



PROJECT MANAGEMENT



180 Minutes

SM: Self-Management/Work&Life Balance

Bogdan Lent





NETFLIX

OFFICIAL
TRAILER



Goal, faith, tedious work

15.05.2010: 16 years old Jessica Watson, sailed around the globe in 210 days

Leading yourself and others

Self-Management Work&Life Balance



Project Management

Self-Management Goal

Development of own personality and of personal satisfaction with own life through the analysis and management of personal strengths and weaknesses.



$$Life = \int_{birth}^{death} \frac{happiness}{time} \Delta time$$



My way to happiness?





**POLITECHNIKA
BYDGOSKA**
Wydział Zarządzania

Dr. hab. rer oec., Dr.-Eng. Bogdan Lent, prof. PBS



Project Management

Yale Prof. Laurie Santos

<https://www.coursera.org/learn/the-science-of-well-being>



04:00 SM Self-Management (Work & Life Balance)

Chart of the Week

THE RELATIONSHIP BETWEEN MONEY AND HAPPINESS

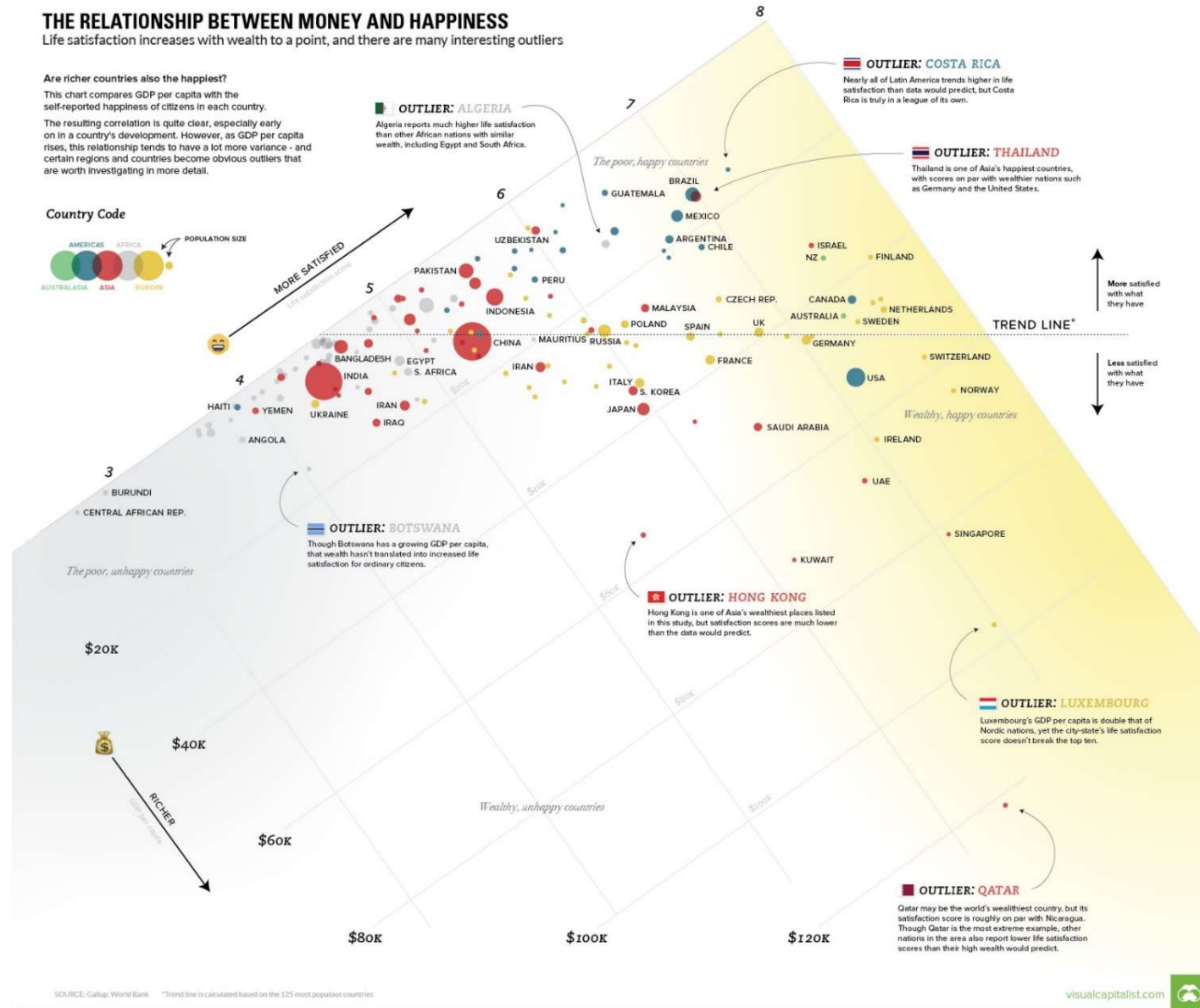
Life satisfaction increases with wealth to a point, and there are many interesting outliers

Are richer countries also the happiest?

This chart compares GDP per capita with the self-reported happiness of citizens in each country.

The resulting correlation is quite clear, especially early on in a country's development. However, as GDP per capita rises, this relationship tends to have a lot more variance - and certain regions and countries become obvious outliers that are worth investigating in more detail.

Country Code



SOURCE: Gallup, World Bank **Trend line is calculated based on the 125 most populous countries

visualcapitalist.com



生き甲斐 Sense of life



THE 10 RULES OF IKIGAI

Ikigai (生き甲斐, pronounced [ikigai]) (ee-kee-gah-ee) is a Japanese concept that translates roughly to a reason for being and a sense of purpose and meaning

1. Stay active and don't retire.
2. Leave urgency behind and adopt a slower pace of life.
3. Only eat until you are 80% full.
4. Surround yourself with good friends.
5. Get in shape through daily, gentle exercise.
6. Smile more and acknowledge people around you.
7. Reconnect with nature.
8. Give thanks to everything that brightens your day and makes you feel alive.
9. Live in the moment.
10. Follow your passion.

GREATBIGMINDS



Our life is just about 700'000 hours....

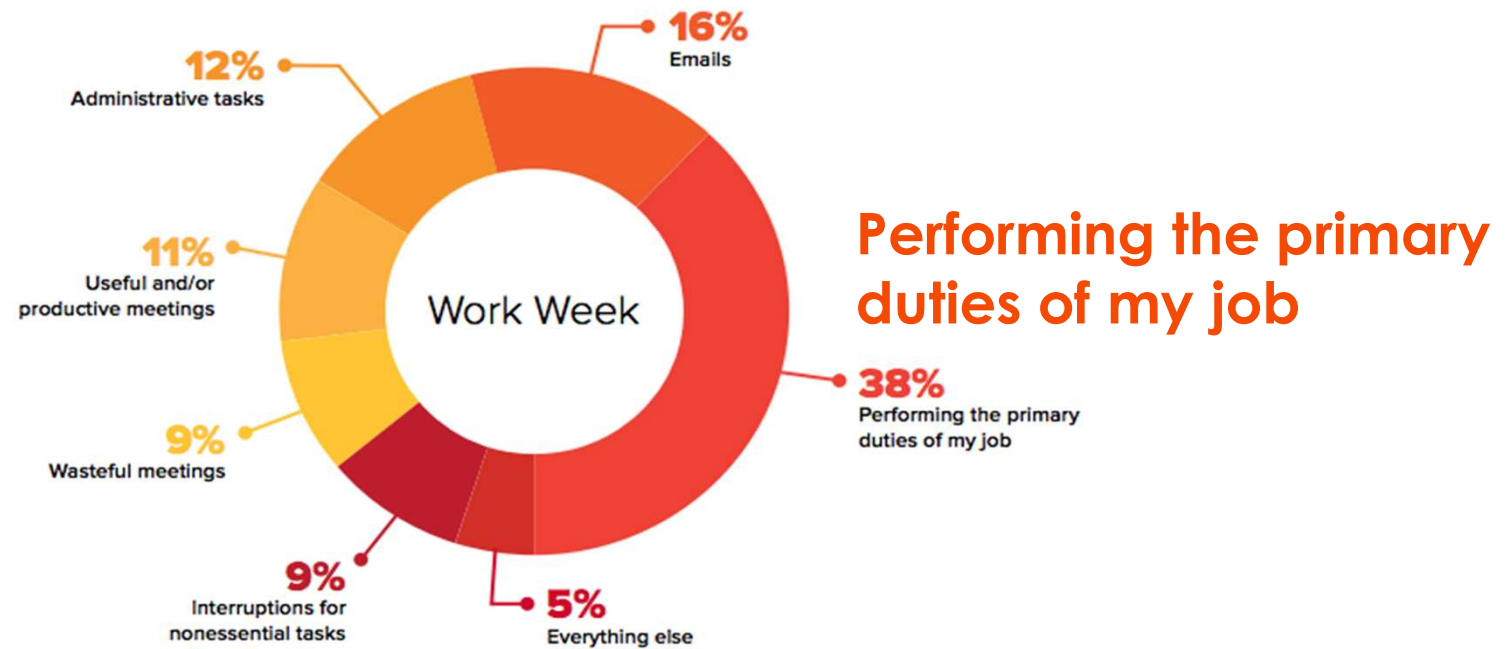
Down counter is
unstoppable....

200'000 hours are already behind us,
may be even more..

Do I manage my time the right way?

How we use our time: The WEF Research

QUESTION: Please give a best guess estimate for what percentage of your work week is taken up by each of the following.



Project Management

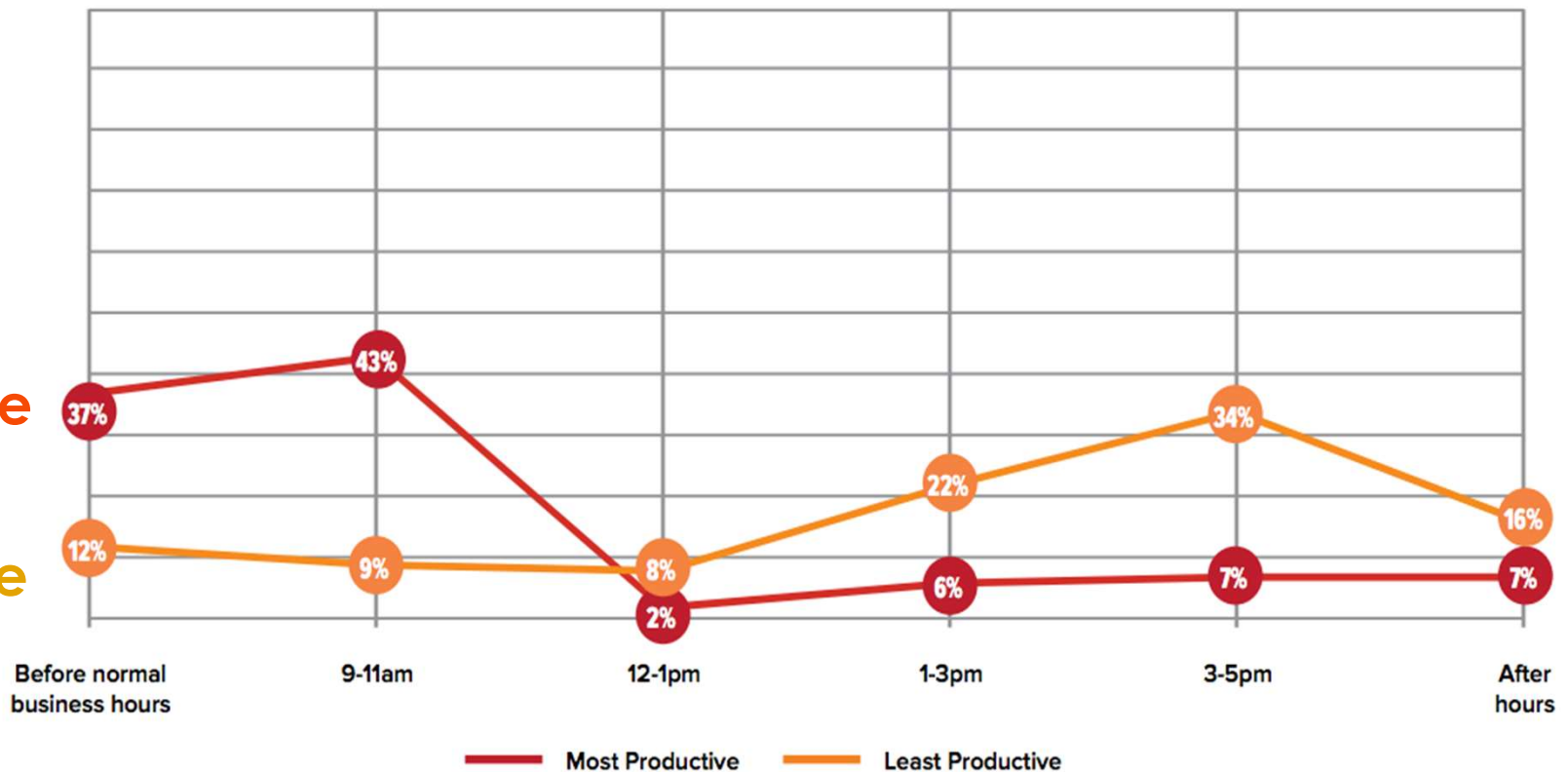
https://www.weforum.org/agenda/2016/10/our-workplaces-are-full-of-distractions-these-are-some-of-the-worst?utm_content=bufferd9388&utm_medium=social&utm_source=facebook.com&utm_campaign=buffer

How we use our time: The WEF Research

QUESTION: Thinking about your typical day, when do you find you are most productive and least productive?

Most
productive

Least
productive

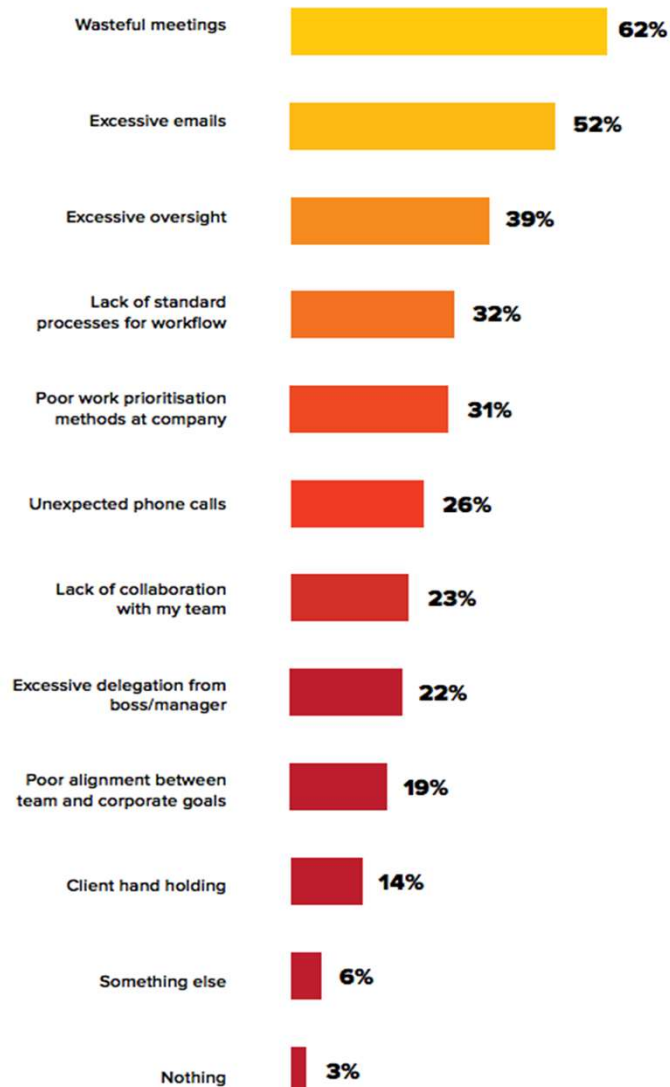


How we use our time: The WEF Research

Wasteful meetings

Excessive Emails

Productivity barriers

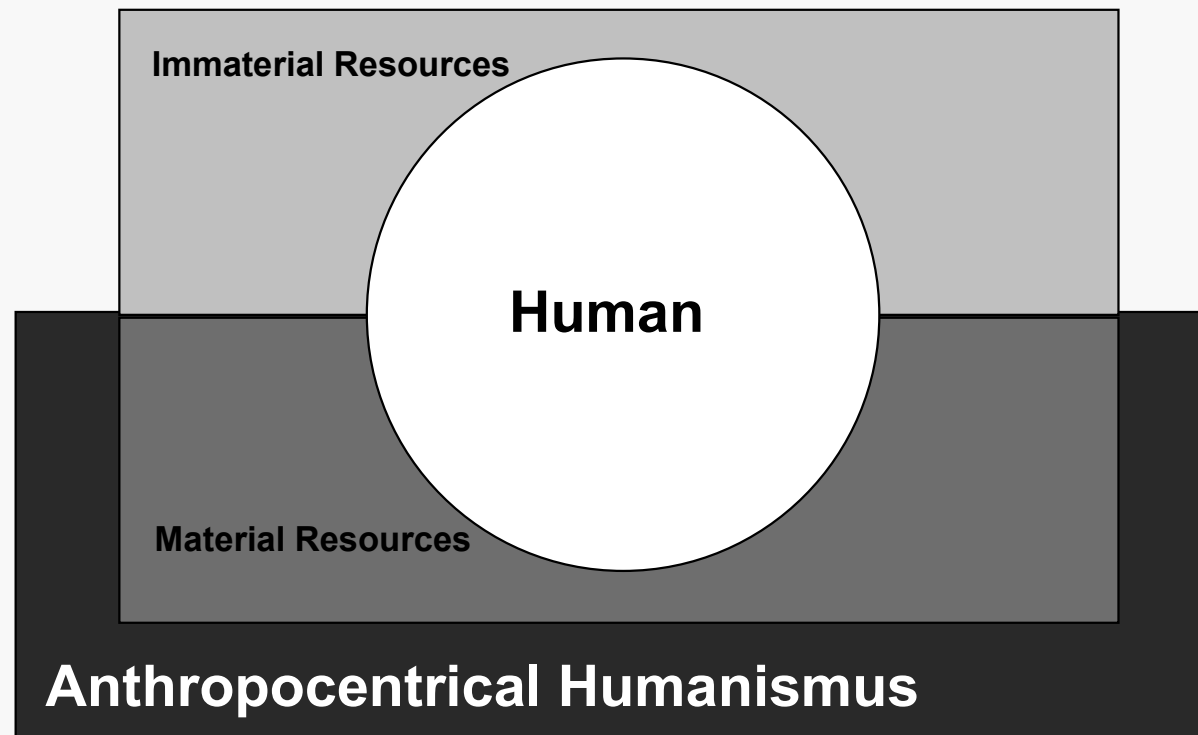


Project Management

My resources

Project Manager & Integral Humanism

Integral Humanism



How to feel good?

Three principles of happiness oriented lifestyle

- Do each day something that makes you feel happy
- Do each day something that brings you closer to your goals
- Do each day something that counterbalance your daily routine (e.g. sport if you seat all day, meet friends if you work alone etc.)



My time management

How do I allocate my time?

How do I allocate my priorities?

No	Start time	Activity	Duration	Per-centage	T	I	A	B	C
1									
2									
3									
4									
5									
6									
7									



My time management

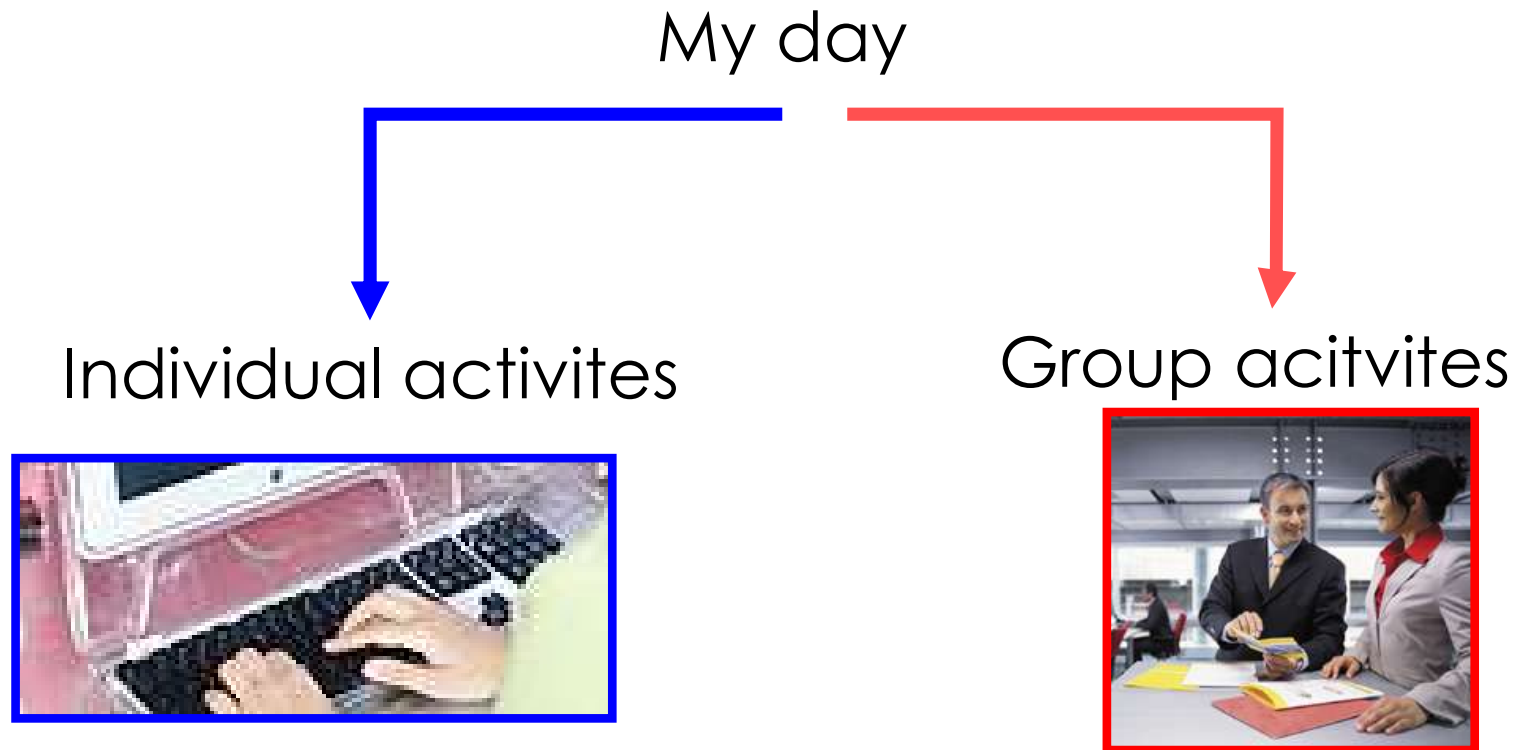
How do I allocate my time?

No	Start time	Activity	Duration	Per-centage	T	I	A	B	C
1	06:00	Sleeping	30'						
2	06:30	Wake-up	10'	0.92%					
3	06:40	Getting out of bed	5'	0.46%					
4	06:45	Morning toilette	15'	1.39%					
5	07:00	Breakfast	10'	0.92%					
6	07:40	...	...						
7	...	...	...						



My time management

How do I allocate my time?



My time management

How do I allocate my time?

Individual activities

Private and business activities, which we do independently from anybody else

- Morning toilette
- Individual studies
- Jogging



My time management

How do I allocate my time?

Group activities

Private and business activities, which we do jointly with other persons or where we depends on others

- Meeting
- Common family meal
- Volleyball



A close-up, side-profile photograph of a muscular man lifting a large, dark, octagonal dumbbell. The man's face is partially visible on the right, looking intently at the weight. His arm is extended upwards, and the dumbbell is held firmly in his hand. The background is a plain, light color.

How do I allocate my time?

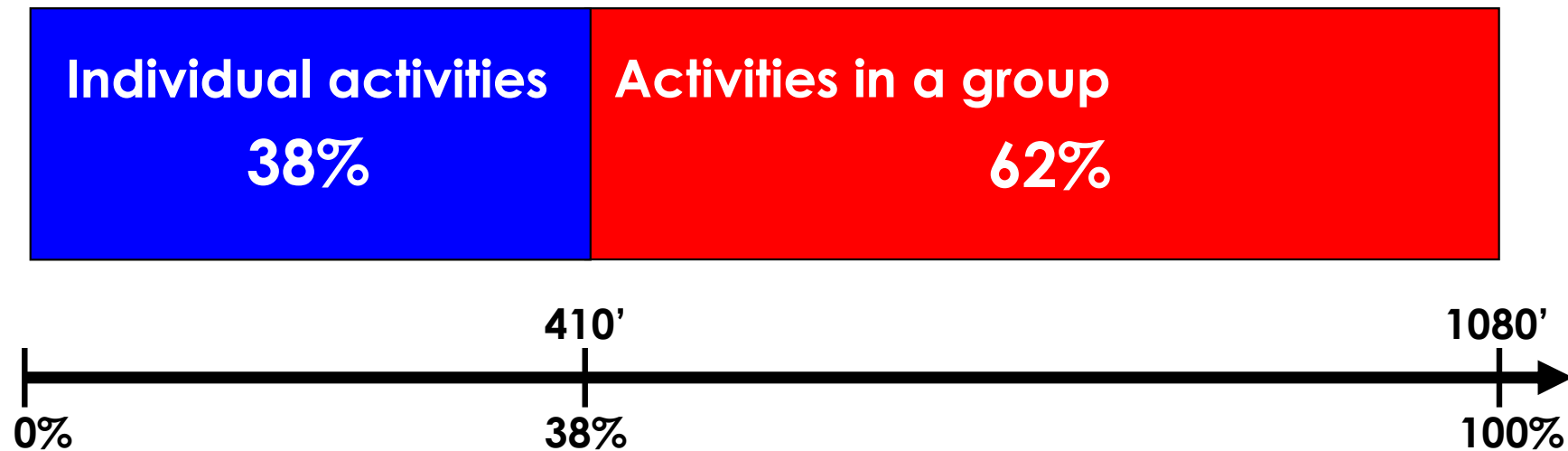
My individual and team activities

1080 Minutes (18 hours) between 06:00 – 24:00

10 Minutes

My time management

How do I allocate my time?



My time management

How do I allocate my priorities?

No	Start time	Activity	Duration	Per-centage	T	I	A	B	C
1	06:00	Sleeping	30'						30
2	06:30	Wake-up	10'	0.92%			10		
3	06:40	Getting out of bed	5'	0.46%				5	
4	06:45	Morning toilette	15'	1.39%					15
5	07:00	Breakfast	10'	0.92%					10
6	07:40	...	...						
7	...	...	...						



A close-up, side-profile photograph of a muscular man's arm and shoulder. He is lifting a large, dark, octagonal dumbbell with his right arm, holding it above his head. The background is plain white.

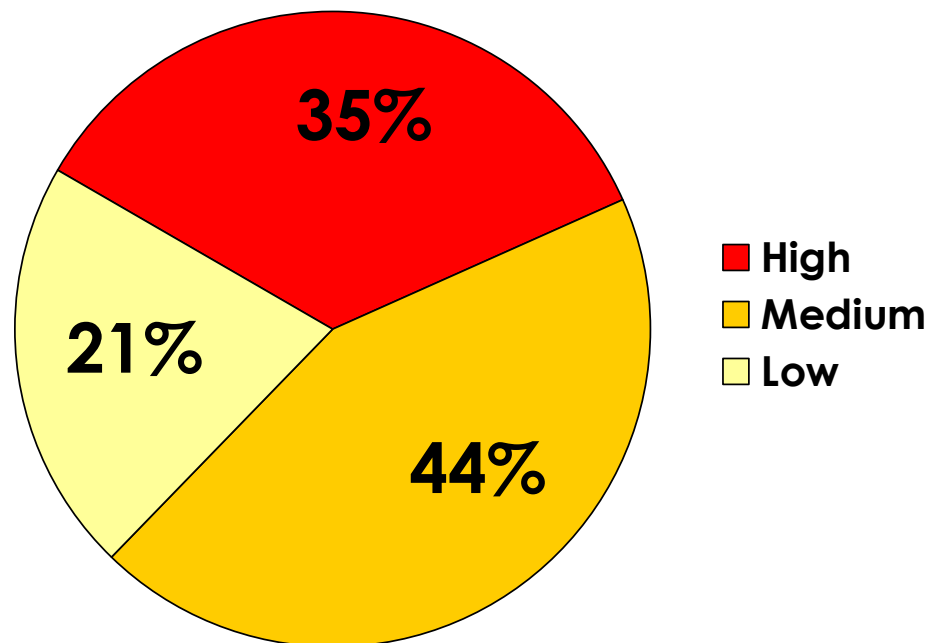
How do I allocate my priorities?

My ABC Priorities

10 Minutes

My time management

How do I allocate my time?

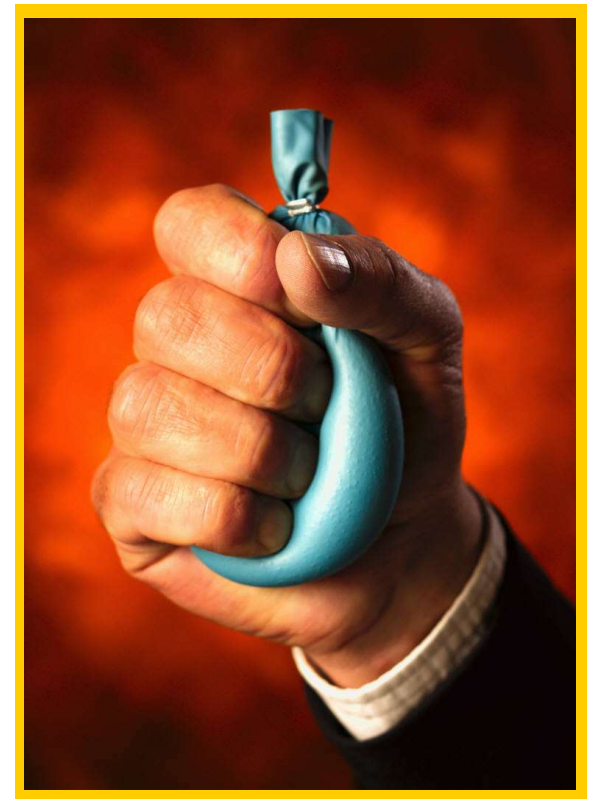


My Efficiency & Stress

Am I endangered?

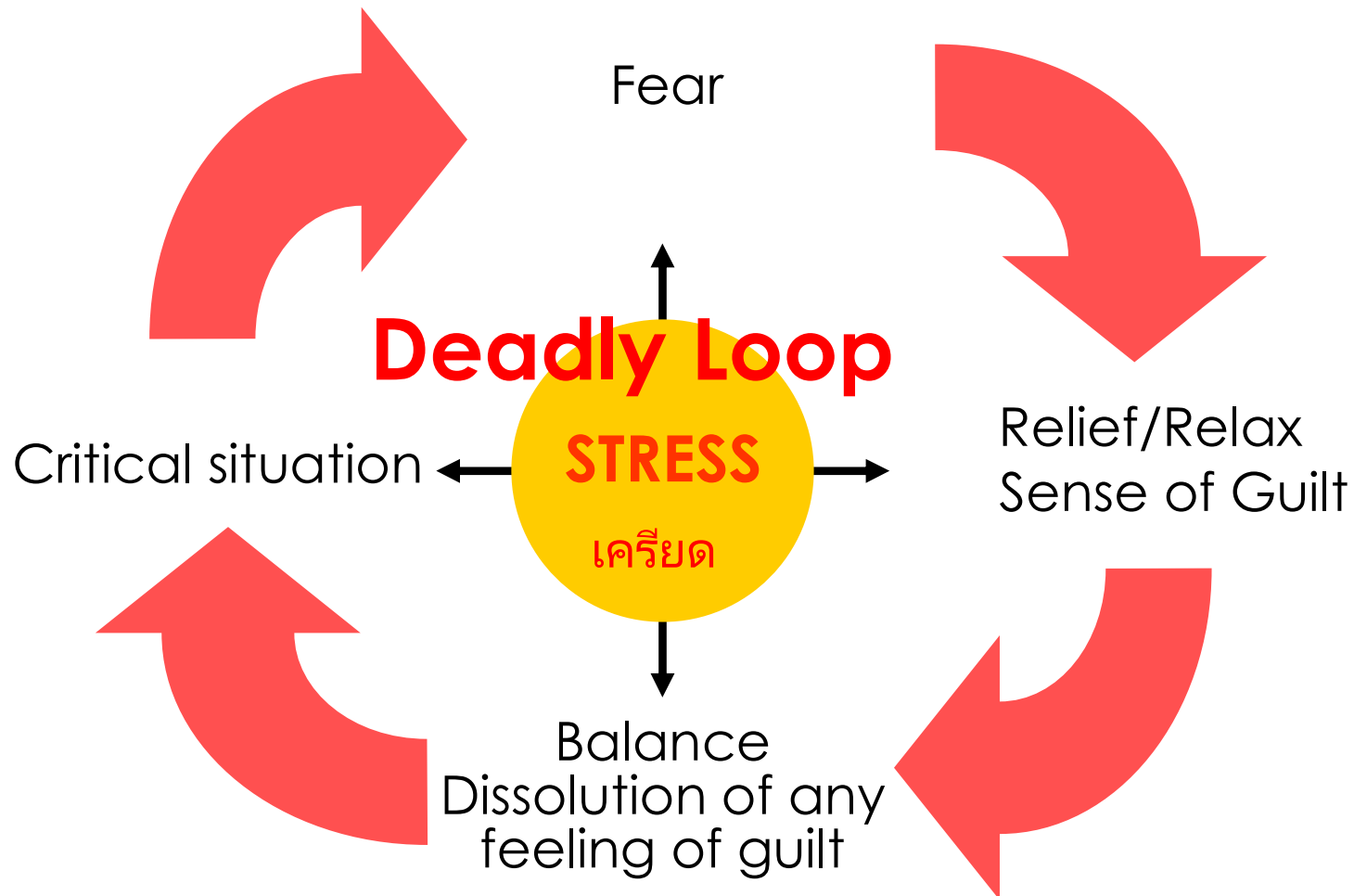
Stress is a physical body reaction of mobilizing extraordinary energy resources to overcome barriers, difficulties, challenges, irrespectively if accompanied by pleasant or unpleasant feelings.

This body reaction is unspecific, that means does not depend on any particular cause.



My Efficiency & Stress

Am I endangered?

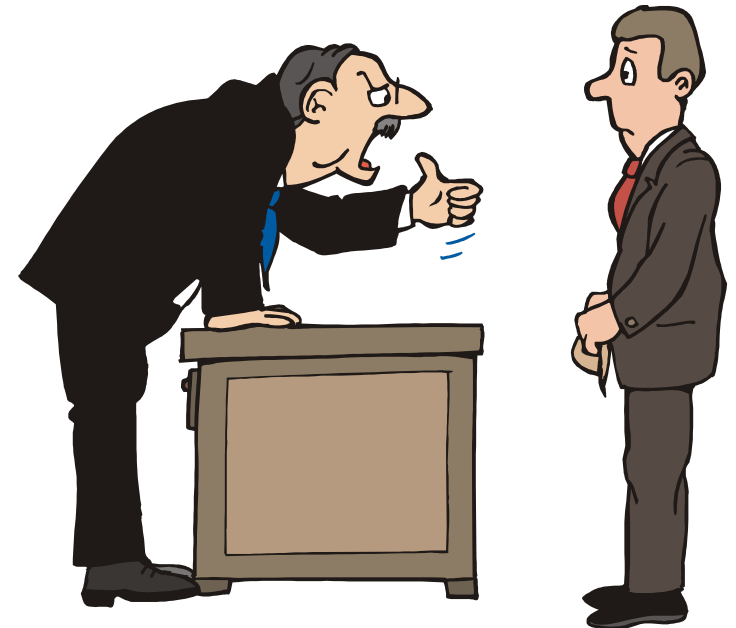


My Efficiency & Stress

Am I endangered?

Three phases of the stress development

- Higher sensitivity to surrounding occurrences
- Higher cognitive efficiency
- More intense reactivity
- Improved memorization
- Faster getting angry
- Energetic mobilization



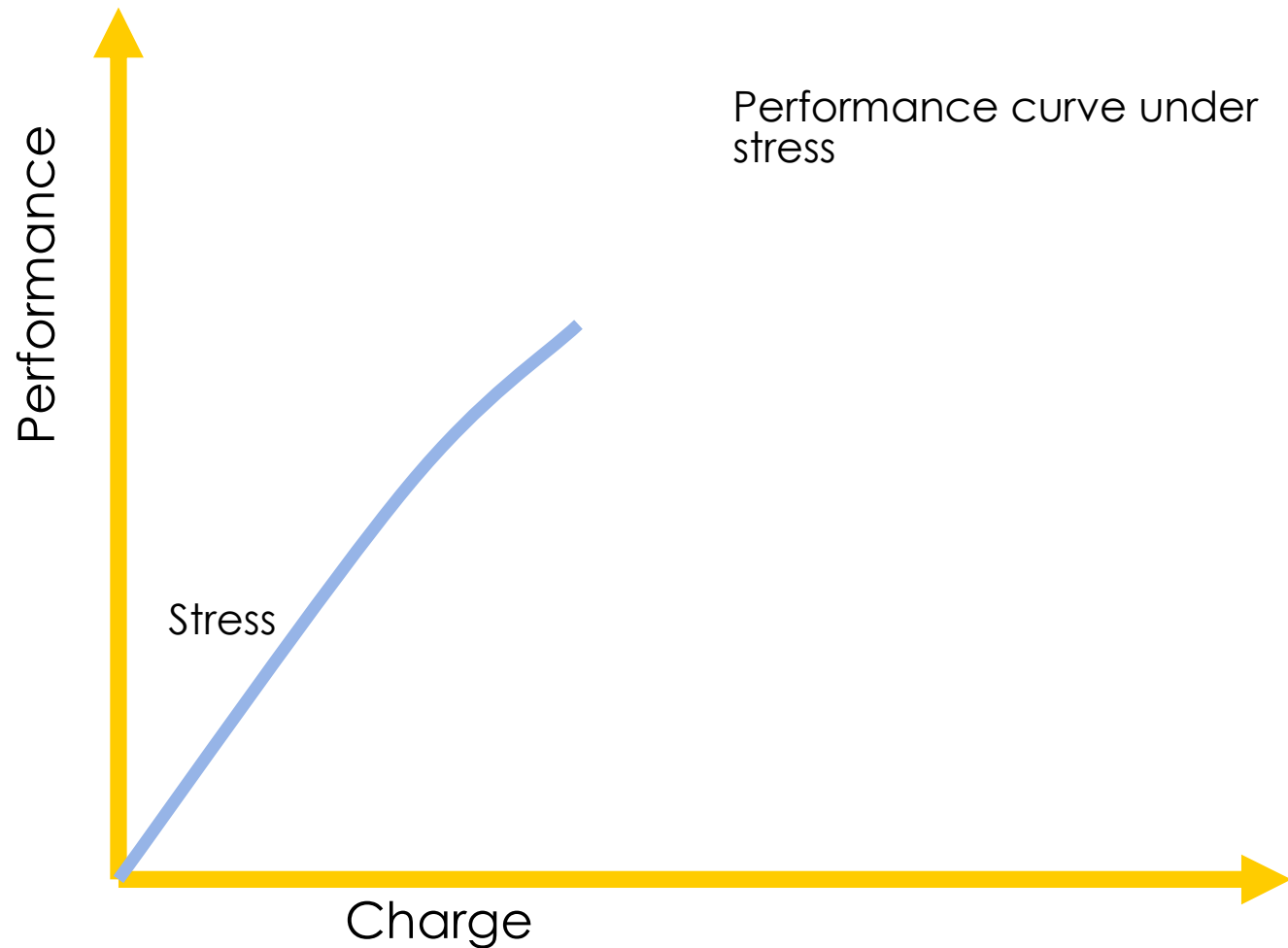
1. Alarm phase (Mobilization phase)



My Efficiency & Stress

Am I endangered?

Three phases of the stress development



My Efficiency & Stress

Am I endangered?

Three phases of the stress development

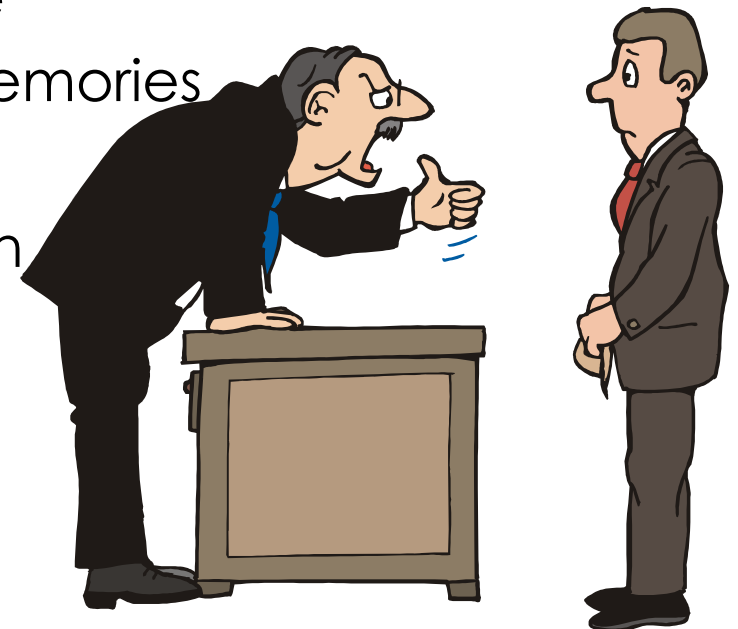
- Diminishing cognitive efficiency
- Emptiness in the head
- Difficulties to concentrate
- Difficulties to recall the memories
- Disorganization
- Malfunctioning orientation and control processes

2. Resistance (Upset, Irritability phase)

1. Alarm phase (Mobilization phase)



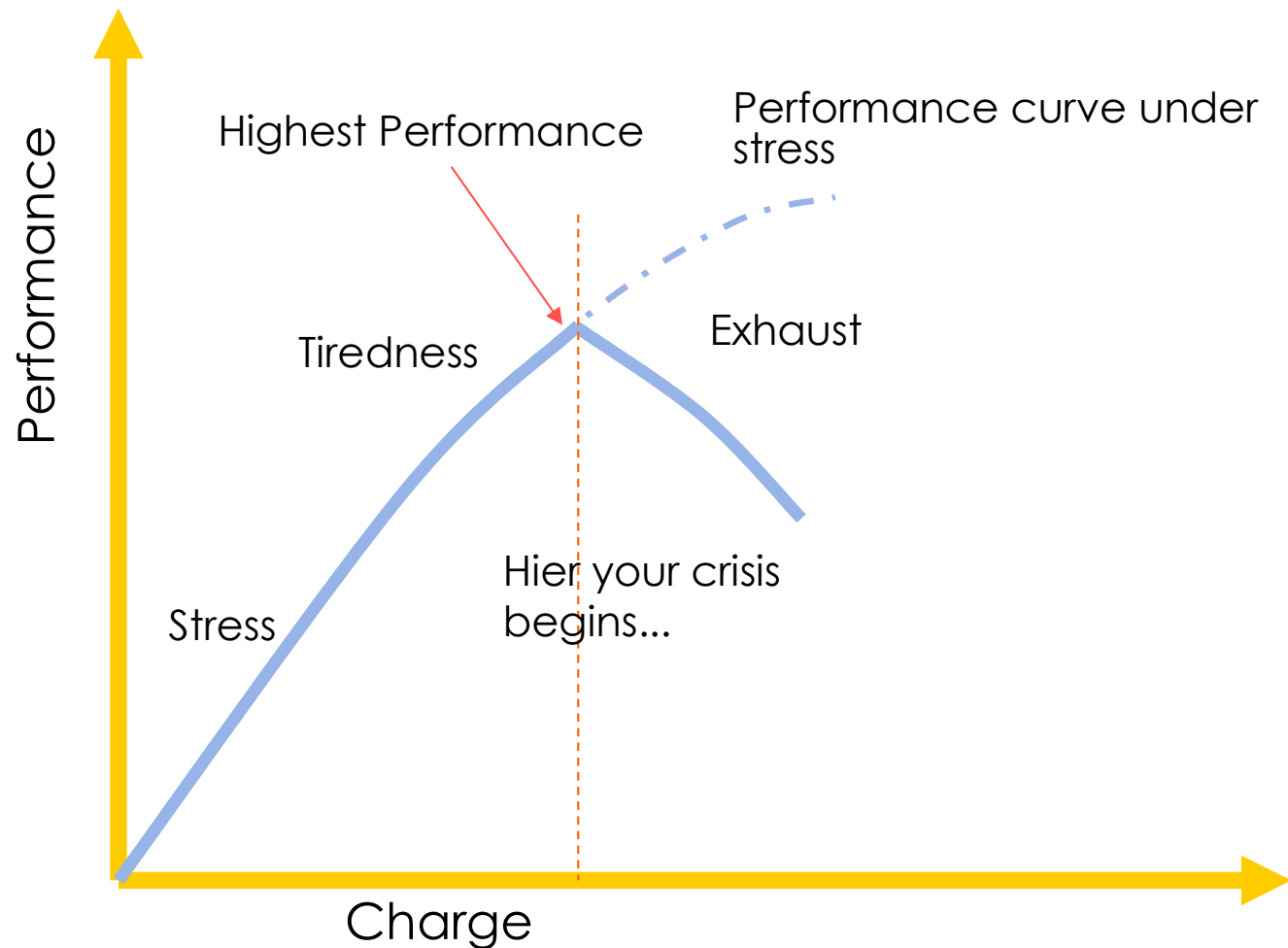
Project Management



My Efficiency & Stress

Am I endangered?

Three phases of the stress development



My Efficiency & Stress

Am I endangered?

Three phases of the stress development

3. Exhausting (Destruction phase)

2. Resistance (Upset, Irritability phase)

1. Alarm phase (Mobilization phase)



Project Management

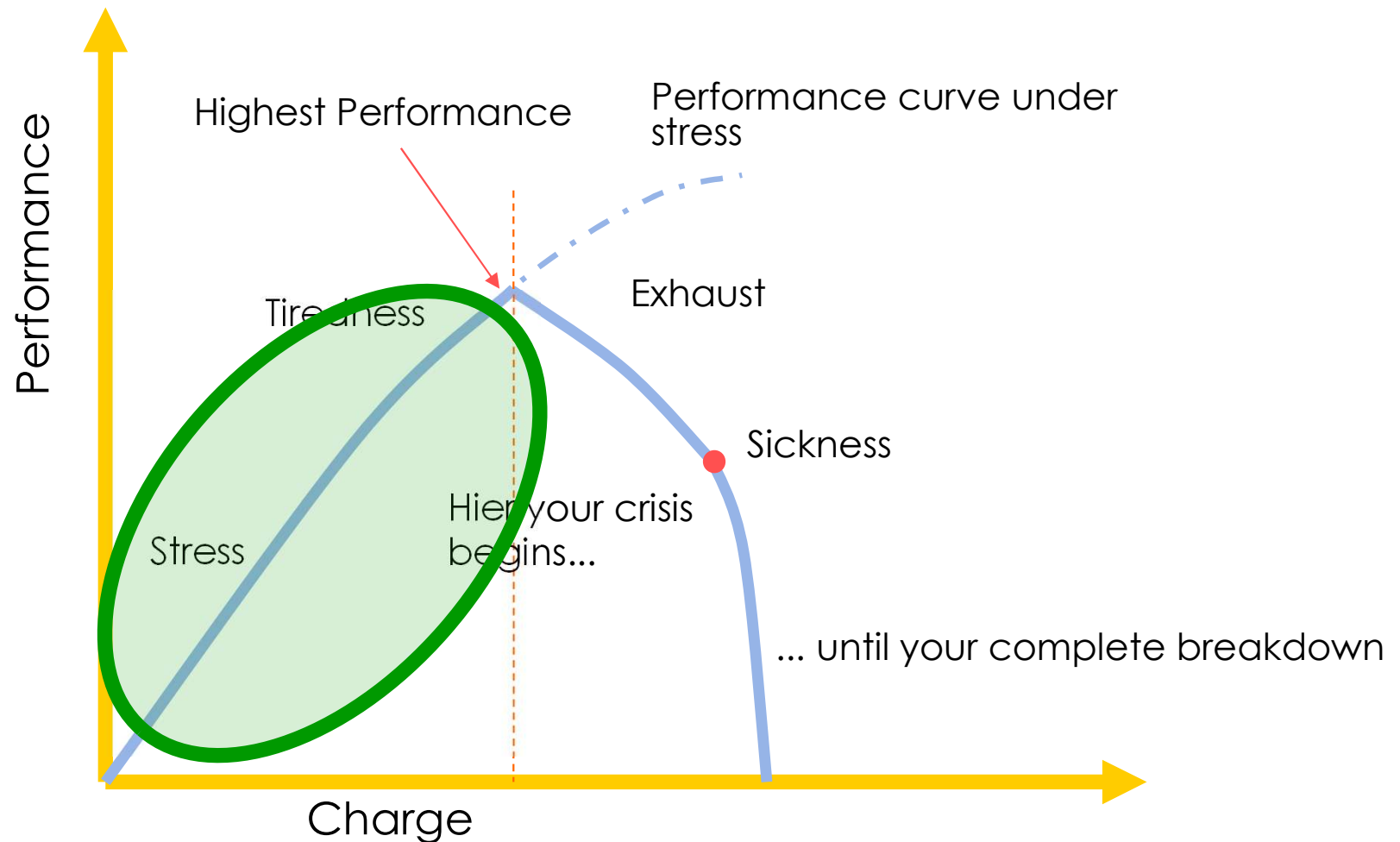
- Inability to assess the situation
- Distorted Organization and Control
- Disorientation
- Complete demotivation
- Inability to act
- Psychic sickness, apathy and resignation



My Efficiency & Stress

Am I endangered?

Three phases of the stress development



Thomas Holmes
Richard Rahe

Psychiatrists
Washington University
Seattle

My Efficiency & Stress

Am I endangered?

Impact of occurrences in your last 12 months



Thomas Holmes Richard Rahe

Psychiatrists
Washington University
Seattle



My Efficiency & Stress

Am I endangered?

Impact of occurrences in your last 12 months

1	Death of a spouse	100		23	Child leaving home	29	
2	Divorce	73		24	Troubles with in-laws	29	
3	Marital separation	65		25	Outstanding personal achiev.	28	
4	Imprisonment	65		26	Spouse starts or stop work	26	
5	Death of a close family memb.	63		27	Begin or end school	26	
6	Personal injury or illness	53		28	Change in living conditions	25	
7	Marriage	50		29	Revision of personal habits	24	
8	Dismissal from work	47		30	Trobles with boss	23	
9	Marital reconciliation	45		31	Change in hours/cond. work	20	
10	Retirement	45		32	Change in residence	20	
11	Change in health in family	44		33	Change in schools	20	
12	Pregnancy	40		34	Change in recreation	19	
13	Sexual difficulties	39		35	Change in church activities	19	
14	Gain a new family member	39		36	Change in social activities	18	
15	Business readjustment	39		37	Minor mortgage or loan	17	
16	Change in financial state	38		38	Change in sleeping habits	16	
17	Death of a close friend	37		39	Change no of fam. reunions	15	
18	Change to different line of work	36		40	Change in eating habits	15	
19	Change in frequency of argum.	35		41	Vacation	13	
20	Major mortgage	32		42	Christmas	12	
21	Foreclosure of mortgage/loan	29		43	Minor violation of law	11	
22	Change in responsibilities @work	29		47			

A close-up, side-profile photograph of a muscular man lifting a large, dark, octagonal dumbbell with his right arm. The man's face is partially visible on the right side of the frame, looking towards the left. The background is a plain, light color.

What happened in my last 12 months

Impact Factors?

10 Minutes

My Efficiency & Stress

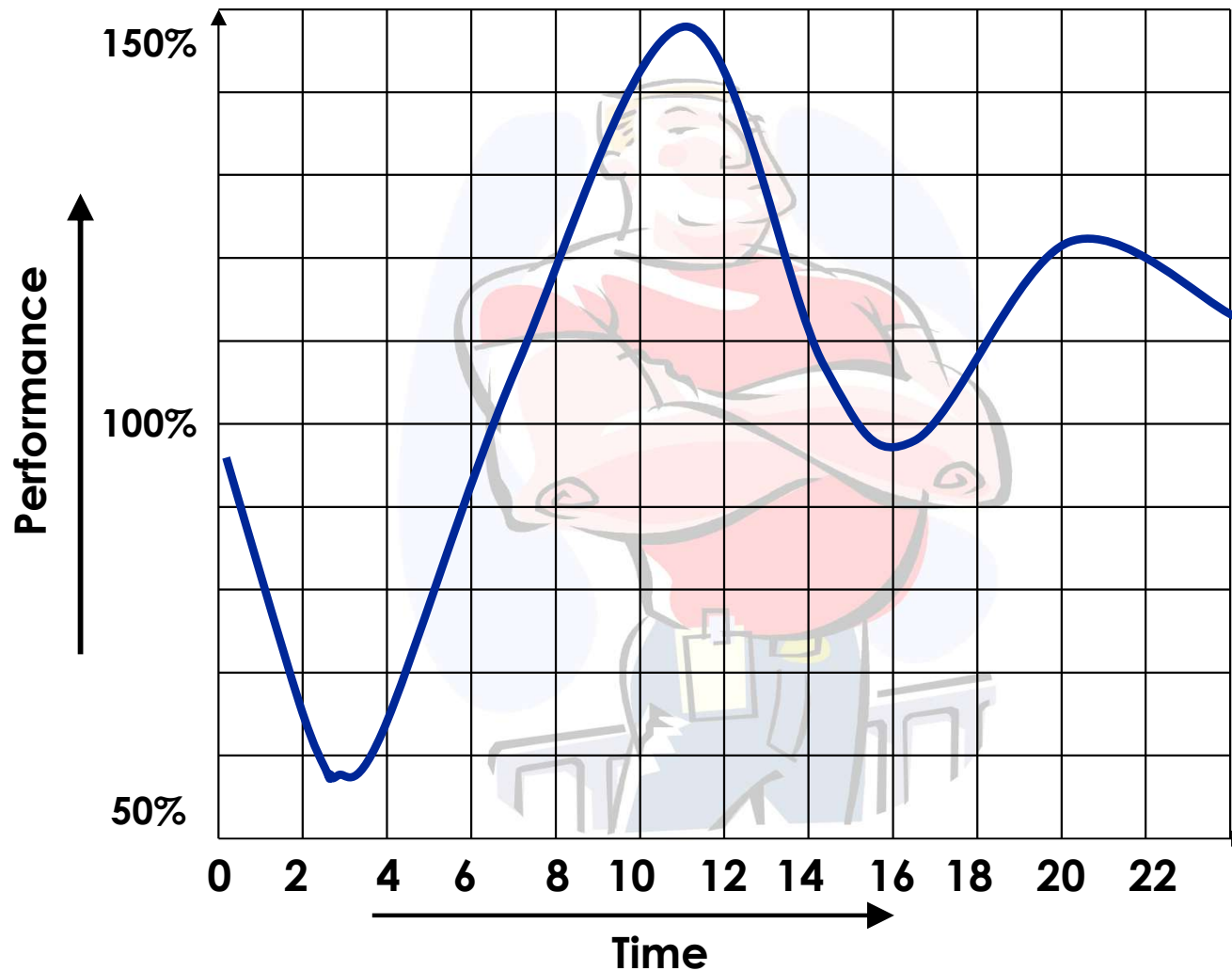
Am I endangered?

Impact of occurrences in your last 12 months

score 150 - 199	=	37% probability of illness within the next 2 years
score 200 – 299	=	51% probability of illness
score 300 and more	=	79% probability of illness



My hourly performance variations



A side-profile photograph of a muscular man with short brown hair, shirtless, lifting a large, dark, octagonal dumbbell with his right arm. He is looking forward with a focused expression. The background is plain white.

My hourly performance variations

10 Minutes

My Strength and Weaknesses

Where can I benefit and where shall I be careful?

I shall ask myself routinely:

- What I like to do?
- What am I doing well?
- What others value in me?

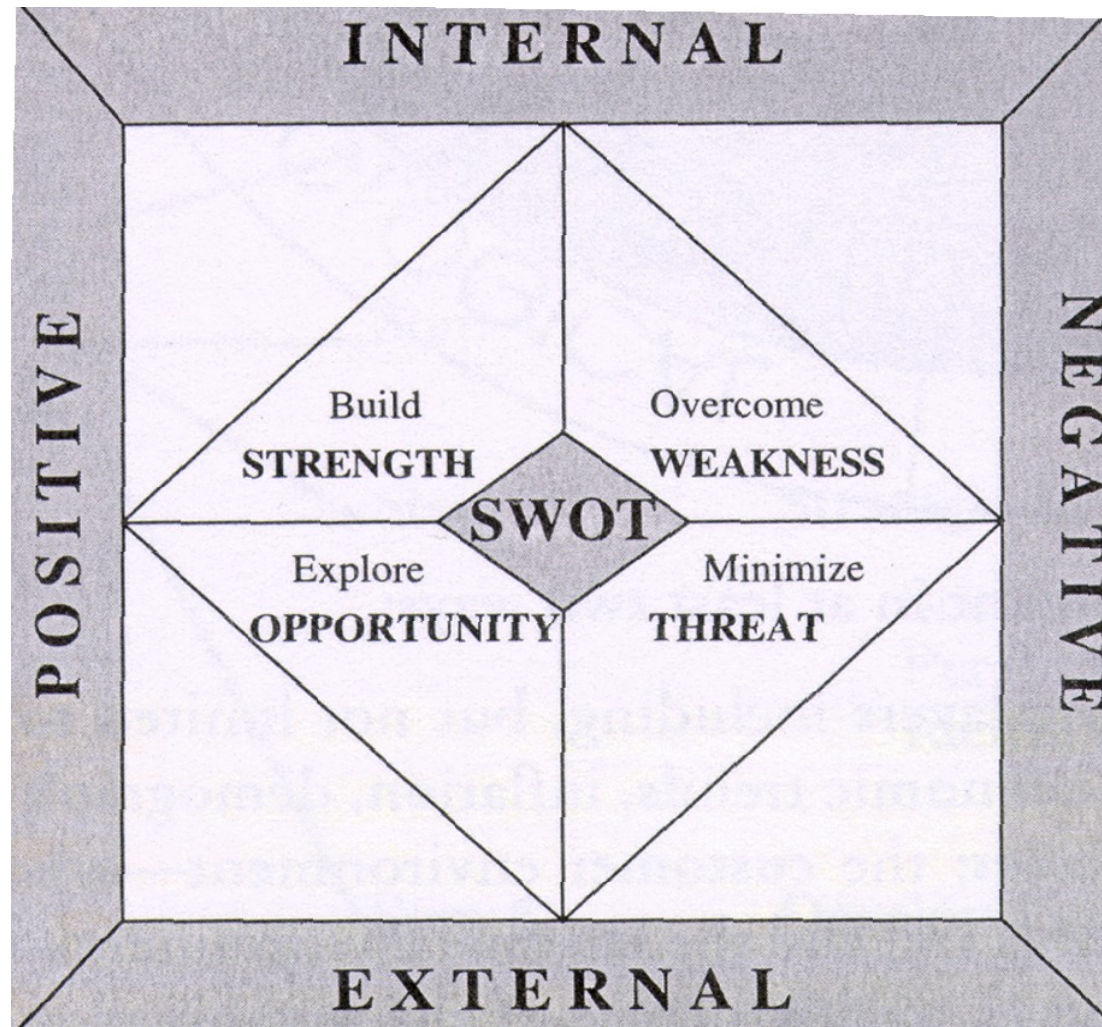
However, also negative questions are helpful:

- What I do not like to do?
- What am I doing badly?
- Where I cause conflicts?



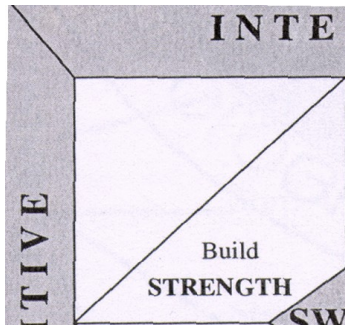
My Strength and Weaknesses

Where can I benefit and where shall I be careful?



My Strength and Weaknesses

Where can I benefit and where shall I be careful?

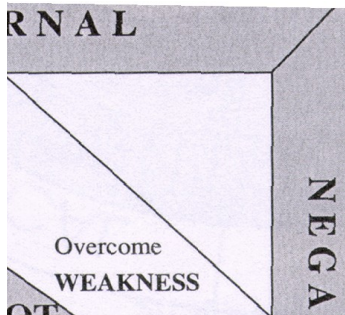


- What advantages do you have that others don't have (for example, skills, certifications, education, or connections)?
- What do you do better than anyone else?
- What personal resources can you access?
- What do other people (and your boss, in particular) see as your strengths?
- Which of your achievements are you most proud of?
- What values do you believe in that others fail to exhibit?
- Are you part of a network that no one else is involved in? If so, what connections do you have with influential people?



My Strength and Weaknesses

Where can I benefit and where shall I be careful?

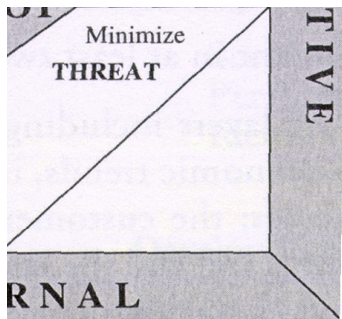


- What tasks do you usually avoid because you don't feel confident doing them?
- What will the people around you see as your weaknesses?
- Are you completely confident in your education and skills training? If not, where are you weakest?
- What are your negative work habits (for example, are you often late, are you disorganized, do you have a short temper, or are you poor at handling stress?)
- Do you have personality traits that hold you back in your field? For instance, if you have to conduct meetings on a regular basis, a fear of public speaking would be a major weakness.



My Strength and Weaknesses

Where can I benefit and where shall I be careful?

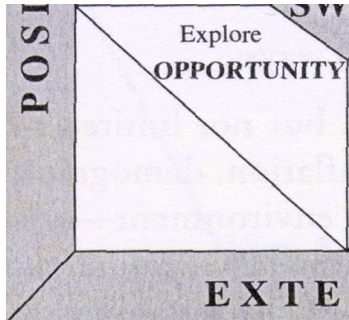


- What obstacles do you currently face at work?
- Are any of your colleagues competing with you for projects or roles?
- Is your job (or the demand for the things you do) changing?
- Does changing technology threaten your position?
- Could any of your weaknesses lead to threats?



My Strength and Weaknesses

Where can I benefit and where shall I be careful?



- What new technology can help you? Or can you get help from others or from people via the Internet?
- Is your industry growing? If so, how can you take advantage of the current market?
- Do you have a network of strategic contacts to help you, or offer good advice?
- What trends (management or otherwise) do you see in your company, and how can you take advantage of them?
- Are any of your competitors failing to do something important? If so, can you take advantage of their mistakes?
- Is there a need in your company or industry that no one is filling?
- Is somebody complaining about your performance? If so, could you create an opportunity by offering a solution?



My Strength and Weaknesses

Where can I benefit and where shall I be careful?

My greatest successes		How have I reached them? Which capabilities were needed?	
1.			
2.			
My greatest flops		Missing capabilities	How I overcame it?
1.			
2.			



A close-up, side-profile photograph of a man's head and shoulder. He is looking intently at a large, dark, octagonal dumbbell that he is holding with his right arm. The background is a plain, light color, making the man and the dumbbell stand out. The lighting is soft, highlighting the contours of his face and the texture of the dumbbell.

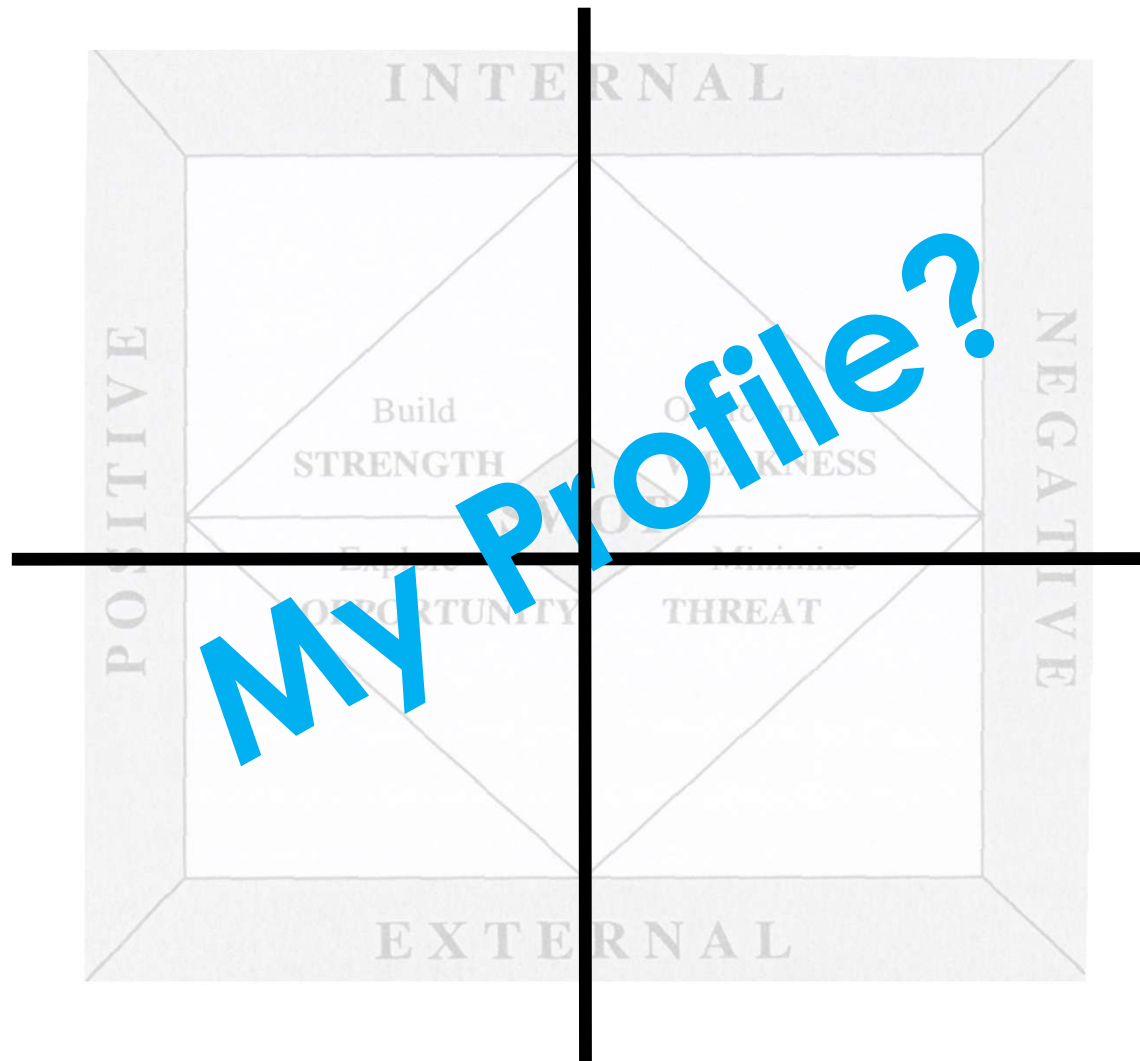
My greatest successes, my greatest flops?

What was missing and still what help me to overcome my flops?

10 Minutes

My Strength and Weaknesses

Where can I benefit and where shall I be careful?

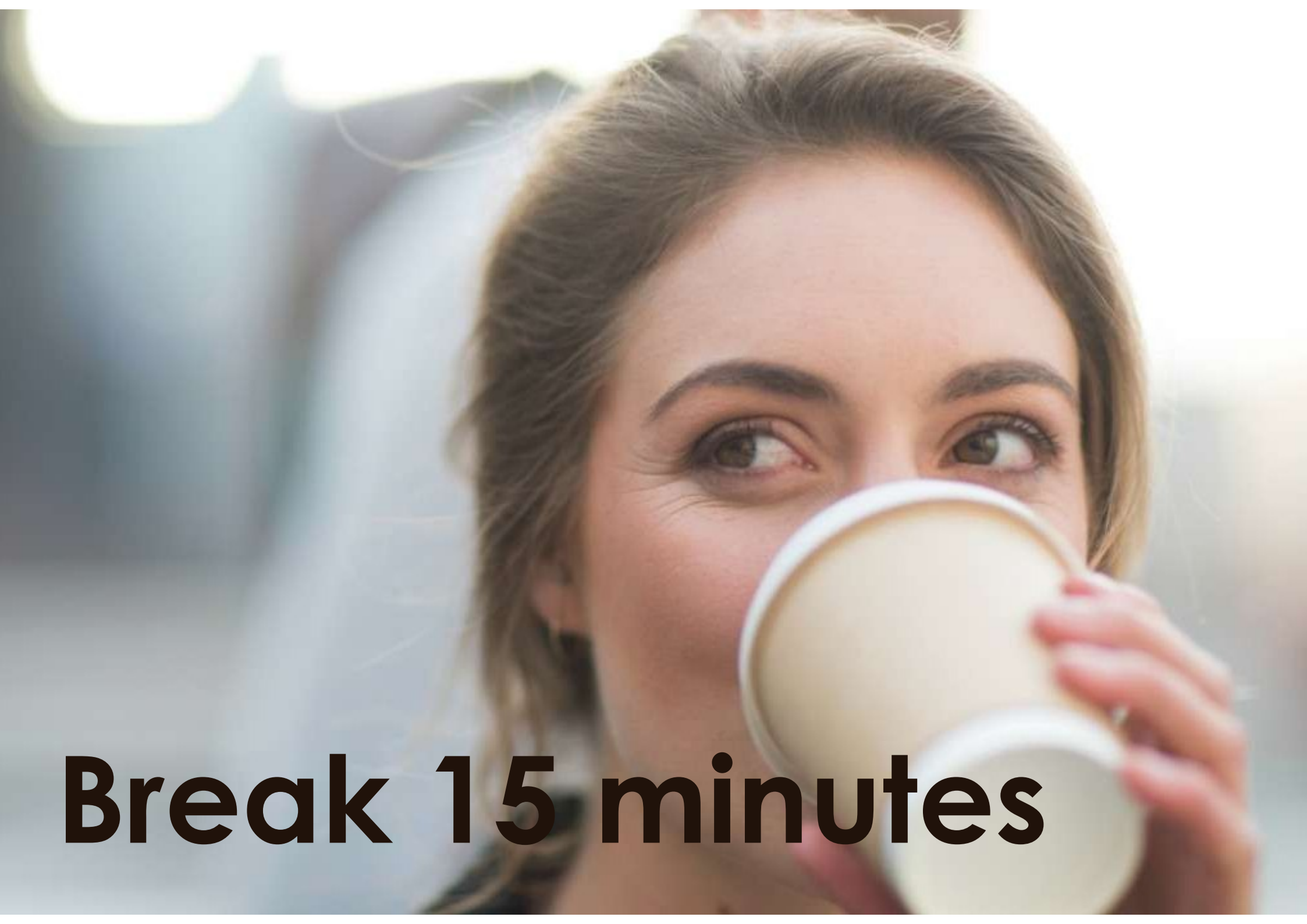


A side-profile photograph of a muscular man with short brown hair, shirtless, lifting a large, dark, octagonal dumbbell with his right arm. He is looking forward with a focused expression. The background is a plain, light color.

My Strenghts and Weaknesses

My SWOT?

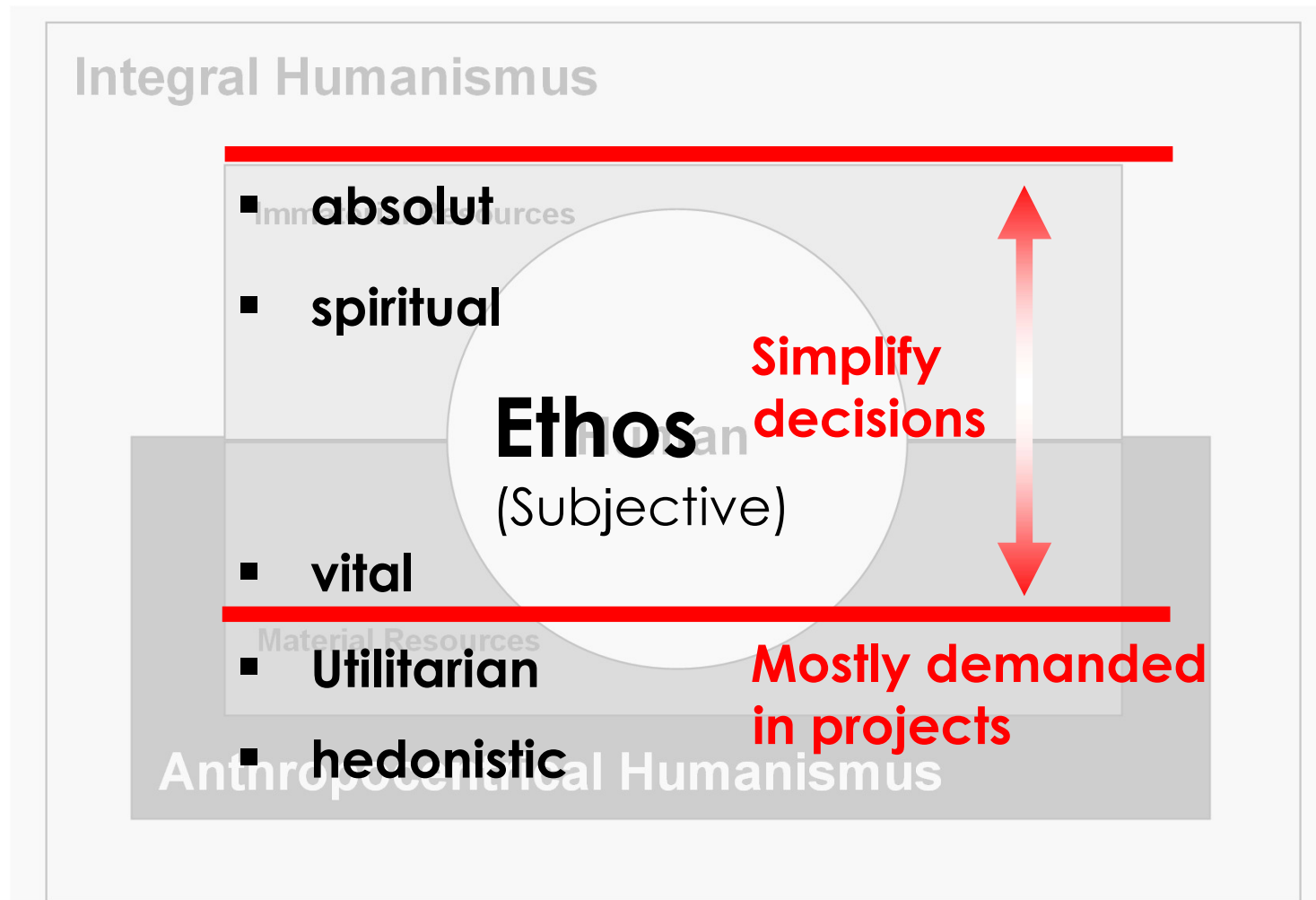
10 Minutes



Break 15 minutes

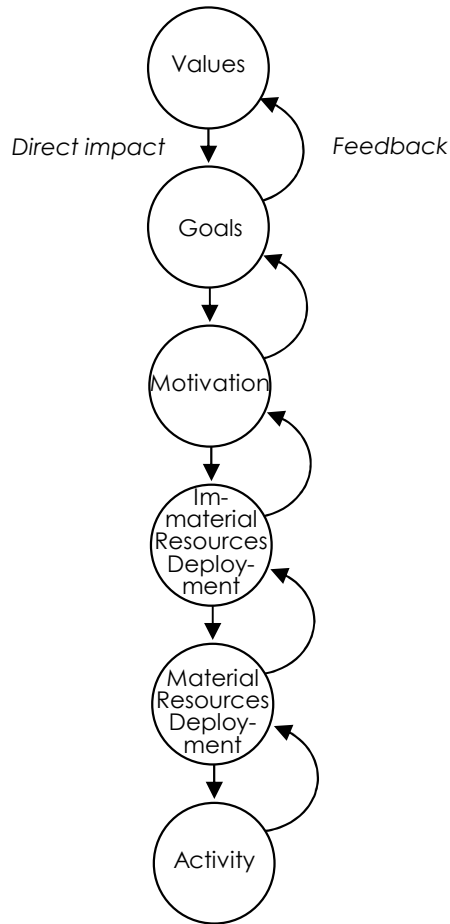
My Values

Project Manager & Integral Humanismus



My Values

Ethics; my value system



Rokeach

Terminal values 18+/-2	Terminal values are self-sufficient end-states of existence that a person strives to achieve (e.g., a comfortable life, wisdom). Pursued for their own sake.
Instrumental values 36	The 18 most relevant out of them are behavioural values. E.g. „ambitious» (works hard, have high goals). The instrumental values shall support the achievement of the terminal values

Max Scheler

absolute
spiritual
vital
utilitarian
hedonistic



What are my goals?

Do I follow the right goals?



What are my goals?

Do I follow the right goals?

You will be effective only if you will set yourself and then follow your clear goals.

Your life and your projects will be successful if you will follow the goals.

If you do not have your clear goals you will feel to be driven by someone else. In a consequence unhappy and demotivated



What are my goals?

Do I follow the right goals?

To set the goal means:

Formulate your wishes and tasks as concrete actions

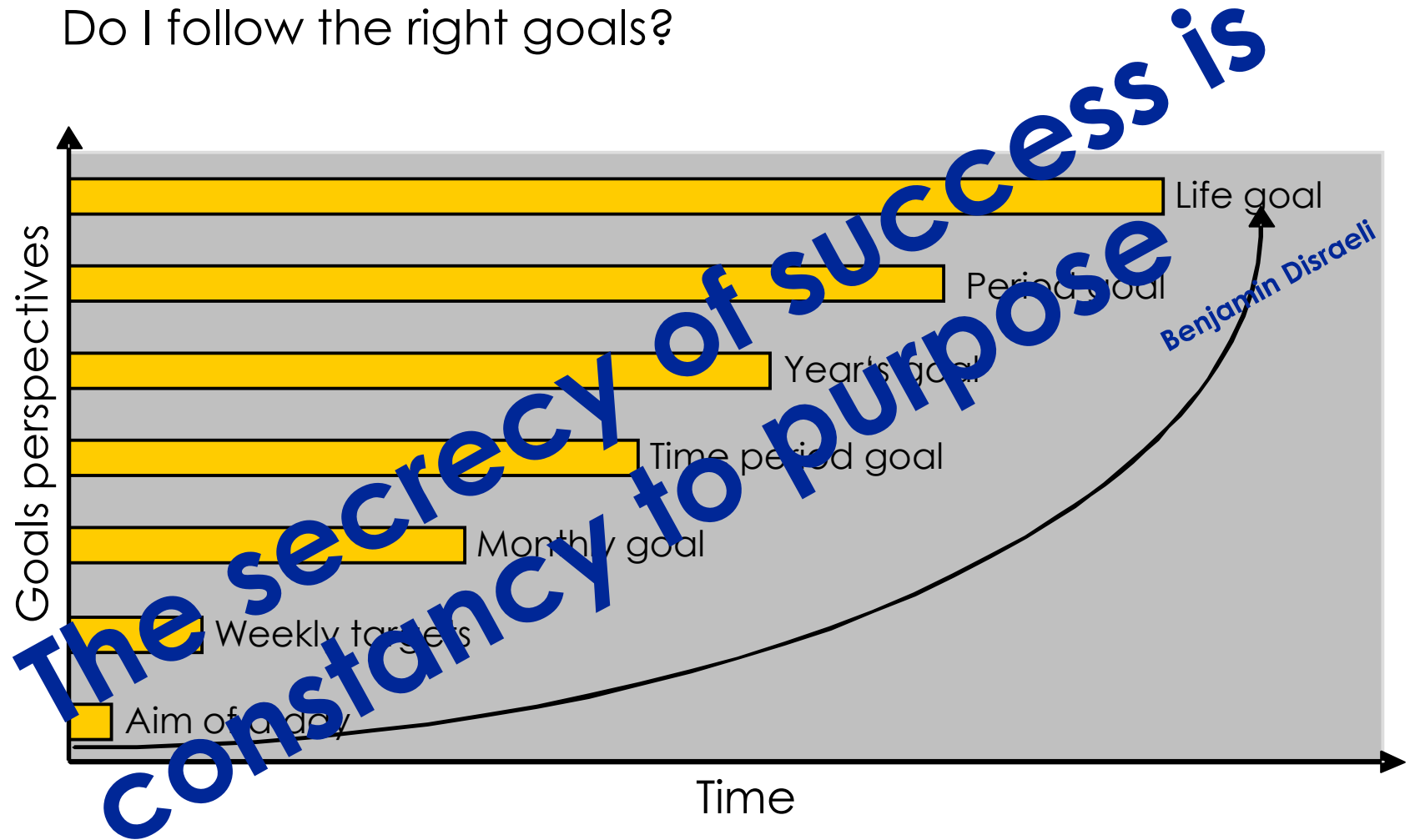


Align your activities with your goals!



What are my goals?

Do I follow the right goals?





What are my goals?

Do I follow the right goals?

S

Specific

M

Measurable

A

Attainable

R

Relevant

T

Time-bound

&....

A

Ambitious

A

Adaptable

A

Awarding



What are my goals?

Goal values

Money



Indicates direct wins

Emotions



Express the excitement upon reaching this goal

Impact



Determines how useful is it in achieving other goals

Attainability



Indicates what are the chances to succeed



What are my goals?

Goal values

Goal	Cash	Emotions	Impact	Attainability
1.				
2.				
3.				



My Goals

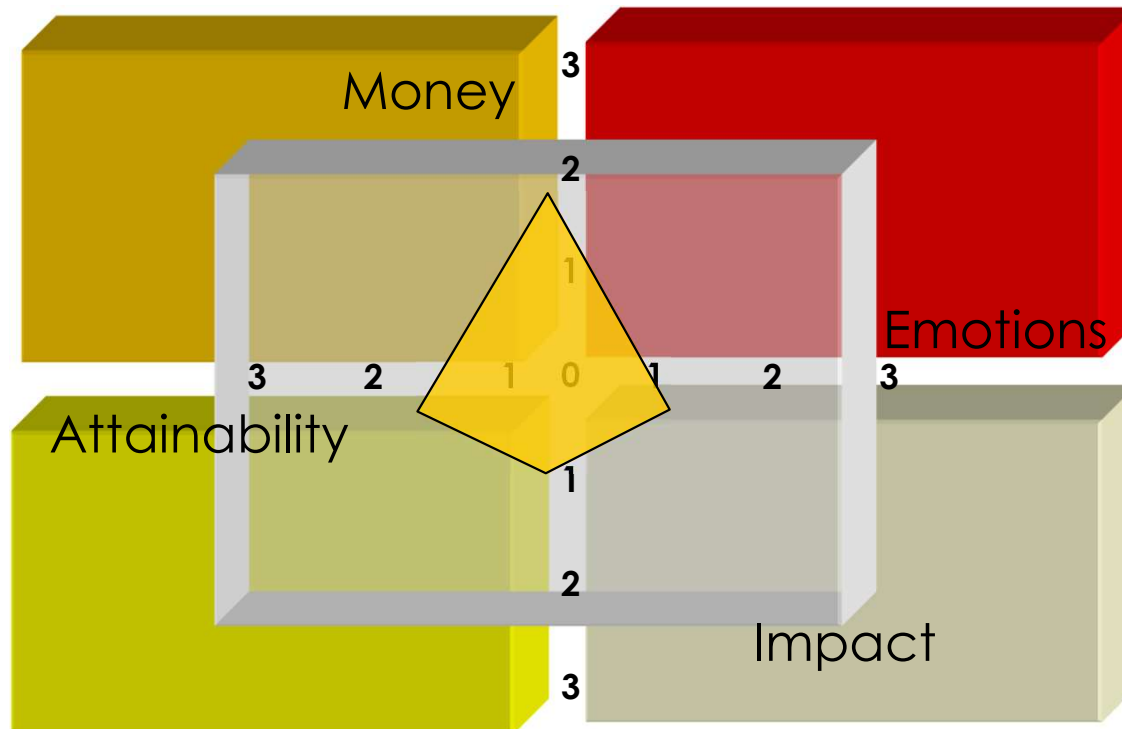
What are my most important goals?

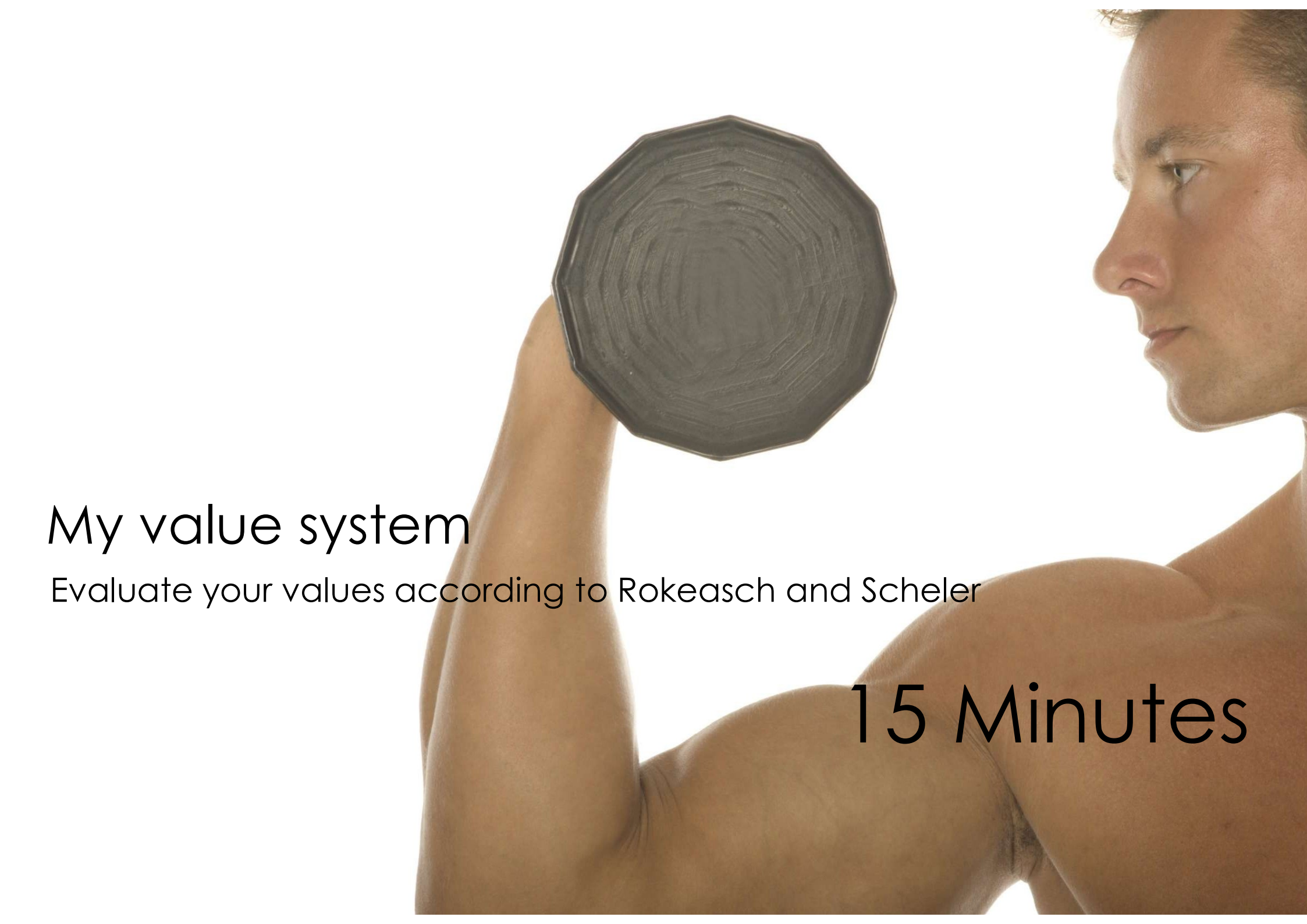
10 Minutes



What are my goals?

Goal values

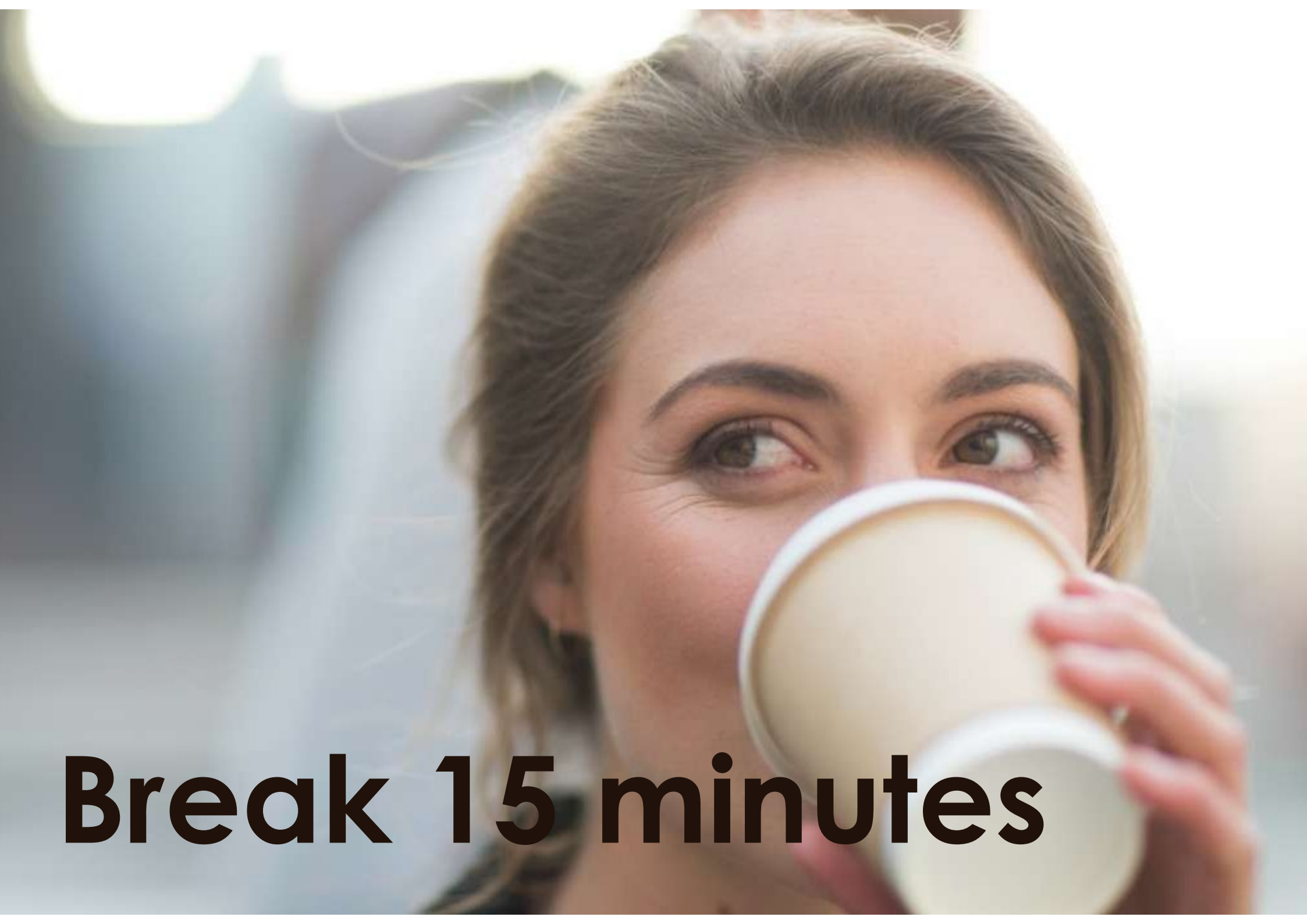


A side-profile photograph of a muscular man with short brown hair, looking intently at a large, dark, octagonal dumbbell he is lifting with his right arm. The background is a plain, bright white. The man's physique is well-defined, showing his shoulder, arm, and back muscles.

My value system

Evaluate your values according to Rokeach and Scheler

15 Minutes

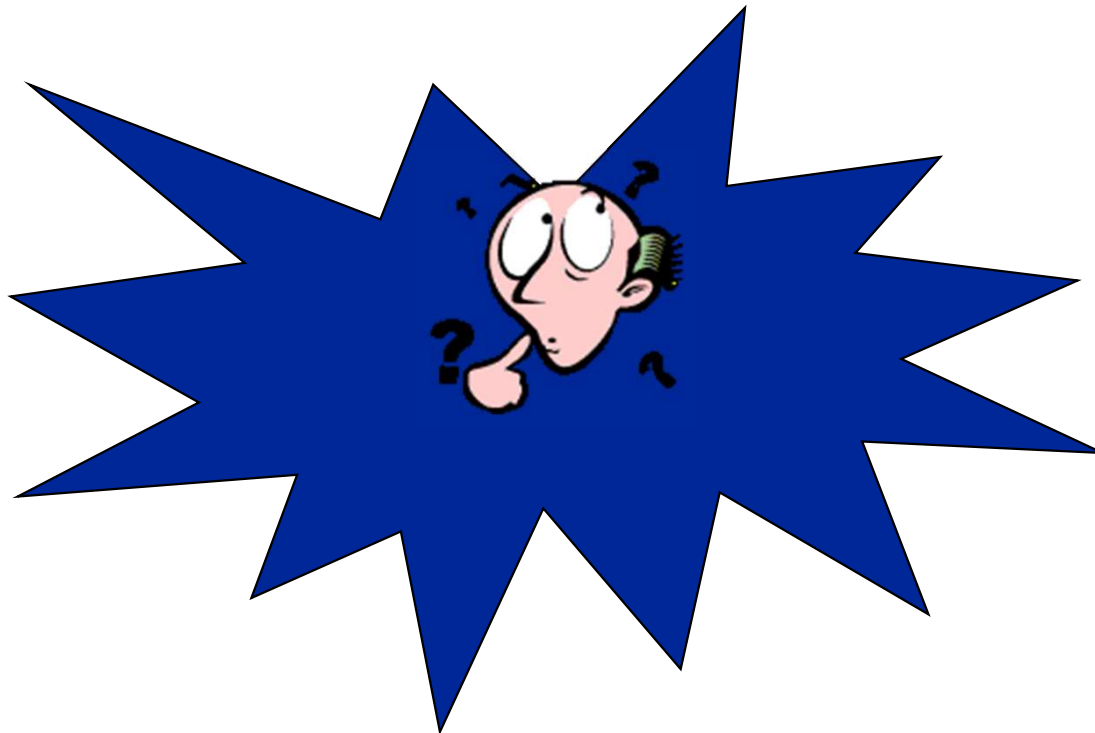


Break 15 minutes

My Priorities

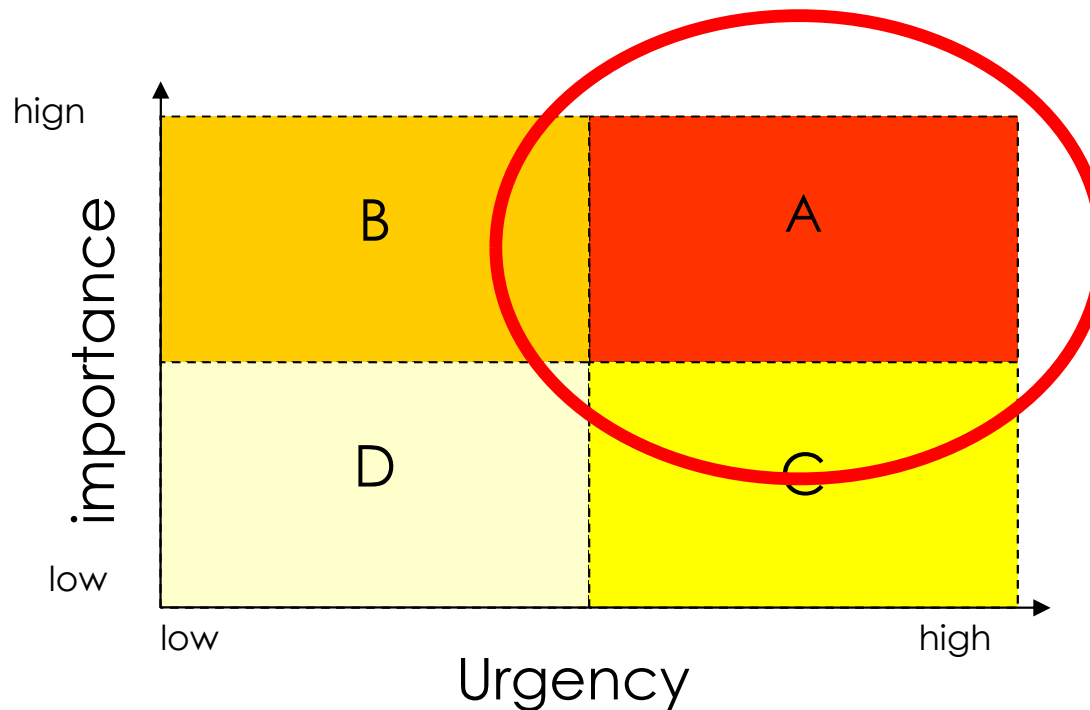
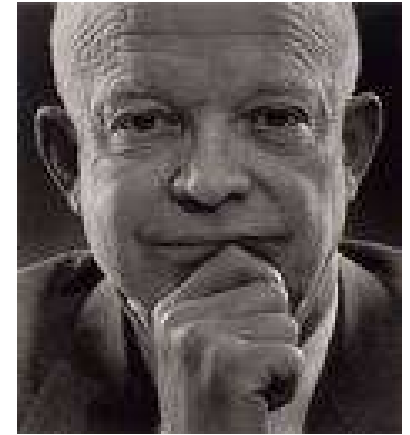
What is it: «Priorities»?

Are priorities relevant?



My Priorities

Eisenhower principle

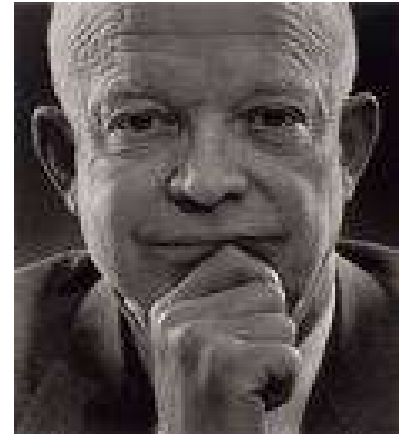


Spend most of the time for A and B, than if time left on C; avoid spending time on D



My Priorities

Eisenhower principle



No	Start time	Activity	Duration	Per-centage	A	B	C	D
1								
2								
3								
4								
5								
6								
7								



My priorities?

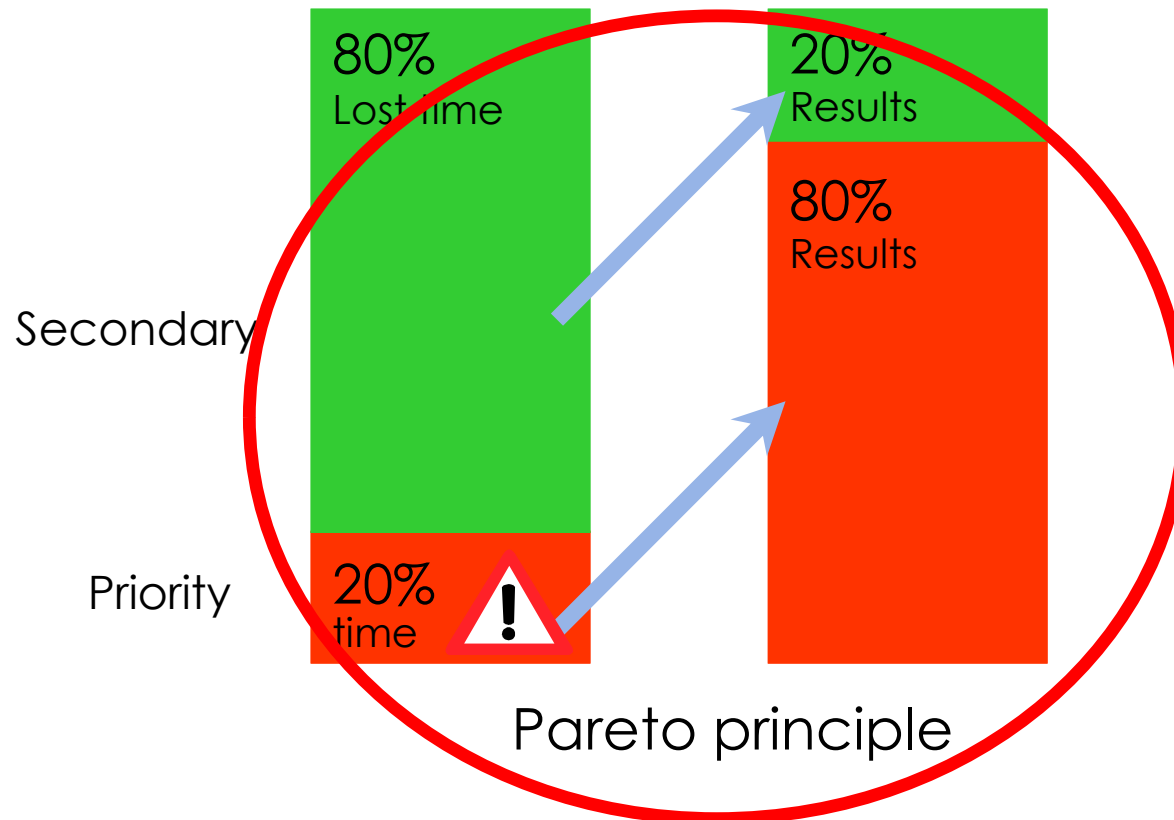
Eisenhower Principle

10 Minutes



My Priorities

Pareto (ABC) principle



Vilfredo Pareto

80% of
wealth
in Italy
belongs
to 20% of
the
people.

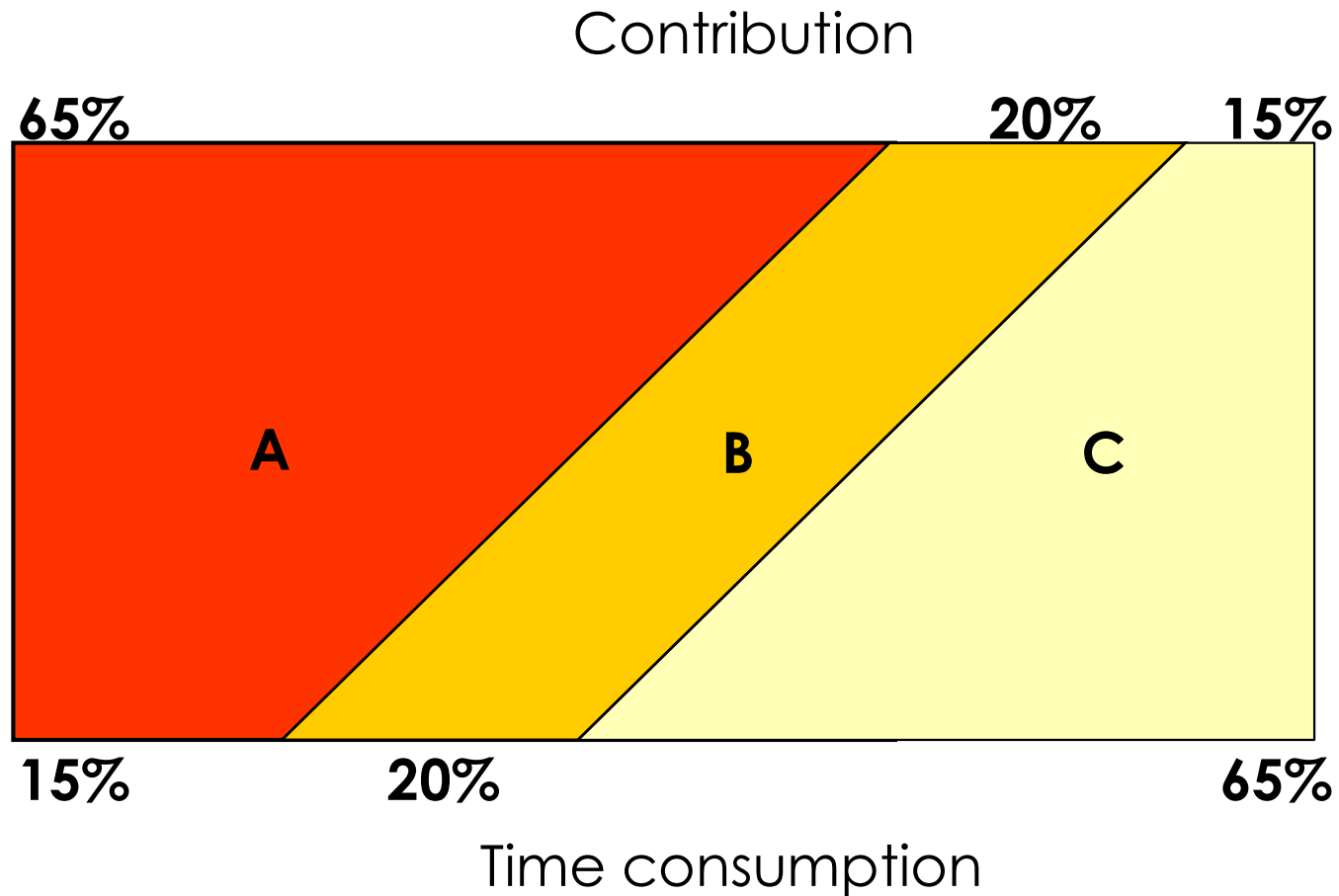
1906

20% of efforts brings you
80% of the results.



My Priorities

Pareto (ABC) principle



My Priorities

Pareto (ABC) principle



Vilfredo Pareto

80% of
wealth
in Italy
belongs
to 20% of
the
people.

1906

No	Start time	Activity	Duration	Per- centage	A	B	C
1							
2							
3							
4							
5							
6							
7							



My priorities?

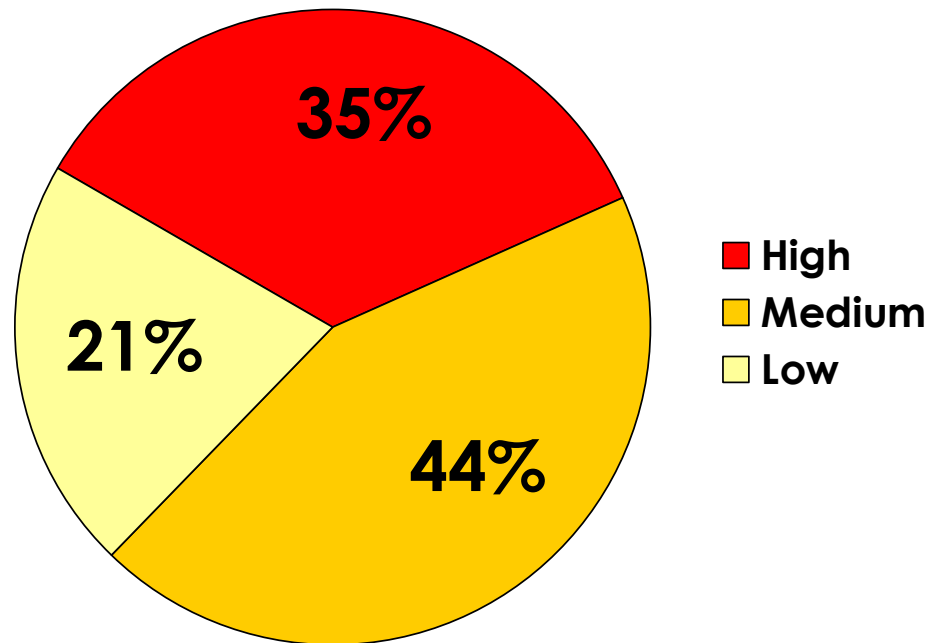
Pareto ABC Principle

10 Minutes



My Priorities

How do I allocate my priorities?



How I plan to reach my goals?

Good practices

- Plan your actions, split big tasks in few smaller ones
- Use calendar. Some says you are 12.5% more efficient!
- Plan meetings with some time space
- Act systematically
- Put important things first
- Make your work qualitatively the best
- Use checklists
- Document your steps and results
- Use reasonably social media and services
- Make breaks



How I plan to reach my goals?

My personal contract

1. My goal		2. My goal number
3. When do I want to reach it?		
Year:	Month:	Day:
4. What do I need to know to reach this goal?		
5. Which obstacles I expect?		
6. How I can solve or circumvent the obstacles?		
7. What are the necessary steps? Time schedule?		
8. How important is this goal to me? ☐ very important (A) ☐ important (B) ☐ no so important (C)		



A side-profile photograph of a muscular man with short brown hair, shirtless, lifting a large, dark, octagonal dumbbell with his right arm. He is looking towards the right. The background is plain white.

My personal contract

10 Minutes

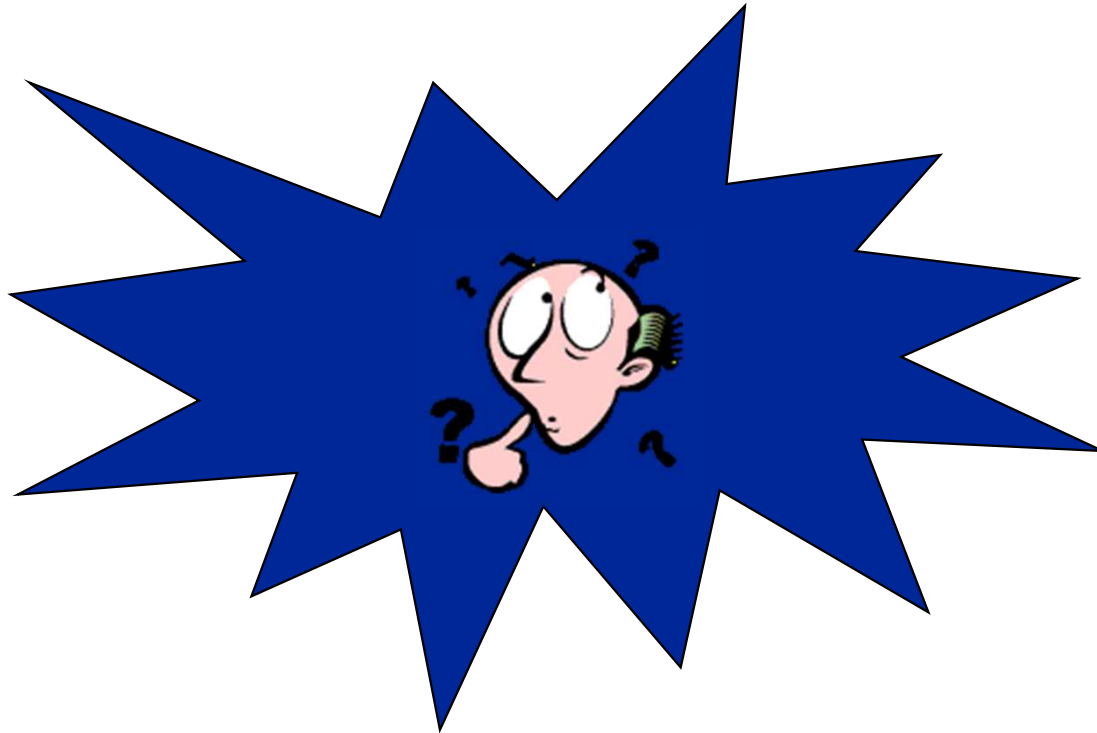
Your priorities: Summary

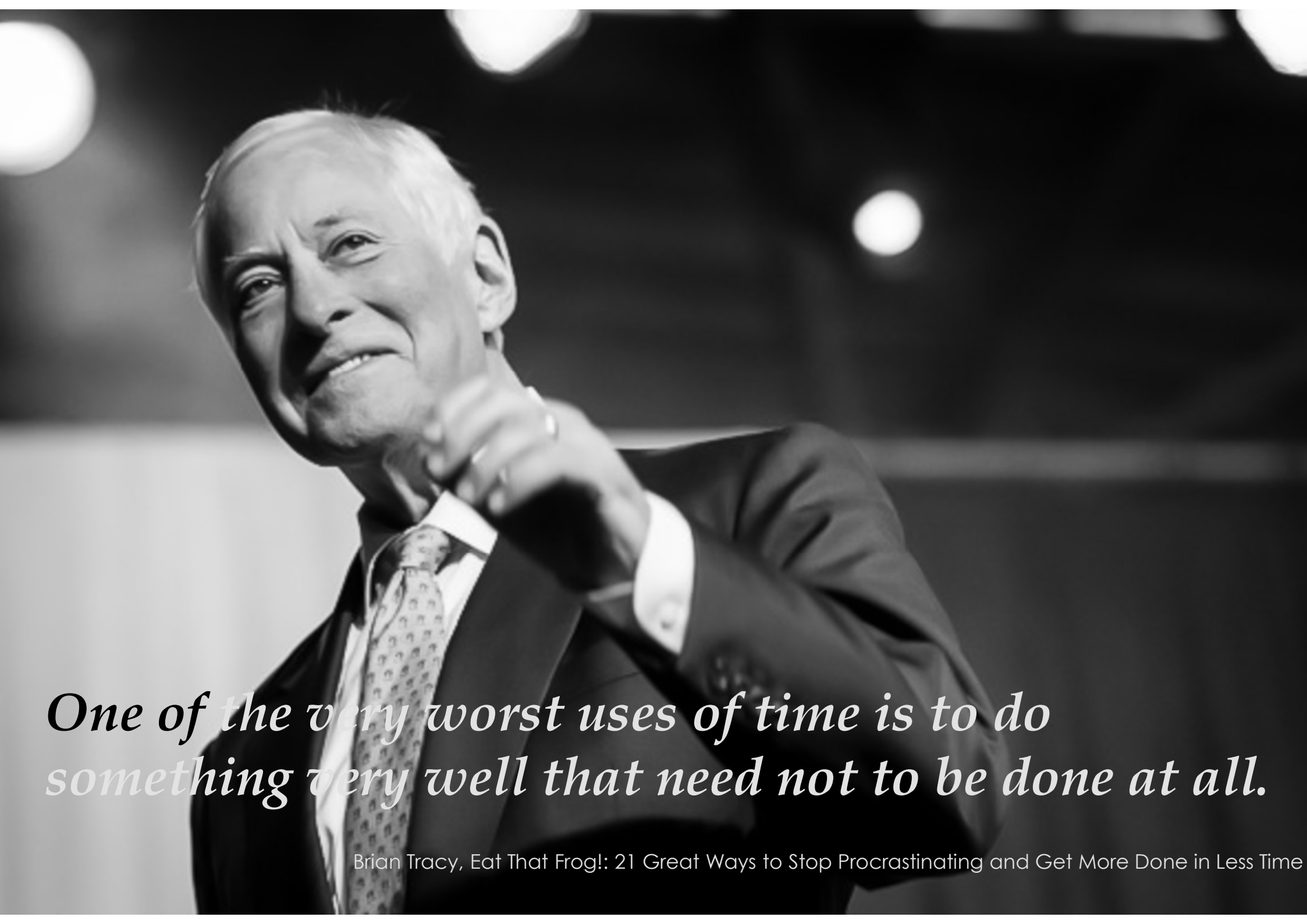
- Make sure you know your priorities
- Plan your work in such a way, that you know all the facts and you can accommodate them in your action.
- Be confident, that at this moment you do your best
- Make sure, that you have chosen the working methods and tools which allow you to deliver the best performance while working on a task towards your goals.



Time Management

Does time management has any advantages?



A black and white photograph of Brian Tracy, an older man with white hair, wearing a dark suit, white shirt, and patterned tie. He is pointing his right index finger directly at the camera with a slight smile. The background is dark with out-of-focus circular light sources.

One of the very worst uses of time is to do something very well that need not to be done at all.

Brian Tracy, *Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time*

Time Management

Three most important time planning principles

- Do not postpone limitlessly difficult tasks.
- Do not postpone limitlessly tasks you do not like.
- Watch carefully the tasks you like the most.



Time Management

Time thieves

Time thieves are unscheduled breaks in your planned activity. They are determined by:

- Frequency
- Duration
- Way of interruption



Time Management

Time thieves

Way to reduce and avoid the time thieves

- Say no, call off your participation
If someone disturbs you: say simply: No.



Time Management

Time thieves

Way to reduce and avoid the time thieves

- Postpone
Say, that you cannot interrupt your current job now, but propose later arrangement



Project Management



Time Management

Time thieves

Way to reduce and avoid the time thieves

- Reduce the impact
In case you accept the interrupt, set the time limit: «You have only ten minutes». Care to keep it true.



Time Management

Time thieves

Way to reduce and avoid the time thieves

- Preserve by rule to be interrupted
Develop your own system, which secure you certain un interruptable time for your scheduled tasks.



Time Management

Time thieves

Way to reduce and avoid the time thieves

- Disappear
In case interrupt is unrefusable (like that of your boss) just move to somewhere else and make yourself untrecable.



A side-profile photograph of a muscular man with short brown hair, shirtless, lifting a large, dark, octagonal dumbbell with his right arm. He is looking towards the right. The background is plain white.

My time thieves

10 Minutes

Time Management

8 rules of good time management

Rule No 1:

What do you think, is a right choice?

- I am so much under pressure, that I am not going to loose the time on planning
- ✓ ■ I do plan my activites each day. I think, that a good plan is half-a-way to a success
- I am not loosing the time on planning, the life is anyhow always going other way, than planned.



Things to Do

1. Make your time schedule for next day, week,....year

- ☐ Pay bills
- ☐ Wash car
- ☐ Get laundry
- ☐ Buy groceries
- ☐ Pick up kids
- ☐

Time Management

8 rules of good time management

Rule No 2:

What do you think, is a right choice?



- In my planning I try to foresee whatever may happen. Nevertheless I leave some room for unexpected in my plans.
- In my good plan very seldom something unexpected happens, so I do not need to plan for this. And if it happens, I will certainly find time for it.
- A good plan includes all options, so there is no need to reserve the time for unexpected.





2. Not all can be foreseen;
allow time for urgent and unexpected

Time Management

8 rules of good time management

Rule No 3:

What do you think, is a right choice?



- When I plan my goals, I care about their clear definition, attainability and time-boundness.
- I fo precise my goals with the time as I work towards reaching them. I formulate them vaguely first and them precise as I work towards reaching them, because anyhow they subject to changes.
- It secondary how well the goal and it's deadline are defined. Most important is to reach the goal.



3. Set clear goals



Time Management

8 rules of good time management

Rule No 4:

What do you think, is a right choice?

- In case of emergency I act immediately, without losing time for any considerations
- It happens often to me, that I just think: "If I would only have done it other way around".
- ✓ ■ In a critical situation I try to keep calm and first to reconsider what happened before I act.



4. Do not panic, think far-reaching



Time Management

8 rules of good time management

Rule No 5:

What do you think, is a right choice?

- I follow the rule: “It will go faster if I will do it myself.
- ✓ ■ I invest my time in education of my team members to do the routine tasks. With a time I am not involved in these tasks any more.
- The best efficiency is always, when you do it yourself.



A high-angle photograph of four students sitting around a small, round wooden table. A young woman with long dark hair, wearing a blue zip-up hoodie, sits on the left, looking down at a notebook. A young man in a striped sweater sits at the top, looking at a laptop. A young man in a white t-shirt sits on the right, pointing at the laptop screen with a pen. A fourth student, wearing a plaid beanie and a grey t-shirt with 'Ironhead' written on the back, sits at the bottom, writing in a notebook. The table holds a silver laptop displaying a website, several spiral-bound notebooks, and pens. The background shows a patterned armchair and a tiled floor.

5. Invest time to save it

Time Management

8 rules of good time management

Rule No 6:

What do you think, is a right choice?

■ I do not loose any time for thinking



■ I try to manage my time the way, that I find also some spare time for considerations about my work.

■ I am always charged with urgent and important tasks, so that I have no time for thinking.



6. Do not economize on thinking



Time Management

8 rules of good time management

Rule No 7:

What do you think, is a right choice?



- I try to work clever so that I can balance my work time with other activities.
- I do perform and reach higher efficiency by doing overtime
- Responsible execution of any job calls for certain degree of scarification and regular overtime.





7. Work clever not longer

Time Management

8 rules of good time management

Rule No 8:

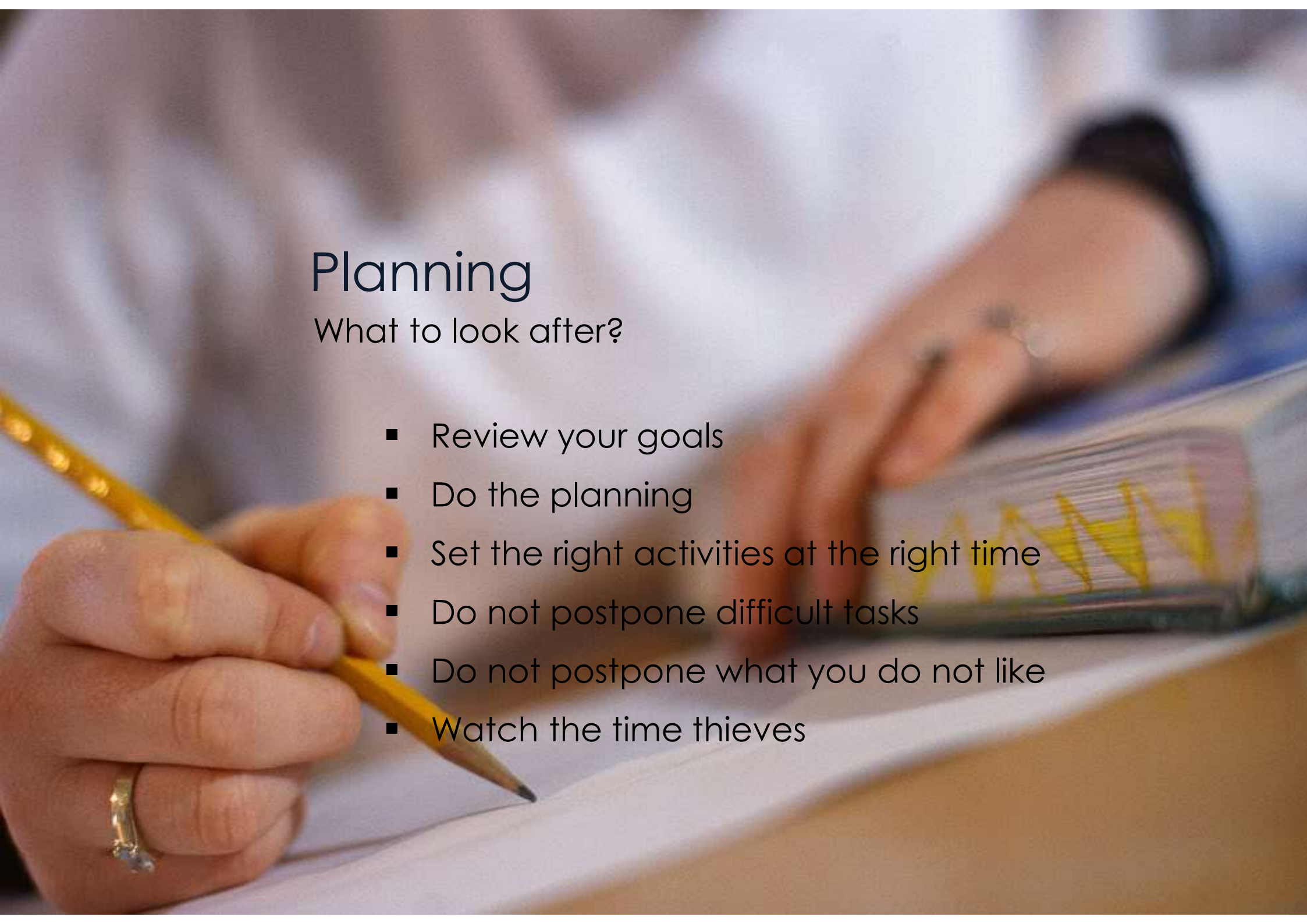
What do you think, is a right choice?

- At no price I will let myself to get stressed or “motivated” to act faster.
- ✓ ■ When I reached what I planned, I do take care to recognize it as a success and to celebrate it.
- Seldom I can allow to reward myself for a job done.





8. Award yourself!

A close-up, slightly blurred photograph of a person's hands writing in a notebook. The person is holding a yellow pencil in their right hand, which has a gold ring on the ring finger. The left hand is resting on the notebook. The notebook has a yellow cover with a green and yellow pattern. The background is out of focus, showing a person in a white shirt.

Planning

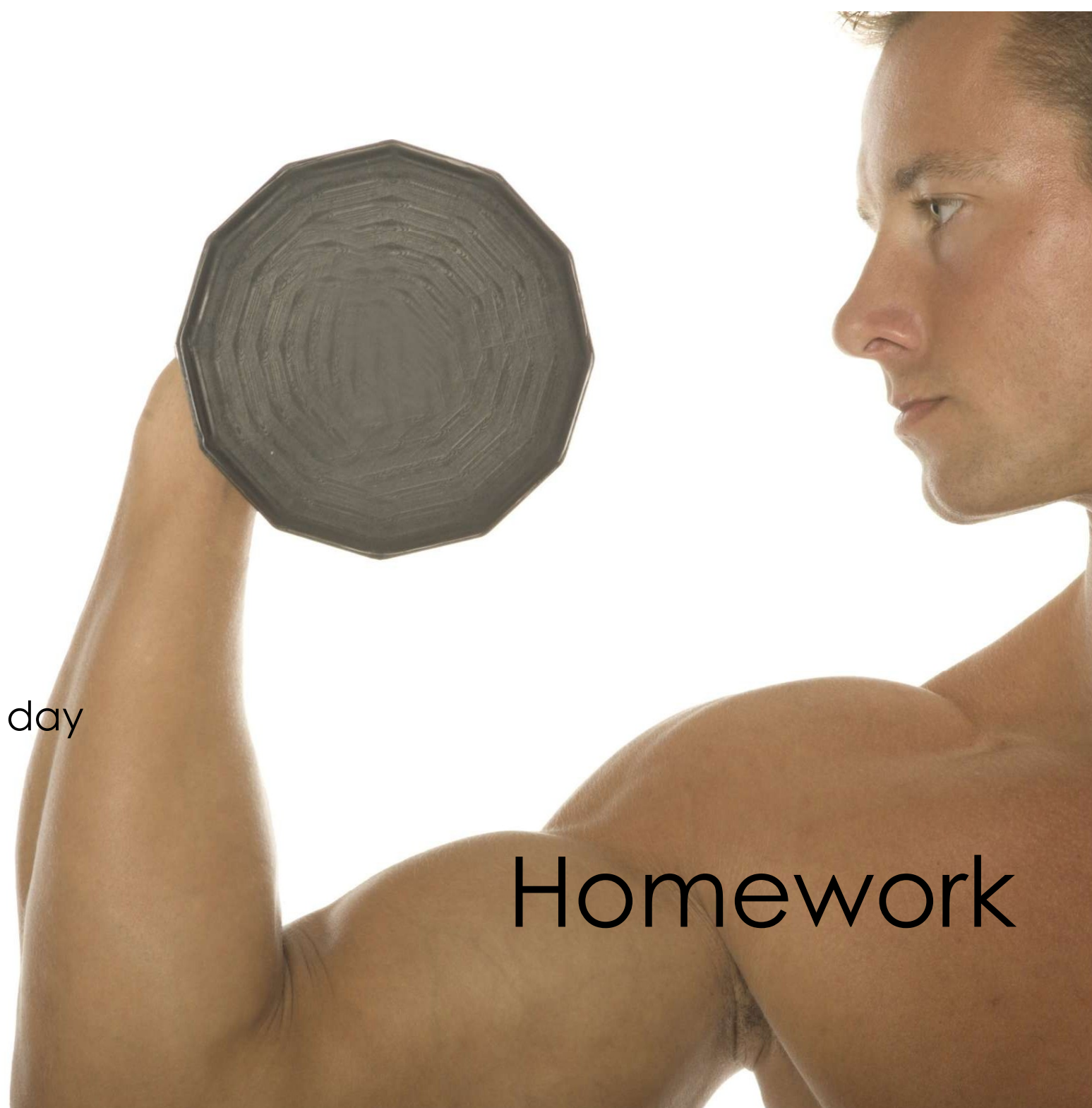
What to look after?

- Review your goals
- Do the planning
- Set the right activities at the right time
- Do not postpone difficult tasks
- Do not postpone what you do not like
- Watch the time thieves

Case Study

How do I organize my day

Homework





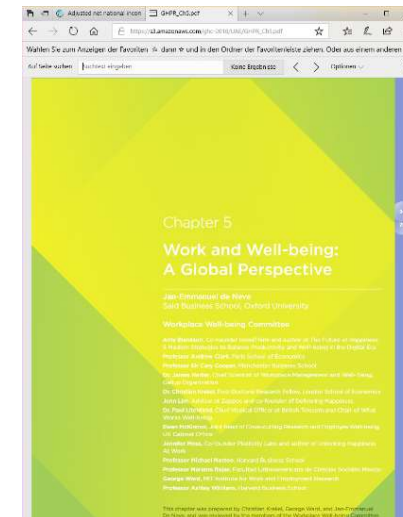
World Happiness Index Report 2022

<http://www.happinesscouncil.org/> **Happiness Index Report 2022**

World Happiness Index 2022 Country wise Rank & Report (dmerharyana.org)



Changing World Happiness | The World Happiness Report



https://s3.amazonaws.com/ghc-2018/UAE/GHPR_Ch5.pdf



https://s3.amazonaws.com/ghc-2018/UAE/GHPR_Ch8.pdf



Project Management

180 Minutes

SM: Self-Management/Work&Life Balance

Bogdan Lent





PROJECT MANAGEMENT