

# Good Life Engine

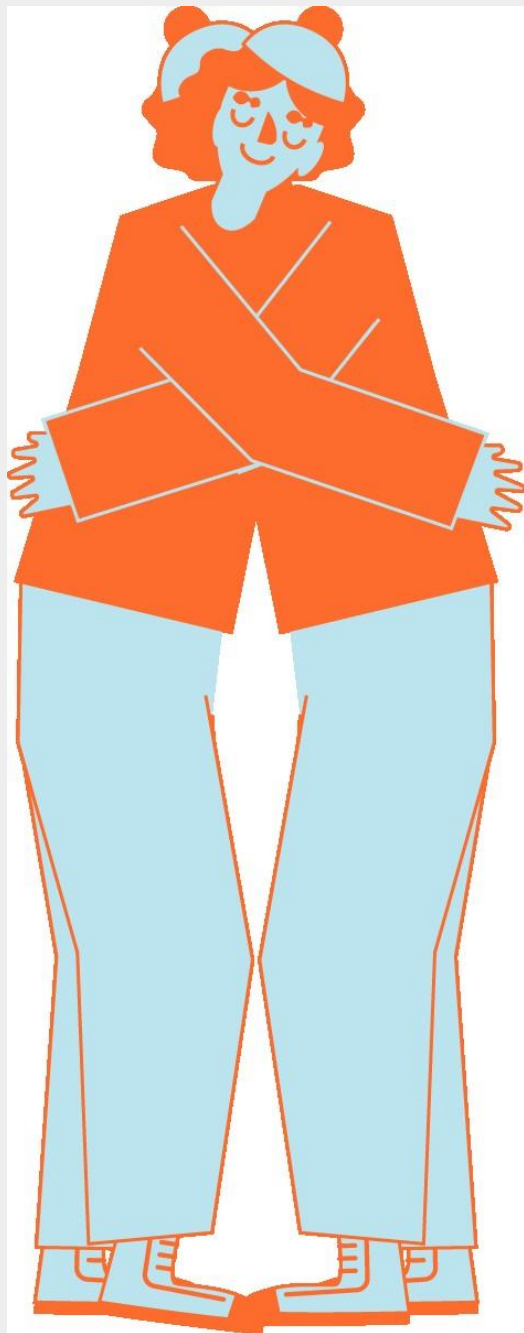
Time  
management.  
How will you  
get there?

*Lidia Rauramo, Anna Dementyeva*

# Exercise 1.

Discuss in groups your goal setting process: was it easy or difficult, did you learn about yourself something new? If yes, what was it?





Exercise #1 with showing your path with steps, after show your pair path with steps.

# 01

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# Time management

**Exercise 2.  
How do you  
perceive time?  
(Group  
discussion).**

“Digging deeper into the relationship between culture and time, research has also uncovered that the pace of life feels faster and time more scarce in cultures where time is viewed as a straight line along which one progresses and where individuals typically let an external clock dictate when tasks begin and end. In contrast, life tends to feel less rushed and time more abundant in cultures where time is viewed as a circular system in which the same events repeat according to some cyclical pattern and where tasks are planned relative to other tasks (and people transition from one to the next when they internally sense the former task is complete).” Melanie Rudd, *Feeling short on time*.

# ***How do we perceive time? Models of temporal perception***

***Historical***

***Cosmological***

# Do we really work more?

Menzies (2005) documented that many people feel as if there aren't enough hours in the day and that people perceive that they are working longer and harder than ever before". "Robinson and Godbey (1997) argued that national surveys (US) documenting an increase in reports of time pressure are not necessarily grounded in either an actual lack of free time or more time spent working. Careful analysis of time diary studies over the last five decades shows that the number of hours worked have remained relatively constant (e.g., Aguiar & Hurst, 2007)."

"perceived time pressure can arise from people feeling they lack sufficient time to do all the things that they want to do (Restegary & Landy, 1993)" DeVoe, Sanford E., and Jeffrey Pfeffer.



# **Higher Economic Value of Time Increases Feelings of Time Pressure (Sanford E. DeVoe)**

**The more you earn, the more tight of time you feel.**

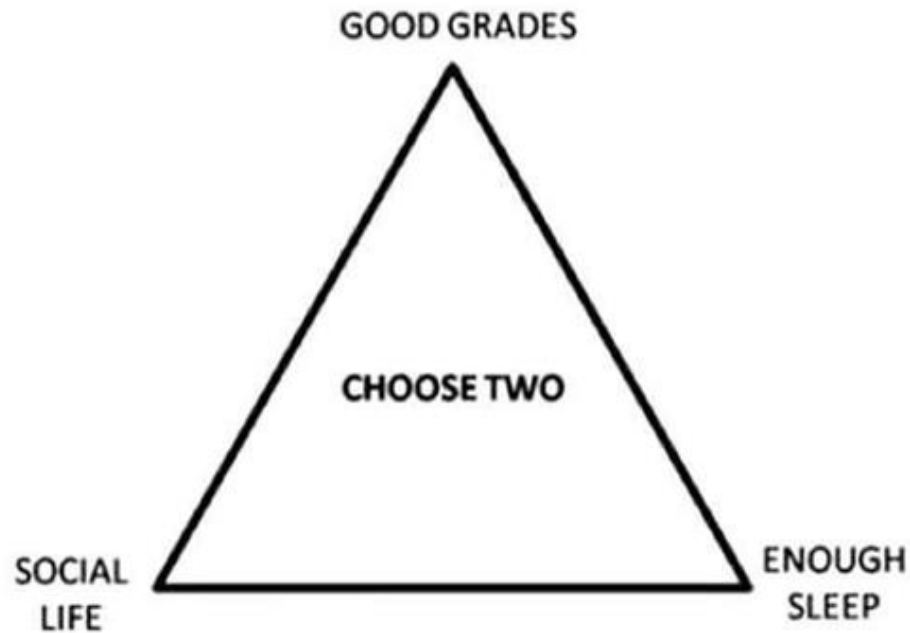
# Time management



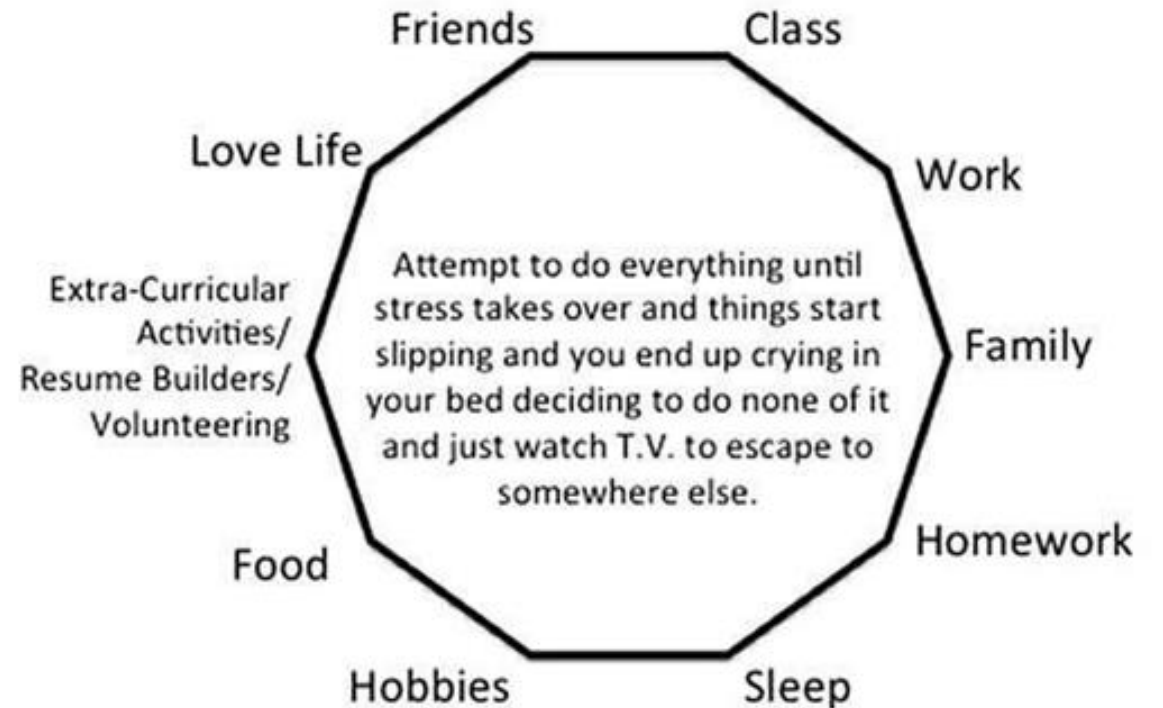
**Do these sound familiar to you?**

I know how to plan, but the problem is putting the plans into action!

## How People Think It Is:



## How It Really Is:



- Time management is not just about taking care of responsibilities. It helps you see what you really spend your time on and why. The underlying question is a fundamental one: how do you spend your limited time on this Earth? Your calendar says a great deal about what you actually spend your time on.
- Does your calendar reflect your values and the things you hold dear? Does it take you towards something meaningful? If not, what do you think should change?

**Exercise 3. *Group discussion.***  
**Beginners' guide to stressing**  
**yourself out....**

**Talk and write down in groups:**  
**How to cause as much stress as**  
**possible in your position for**  
**yourself**  
**your study group?**



***Time boxing  
(big rock thing)***



**BIG ROCKS FIRST!**



	Mon	Tue	Wed	Thu	Fri	Sat	Sun
I do this no matter what	Box 1, time for most important thing						
I drop these if needed e.g. the most important thing needs more time	Box 2, Time for things I can delay if I must						

**Individually think about your tasks.**

	<b>Urgent</b>	<b>Not urgent</b>
<b>Important</b>		
<b>Not important</b>		

Eisenhower matrix

# Example

	<b>Urgent</b>	<b>Not urgent</b>
<b>Important</b>	Basic everyday tasks: cook, clean buy groceries Work, solve acute issues  Firefighting <b>Do something for recovery</b> ....	Learning language Self-development Planning Networking ....
<b>Not important</b>	Interruptions ....	Time wasters Procrastination ....

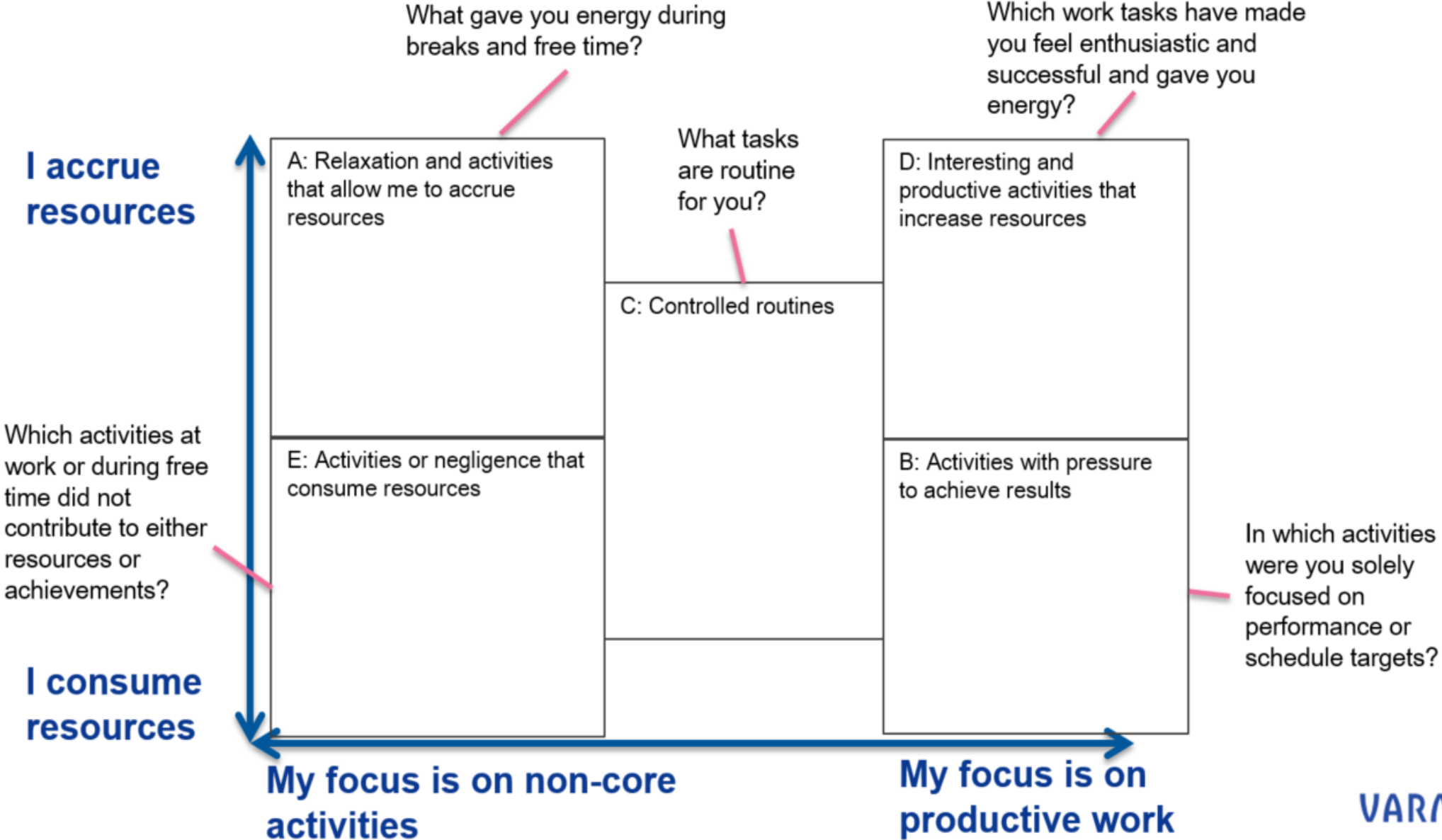
Eisenhower matrix

# Decision making

	Urgent	Not urgent
Important	<b>1</b> <b>DO ASAP PRIOROTY</b>	<b>2</b> <b>SCHEDULE PRIOROTY</b>
Not important	<b>3</b> <b>If possible - DELEGATE</b>	<b>4</b> <b>DELETE</b>

Eisenhower matrix

**Exercise:** Look at your calendar for the last 2–3 weeks and place your activities in the areas A–E in the work ability chart.



# 02

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## How to keep motivation?

# How to change the behavior

- No negative/ frightening motivators – that doesn't work
- positive motivators
- immediate (or quite quick) positive rewards
- progress monitoring – to showcase for yourself that you are doing good, highlight the progress, not the decline

**\*How to motivate yourself to change your behavior | Tali Sharot | TEDxCambridge**

**<https://www.youtube.com/watch?v=xp0O2vi8DX4>**

**REMEMBER TO  
CELEBRATE YOUR  
ACHIEVEMENTS!**



# Admit a certain slack in your routines

*“Already at the start of the semester, it became difficult to keep motivation up to dedicate some time to the set activities, and I scaled down a bit on the frequency, but still tried my utmost to have some activity always going on. After scaling it down, it became much more easier to not only maintain, but also add a little “bonus” round of the activity every now and then after adapting some tips and tricks to”.*

GLE student 2021-2022

# Art of small steps

- *An ancient Chinese adage:  
**It doesn't matter how slow you go as long as you do not stop.***

**NEVER UNDERSTIMATE  
THE IMPORTANCE OF  
SMALL STEPS.**



# Intrinsic and extrinsic motivation



**\*The Necessity of Intrinsic Motivation and Self-Determination,**  
**By Frank Martela, Tuukka Kostamo, Book [Navigating Through](#)**  
**[Changing Times](#)**

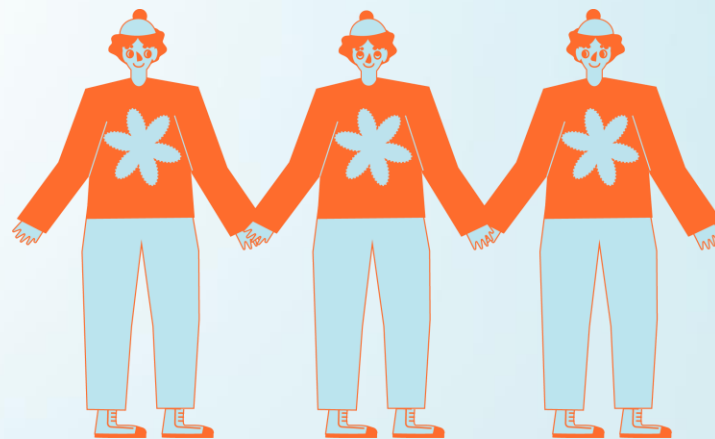
# Homework

- Answer 4 questions in your learning diary
- Keep on with the chosen routine
- Complete 3 time-management frameworks (in MyCourses)

# Attendance



<https://link.webpolsurveys.com/S/3FDAA218F79C91C1>



# Thank You!

See you next week 15.11.

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