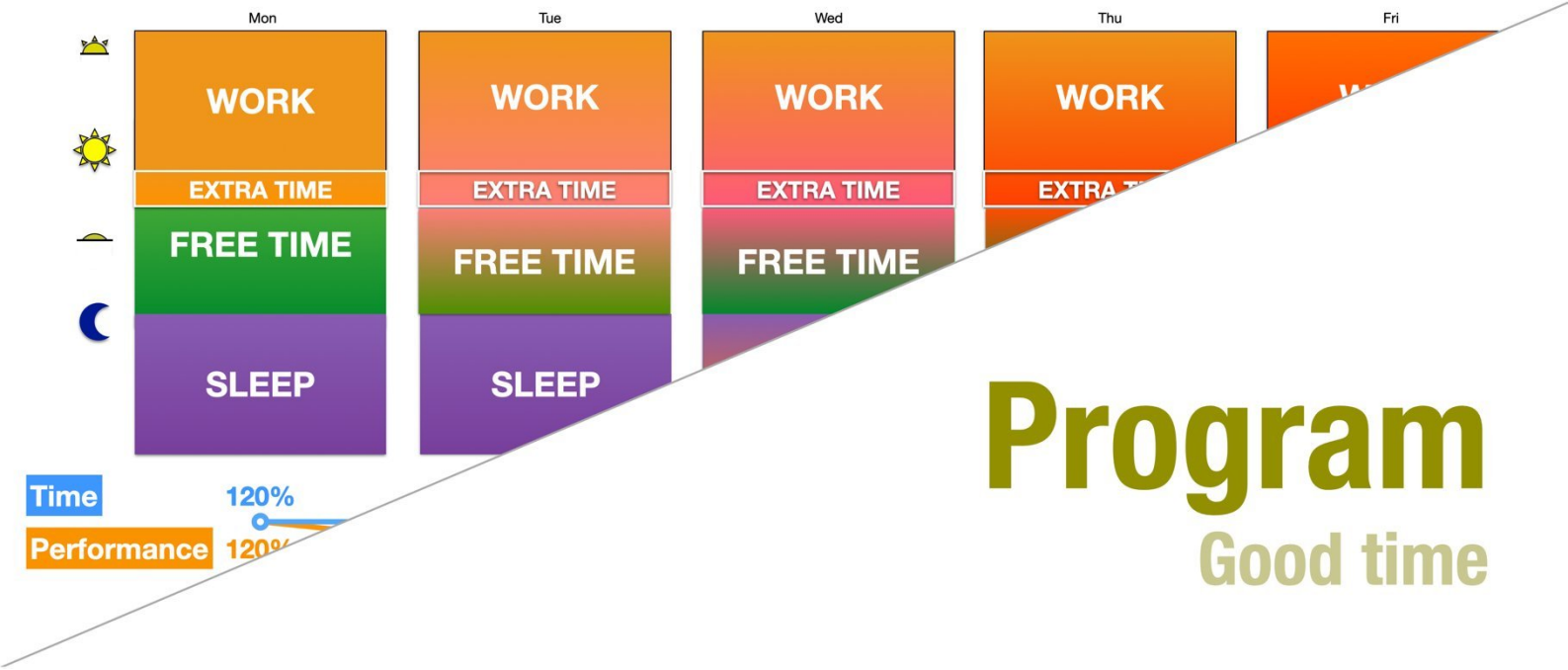
Mon
Tue
Wed
Thu
Fri
WORK
WORK
WORK
WORK
EXTRA TIME
EXTRA TIME
EXTRA TIME
FREE TIME
FREE TIME
FREE TIME
SLEEP
SLEEP
Time
120%
Performance
Program
Good time

Good time

Take time to think

Managing our time and the multiple activities of our role is not always so easy, but with the right mindset and behavior you could have some advantages, having simple information that allows you to understand how our brain works, to be able to support it. Be aware that we do not have infinite energy, but energy cycles to use in the best way. That some activities performed must be conscious, and others automatic. Emergencies are not always truly emergency, but they must be managed, without weakening other activities. In every role there are strategic activities that must be protected and preserved, but not taking care of our time has consequences, even on our personal lives.

Good time

Short description

The course is a guide to time and energy management, using metaphors such as Tetris and the management of an emergency room. Different methods to optimize productivity are analyzed, considering the circadian rhythm and the distinction between high and low energy activities. The importance of recovery breaks is emphasized and practical advice is provided to improve work organization. Finally, the need to balance demanding activities with more relaxing ones is emphasized to maintain a high level of performance.

It combines neuroscience concepts, practical examples and metaphors. The importance of understanding how our brain works and of adapting our activities to the natural rhythms of the body to optimize performance is emphasized. The main objective is to move from an often frustrating and ineffective time management to a more conscious one, based on the alternation of high and low energy activities and the importance of recovery times.

Key Points

Time as a Democratic but Defined and Non-Infinite Resource

The common perception of time as an elusive resource, often insufficient to carry out all activities, is addressed. However, a crucial point is underlined: "Time is one of the most democratic things: We all have the same amount of it every day. But it is precisely by the use we make of it that we determine its quality." This concept highlights that the key is not to have more time, but to use it more effectively.

"Superheroes" and Ineffective Solutions

The tendency to overestimate one's capabilities and to look for quick solutions, such as working faster or accumulating overdue activities, is underlined. "Extreme speed is not always a friend of the quality of the result" These solutions, described as "unsatisfactory", highlight an approach that ignores physical and mental limits.

The Tetris Analogy as a Model for Activities

The analogy of the Tetris game is introduced to represent the unpredictable and variable nature of daily activities. This metaphor emphasizes that we must adapt to the tasks presented to us and try to fit them together efficiently.

Good time

Case Study: The Minneapolis Bridge Collapse

The case study of the Minneapolis bridge colla pse illustrates how changes in behavior (approaches and methods) can lead to extraordinary results.

The Neuroscience of Time: Circadian Rhythm and Energies

The functioning of our brain, in particular the prefrontal cortex, and its connection to the circadian rhythm is explored. It explains how our brain functions with high and low energy cycles, with phases of intense activity alternating with phases of recovery. The importance of following this rhythm is emphasized to optimize performance and avoid burnout.

High and Low Energy Activities

The concept of high and low energy activities is introduced, comparing the difference between a simple operation and a complex one. High energy activities require the use of the prefrontal cortex, while low energy activities are performed automatically through the basal ganglia. Most of our activities (95%) are automatic and it is essential to cultivate good habits.

Task Division and Emergency Management

The ability to divide tasks into smaller phases and place them throughout the day according to one's energy levels. The topic of "normalizable emergencies" is also discussed, i.e. events that often interrupt the flow of work but that can be managed proactively, dedicating a specific time slot to them.

The Importance of Recovery

Recovery, i.e. breaks, is presented as a fundamental element to maintain high performance. Without adequate breaks, performance drops dramatically.

Good time

	Any role	Intermediate	Manager
1	Time and activity Spontaneous solutions Tetris effect Conscious observation		
2	Overview Evolution of behaviors Right actions, done right Time as glue for the results		
3	Ordinary activities Extraordinary activities Method or Mindset?		
4	Brain & Time Performance and recovery times Energies and decision-making capacity Circadian rhythm		
5	High-low performance Daily energy flow High - Low - Break alternation Risks of estrangement from the circadian rhythm		
6	“Break Up” activities Smart positioning Emergencies and urgencies Their time placement		
7		Tracking your time Key success factors over time How to identify them, protect them, preserve them Effects on other activities	
8			Case Study Felix Baumgarter
	Any role	Intermediate	Manager