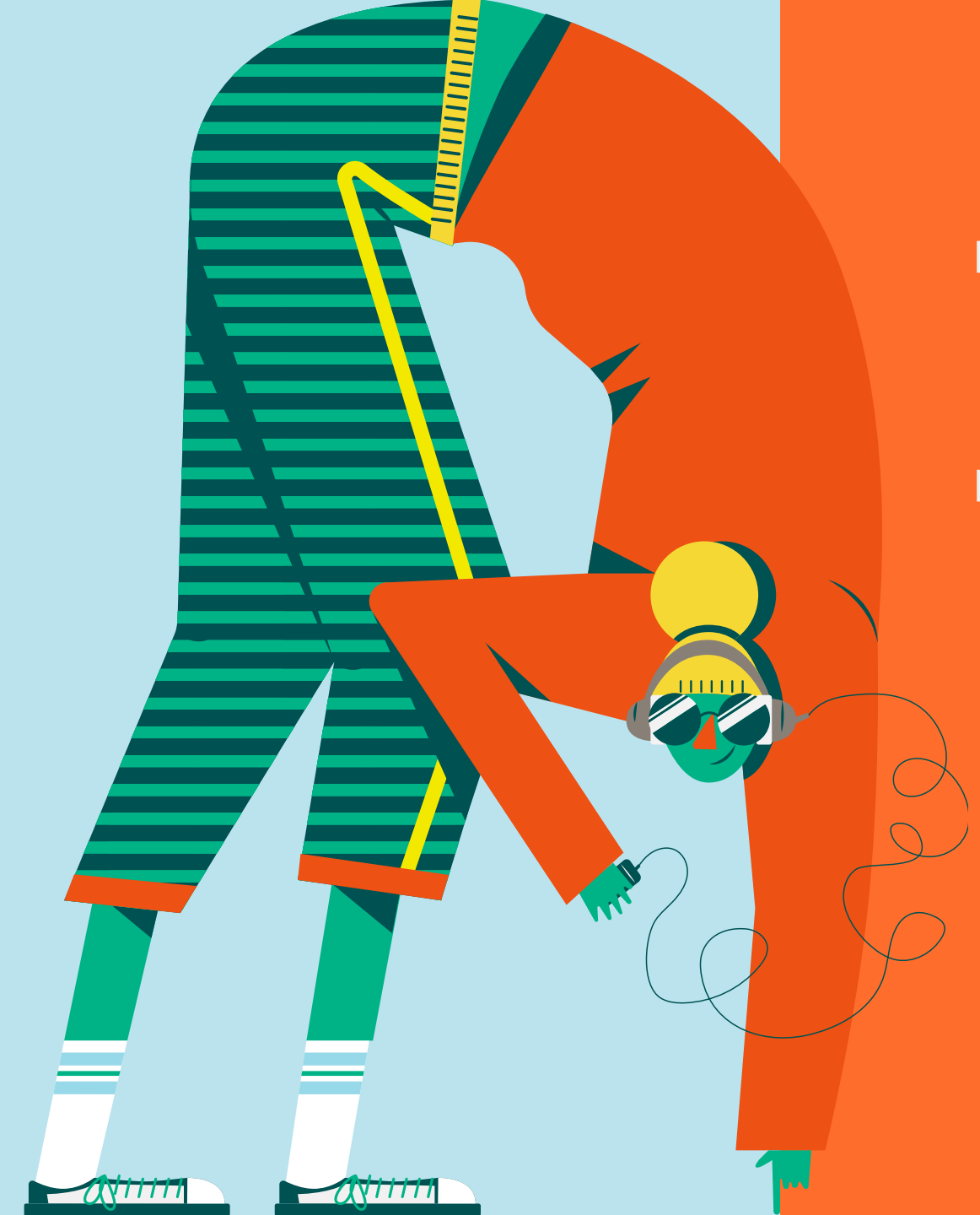

Thinking Tools

Module 2 – Mind Management

Workshop

Lauri Järvilehto, PhD

Professor of Practice

Aalto University

Aalto Ventures Program

Workshop Briefing

- Goal Setting
- Task Management
- Prioritization

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GOAL SETTING

Mind Management

1. **Mind Dump**

2. **Build List of Actions**

- **Delete / Do / Delegate / Defer**
- **Create PROJECTS Identify FIRST ACTION**
- **Organize List of Actions**

3. **DO**

Mind Management

1. **Mind Dump**

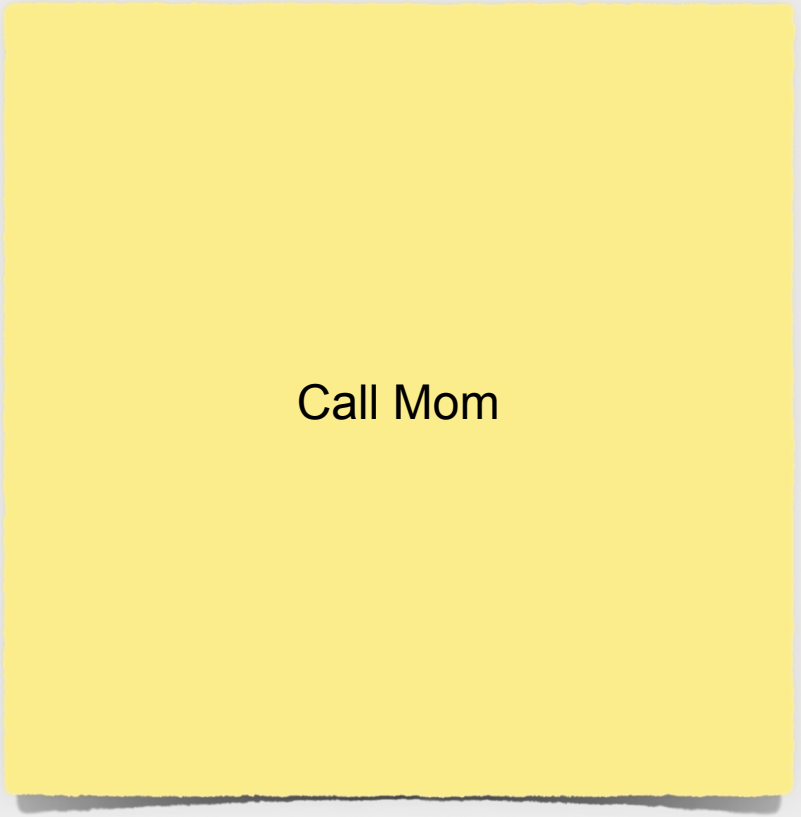
2. **Build List of Actions**

- **Delete / Do / Delegate / Defer**
- **Create PROJECTS Identify FIRST ACTION**
- **Organize List of Actions**

3. **DO**

Create a note for each TASK:

Leave enough
space on each Post It:



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Create a note for each TASK:

Write thesis

Buy milk

Call Mom

Wash clothes

Build guitar

Vacuum clean

Write email invitation to friends

Buy phone charger

Waiting for Amazon order

Print notes

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Refresher Words

Work

Unfinished projects

Projects to begin

Commitments

- superiors
- peers
- employees
- other colleagues
- customers
- contractors

Communication

- phone calls
- emails

Planning

- objectives
- unfinished projects
- future projects
- marketing
- organizing
- future events
- meetings
- presentations
- travel

Home

Unfinished projects

Projects to begin

Commitments

- spouse
- family
- friends
- professionals
- borrowed items

Voluntary work

Communications

- family
- friends

Future events

- birthdays
- anniversaries
- marriages
- graduations
- vacations
- trips
- weekend trips
- cultural events
- sports events

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Break

Mind Management

1. **Mind Dump**

2. **Build List of Actions**

- **Delete / Do / Delegate / Defer**
- **Create PROJECTS Identify FIRST ACTION**
- **Organize List of Actions**

3. **DO**

Mind Management

1. **Mind Dump**
2. **Build List of Actions**
   - **Delete / Do / Delegate / Defer**
   - **Create PROJECTS Identify FIRST ACTION**
   - **Organize List of Actions**
3. **DO**

Mind Management

1. Mind Dump
2. Build List of Actions
3. DO

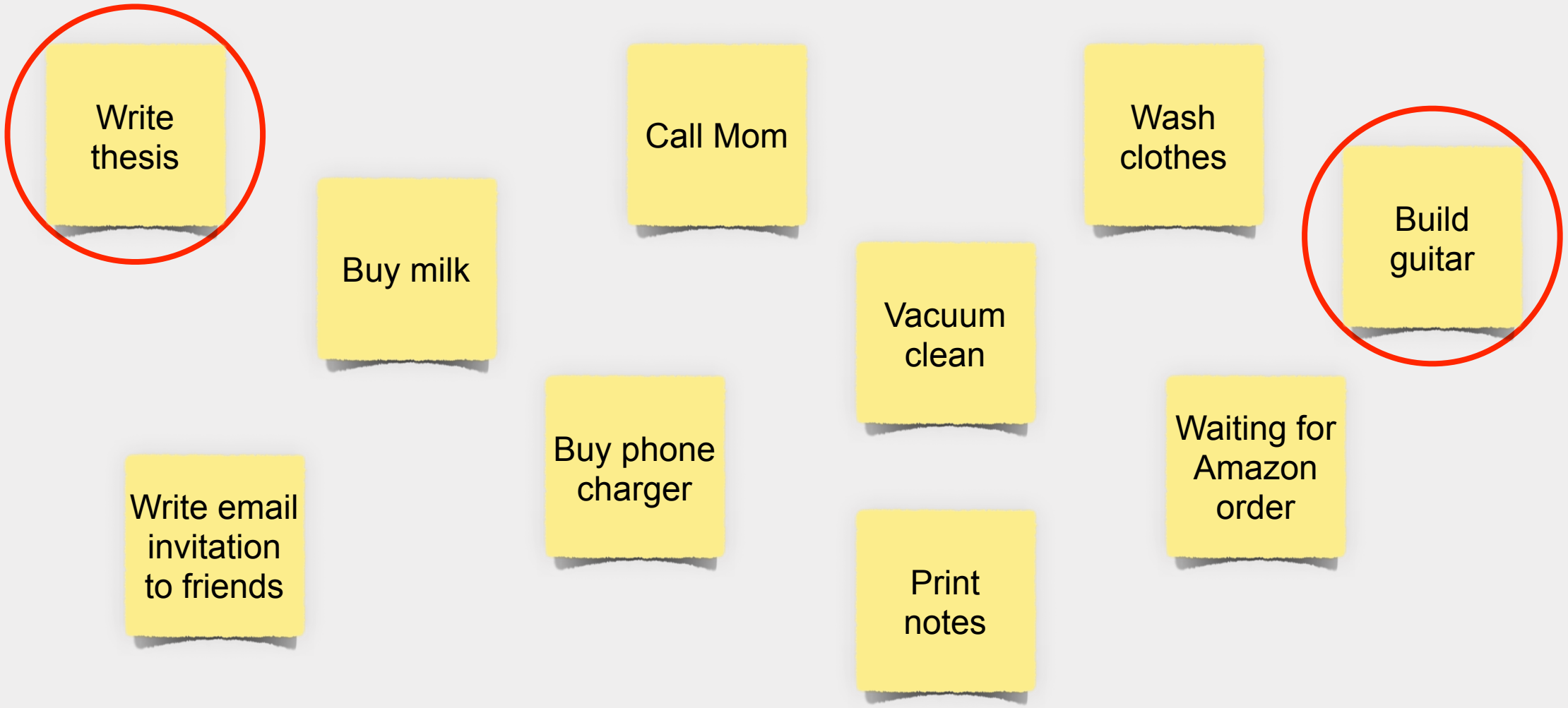
Delete / Do / Delegate / Defer

Create PROJECTS
Identify FIRST ACTION

Organize List of Actions

TASK = ACTION (single action) or PROJECT (multiple actions)

Identify PROJECTS & Create FIRST ACTIONS



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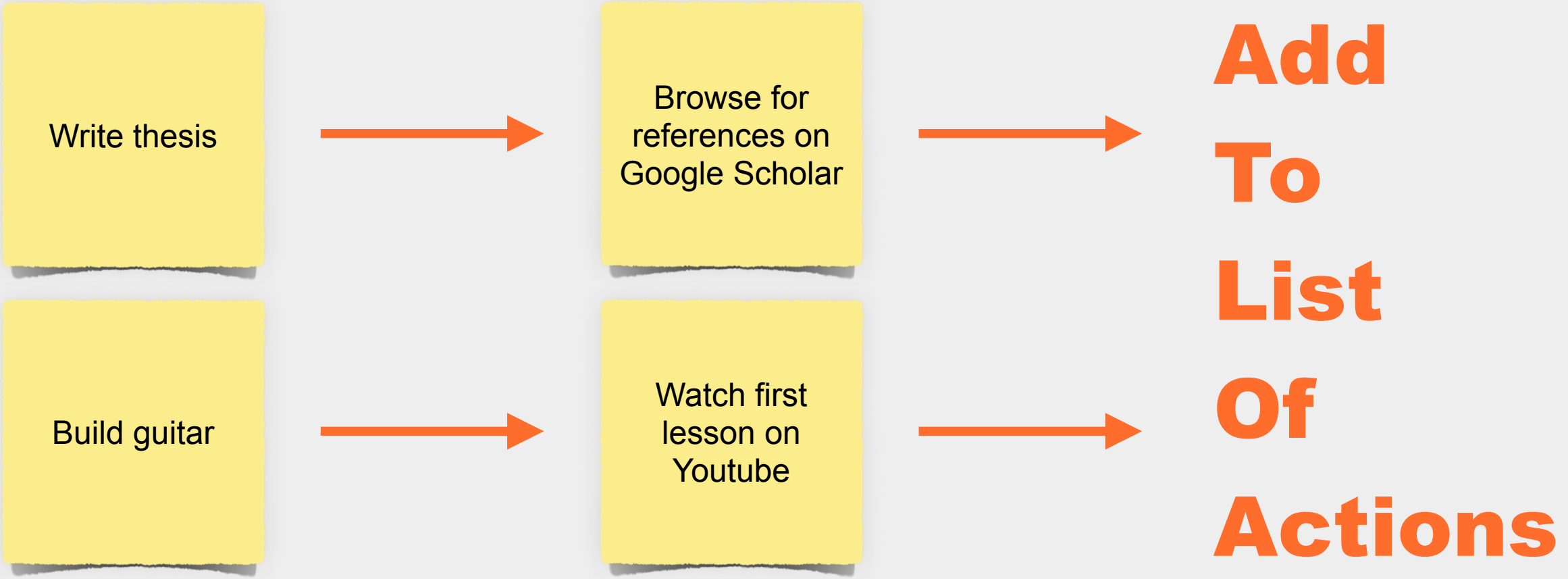
Identify PROJECTS & Create FIRST ACTIONS



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Add Project Name to Action

Browse for references
on Google Scholar

Write Thesis

Mind Management

1. Mind Dump
2. Build List of Actions
3. DO

Delete / Do / Delegate / Defer

Create PROJECTS
Identify FIRST ACTION

Organize List of Actions

a. CONTEXTS
b. DO DATES

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Contexts

Home

Office

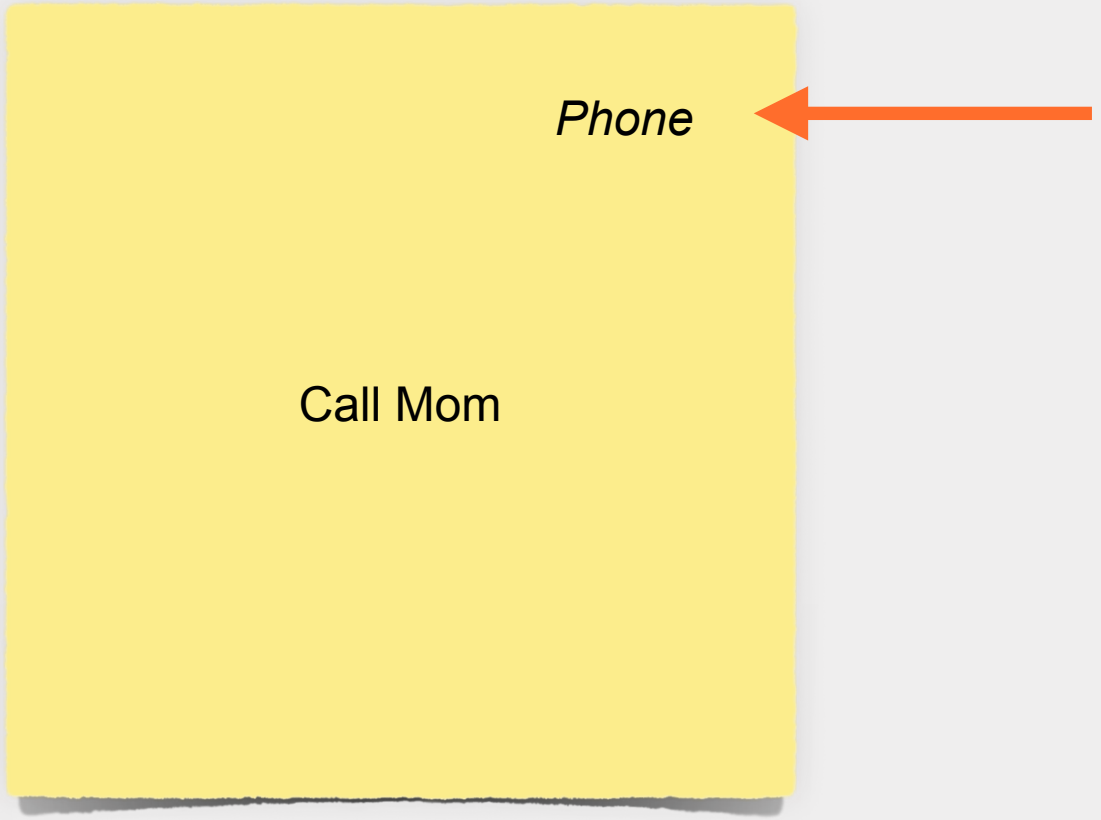
Errands

Phone

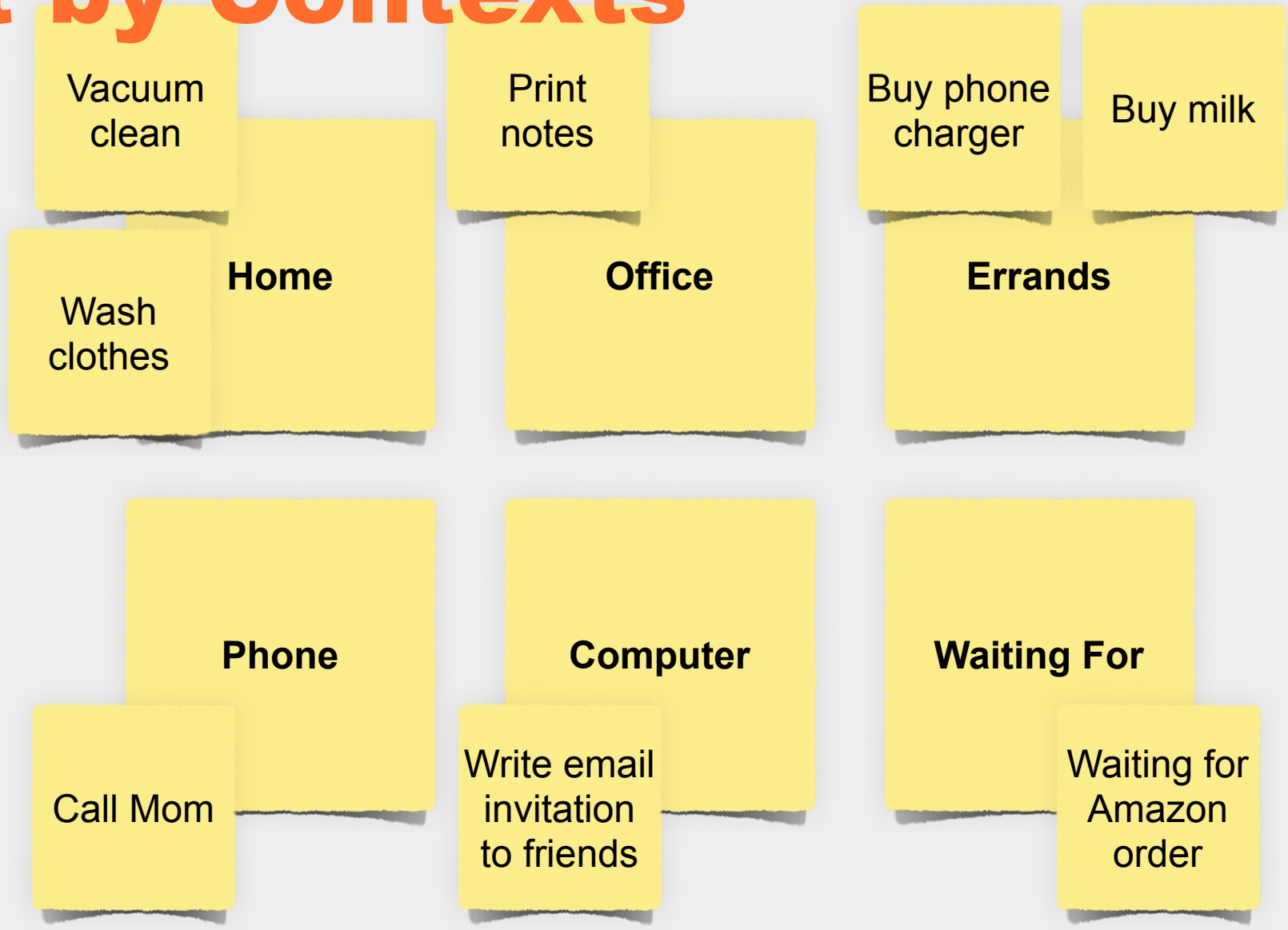
Computer

Waiting For

Add Contexts



Sort by Contexts



Mind Management

1. **Mind Dump**
2. **Build List of Actions**
3. **DO**

Delete / Do / Delegate / Defer

Create PROJECTS Identify FIRST ACTION

Organize List of Actions

a. CONTEXTS
b. DO DATES

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Add Do Dates

2.4.2022 *Phone*

Call Mom

Finished Actions

2.4.2022 *Phone*

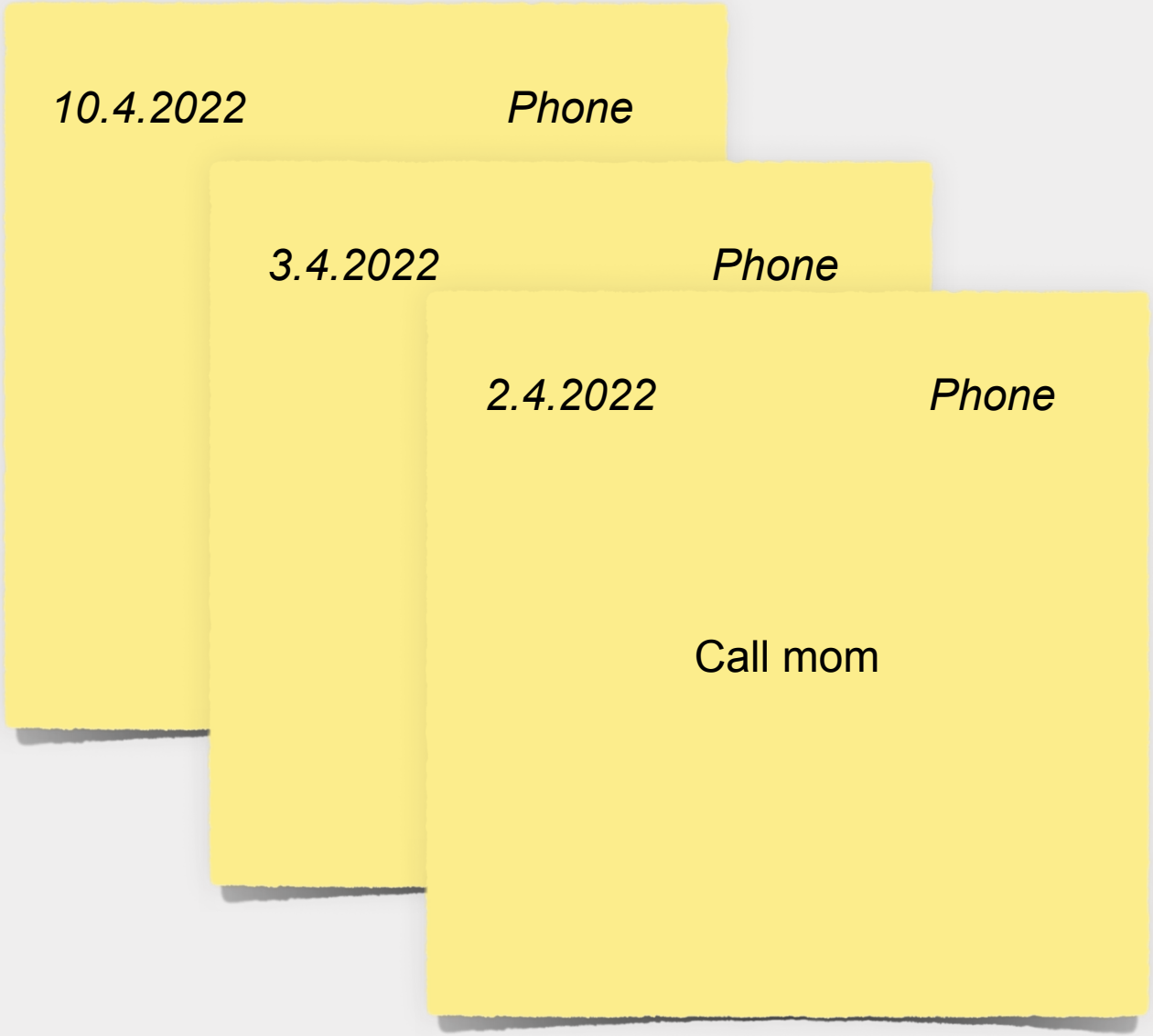
Call Mom

30.3.2022 *Computer*

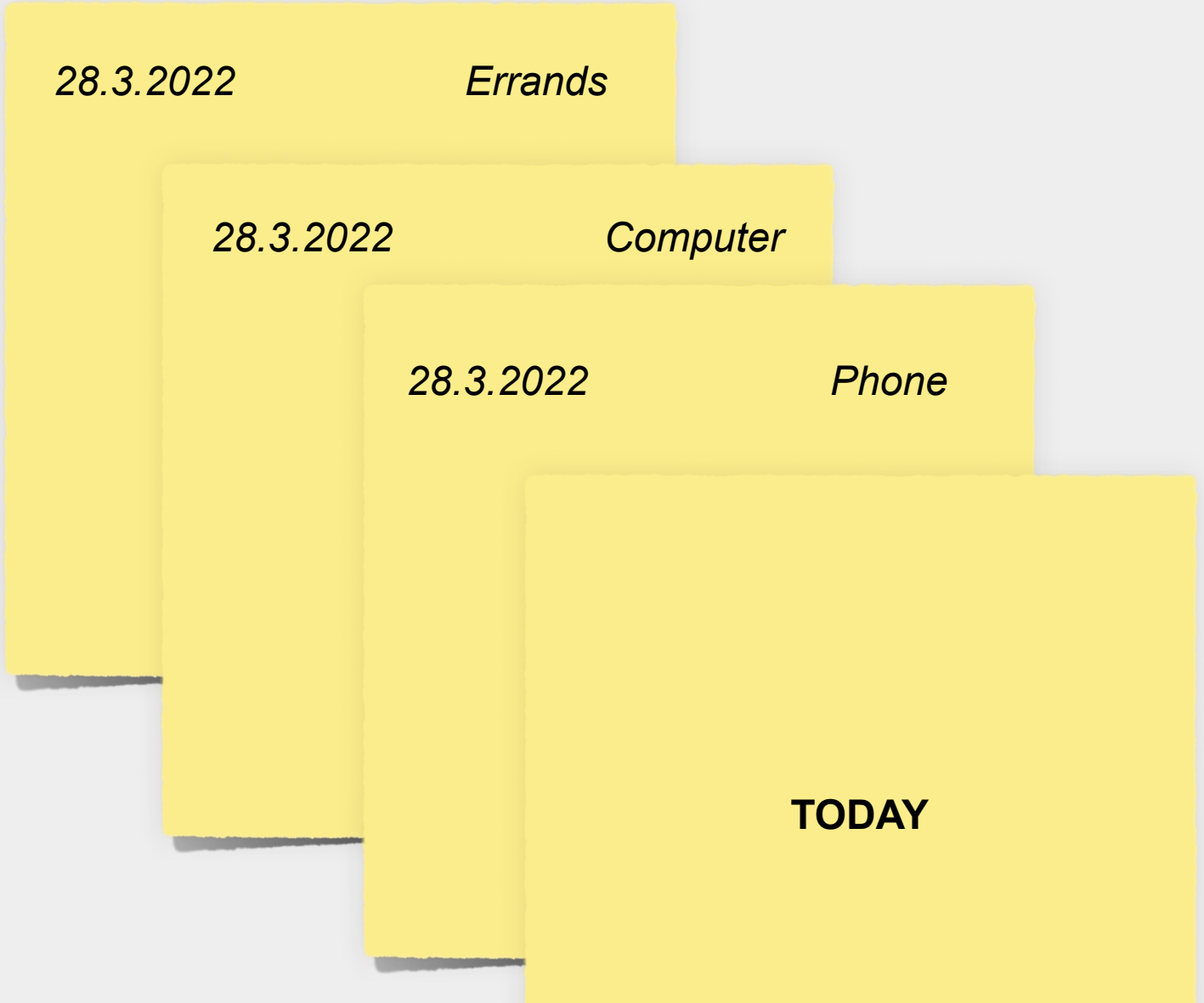
Browse for references
on Google Scholar

Write Thesis

Organize by Do Dates



Make TODAY Pile



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List of Next Actions

Home

Office

Errands

TODAY

Phone

Computer

Waiting For

PROJECTS

Mind Management

1. **Mind Dump**

2. **Build Task List**

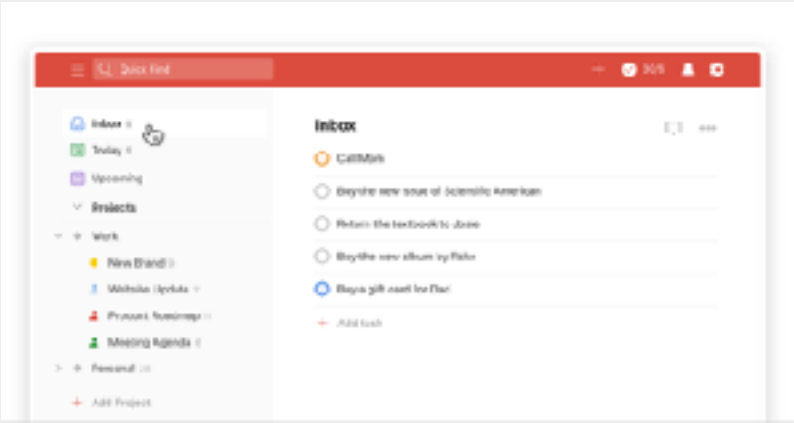
- Delete / Do / Delegate / Defer
- Create PROJECTS Identify FIRST TASK
- Organize Task List

3. **DO**

Criteria for Action

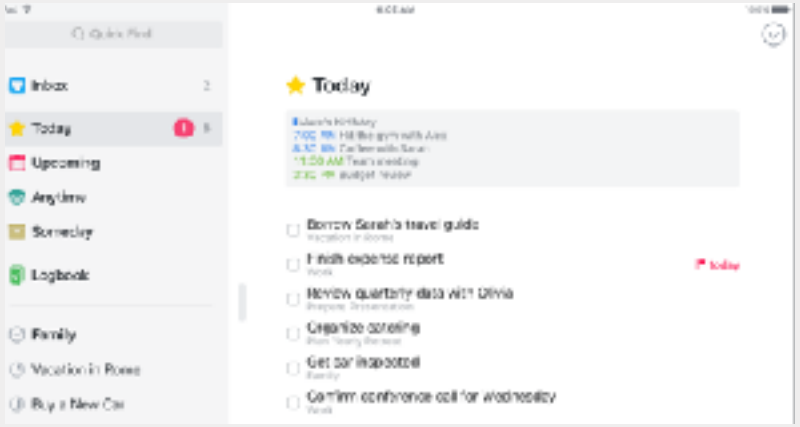
1. Choose actions from your List of Next Actions based on your **energy levels** and **the time you have.**
2. **Environment:** quiet and uninterrupted (focus), noisy and stimulating (create)
3. Block similar tasks together to batch process.

Recommended Apps



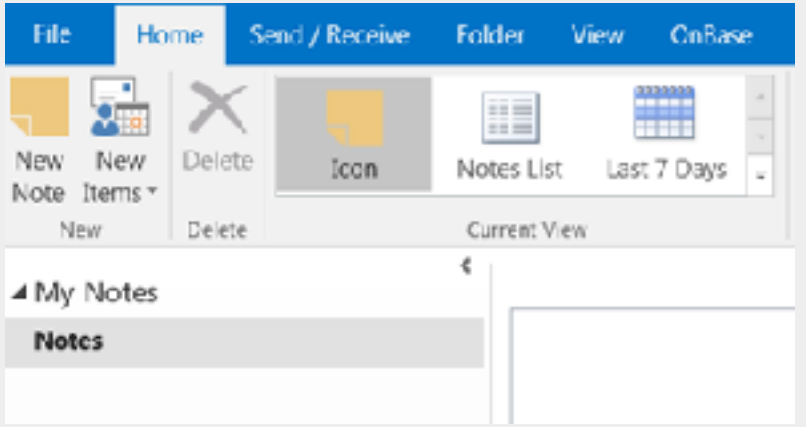
www.todoist.com

The Best



www.culturedcode.com/things/

Good Alternative



www.outlook.com

Ubiquitous

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PRIORITIZATION

Thank You

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