

In Bloom Project

We help companies capitalise on their #1 asset, their people.
We do this by improving the wellbeing of individuals, teams, and leaders.

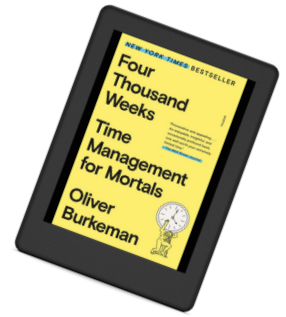


IN GOOD
HEALTH

10 Tools on Time Management

from Oliver Burkeman

These are from the appendix on Oliver Burkeman's recent, and excellent book;
Four Thousand Weeks



1 Adopt "fixed volume" approach to productivity

And 2 "To-Do" Lists

Begin with the assumption that you won't be able to complete everything you want. Accept that tough choices are inevitable. Focus on making them consciously and well.

Burkeman suggests **2 to-do lists, one "open" and one "closed."**

The open list is for everything that's on your plate and will doubtless be nightmarishly long. Feed tasks from the open list to the closed list. The close list as a fixed number of entries, ten at most.

The rule is that you can't add a new task until one's completed.

2 Serialize, serialize, serialize

What Burkeman means here is to **focus on 1 big project at a time.**

It's incredible how much this can reduce anxiety

3 Decide in advance what's OK to fail at

Built on the assumption that the modern worker can't do it all at once.

ie "While you focus on your children, or let your fitness goals temporarily lapse while you apply yourself to election canvassing."

4 Focus on what you've completed Not just what's left to do

The quest to get everything done is interminable. It's easy to grow despondent and self-reproachful.

As a counterstrategy, **keep a "done list,"** which starts empty first thing in the morning, and which you then gradually fill with whatever you accomplish through the day.

5 Consolidate your caring

Consciously pick your battles in charity, activism, and politics

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6 Embrace boring, single-purpose technology

Combat digital distractions by making your devices as boring as possible. Removing social media apps, even email if you dare, and then by switching from color to grayscale.

"After going to grayscale, I'm not a different person all of a sudden, but I feel more in control of my phone, which now looks like a tool rather than a toy," Nellie Bowles, The New York Times.

Meanwhile, as far as possible, choose devices with only one purpose, such as the Kindle ereader, on which it's tedious and awkward to do anything but read.

7 Seek out novelty in the mundane

"Pay more attention to every moment, however mundane, find novelty not by doing radically different things but by plunging more deeply into the life you already have. "

- Shinzen Young

This is a mindfulness concept which meditation can help you with.

8 Be a 'researcher' in relationships

Deliberately adopt an attitude of curiosity, in which your goal isn't to achieve any particular outcome, or successfully explain your position, but **"to figure out who this human being is that we're with."**

- Tom Hobson

9 Cultivate Instantaneous generosity

"Whenever a generous impulse arises in your mind—to give money, check in on a friend, send an email praising someone's work—act on the impulse right away"

- Joseph Goldstein

10 Practice Doing Nothing

In the 2nd to last paragraph of the book, Burkeman offers a fantastic summary:

When it comes to the challenge of using your four thousand weeks well, the capacity to do nothing is indispensable, because if you can't bear the discomfort of not acting, you're far more likely to make poor choices with your time, simply to feel as if you're acting—choices such as stressfully trying to hurry activities that won't be rushed (chapter 10) or feeling you ought to spend every moment being productive in the service of future goals, thereby postponing fulfillment to a time that never arrives (chapter 8).



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