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

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

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)
<table>
<thead>
<tr>
<th>Time</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 AM</td>
<td>Get ready and go to work</td>
<td>Get ready and go to work</td>
<td>Get ready and go to work</td>
<td>Sleep in</td>
<td>Call Mom</td>
</tr>
<tr>
<td></td>
<td>Add LaidSiv paper to CV</td>
<td>PerceptiveConv meeting</td>
<td>Al Guest interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepare for hiring meeting</td>
<td>LaidSiv Pytorch meeting</td>
<td>Hold because talks often...</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Write YFA grant report</td>
<td>Ramesh's meeting</td>
<td>10 AM Alex Parrish's talk</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DAI bimonthly</td>
<td>Meet RE candidate</td>
<td>10 AM Get ready, brunch, loiter</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>1 PM Plan PRCV! practice ses...</td>
<td>1 PM Plan for planning class in Fall</td>
<td>1 PM Group meeting or reading group</td>
<td></td>
<td>12 PM Write time management blog post</td>
</tr>
<tr>
<td></td>
<td>David going to IACI?</td>
<td>Look into Kelly's gifs data...</td>
<td>2:30 PM Think about service role for next year -- let Brian know</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4 PM Figure out concrete intern projects. Otherwise hard to make good progress! Set up meetings with Boris to brainstorm.</td>
<td>3 PM Algorithmic coding</td>
<td>3 PM When is Angela starting?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dinner</td>
<td>Dinner</td>
<td>Dinner</td>
<td>3 PM Meeting Julie and Andy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Leave $120 for Lydia</td>
<td>Read article Dori sent</td>
<td></td>
<td></td>
<td>8 PM Black Mirror</td>
</tr>
<tr>
<td></td>
<td>Swati's job search status?</td>
<td>Order fans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>answer question in journal</td>
<td>answer question in journal</td>
<td>answer question in journal</td>
<td>answer question in journal</td>
<td>answer question in journal</td>
</tr>
<tr>
<td></td>
<td>Sleep</td>
<td>Sleep</td>
<td>Sleep</td>
<td></td>
<td>Sleep</td>
</tr>
</tbody>
</table>