


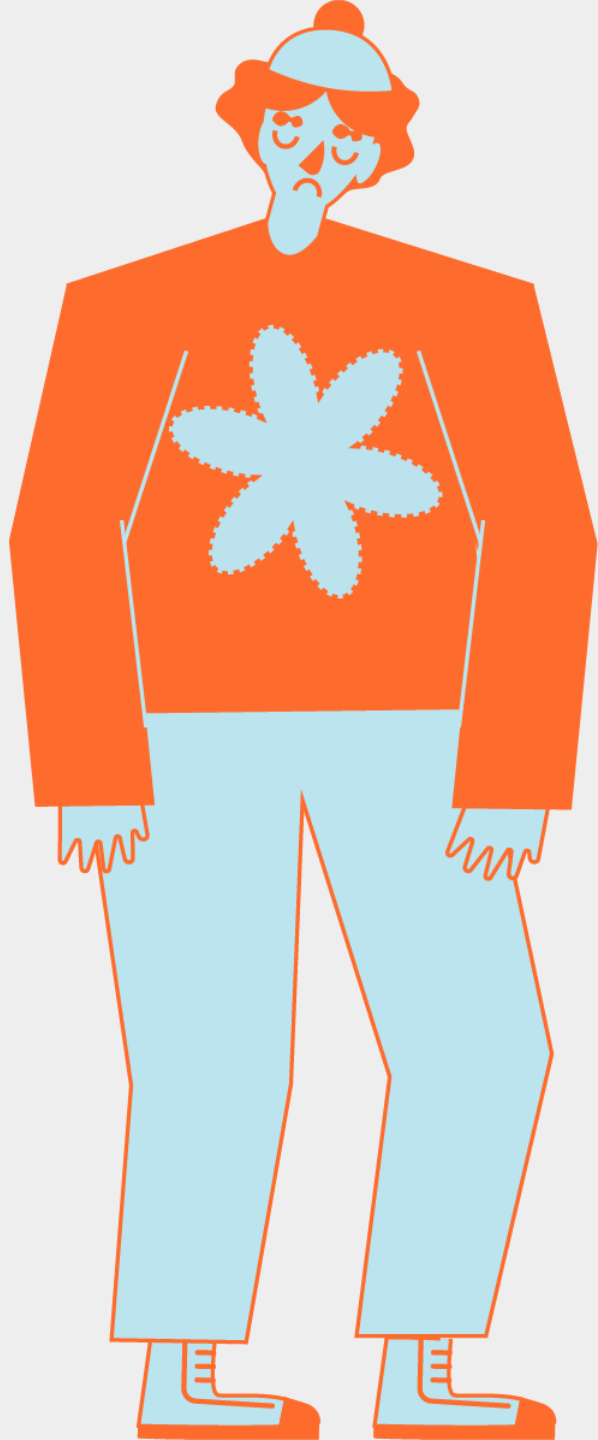
# Good Life Engine

Time  
management,  
motivation,  
procrastination.  
06.03.24

*Lidia Rauramo, Anna Dementyeva,  
Poudel Basanta*

The image features three stylized human figures standing in a row. They are wearing orange long-sleeved shirts with a light blue floral pattern on the chest, light blue pants, and light blue shoes. Each figure has a light blue head with a small orange tuft on top. They are holding a large, white rectangular text box with a thin green border in the center of the image. The text inside the box is in a bold, dark teal font.

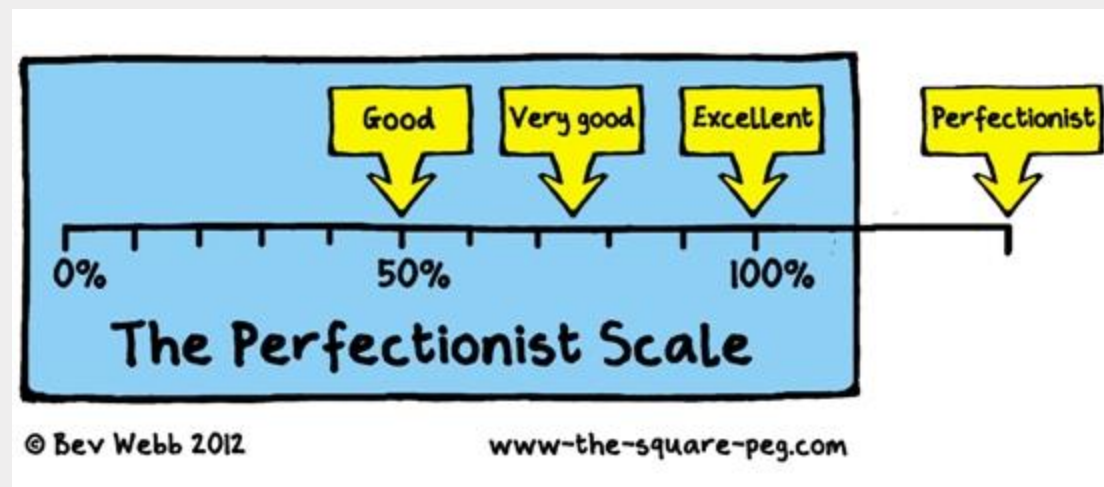
**Pair discussion:  
share at least 1 long-term goal, one  
middle-term goal, and one  
operational goal, and how you plan  
to reach them. Get feedback.**



# Procrastination

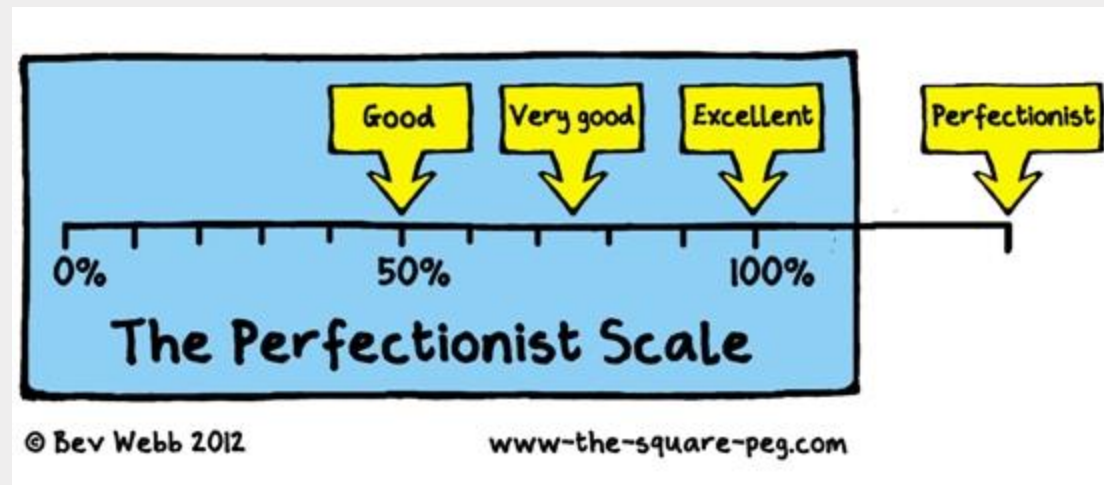
# Perfectionism and Self-criticism lead to ➡

- to unrealistically high personal standards,
- a preoccupation with mistakes,
- doubts about actions,
- a desire to control everything,
- selective filtering of information to emphasize our failures and mistakes,
- and polarized thinking: all or nothing



# Perfectionism and Self-criticism lead to ➡

- Can't do it perfectly
- Won't learn
- Someone can do it better than me
- Shouldn't even try
- Someone will notice that I can't



# Exercise #1

Tick-Tock.



# Step #1.

## Tick

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Imagine yourself in a recent failure situation. How did you feel? What your inner voice was saying to you?

\*Michael, Michael. Thinkertoys

# Step #2. Self-compassion mode

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How do I really feel?



# Step #3. Tock

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Substitute an objective, positive thought for each subjective, negative one. Write down a compassionate sentence to every negative sentence you wrote previously. A good tip -to all “I am not ... enough” sentences you can add “yet” in the end.

# How to practice self compassion?

- **Notice your self-talk**
- **Practice Self-compassion and self-kindness using your mind**  
Self-kindness entails being understanding, warm, and supportive toward oneself. Rather than harshly judging oneself for personal inadequacies, the self is offered kindness and unconditional acceptance.
- **Practice Self-compassion in physical way (heart and body exercise)**  
Take a moment to show yourself kindness. Wrap your arms around your own shoulders, as if you are giving yourself a warm embrace.

***"Most of us have been primed to aim for success. We've been schooled from an early age to focus on good grades, regular promotions, performance awards. As a result, most of us see failure as an unacceptable. The more senior the manager, the grater the social and psychological penalty for being fallible"***

**Amy C. Edmondson, "Teaming"**

# Decision making struggle

- the more options you have, the more difficult is to make a decision and start doing.

**Overthinking is a  
direct way to  
anxiety and fear of  
starting doing.**



## **Learning from the student of GLE course**

*“In the beginning, I struggled a lot with the routine, because I was overthinking and I was focusing more on what would be the best way of doing the routine rather than actually doing the routine. I spent time looking for different tools, templates, strategies, and mobile apps that could make the routine as efficient as possible for me, but I could not find a good tool, so I just kept stressing about it.”*

Learning from the student of GLE course

*“In the beginning, I struggled a lot with the routine, because I*

*was over  
the best  
the routi  
strategie  
efficient  
I just kep*

**Sometimes you can use Occam's  
razor for your own thoughts.  
Think, is this inner dialogue fruitful  
for you now?**

*would be  
y doing  
mplates,  
tine as  
od tool, so*

**Once the decision is done  
– stick to it.**

*As soon as you think: “I  
should do this instead of...” –  
you ruin your mood.*



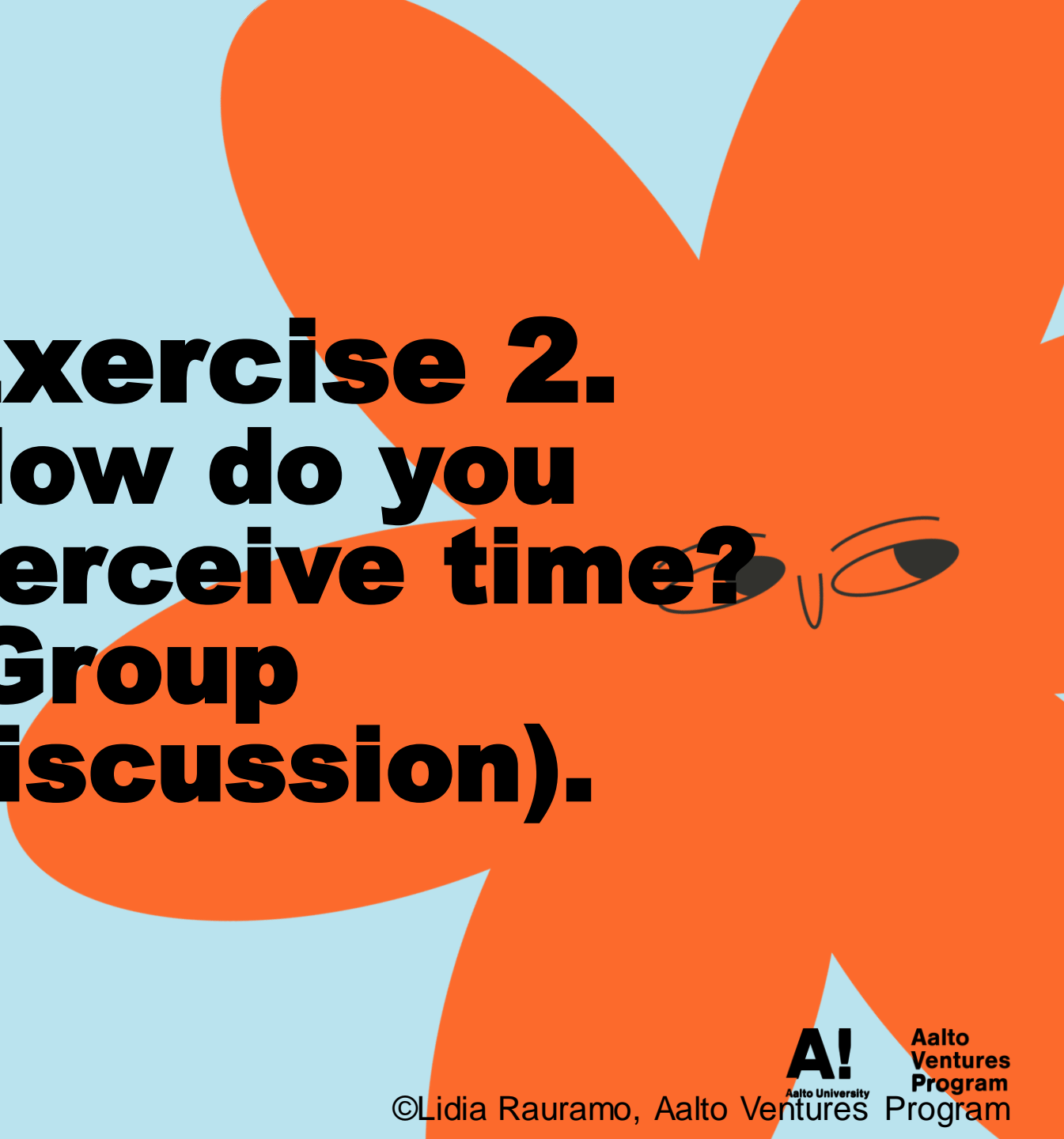


**Show your path exercise (in pairs)**

# 02

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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 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.



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WORK CULTURE

For high-earning workers, it's hard to break free from 'golden handcuffs'

<https://www.bbc.com/worklife/article/20240221-workers-shake-off-golden-handcuffs>

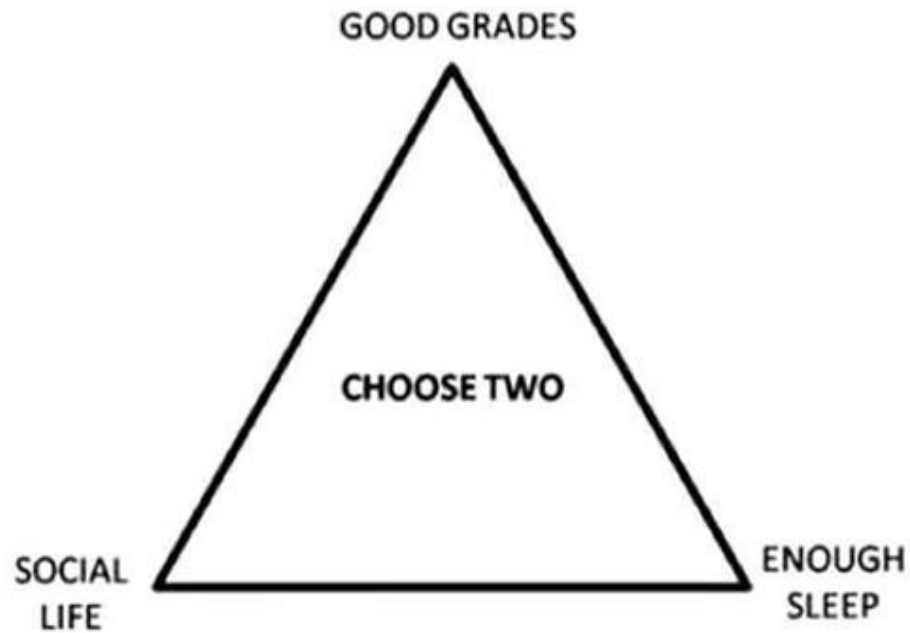
**If you want to be creative, you need to include slack  
in your calendar.**

(\*Nitin Nohria and Ranjay Gulati, Is Slack Good or Bad for Innovation?)

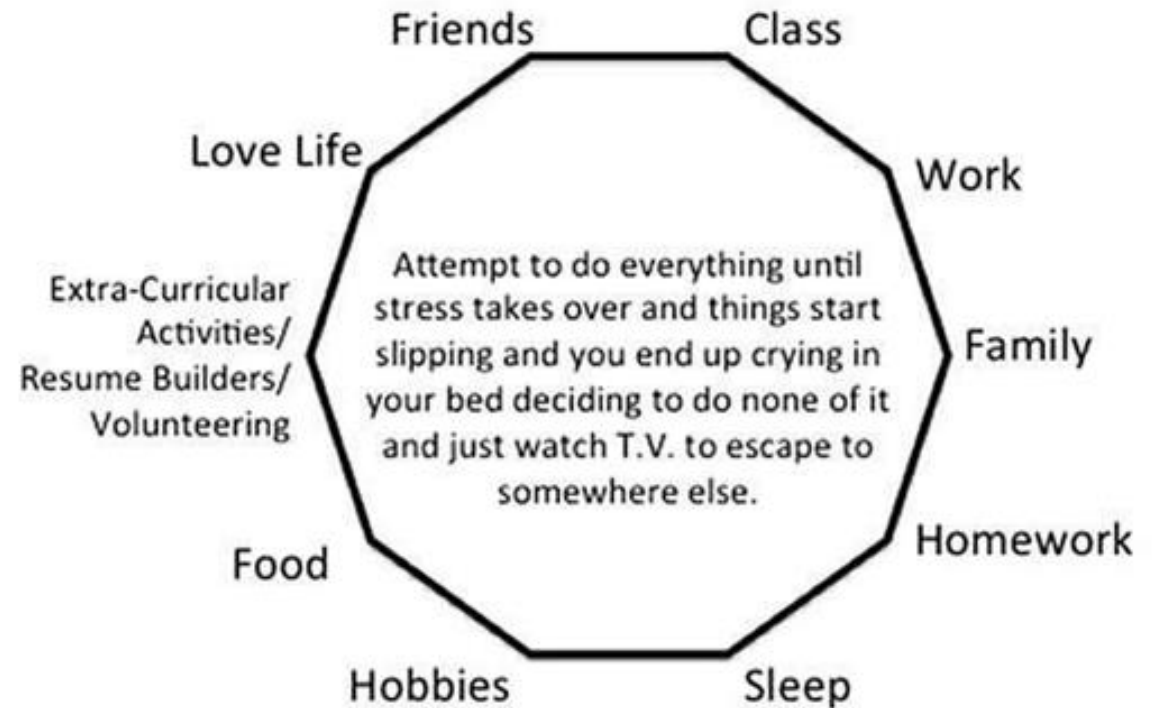


- Time management is not just about taking care of responsibilities. It helps you see what you really spend your time on and why. The underlying question is a fundamental one: how do you spend your limited time on this Earth? Your calendar says a great deal about what you actually spend your time on.
- 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?

## How People Think It Is:



## How It Really Is:



## **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?**



**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

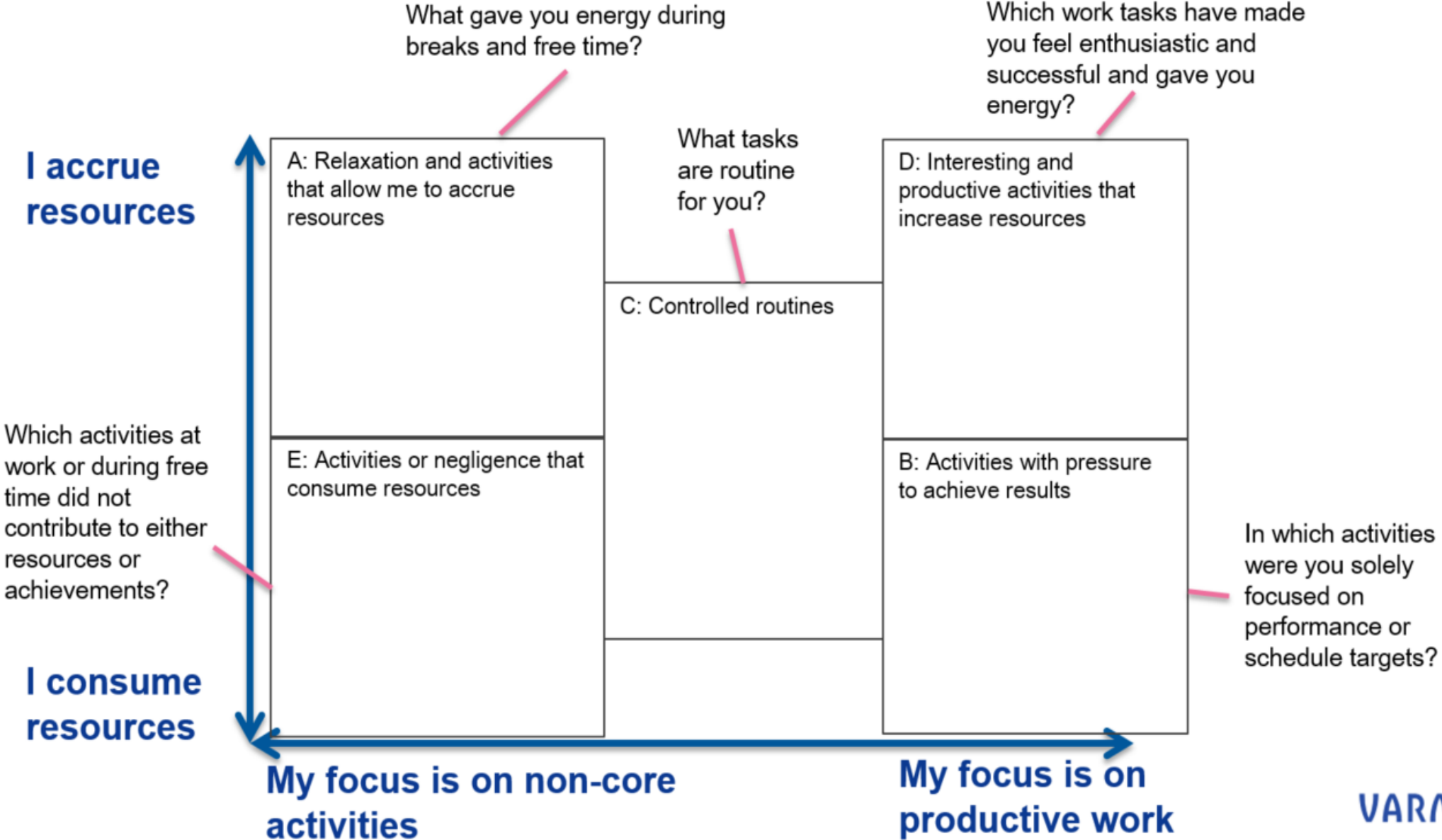
# Decision making

	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.



# 03

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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>

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# 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”.*

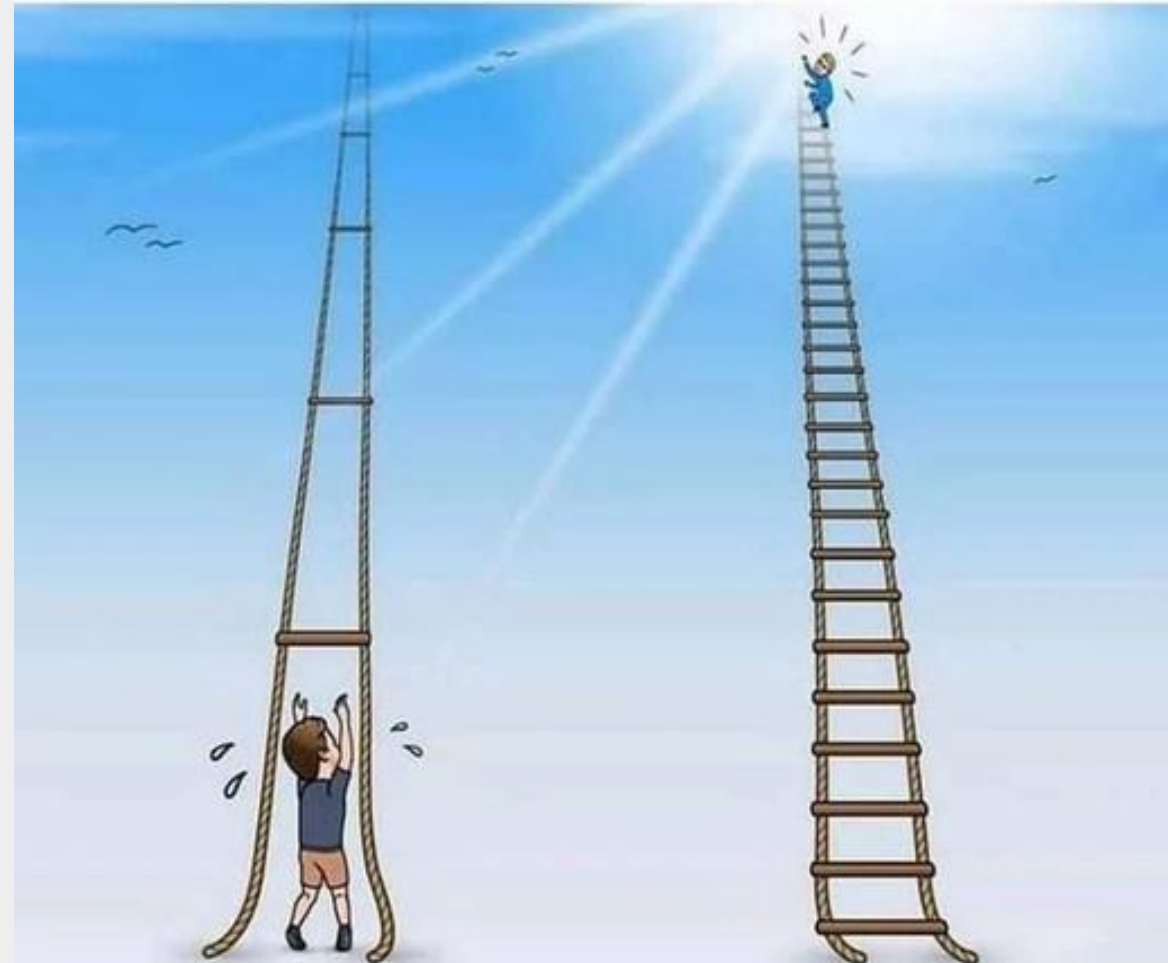
GLE student 2021-2022

# Art of small steps

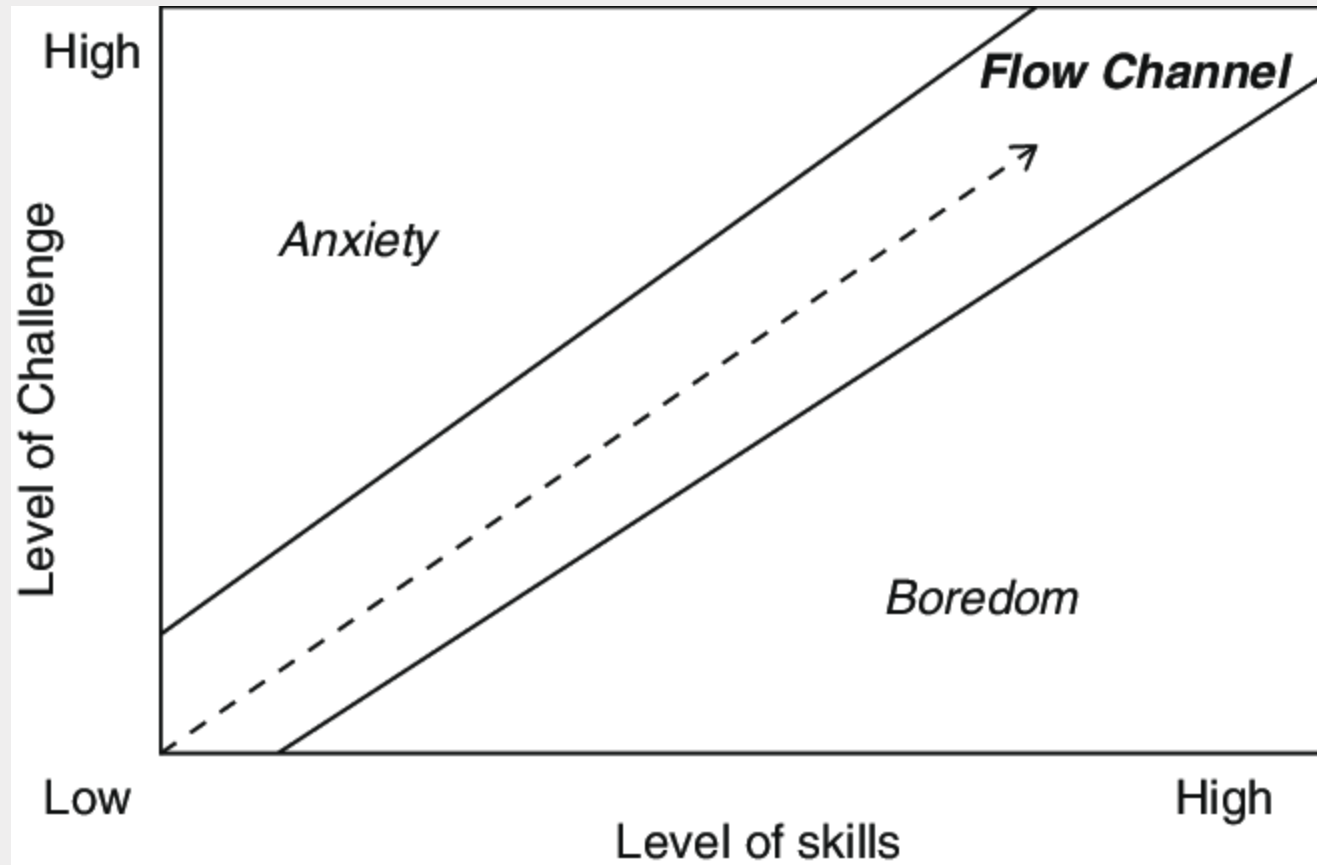
*An ancient Chinese adage:*

***It doesn't matter how slow you go as long as you do not stop.***

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



# We need challenges



\* [https://www.researchgate.net/figure/Csikszentmihalyis-flow-channel-shows-the-relation-between-challenges-and-player-skills\\_fig1\\_322207098](https://www.researchgate.net/figure/Csikszentmihalyis-flow-channel-shows-the-relation-between-challenges-and-player-skills_fig1_322207098)

# **We need a small challenge to stay motivated**

An employee who combines self-awareness with internal motivation will recognize her limits – but she won't settle for objectives that seem too easy to fulfill.

**REMEMBER TO  
CELEBRATE YOUR  
ACHIEVEMENTS!**

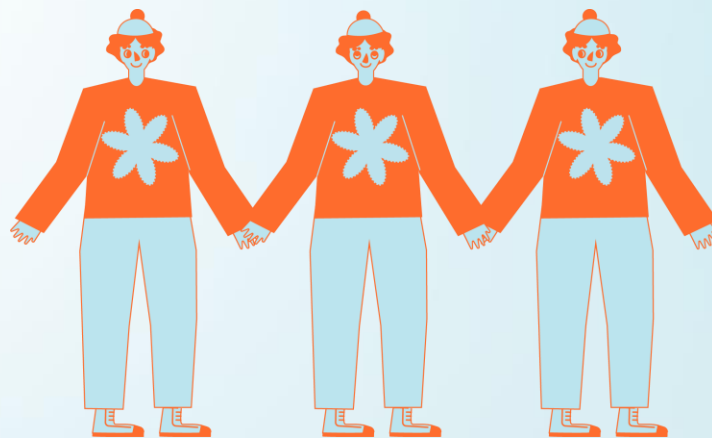


# Intrinsic and extrinsic motivation



# Homework

- Continue your learning diary
- Fill in 3 time-management frameworks (in MyCourses)
- Article - Today's Leaders Need Vulnerability, Not Bravado - <https://hbr.org/2020/10/todays-leaders-need-vulnerability-not-bravado?ab=hero-subleft-2>



# Thank You!

See you next week 13.03.2024

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# Time for attendance



See you next week 13.03.2024

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