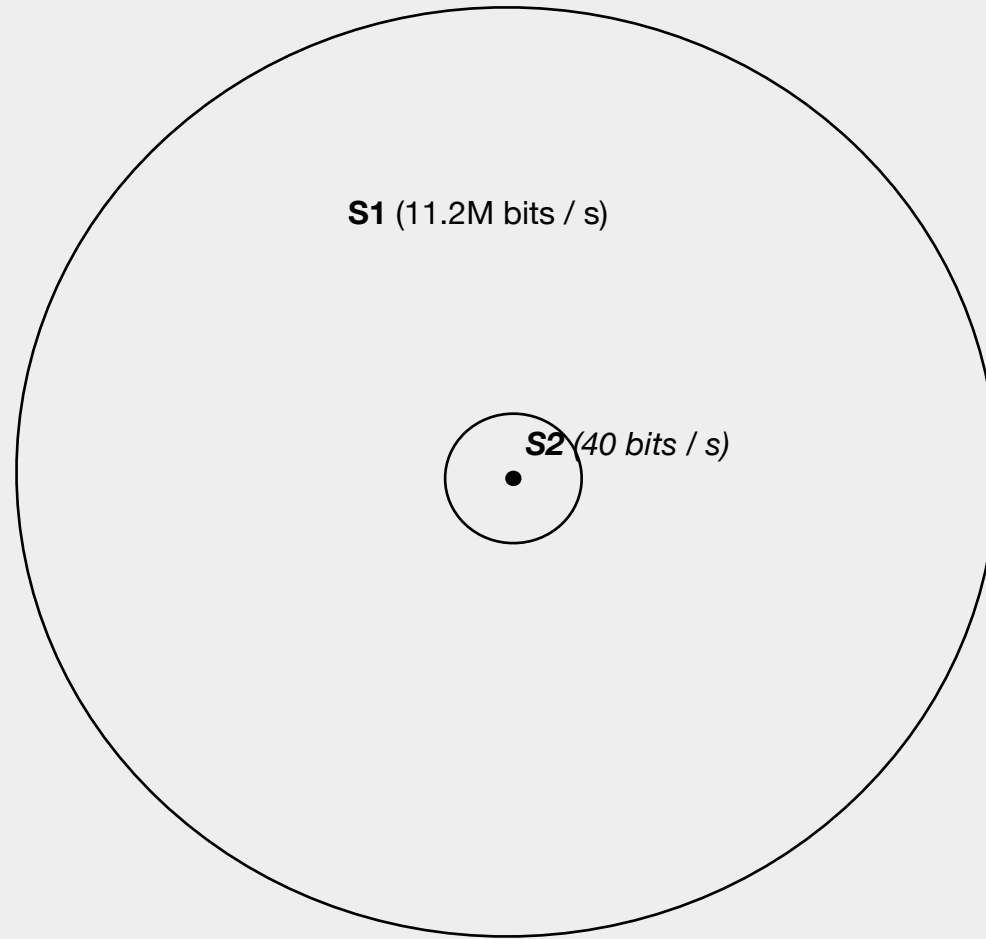


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RGH
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Dual Processing



Break

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Flow and Zeigarnik Effect



Getting Things Done



Allen, D. (2001). *Getting Things Done: The Art of Stress-Free Productivity*. Penguin Books.



Getting Things Done



Allen, D. (2001). *Getting Things Done: The Art of Stress-Free Productivity*. Penguin Books.

Workshop Briefing

- Goal Setting
- Task Management
- Prioritization

Bring the notes from the Good Life workshop to get started.



Thank You



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