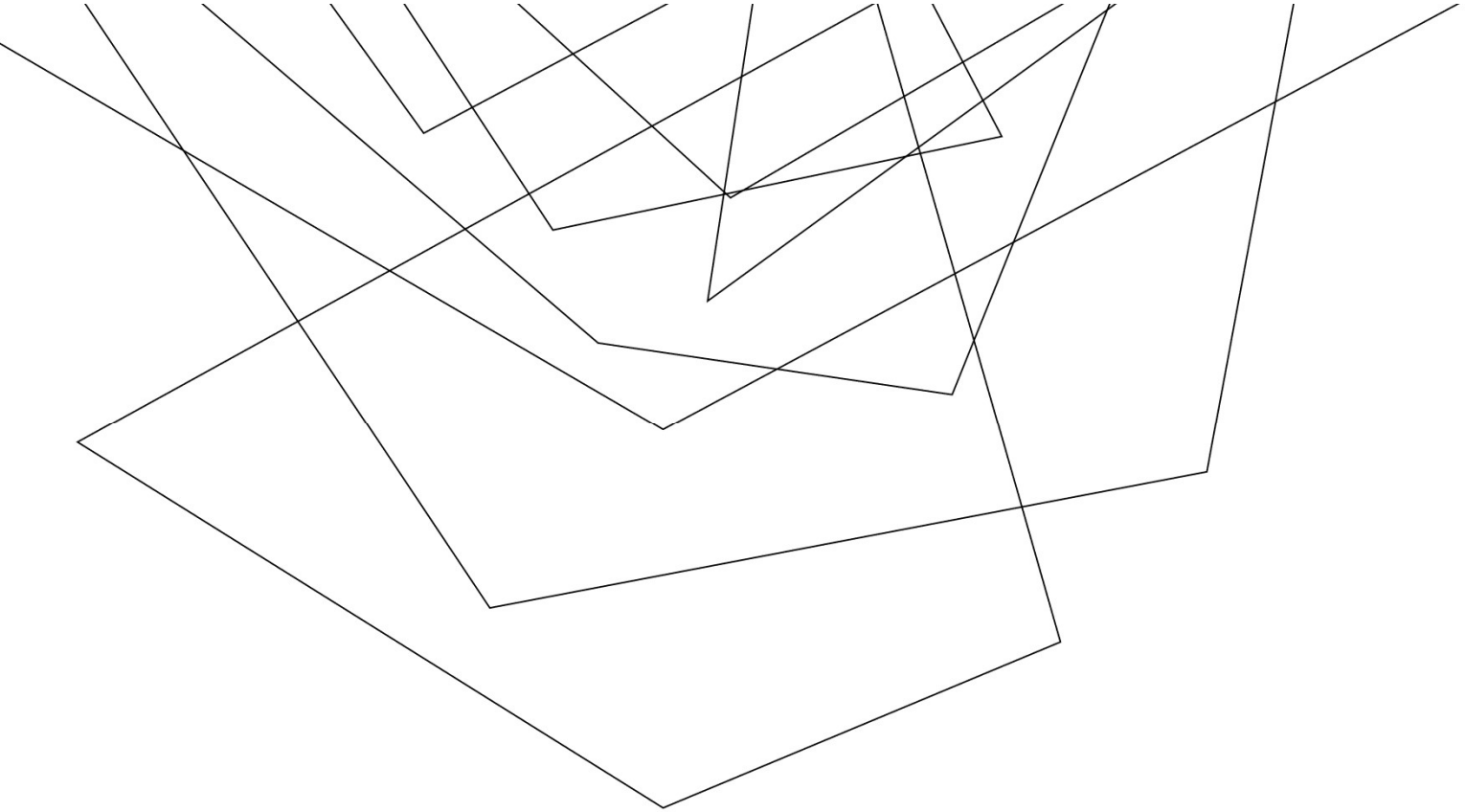


PLANNING/SCHEDULING

Soundera Pandian Selvaraj

AGENDA

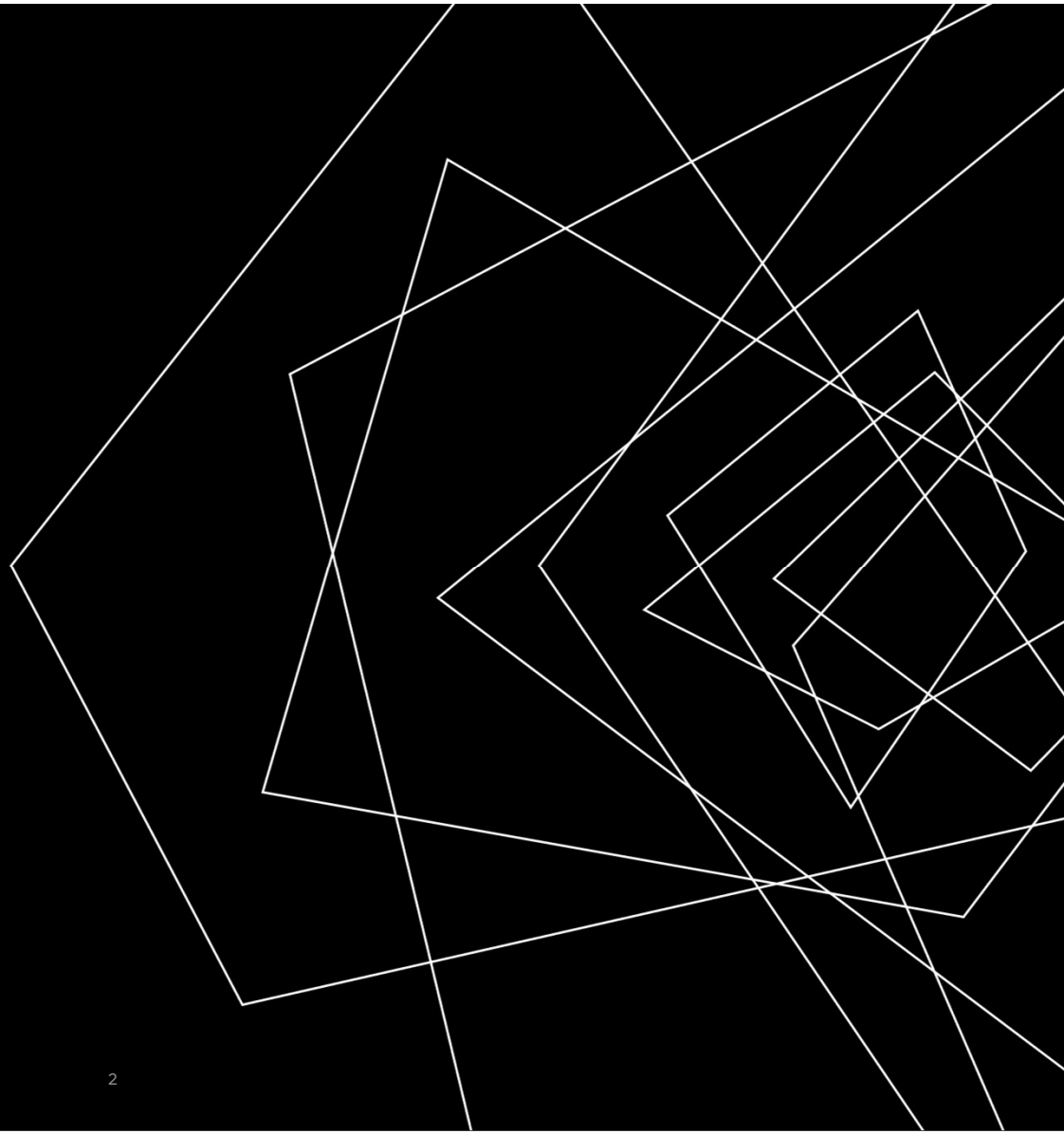
Introduction

Primary goals

Purpose of Scheduling

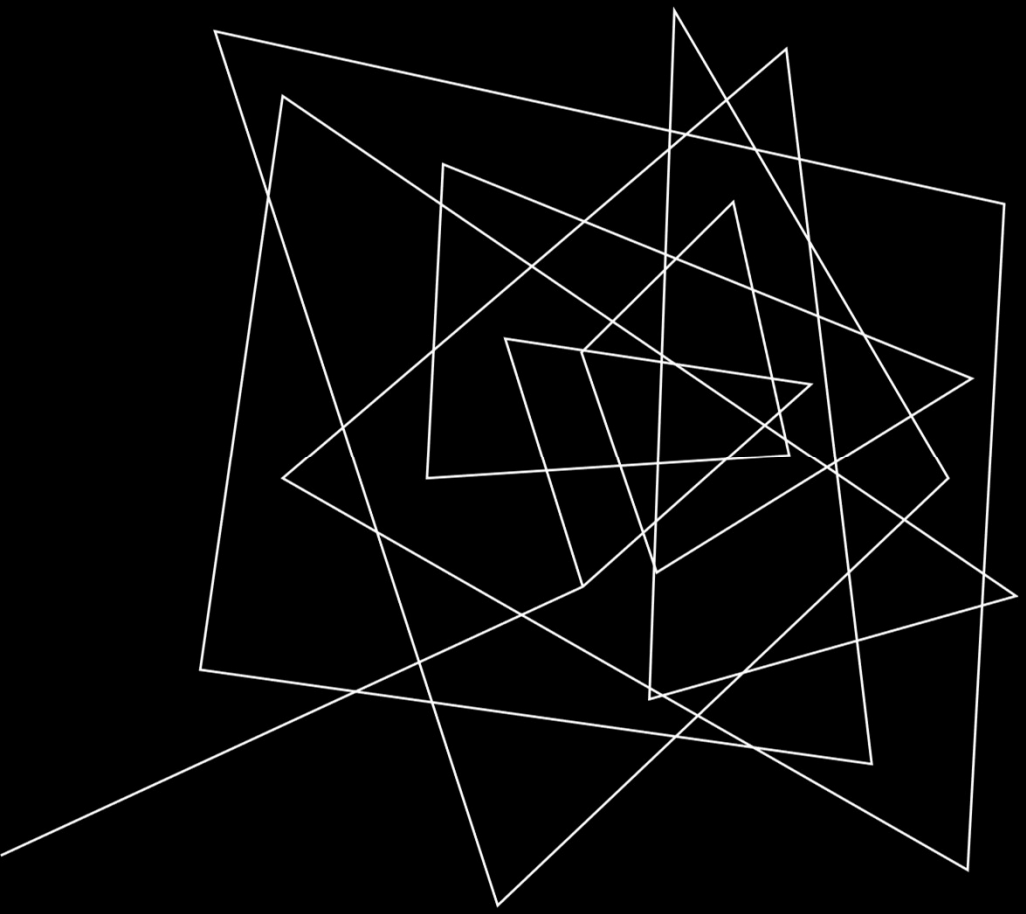
Different Types of Scheduling

Summary



INTRODUCTION

Scheduling is defined as a process of allocating time to perform a collection of tasks.



PRIMARY GOALS

Creating and maintaining a consistent work schedule is the key for success and living a fulfilled life.

The main purpose of a work schedule.

It ensures that you complete your responsibilities in the time allotted. Having a consistent work schedule encourages people to get their work done effectively and efficiently.

1. **Preserves work-life balance.**
2. **Monitors productivity.**
3. **Meet deadlines.**
4. **Reduces stress.**

Scheduling Importance – Leaders:

Scheduling is an important tool for leaders because it helps them to manage their **time effectively, prioritize tasks**, and ensure that they are able to **meet important deadlines**.

A well-designed schedule allows leaders to allocate time for important meetings and projects, **plan for contingencies, and make the most of their time.**

By providing a clear outline of what needs to be done and when, **a schedule can help leaders to communicate their plans and expectations to their team members, which can improve coordination and teamwork**.

Additionally, by scheduling time leaders can maintain their well-being and be better equipped to handle the demands of leadership.

Scheduling for team:

Scheduling is also important for teams because it helps them to **coordinate their efforts and work together** more effectively. This can **improve communication and reduce confusion** among team members.

It helps to keep **everyone on the same page and ensure that deadlines** are met. It helps to eliminate delays caused by missed tasks and **unplanned events.**

A clear schedule can also provide **visibility into the workload of individual team members**, which can help leaders to identify and address issues such as **burnout or overwork**.

Additionally, having a schedule in place can help team members to plan their time more effectively, balance competing demands and make the most of their time. By giving team members a clear understanding of their roles and responsibilities, a schedule can also help to foster a **sense of ownership and accountability** among team members, which can in turn lead to **better performance and results**.

The Time Blocking Method

Time blocking simply means planning out your day in advance and dedicating specific hours to accomplish specific tasks.

Doing this requires determining in advance what you will accomplish and exactly when you will accomplish it. Once you have those in mind, enter these into your calendar and then get to work on those tasks at the allocated time during the day.

The Most Important Task Method (MIT)

The MIT method is all about focusing on what's essential. Rather than writing out a massive to do list and trying to get it all done, determine the 1-3 tasks that are essential and then relentlessly focus on those tasks during the day. It’s not that you never do more than three tasks in a day, but that you don’t do anything else until you’ve completed the three essential tasks.

The Pomodoro Technique

The Pomodoro Technique is all about working in short, massively productive, intensely focused bursts, and then giving yourself a brief break.

It's incredibly simple, in that all it requires is a timer, and it allows you to break down a large task into manageable intervals.

Here's how it works:

1. Choose a task.
2. Set your timer for 25 minutes.
3. Work on the task until the timer ends.
4. Take a short break (around 5 minutes)
5. Every 4 Pomodoro sessions, take a break (10 minutes)

This technique allows you to accomplish a significant amount over the course of the day while still taking adequate breaks. The relatively short time of each session also allows you to intensely focus without becoming mentally fatigued.

90-Minute Focus Sessions

The human body operates on cycles called "**ultradian rhythms**." During each of these cycles, there is a peak when we are most energized and a trough when we are exhausted.

With the 90-minute focus technique, you take full advantage of the energy peaks and troughs that occur throughout your day: Work 90 minutes and then relax your mind for 10 minutes.

Most people pay little attention to the natural rhythms of their body and use stimulants like coffee to power through periods of low energy. This almost always results in a complete crash around 2:30pm, which corresponds with a trough in your ultradian rhythm.

Working in 90-minute bursts allows you to correlate your maximum energy levels with your task list, which then gives your productivity a major boost. You're working with your body instead of against it.

SCHEDULING

The Time Blocking Method	The Most Important Task Method (MIT)	The Pomodoro Technique	90-Minute Focus Sessions
Time blocking simply means planning out your day in advance and dedicating specific hours to accomplish specific tasks.	The MIT method is all about focusing on what's essential.	The Pomodoro Technique is all about working in short, massively productive, intensely focused bursts, and then giving yourself a brief break	With the 90-minute focus technique, you take full advantage of the energy peaks and troughs that occur throughout your day.

SUMMARY

Finding The Ideal Mix

Creating your most productive schedule might mean creating hybrids of some of these methods. The MIT method works well with the Time Blocking Method. Three Pomodoro sessions fit neatly inside a 90-minute work session.

How are you going to schedule your day?

“TIME ISN’T THE MAIN THING. IT’S THE ONLY THING”

Miles Davis

THANK YOU

Soundera Pandian Selvaraj