

Some
words on
Getting
Things
Done...

Prof. Mike Colvin

I usually talk about:

BIO180 Math. Modeling for Biology
BIO181 Biomolecular Modeling

Life in the 21st century...

What's good and bad about living now?



The New York Times

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February 19, 2009

New-Home Construction Hits a Low in January

By JACK HEALY

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New York Must Prepare for Global Warming, Mayor's Panel Says

By MIREYA NAVARRO

Published: February 17, 2009

E-MAIL

New York City must prepare
an increased risk of coastal
of global [climate change](#)

Readers' Opinions

Post a Comment on
Room

the 2020s. By the 2080s
could rise 12 to 23 inches

Cynthia Rosenzweig, a

Dow Plumbs the Depths of Last Fall

By JACK HEALY and MATTHEW SALTMARSH

Published: February 17, 2009

The next wave of losses for the banking sector could be coming from Eastern Europe.

Enlarge This Image



James Estrin/The New York Times

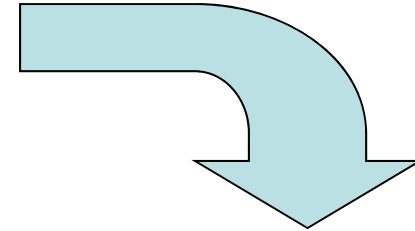
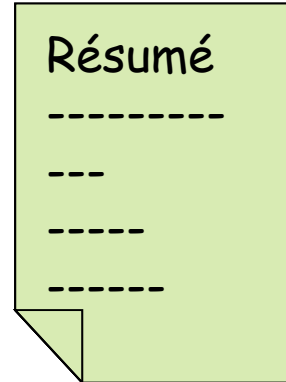
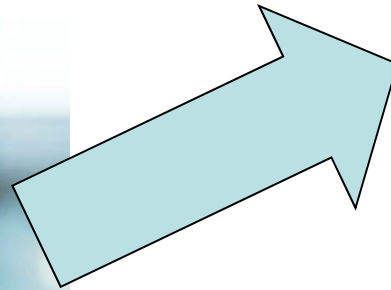
A trader reflected the distress late Tuesday on the floor of the New York Stock Exchange.

Worries about the deteriorating financial situation in countries like Romania and Hungary led to a huge sell-off on Tuesday that began overseas and crashed ashore on Wall Street.

Every sector sank, with financial [stock](#) and energy companies falling on tumb. Rattled investors rushed to buy safer in

One unfortunate fact of life these days...
Lots of people competing for the same opportunities

Consider Joe...



How will you look on your résumé ?

What counts?

- Education (UC Merced!)
- Grades & test scores
- Awards
- Work experience
- Special job skills
- References



Be successful at this stuff

What disappears?

- Talents & abilities (unless truly exception)
- Hobbies (unless world class)
- Social life & travel
- A lot of what makes life interesting!!



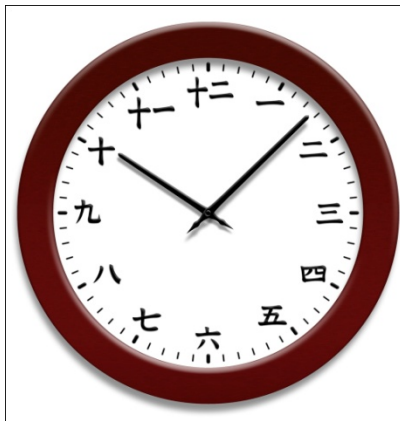
So you have time & money for this

How can you be successful in all the things you want to do?

1. Do less (worth a try)

2. Make better use of your time

Here's what you have to work with...

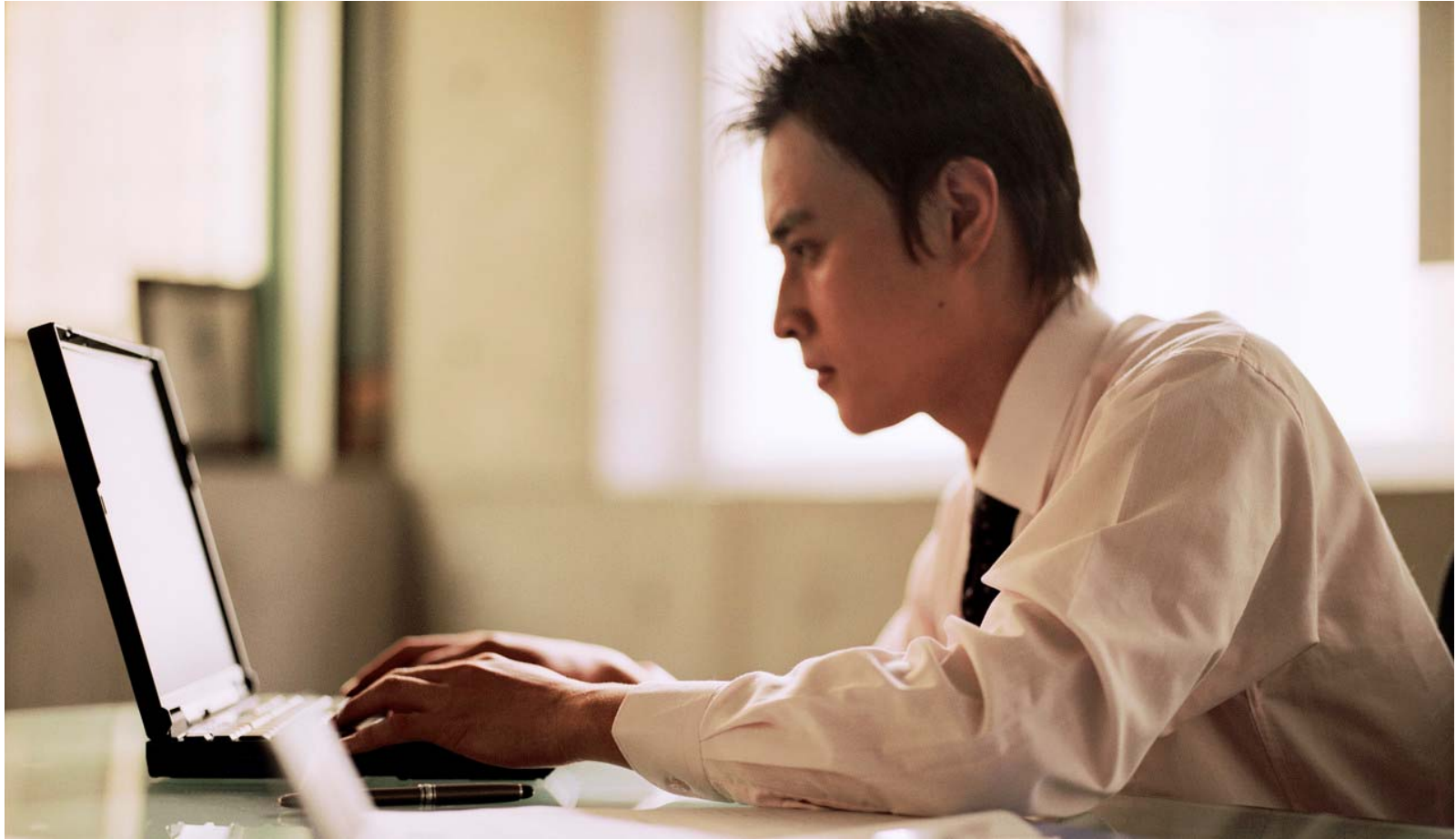


Week	168 hours
Semester	2,500 hours
College	20,000 hours
Adulthood	600,000 hours

Most people spend a lot of time like this...

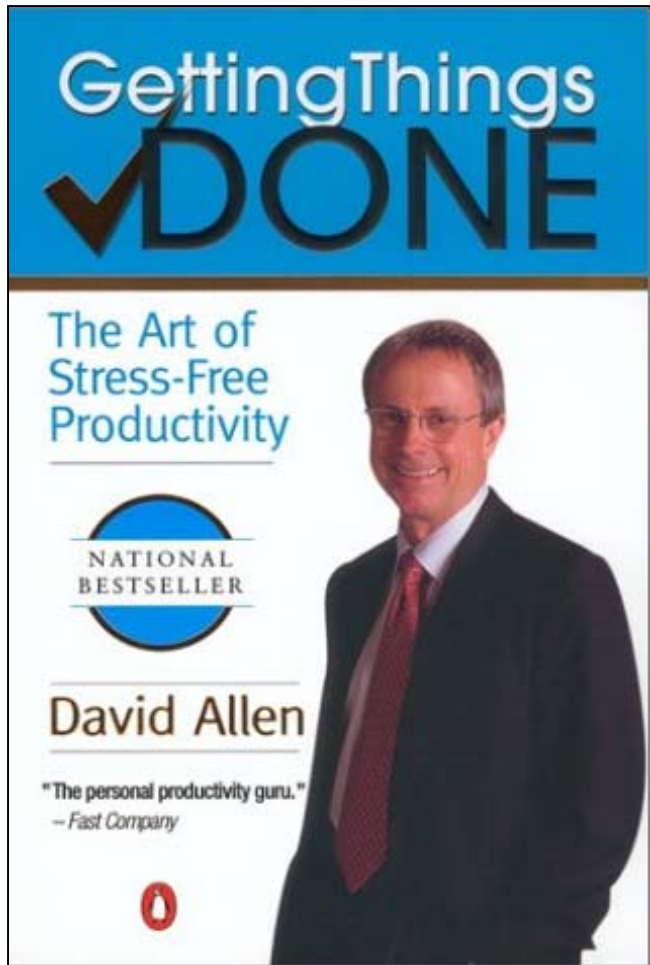


Instead of like this...
Totally focused on your important projects

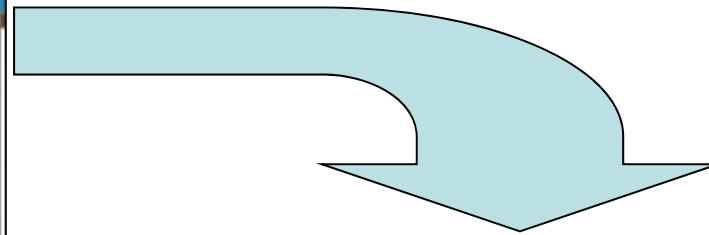


How can you keep yourself "in the zone"?
When have you been "in the zone"?

Some guidance from one expert...



Keep your mind calm & clear of everything except what you're doing **right now**



1. Efficiently manage "new stuff"
2. Keep all obligations on a list & out of your head

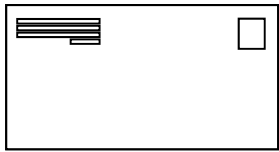
Nice 5-page summary online here:

<http://www.theatlantic.com/doc/200407/fallows2>

Simple scheme to handle all new stuff:

How does new stuff come into your life?

For any new demand on your time, first ask one question



Is it "actionable" ?

I.e. do you need to
or want to do
anything about it?



or





Not Actionable

Do one of three things with it:



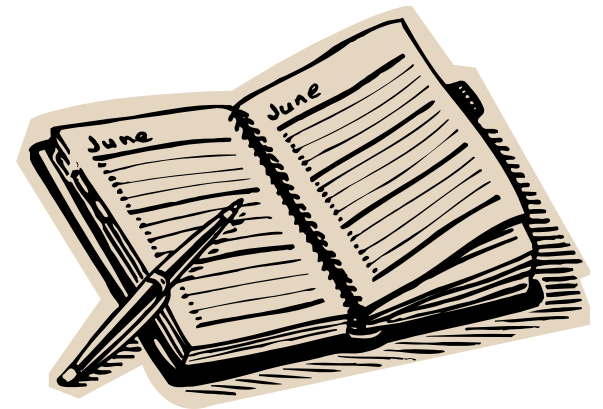
Toss it

or



File it
(for future
reference)

or

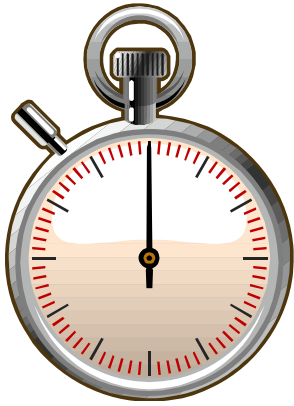


Schedule it
(if actionable
in future)



Actionable

What you do depends...



or



or



If you can
finish it in
less than 2
minutes...
just do it.

If someone
else can do it...
pass it on.

If you still need to
do something, put
in on your list of
Next Actions

Next Action List is **not** a To Do List

How many people keep a To Do List?

To Do List

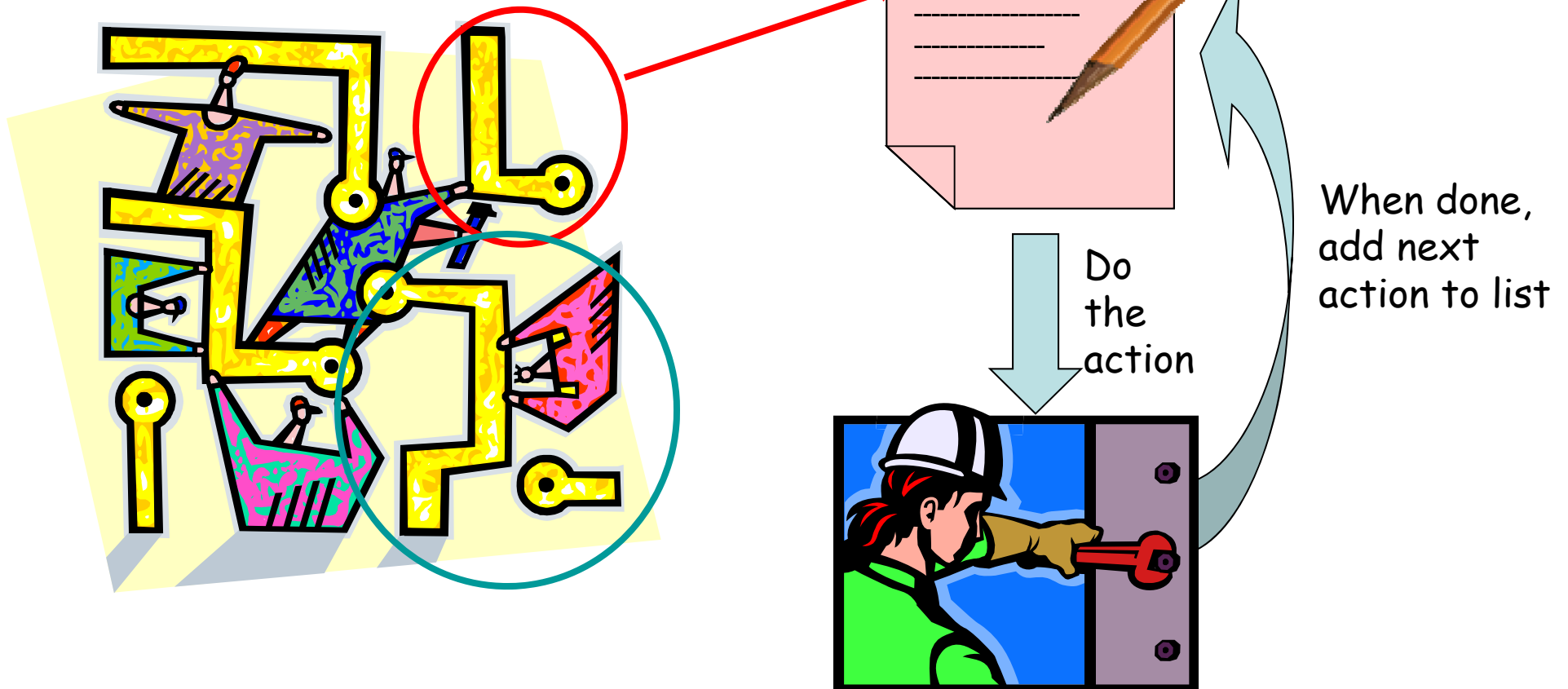
1. Find summer job
2. Buy shampoo
3. Write paper for WRI110
4. Learn French
5. Catch up in Math 21

Next Action List

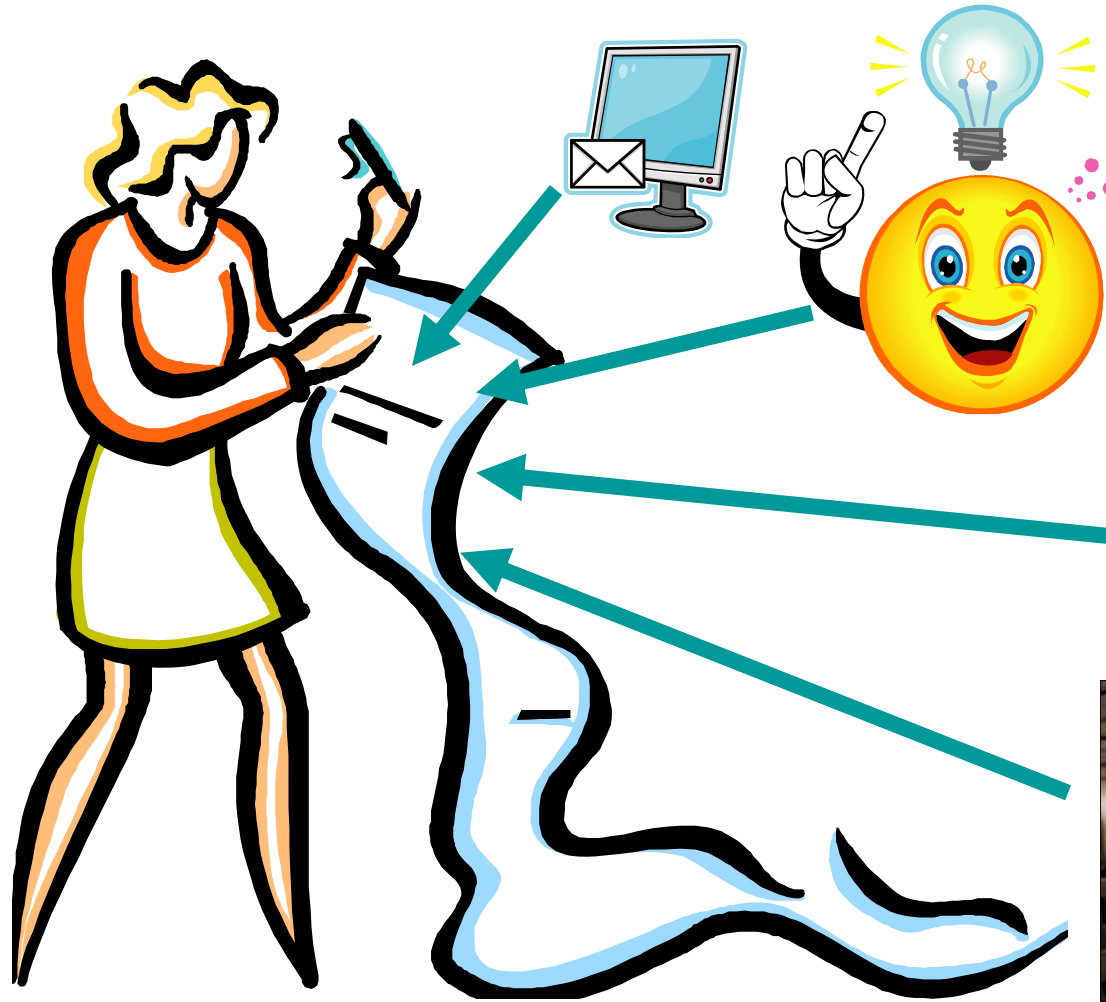
1. Get Starbucks job application
2. Buy shampoo
3. Brainstorm list of paper topics
4. Look up online French courses
5. Do Math 21 assignment 3

Always think in terms of the next action

Reduce a complicated task to individual actions

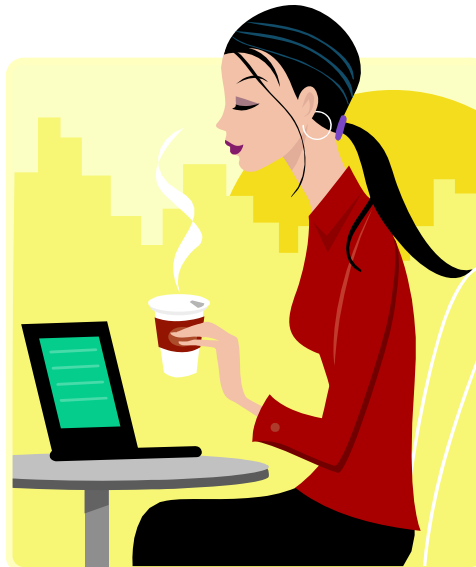


Put EVERYTHING actionable on your list



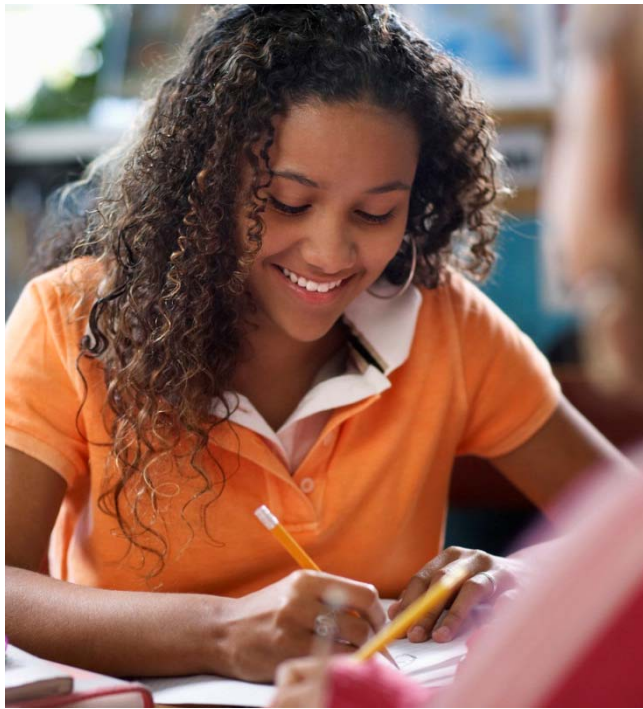
Your mind is free because you know everything is on your list and you'll get to it eventually

Use any system that works for you



How to use your Next Actions List:

Whenever you have time to do something, pick an action off the list using **your own best judgment**



Once a week, review the entire list to remove things that are done (or don't need to be done anymore)



Recap...

1. Efficiently manage "new stuff"

If **not** actionable:

- Trash it or:
- File it or:
- Schedule it

If actionable:

- Will it take <2 minutes? **Do it**
- Can someone else help? **Pass it on**
- Otherwise: **Figure out the next action & add it to your list**

Recap...

2. Keep all obligations on a list & out of your head

- Make a Next Action list for all of your stuff
- Add new actions as soon as they appear
- When you finish one action, add the next
- Review the whole list every week

Good luck with everything & have fun