Calendar. Not to-do lists.

Devi Parikh

Goal

Be on top of things
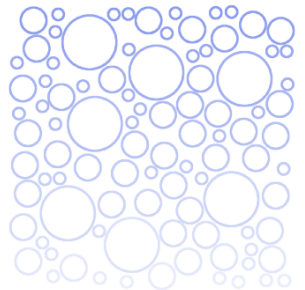Avoid drama and stress

Assumption

Your bottleneck is time management, and not motivation

Philosophy

Calendars convert time to space

Finiteness of time becomes apparent
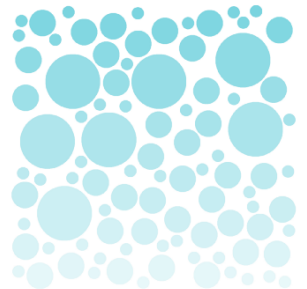Just like physical space constraints are apparent

Methodology

1. Make *every* task a calendar entry

2. Do the task at that time

3. Move the task to a "done" calendar

4. Go to bed with an empty "to do" calendar
   - Either you got everything done
   - Or you re-planned
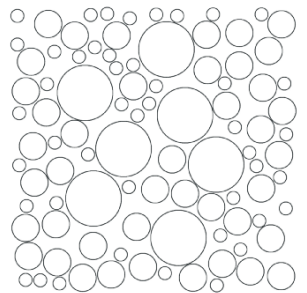
Principle 1

Everything takes time
Everything needs to be on your calendar

Principle 1: Everything on your calendar

Time is always ticking

Time is finite

Time is your bottleneck

Plan with time being central

Calendars. Not lists.

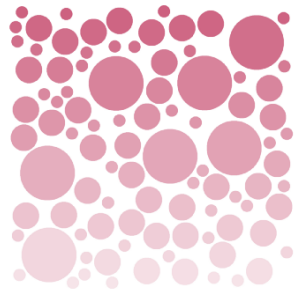*Everything* on your calendar

    Personal (routine, fun, errands, doing nothing)

    Professional (meetings, tasks, thinking, emails)
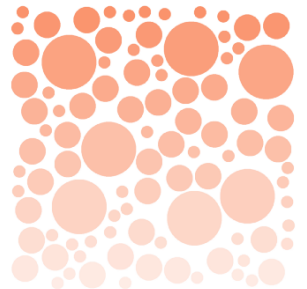
    Long term, recursive

Nothing is too trivial

Bonus: Nothing will get dropped

Principle 2

Incorporate your multiplier factor

Principle 2: Incorporate your multiplier factor

What is a multiplier factor?

Measuring it is easier than fixing it
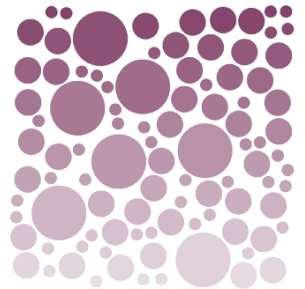
Measure it, incorporate it

It will feel like an overkill, don't ignore the data

Your plan is now a feasible one

If everything doesn't fit, prioritize

Don't be delusional
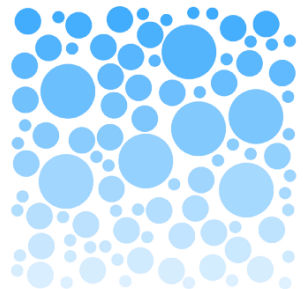
Bonus: Measuring the multiplier is a first step towards approaching 1.0

Principle 3

Incorporate your patterns

Principle 3: Incorporate your patterns

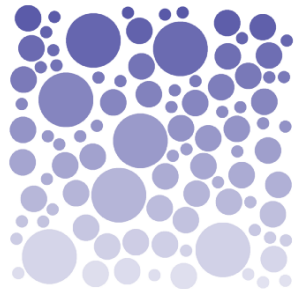Unexpected things tend to happen at work

Kids

Not a morning person

Friends tend to make impromptu plans on Saturdays

Tend to be too tired on Sundays

Give yourself plenty of buffer

Don't mix in other battles

Principle 4

Re-plan
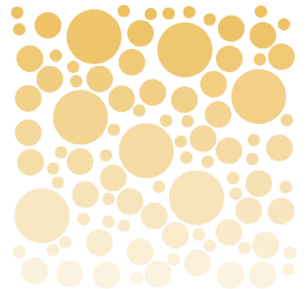
Principle 4: Re-plan

Plan is feasible, but not guaranteed

Move things to other open slots

Ripple effect based on urgency

After re-planning, you once again have a feasible plan

Rinse and repeat

A successful day is not when you get everything you planned to do that day done. It is one when you can go to bed with a feasible plan for every day ahead.

Re-planning is not failure. Re-planning is part of the plan.

Bonus: The high of the "done" move
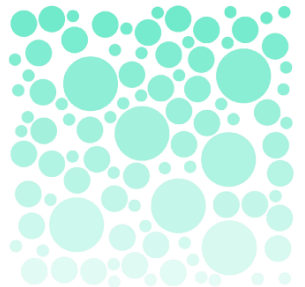
Principle 5

Break it down
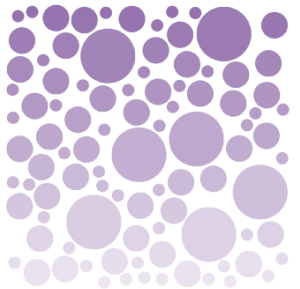
Principle 5: Break it down

Not everything comes in calendar-sized chunks
Break it down

Pro-tip: Make making a plan a calendar entry
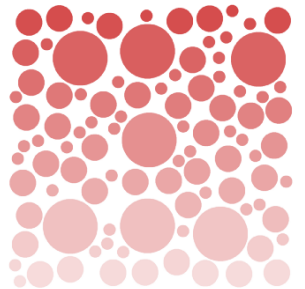
Principle 6

Backtrack
Foresee

Principle 6: Backtrack. Foresee.

Backtrack:

A conference deadline is 3 months out...

Foresee:

A week before the conference deadline tends to be crazy

You can't get work done when family is visiting

Surfaces when things are more urgent than they seem to be

You'll know. Things won't "fit"!

Pro-tip: Backtracking tells you the *latest* by when you need to get something done!

Pro-tip: You need buffers to be able to re-plan.
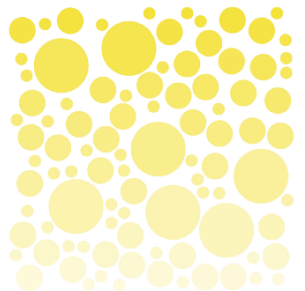
Principle 7

Visualize your time

Principle 7: Visualize your time

Every night

What is tomorrow going to be like?

Every Sunday

What is next week going to be like?
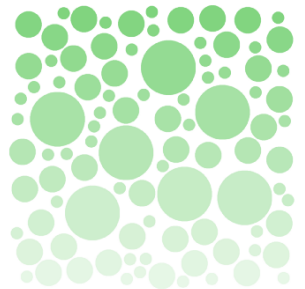
Summary: Methodology

1. Backtrack, foresee
2. Make *every* task a calendar entry
   - Incorporate multiplier and patterns
   - Break it down
3. Do the task at that time
4. Move the task to a "done" calendar
5. Visualize your tomorrow
6. Go to bed with an empty "to do" calendar
   - Either you got everything done
   - Or you re-planned

Wed	Thu	Fri	Sat	Sun
7:30 AM Get ready and go to work	7:30 AM Get ready and go to work	7:30 AM Get ready and go to work	7:30 AM Sleep in	
Add LaidSiv paper to CV	PerceptiveConv meeting			Call Mom
SFA replied? Plan expenses	LaidSiv Pytorch meeting	AI Guest interview		9:30 AM Look into Atlanta apartments
Prepare for hiring meeting	Hold because talks often...	10 AM Alex Parrish's talk	10 AM Get ready, brunch, loiter	
Write YFA grant report	Ramesh's meeting			Call Shankar and Gulpreet
	DAI biweekly	Meet RE candididate		
Lunch	Lunch	Lunch		12 PM Write time management blog post
Plan PRCV18 practice ses...	1 PM Plan for planning class in Fall	1 PM Group meeting or reading group		
David going to IACL?				
Look into Kelly's gifs data...				
2:30 PM Think about service role for next year -- let Brian know	3 PM Algorithmic art coding	Manager 1:1	3 PM Meeting Julie and Andy	
		When is Angela starting?		
4 PM Figure out concrete intern projects. Otherwise hard to make good progress! Set up meetings with Boris to brainstorm.		Maria's Q&A		
		5 PM Calvin, Sam transferring courses? Dawn, Mohit taking quals next semester?		
Dinner	Dinner	Dinner		Dinner
Leave $120 for Lydia	Read article Dori sent			8 PM Black Mirror
Swati's job search status?				
Order fans				
answer question in journal	answer question in journal	answer question in journal	answer question in journal	answer question in journal
Sleep	Sleep	Sleep		Sleep

Calendar. Not to do lists. https://blog.usejournal.com/calendar-in-stead-of-to-do-lists-9ada86a512dd

Emails

Goal: Zero inbox

When you first see an email, read it entirely
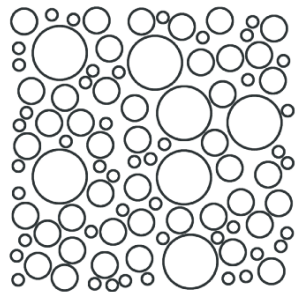
    If nothing needs to be done: archive it

    If you need to reply and can do it now: reply and archive

    If you need to do something before you can reply: put that task on your calendar, archive the email

    So only emails in your inbox are ones you haven't read

    (or are emails you read in a rush – e.g., walking between meetings)

Wed	Thu	Fri	Sat	Sun
7:30 AM Get ready and go to work	7:30 AM Get ready and go to work	7:30 AM Get ready and go to work	7:30 AM Sleep in	
Add LaidSiv paper to CV	PerceptiveConv meeting			Call Mom
SFA replied? Plan expenses	LaidSiv Pytorch meeting	AI Guest interview		9:30 AM Look into Atlanta apartments
Prepare for hiring meeting	Hold because talks often...	10 AM Alex Parrish's talk	10 AM Get ready, brunch, loiter	
Write YFA grant report	Ramesh's meeting			Call Shankar and Gulpreet
	DAI biweekly	Meet RE candididate		
Lunch	Lunch	Lunch		12 PM Write time management blog post
Plan PRCV18 practice ses...	1 PM Plan for planning class in Fall	1 PM Group meeting or reading group		
David going to IACL?				
Look into Kelly's gifs data...				
2:30 PM Think about service role for next year -- let Brian know	3 PM Algorithmic art coding	Manager 1:1	3 PM Meeting Julie and Andy	
		When is Angela starting?		
		Maria's Q&A		
4 PM Figure out concrete intern projects. Otherwise hard to make good progress! Set up meetings with Boris to brainstorm.		5 PM Calvin, Sam transferring courses? Dawn, Mohit taking quals next semester?		
Dinner	Dinner	Dinner		Dinner
Leave $120 for Lydia	Read article Dori sent			8 PM Black Mirror
Swati's job search status?				
Order fans				
answer question in journal	answer question in journal	answer question in journal	answer question in journal	answer question in journal
Sleep	Sleep	Sleep		Sleep

Calendar. Not to do lists. https://blog.usejournal.com/calendar-in-stead-of-to-do-lists-9ada86a512dd