

20 стратегии за оптимално управление на *времето*



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1,440

1,440 минути на ден



семејство

работа

хоби

хранене

**1,440 минути
на ден**

транспорт

почивка

спорт

приятели

***“Ще се запиша на курс по управление на времето,
само да успея да го включа в графика ми...”***





***“Купих си страхотна книга за управление на времето,
но с всички мои ангажменти
не ми остава време да я прочета”***

**Какво най-много ви изнервя,
когато се замислите
за управление на времето?**

**Ако може да подобрите едно нещо,
свързано с вашите умения
за управление на времето,
какво ще бъде то?**

**Какво,
свързано с управление на времето,
най-много ви ядосва в околните?**

оптимално управление на времето

	ефективен	неефективен
ефикасен	правилните неща по правилен начин	неправилните неща по правилен начин
неефикасен	правилните неща по неправилен начин	неправилните неща по неправилен начин

Времето е нещо, което създаваш.

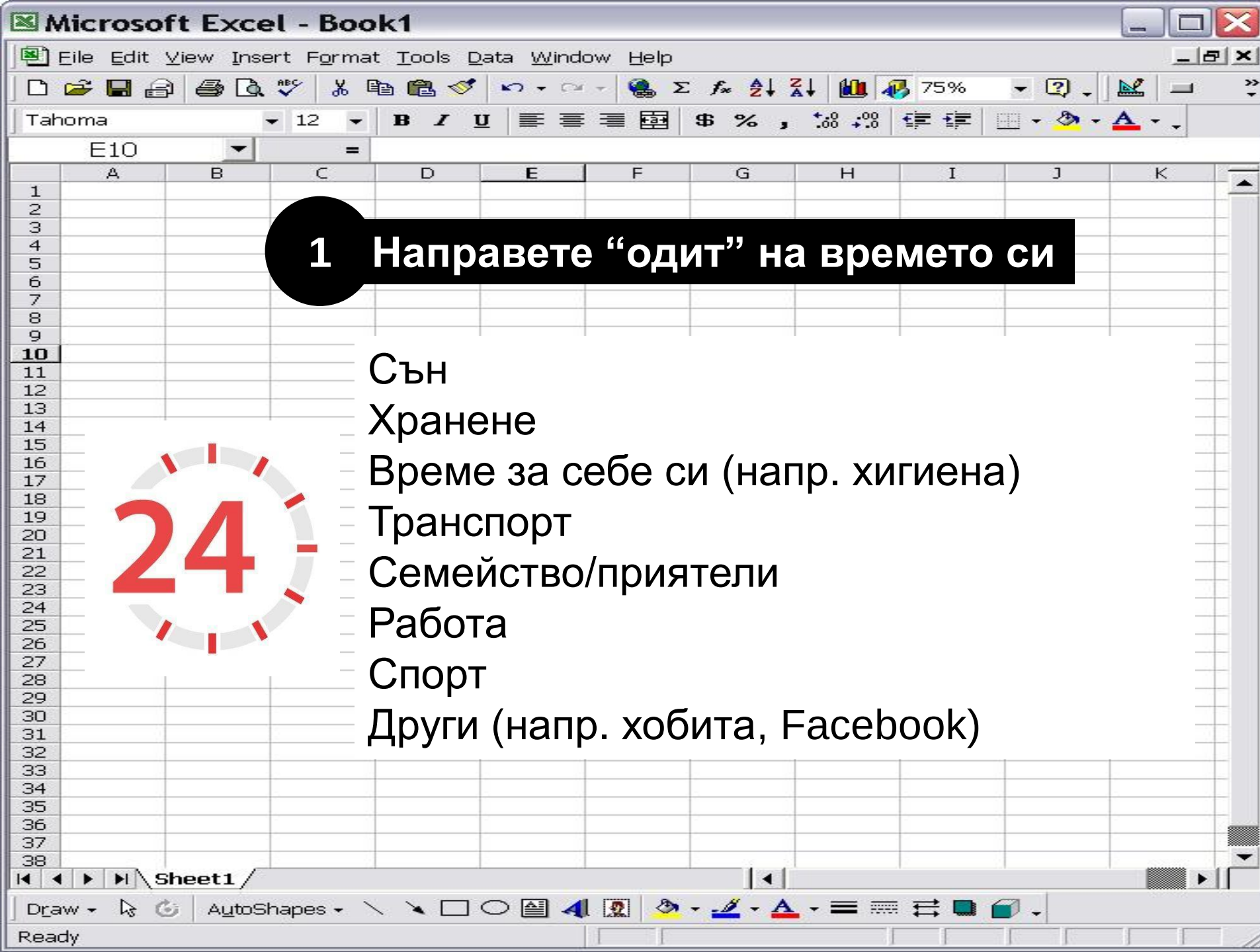
Да кажеш *“Нямам време”*
е все едно да кажеш *“**Не искам**”*

Lao Tzu

Къде отива времето ви?



Къде искате/трябва да отива времето ви?



1 Направете "одит" на времето си



Сън
Хранене
Време за себе си (напр. хигиена)
Транспорт
Семейство/приятели
Работа
Спорт
Други (напр. хобита, Facebook)

2 Не си губете времето



Важен краен срок приближава...



NOT SURE

IN THE FUTURE

SOMEDAY

IN TIME

ONE DAY

TOMORROW

LATER

СЕГА!

PERHAPS

NEVER

WHENEVER

NOT YET

ANOTHER DAY

NEXT WEEK

2a Не отлагайте



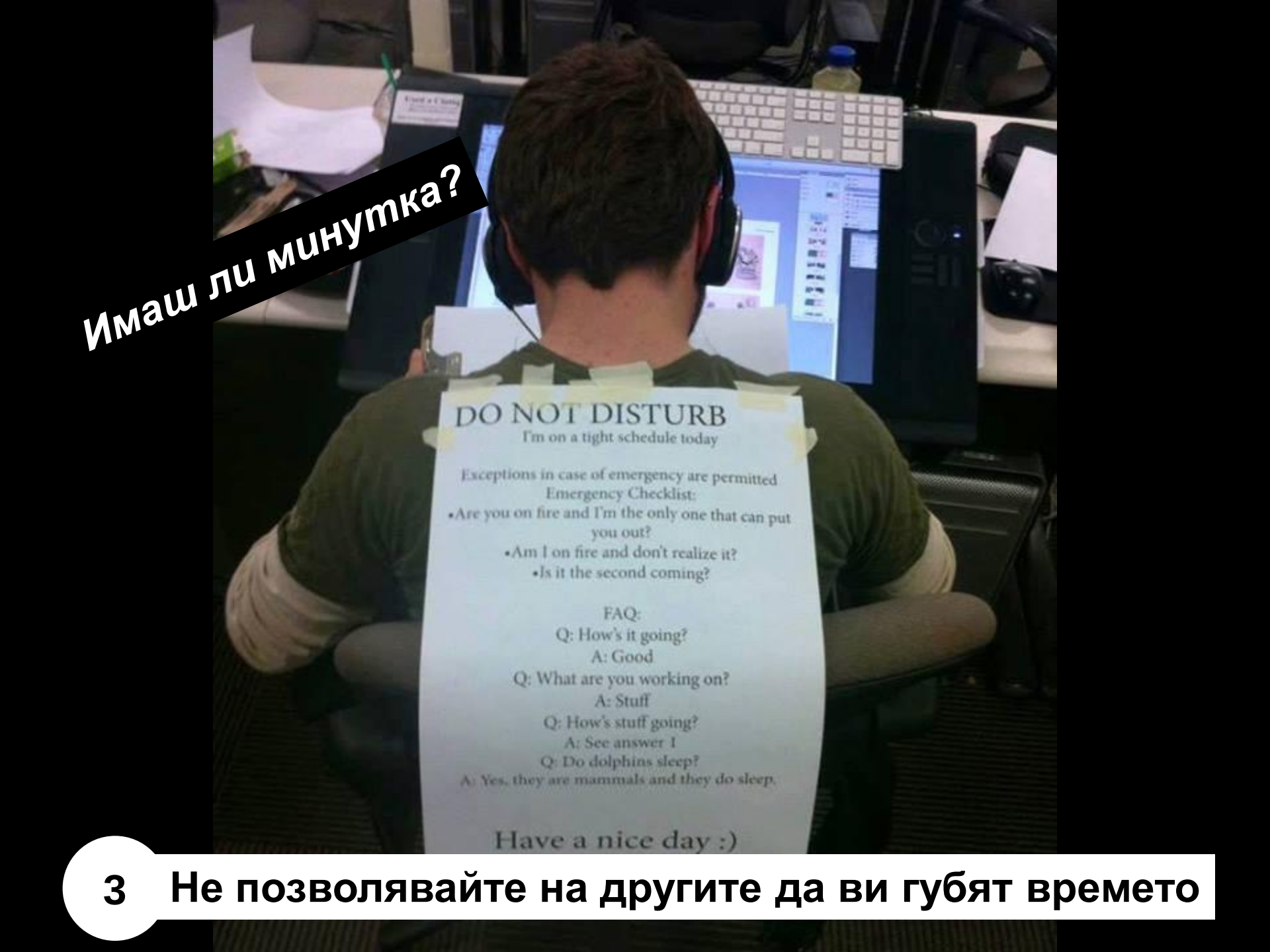
26 Въведете ред



2в Избягвайте убийствения перфекционизъм

2в Избягвайте убийствения перфекционизъм





Имаш ли минутка?

DO NOT DISTURB

I'm on a tight schedule today

Exceptions in case of emergency are permitted
Emergency Checklist:

- Are you on fire and I'm the only one that can put you out?
- Am I on fire and don't realize it?
- Is it the second coming?

FAQ:

Q: How's it going?

A: Good

Q: What are you working on?

A: Stuff

Q: How's stuff going?

A: See answer 1

Q: Do dolphins sleep?

A: Yes, they are mammals and they do sleep.

Have a nice day :)

3 Не позволявайте на другите да ви губят времето

Влизането в спор с жена
е като четенето на
Software License Agreement...

В крайна сметка, игнорирате
всичко и избирате

“Съгласен съм”

A person wearing a grey suit and a white shirt is holding up their right hand with the palm facing forward, in a universal 'stop' gesture. The background is plain white.

3а Научете се да казвате

НЕ

The 4-Hour WORKWEEK

**If you could 10x
your per-hour
output...**

**how would your
life and business
change?**



36

**Проверявайте имейла си
по-рядко**



БЕЗ ИМЕЙЛ

"Hi all...

In an effort to increase productivity and efficiency I am beginning a new personal email policy. I've recently realized I spend more time shuffling through my inbox and less time focused on the task at hand. It has become an unnecessary distraction that ultimately creates longer lead times on my ever-growing 'to do' list.

Going forward I will only be checking/responding to email at 11a and 4p on weekdays. I will try and respond to email in a timely manner without neglecting the needs of our clients and brand identity.

If you need an immediate time-sensitive response... please don't hesitate to call me. Phones are more fun anyways.

Hopefully this new approach to email management will result in shorter lead times with more focused & creative work on my part. Cheers & here's to life outside of my inbox! "

Thank you for your email! Due to my current workload I am only checking email at 11am and 4pm. If you need anything immediately please call me on my cell so that I can address this important matter with you. Thank you and have a great day!

3в Изпращайте по-малко имейли

#1 Поздравления!

#2 Благодаря!

#3 Съгласен съм!

#4 Отпишете ме
от тази група!

#5 хаха / 😊 / LOL

Не винаги отговарям на имейли,



НО КОГАТО ГО НАПРАВЯ,
ИЗПОЛЗВАМ **REPLY ALL**

**“Ако съм 28-ия човек, който отговаря с REPLY ALL,
за да каже на другите да не използват REPLY ALL,
то аз помагам и хората ще спрат да го правят”**



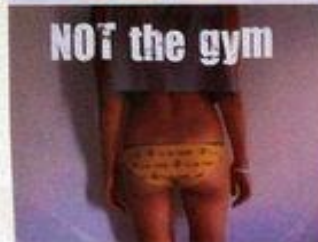
**ГРЕШКА! Това просто означава, че
всички ще получим още един излишен имейл...**

3г Не толерирайте закъснения



**Съжалявам,
че закъснявам!**

...ОТНОВО



Once you go down,
you can't go back up.
So make it FINAL.



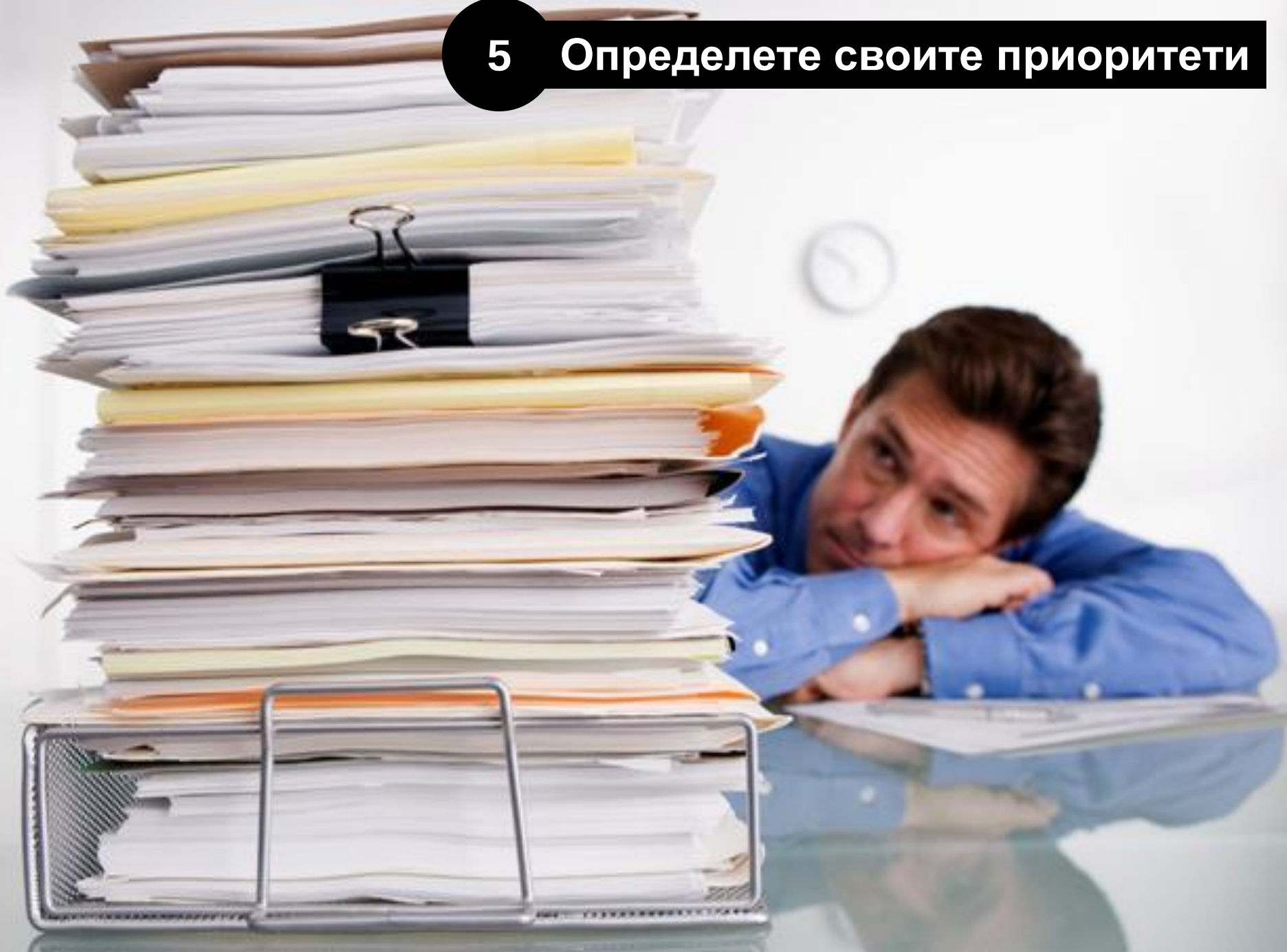
- CHECK LIST:
Have you...
- ☒ Taken Oxy Elite Pro?
 - ☒ Done 30+ min. cardio?
 - ☒ Taken a multi-vitamin?
 - ☒ Taken fish oil pills?
 - ☒ Eaten Fiber One cereal?
 - ☒ Logged ALL calories?
 - ☒ Drank 80 oz. of water?
 - ☒ Gotten enough sleep?



GLUTTONY
IS
SIN

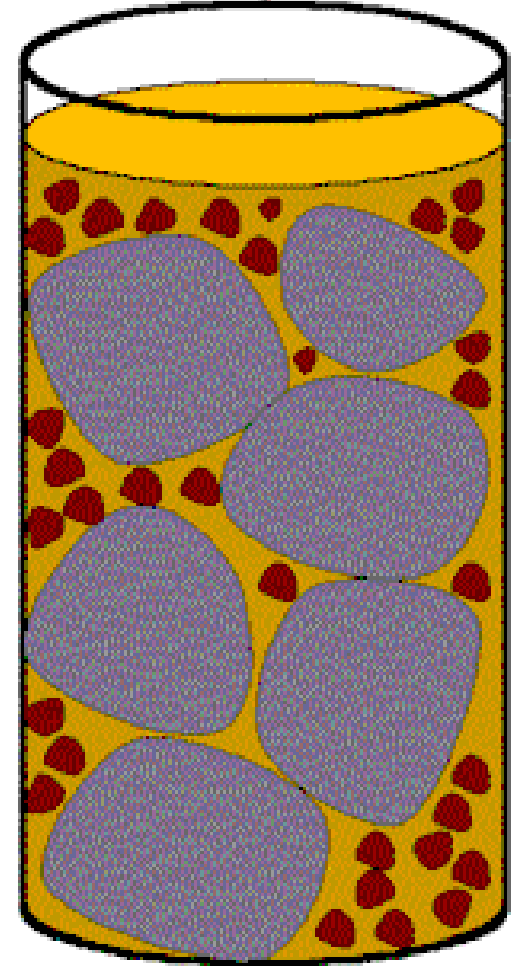
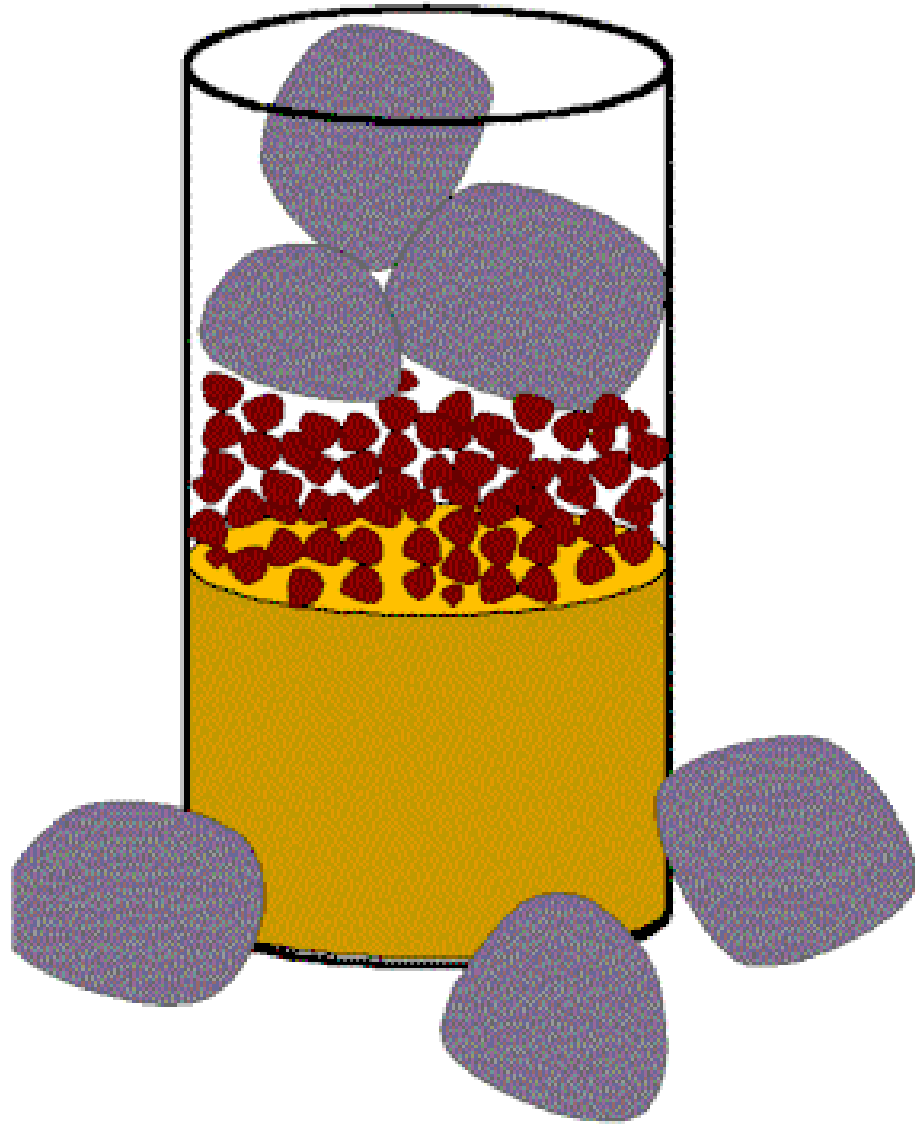


5 Определете своите приоритети



*“Ключът е
да не приоритизираме нещата,
които са в графика ни,
а да сложим в графика
приоритетите ни”*

Stephen Covey



5а Принцип на Парето

МНОГО
незначителни
задачи

малко
значими
задачи

80%
от времето

20%
от времето

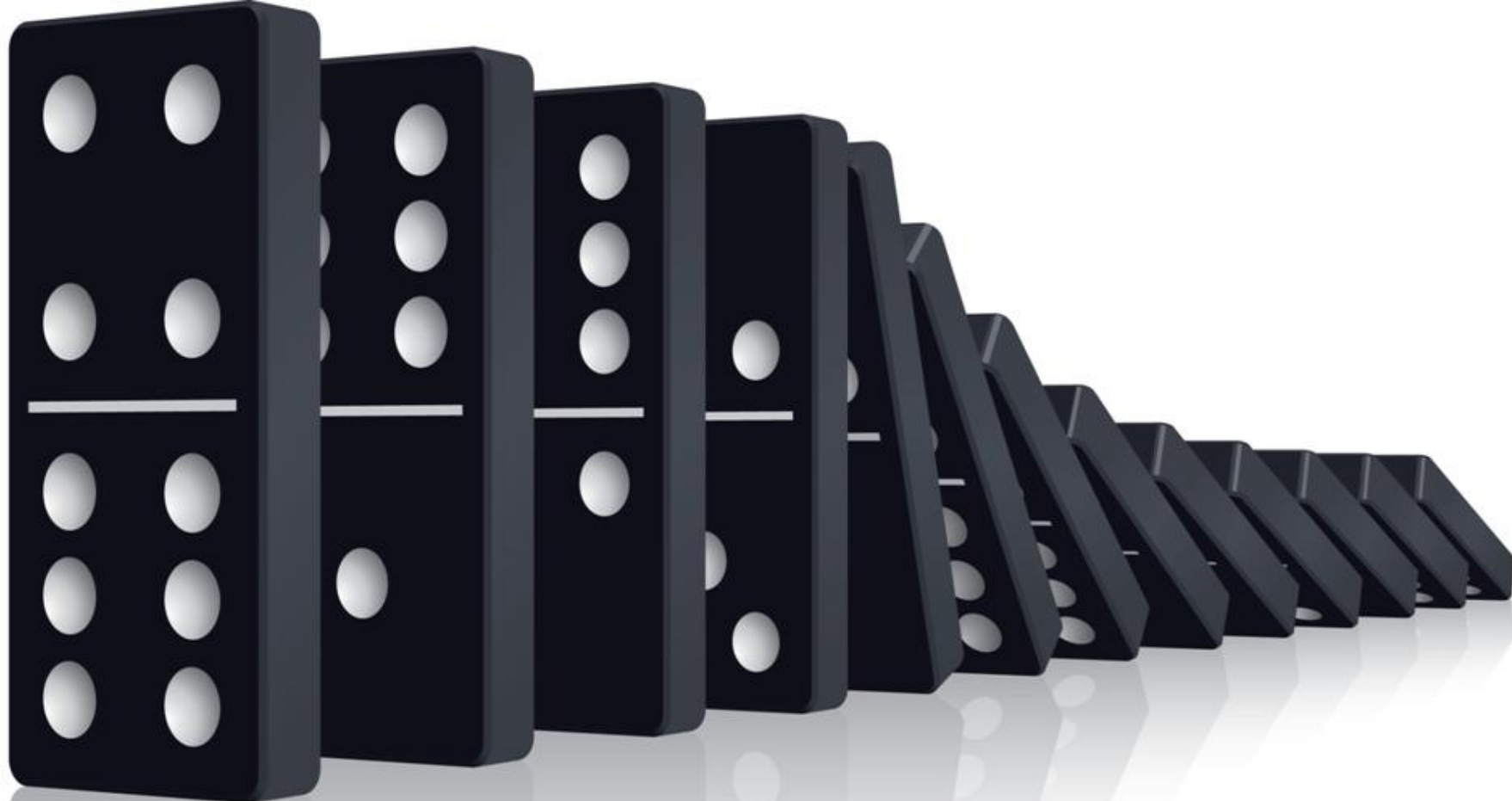
20%
от резултатите

80%
от резултатите



56 Матрица на Айзенхауер

	спешно		неспешно	
важно	вършете DO		временно отложете DEFER	
неважно	възложете DELEGATE		вътре в кошчето DELETE	



5в Ефект на доминото

5г Метод “швейцарско сирене”



Цел

без **план**

е просто

желание



Vegan

ба Техника “ядене на слон”

A close-up photograph of a baby with light brown hair and blue eyes, looking slightly to the side with a grumpy or determined expression. The baby is wearing a white shirt with green sleeves. They are holding a small amount of sand in their right hand. The background is a blurred outdoor setting, likely a beach.

Ако имах още един ден...

7 Определете крайни срокове

7а Закон на Хофстадтер

*“Винаги е нужно **повече време**,
отколкото очакваш,
дори и когато вземеш предвид
Закона на Хофстадтер”*

8

Направете си седмичен график

Google Calendar - Mozilla Firefox

FileHistoryBookmarksToolsHelp

catvation@gmail.com | New Features! | Settings | Help | Sign out

Google Calendar BETA

Search My CalendarsSearch Public Events New!Show Search Options

Create EventQuick Add

May 2007

Calendars

My Calendars

Other Calendars

Manage calendars

TodayMay 20 - 26 2007

DayWeekMonthNext 4 DaysAgenda

Sun 5/20Mon 5/21Tue 5/22Wed 5/23Thu 5/24Fri 5/25Sat 5/26

Chance of Rain 71°FPartly Cloudy 68°FClear 69°F / 52°F Milestone XPartly Cloudy 70°FPartly Cloudy 73°FBeach VacationLast Day Of SchoolChance of Rain 73°FPartly Cloudy 76°FVacation Day

9am9:00am ChurchStarr Meeting9:00am Parent Teacher Conference9:00am Deliver Proposal9:00am Meet with Project X

10am10:00am Field Trip to the Gardens10:00am Conference Call with Provider P

11am

12pm12:00pm Lunch with Mrs. Catvation12:00pm Lunch with Jimbob12:00pm Lunch with Fred

1pm

2pm1:30pm Create Proposal2:00pm Meet with New Contract1:30pm Week Wrapup before Vacation

3pm

4pm

5pm5:00pm Practice5:00pm Play the Blues at Resturant

6pm



Calendar - Contoso.com

File Home Send / Receive Folder View Tell me what you want to do...

New Email Items - Clean Up - Delete Reply Reply All Forward More - Meeting Project Falcon Team Email Reply & Delete To Manager Done Create New Move Rules OneNote Unread/Read Categorize Follow Up Search People Address Book Filter Email - Store

4 Favorites

- Inbox 15
 - Sent Items
 - Deleted Items 7
 - Clutter 40
 - MarketingGroup 4
- katiej@Contoso.onmicrosoft.com
 - Inbox 8
 - Project Falcon 5
 - Drafts [1]
 - Sent Items
 - Deleted Items 6
 - Clutter 40
 - Junk Email
 - Outbox
 - Search Folders
- Groups
 - Finance Group
 - MarketingGroup 1
- online archive - Contoso.onmi...

Search Current Mailbox (Ctrl+E) Current Mailbox

All Unread Newest

Today

- Tony Krijnen; Alex ... (3) Northwind Traders Proposal <https://arldemo-my.sharepoint>

Tuesday

- Katie Jordan You've joined the Finance Gr... Tue 2:56 PM You're now a member of the

Older

- Sara Davis I've added you to the Marketin... 3/31/2015 Welcome to the group
- Belinda Newman Sports statistics 3/13/2015 Do you LOVE sports? If so,
- Pavel Banský Expense reports 3/13/2015 Hi Katie, Have you submitted
- Robin Counts Project update? 3/13/2015 We need to have a review about
- Garret Vargas Please send customer info 3/13/2015 Hi Katie, I'm preparing for
- Belinda Newman Holiday Party Recipe Hello everyone,
- Garth Fort Please Forward Contoso pate... 3/13/2015 Hi Katie, I don't have Alex

Reply Reply All Forward

Tony Krijnen Alex Darrow; Katie Jordan

Re: Northwind Traders Proposal

If there are problems with how this message is displayed, click here to view it in a web browser.

Northwind Traders Pro... Contoso-my.sharepoint...

Katie - here is a link to the latest version of the document stored on OneDrive for Business. Once you have signed, we are ready to send to Northwind.

-Tony

From: Alex Darrow
Sent: Thursday, June 11, 2015 12:40 AM
To: Katie Jordan; Tony Krijnen
Subject: Re: Northwind Traders Proposal

+Tony

Tony - you had the latest version. Can you send it Katie?

-Alex

Absolutely Alex. Could you send me the link to the latest version of the Proposal document?

Items: 19 Unread: 15

All folders are up to date. Connected to: Microsoft Exchange

100%

8а Групирайте еднообразните дейности

9

Направете си дневен график

Google Calendar

Calendar BETA

Search My Calendars

Search Public Events New!

Show Search Options

Today

May 20 - 26 2007

Day

Week

Month

Next 4 Days

Agenda

May 2007

S M T W T F S

22 23 24 25 26 27 28

29 30 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31 1 2

3 4 5 6 7 8 9

Calendars

My Calendars

☒ Jim Walker

☒ Family Events

☒ Gigs

☒ My Day Job

☒ My Side Job

Other Calendars

☒ New York, NY Weather - By Weather Underground

☒ US Holidays

Search public calendars

Manage calendars

Sun 5/20

Mon 5/21

Tue 5/22

Wed 5/23

Thu 5/24

Fri 5/25

Sat 5/26

Chance of Rain 71

Partly Cloudy 68F

Clear 69F / 52F

Milestone X

Partly Cloudy 73F

Beach Vacation

Last Day Of School

Chance of Rain 73

9:00am Church

9:00am Parent Teacher Conference

9:00am Deliver Proposal

9:00am Meet with Project X

10:00am Field Trip to the Gardens

10:00am Conference Call with Provider P

12:00pm Lunch with Mrs. Catvation

12:00pm Lunch with Jimbob

12:00pm Lunch with Fred

1:30pm Create Proposal

2:00pm Meet with New Contract

1:30pm Week Wrapup before Vacation

5:00pm Practice

5:00pm Play the Blues at Resturant



KEEP
CALM
AND

10

ДЕЛЕГИРАЙТЕ

(или търсете помощ)

A close-up photograph of a ginger and white cat sleeping peacefully on a dark blue, textured blanket. The cat's eyes are closed, and its mouth is slightly open in a relaxed expression. A thought bubble is positioned above the cat's head, containing text in Bulgarian. Three small blue circles lead from the bubble to the cat's ear area.

**Мога да съм
“ранобудник”,
ако сутрините
започваха
около 11:00ч.**

11 Слушайте ритъма на тялото си

Енергийно ниво	Сутрин							
	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00
Много високо								
Високо								
Средно								
Ниско								
Сънливо								

Енергийно ниво	Следобед					Вечер		
	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00*
Много високо								
Високо								
Средно								
Ниско								
Сънливо								

**Може да продължи до по-късно*

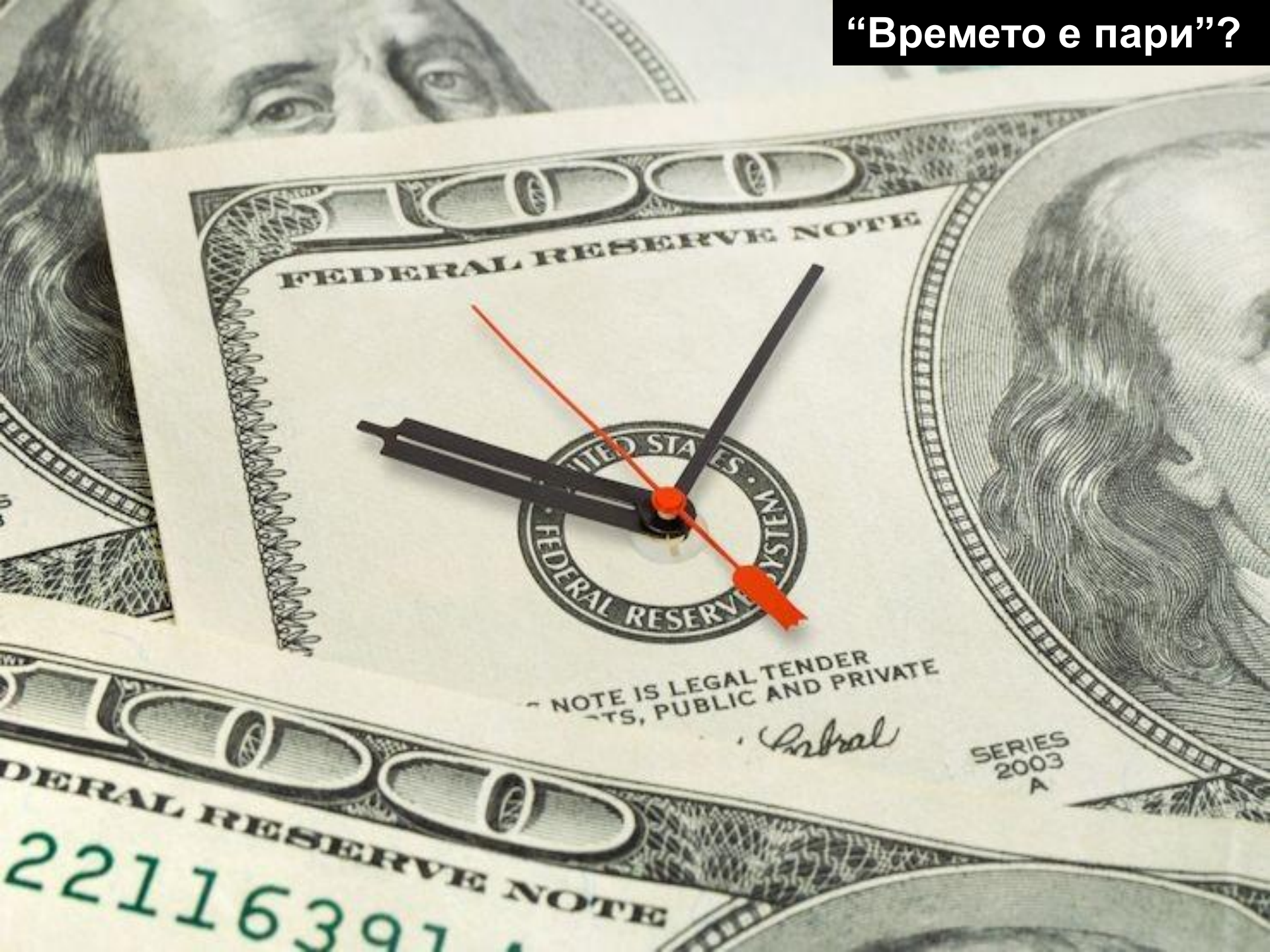
ВТОРНИК



12 Избягвайте екстремна преумора



“Времето е пари”?



12a

Да не забравя
днес да направя
нещо, което



126 Планирайте почивката си





13 Влагайте фокус и концентрация

13а Техника “Pomodoro”



136 Затворете ненужните табове

Google



Fast Company | Business ...



Nodequeue 'leadership' | ...



Login | MailChimp - email ...



SocialFlow



Leadership Traffic - Googl...



Twitter



Create Post | Fast Company



Chartbeat Publishing - Ac...

13в Пийте много вода

вода



концентрация



Slow down

Most people take 13–20 breaths per minute. Try to take 8 or fewer. Relax the pace of your respiration.

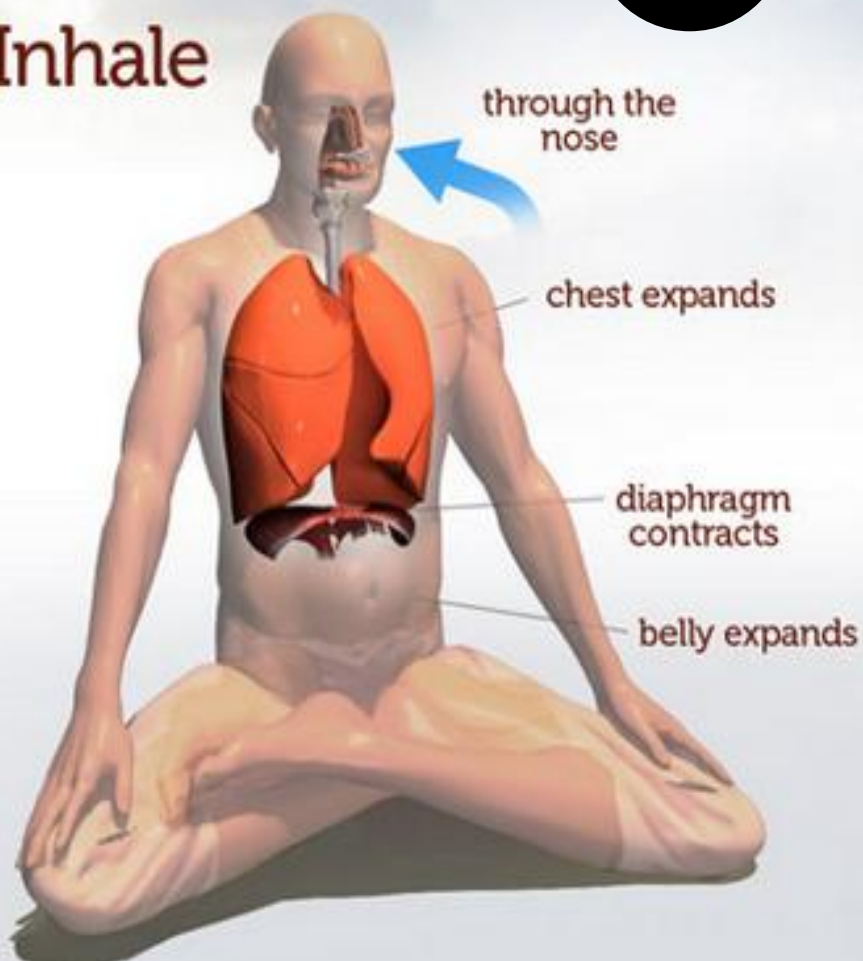


Breathe deeply

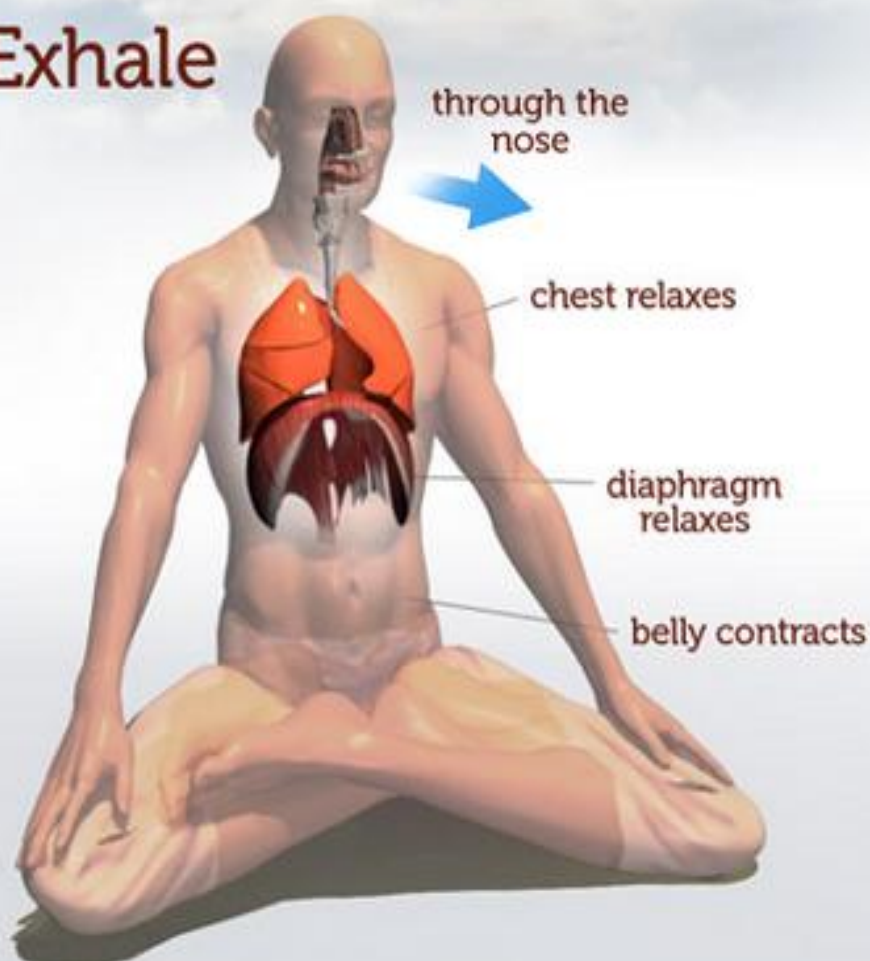
Fully expand and contract your belly as you inhale and exhale. This allows over 10x the normal amount of air to enter your lungs.

13г Дишайте правильно

Inhale



Exhale



13д Тренирайте се





13e Търсете алтернативи

14 Работете по най-ефективния за **ВАС** начин



SONY

14a Променяйте работната среда

Sofa Booth

Stand-up Meeting Space

NEST

Focus Booth

Results-Only-Work-Environment



146 Търсете резултати, не присъствие

4

Служителите прекарват средно по 4 часа на седмица в работни срещи

47%

47% от служителите определят работните срещи като най-голяма загуба на време

70%

70% от служителите не считат оперативките за полезни

“Единствените сигурни неща
в живота са смъртта и данъците”

Бенджамин Франклин

... и работни срещи

- В петък, имаме работна среща, за да обсъдим защо имаме толкова много срещи
- В сряда, ще имаме работна среща относно как да наречем срещата за обсъждане на прекалено многото срещи
- В четвърък, ще имаме работна среща да обсъдим дневния ред на срещата за обсъждане на прекалено многото срещи
- В понеделник, ще имаме друга работна среща да анализираме дискутираната информация по време на срещата относно прекалено многото срещи
- Следващата седмица ще имаме среща да дискутираме защо никой не върши никаква работа

**I SURVIVED
ANOTHER MEETING
THAT SHOULD OF
BEEN AN EMAIL**



15 Намалете броя на срещите

Писмо/Мемо

Доклад

Споделен документ

Телефон

Имейл

SMS

Онлайн чат група

Messenger

Дневен ред

Meeting Subject:

Meeting Organizer:

Start Date:

7/30/2003

Start Time:

Location:

End Date:

7/30/2003

End Time:

Objective

Agenda Items

1 [Type a subject for this agenda item.]

Owner:

Time Allotted:

[Type a description or details for this agenda item.]

Action Items

Action Item	Action Owner	Priority	Progress	Due Date
		None	Not Started	

Click here to insert the Materials Provided section

Click here to insert the Materials to Bring section

Attendee Information

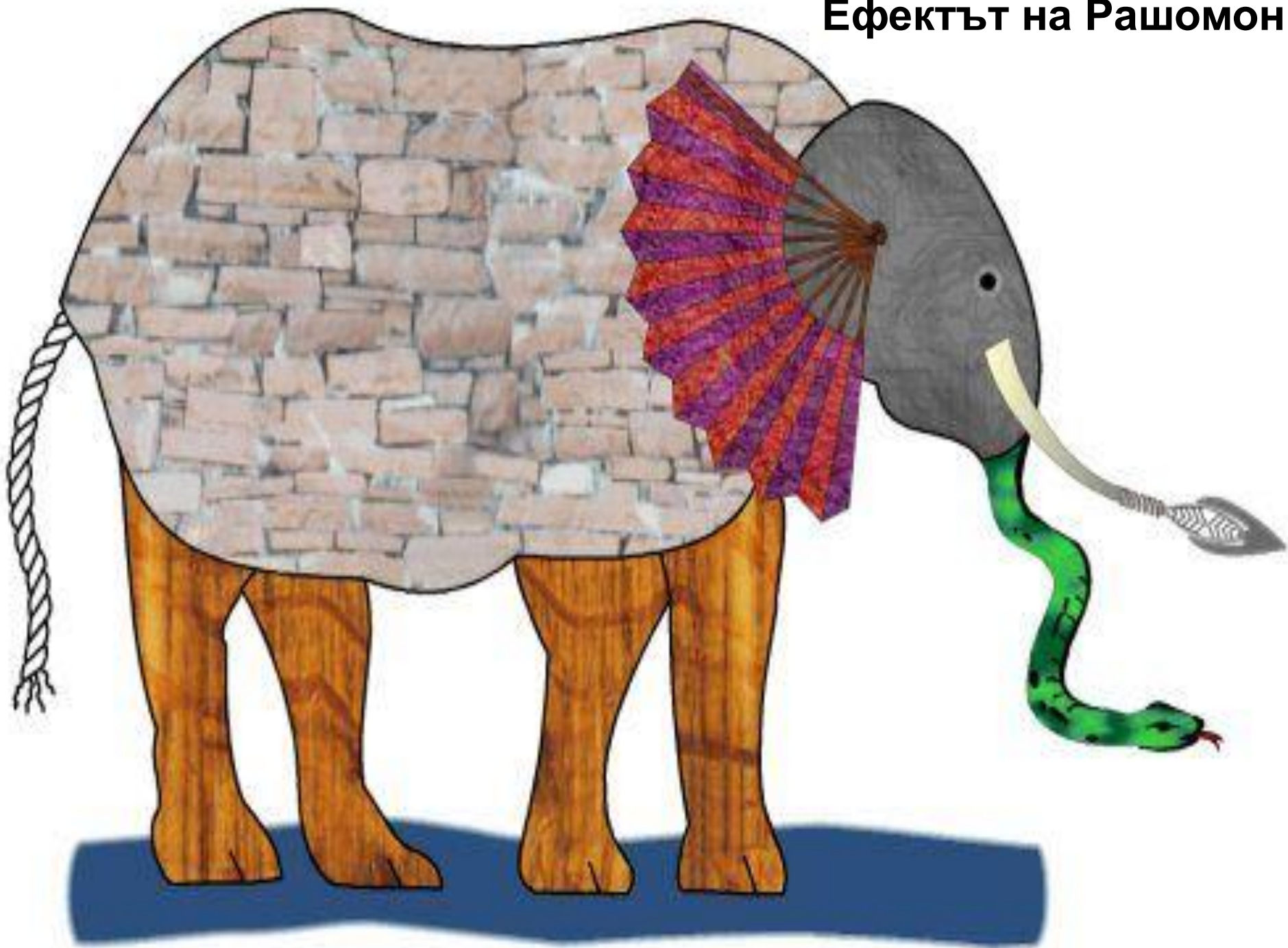
Name	E-mail Address	Required
		☒

A3?



15a Планирайте срещите си

Ефектът на Рашомон



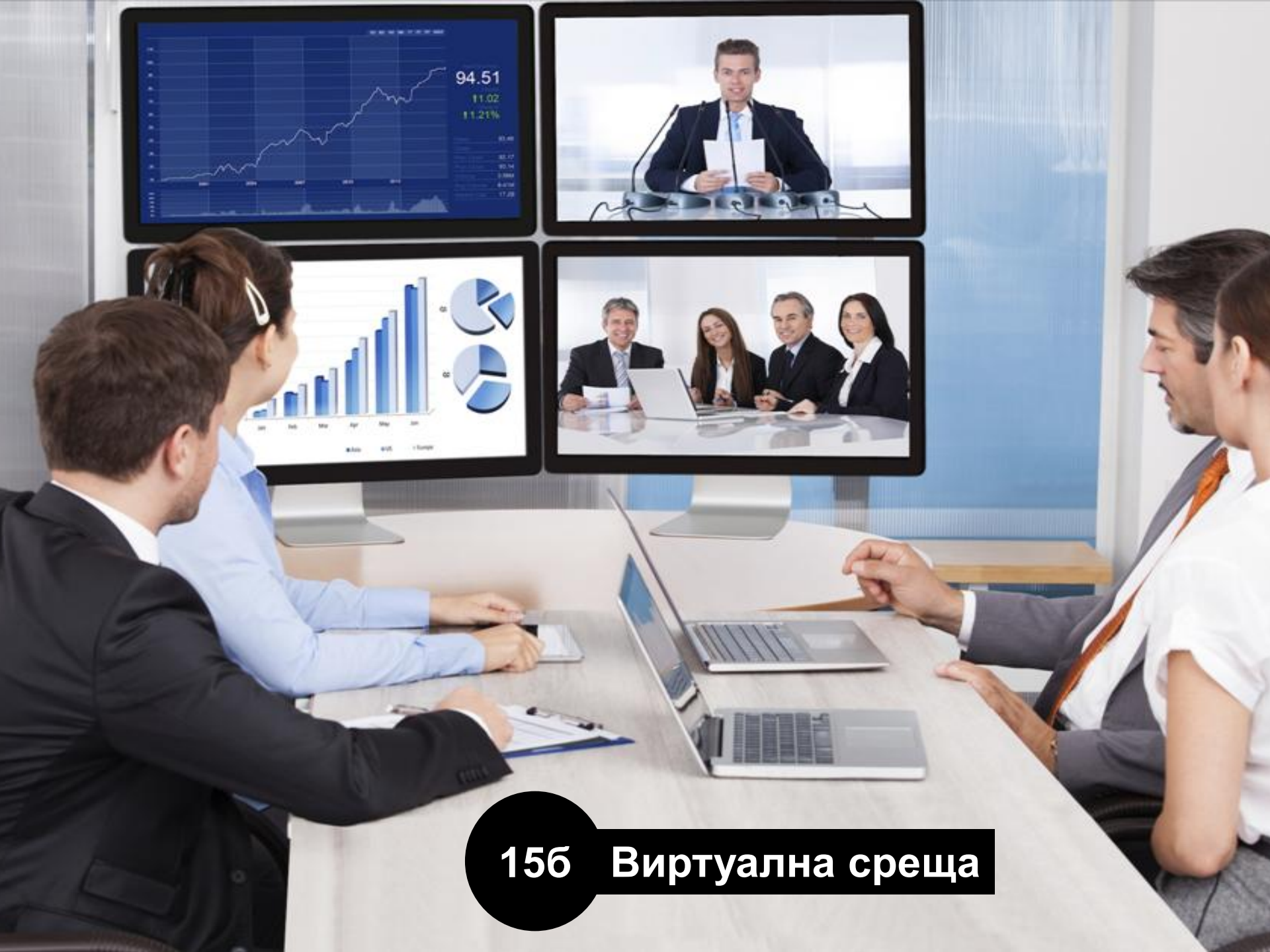
Говори
нонстоп

Спори
нонстоп

Закъснява

Тръгва си
по-рано

Откъсва се
от темата



156 Виртуална среща

15в Правостояща среща





15г “Ходеща” среща





15д Воден трик 😊





ALL FINANCE MEETING CALLED

MEETING

CALL ACCOUNTANT

CALL FINANCE

GO AHEAD

MEETING 9.00

GROUND HEAD CALLED

MARK 3.30

DE TOMORROW

SIGNED CONTRACT

ACCOUNT LATE

CALL PHIL

PROJECT LAUNCH 9.30 MONDAY

LAUNCH DATE 15

CALL CLIENT

FINANCE DUE

CALL ANDY THURSDAY

ASAP

DEADLINE

THU CALLED 8.15

WEDNES

JOHN CALLED 1.30

FINANCE DIRECTOR CALLED

BUSINESS LUNCH

ON TIME FOR CLIENT

CLIENT CALLED

INTERVIEW MONDAY

PAK

ME SAR

DEAD

YORK

16 Използвайте приложения за управление на времето



Google Drive



PRODUCTS ▾ BLOGS ▾ THE TRUNK

• Web Sign In
• Create Account
• Go Premium

If you need to reset your password, click below

Reset Password

Remember everything.



Capture anything.

Save your ideas, things you like, things you hear, and things you see.



Access anywhere.

Evernote works with nearly every computer, phone and mobile device out there.



Find things fast.

Search by keyword, tag or even printed and handwritten text inside images.



GET EVERNOTE - IT'S FREE ▶



Evernote ▶



Sketch ▶



Penultimate ▶



Web Clipper ▶



Evernote Hello ▶



Evernote Food ▶



Evernote Clearly ▶



Evernote Peek ▶



remember
the milk™



The Great Kitchen Redesign

Taco's Organization



Public

Ideas

Get a new window valence to match the cabinet colors



To Do

Adjust water pressure of the sink



1 vote

0/4

Nov 10, 2013

Remove old refrigerator and stove



Install new sink



1

0/10

Nov 4, 2013

Doing

Pick countertop colors



1

Nov 27, 2013

Buy new kitchen cart



1



Done!

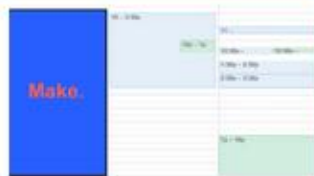
Call contractor



1/2



Issue 1 - 23rd Nov 2012



Ben Kamens: a Maker-Manager's Schedule



1



iDoneThis: The Other Half of Your Job



1



Issue 2 - 30th Nov 2012

Are you a Maker or a Manager? Look at your daily schedule



10 Mistakes That Software Team Leads Make

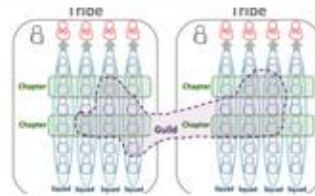


1

Thoughts on how to schedule your day



Issue 3 - 7th Dec 2012



Scaling Agile @ Spotify with Tribes, Squads, Chapters & Guilds



1

10 tips on the best time to accomplish anything



Avoiding "the stupid hour"



Issue 4 - 14th Dec 2012



It's Not Just Standing Up: Patterns for Daily Standup Meetings



1



Software Inventory



1

The 5 Most Valuable Leadership Insights From Tim Cook

Issue 5 - 21st Dec 2012



6 secrets for successful small teams



1

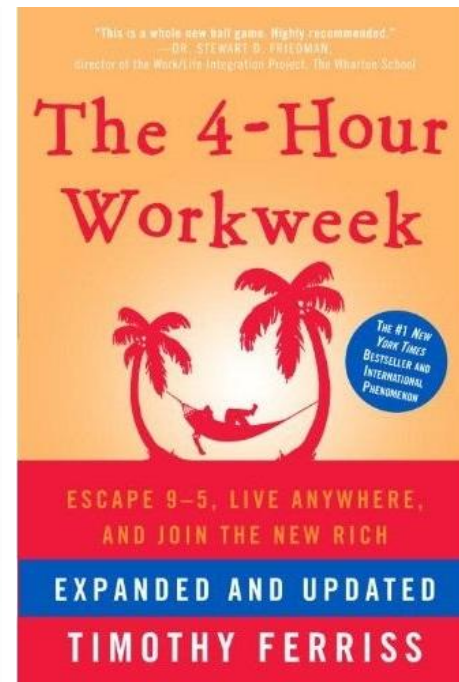
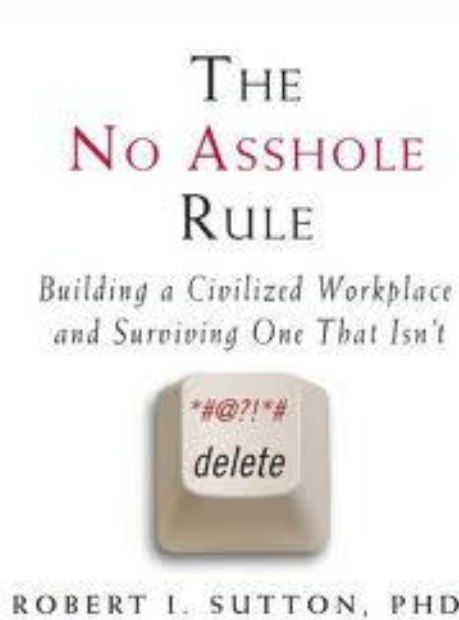
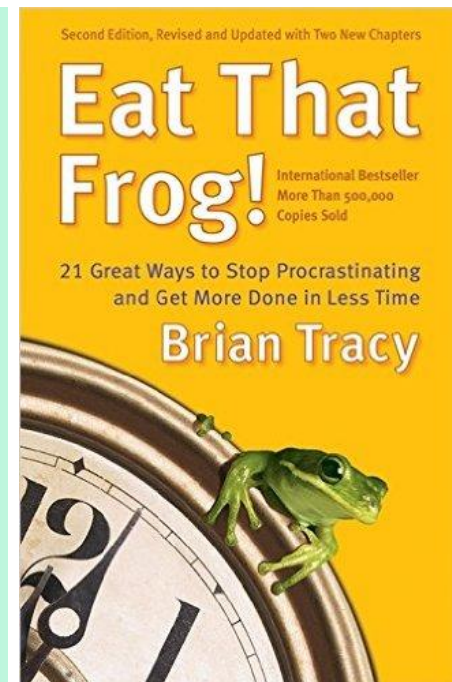
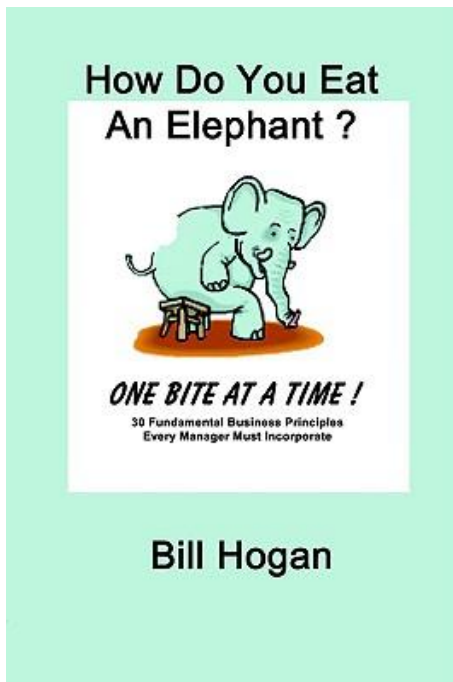
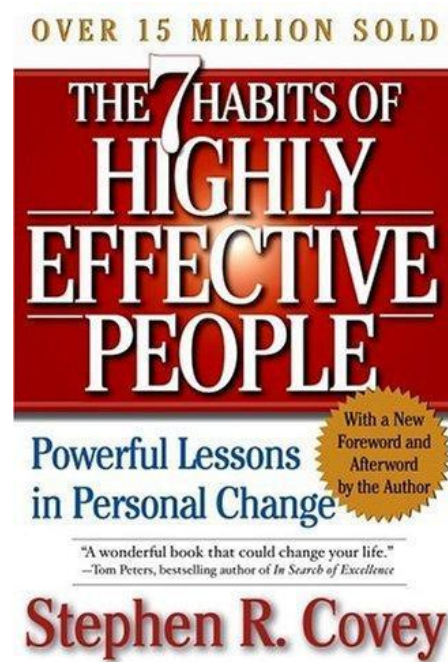
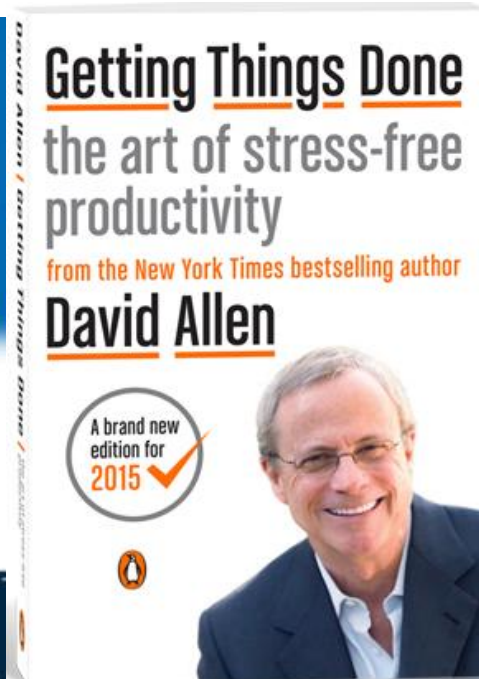
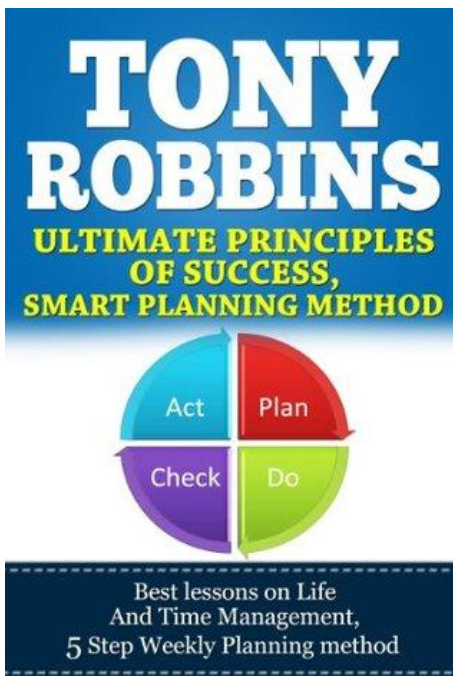
Growing developers: Ask for solutions instead of giving them



Hire For The Ability To Get Shit Done



7 Zero-order measurements for agile projects



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20 стратегии

1. Направете одит на времето си
2. Не си губете времето
3. Не позволявайте на другите да ви губят времето
4. Определете своите цели
5. Определете своите приоритети
6. Планирайте времето си
7. Определете крайни срокове
8. Направете си седмичен график
9. Направете си дневен график
10. Делегирайте (или търсете помощ)

20 стратегии

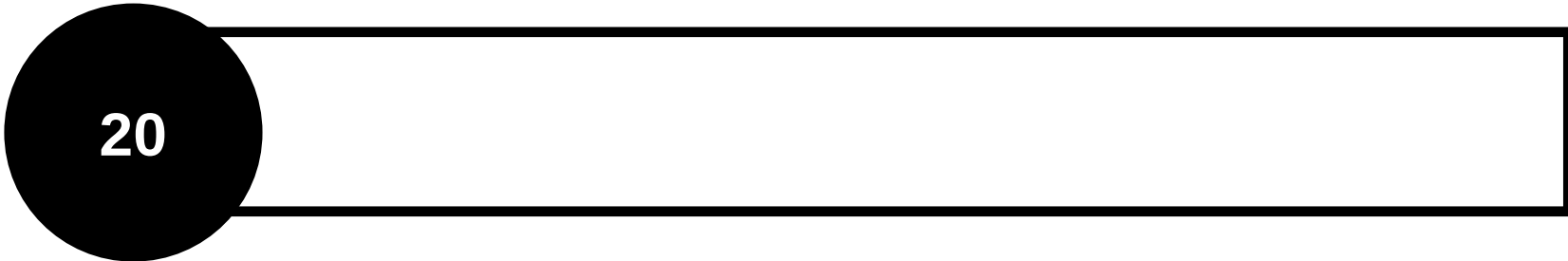
11. Слушайте ритъма на тялото си
12. Избягвайте екстремна преумора
13. Влагайте фокус и концентрация
14. Работете по най-ефективния за ВАС начин
15. Намалете броя на срещите
16. Използвайте приложения за управление на времето
17. Учете се
18. Забавлявайте се
19. _____
20. _____

Ваш ред....

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20 стратегии за оптимално управление на *времето*



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