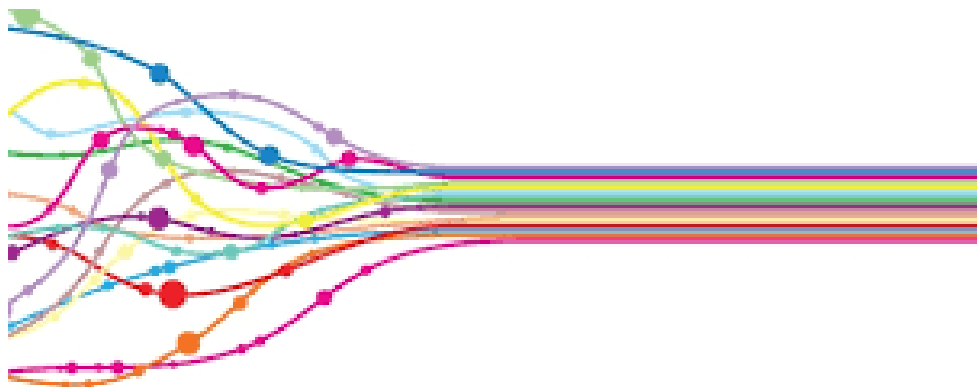


From Chaos to Control: The Magic of Scheduling



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Why is it that some people can finish a million things in a weekend and others can barely make movement on 2 things? Is it that people thrive on chaos and others on control? Is it a question of managing one's time? Or is there a deeper question – what motivates people to manage their time?

Think about what brings you joy when it comes to working on a task. We've all heard of "being in the zone;" when you're so focused on the work that you lose track of time and are feeling energized and successful. This comes from one of the founders of the Positive Psychology movement, Mihaly "Mike" Csikszentmihalyi, affectionately known as the "Father of Flow," He defines it as when "people become so immersed in the joy of their work or activity that nothing else seems to matter"*

When working on tasks, when might you experience your own Flow?

- When you **start** working on a task?
- When you **complete** the task?
- When you **contemplate** the task?
- When you **work with others** on a task?

Understanding this can be a key to helping you manage your time so that you get more done.

For instance,

- If you are someone who likes to get things **started**, you may want to find tasks that you can **partner with others** so that you can get it underway and have others complete them.
- If you like to **complete** tasks, **create a routine** and stick to it!
- If you like to **contemplate** the task, **take the time to generate the ways** that you can achieve it and then begin to work.
- If you like to **work with others**, **find friends/peers** with whom you work well; those who understand the importance of the task.

Flow =
Being in the zone

Using a **schedule** as a way to manage your time can also be helpful.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday

- If you like to get **started** on a task, **set aside time enough time** to work on the task – you don't have to schedule it as an exact schedule block. This leaves yourself time to get caught up in the chaos of your life.
- If you like to **complete** the task, **block out the time** on the calendar specifically for that task.
- If you like to **contemplate** the task, **set aside time** over a few days to provide yourself the opportunity to think and get lost in your thoughts
- If you like to **work with others**, **schedule time to meet with them** to discuss how you will collaborate.