

**tomorrow** (*noun*) – a mystical land where 99% of all human productivity, motivation, and achievement is stored.



## Time Attention Management

*We don't have a time management problem; we have an attention management problem.*

"A wealth of information creates a poverty of attention." — Herbert Simon, 1971

[https://en.wikipedia.org/wiki/Attention\\_economy](https://en.wikipedia.org/wiki/Attention_economy)

Time is not something we have; it is a choice we make. It is easy to choose a healthy activity for the next 30 minutes. It is just as easy not to go ahead and do it. A wise psychologist gives us the [algorithm for making and enacting a time choice](#).

Your [procrastination has a message](#) for you.

You know what to do. [Sit down and finish the task](#). But you don't. Read this: [Get More Done](#)

[Delayed gratification](#) and [grit](#) is the ability to resist an immediate reward (checking [social media](#)) to gain a greater but later benefit (course work now, success later). But the trouble with delayed gratification is that it takes too long. A better way to think of it is choosing between what you want *now* and what you want *most*. [How To Be Resilient](#) (AKA [growth mindset](#))

***A day without my phone is like... Just kidding. I have no idea.***

➔ **What three things will you do to improve your time and attention management? (60 points)**

The answers that count are those that help you make best use of your day, doing the right things, and doing things right. Remember that the minimum word count gets more or less average marks depending on the quality of content. To go above average, see the marking rubric in Course Info.

*Whatever you are not changing, you are choosing. Read that again.*

**Part ONE – Attention Management and Time Choices** More resources below.

- ➔ 1a. What you'll do (5 points)
  - ➔ 1b. Why and how you'll do it (15 points for 150+ words)
  
  - ➔ 2a. What you'll do (5 points)
  - ➔ 2b. Why and how you'll do it (15 points for 150+ words)
  
  - ➔ 3a. What you'll do (5 points)
  - ➔ 3b. Why and how you'll do it (15 points for 150+ words)
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**Part TWO – User Interfaces** (40 points for 300+ words)

There are many styles of user interfaces (UI) on different devices and operating systems that all intend to create an effective User eXperience (UX) for their user communities.

The traditional types of UI are:

- CLI – Command Line Interface
- TUI – Textual User Interface
- GUI – Graphical User Interface

➔ **If there was only one user interface you could use as a software developer, which would it be?**

~~~ Command Line ~~~ Text Interface ~~~ Graphical Interface ~~~ *Something else?* ~~~

Argue in favour of the one you could live with, and against the others.

## **Sleep – not doing is as important as doing.**

- ❖ You don't sleep because you don't have enough time? You've got it backwards. You don't have time because you don't get enough sleep. See [this](#) and [this](#).
- ❖ Sleep quality and quantity are closely related to student learning capacity (attention, memory) and academic performance (problem-solving, GPA).
  - Review the [Research](#). e.g. Curcio et al, 2006. There is even a [Wikipedia page](#).
  - [Too little sleep](#) = missing a [sleep cycle](#) for 5 – 7 nights will lose you ~15 IQ points (Cohen, 1997. *Sleep Thieves*) You will be 2.5 – 5 times more likely to become ill – just like your mother said – due to a lowered immune system. Also: weight gain, exercise shortfall, mental health issues such as depression, anxiety, and feeling 'stressed out' (high cortisol levels) all of which make you less effective making everything take more time that you already don't have enough of.

## **Attention**

- ❖ [Working within constraints](#) can be better than a blue sky and a green field.
  - [Pomodoro Technique](#) -- now a classic method of getting it done in 25 minutes. (The time limit is a constraint.)
- ❖ "Can you multitask?" Yeah. I can listen, ignore, and forget at the same time.
- ❖ [Time management isn't the problem – our attention span is](#)
- ❖ Pay attention to your **ATTENTION**
  - [“I think, therefore I am distracted.”](#)
  - Your [brain and attention](#) from [Amishi Jha](#), a neuroscientist with useful info
  - [I Used to Be a Human Being](#) Andrew Sullivan's widely read essay
- ❖ In the Attention Economy, technology and media are designed to maximize our screen-time. Your 3 min. 48 sec. is [time well spent](#). Then [Take Control](#) over the devices and apps that take your time away. The [Center for Humane Technology](#), was co-founded by [Tristan Harris](#), the “closest thing Silicon Valley has to a conscience”.
- ❖ [I have forgotten how to read](#)
- ❖ “There’s a reason why we call it *paying* attention. Treat it like you would your money (because it’s more important than money). Save it, invest it, and spend it where it matters most. What am I paying attention to that doesn’t deserve it? What do I read, listen to, or watch that’s distracting or irrelevant to what matters to me? While I pay attention to that, what am I not paying attention to? Your mind belongs to you. You get to decide what comes in and who stays. If you’re not intentionally making that decision, someone else is. And that someone else is going to decide based on their best interest—not yours.” ([Ozan Varol](#))

## **Procrastination**

- ❖ Not knowing where to begin is a common form of paralysis (AKA procrastination). Composer [John Cage](#)'s advice: *Begin anywhere*. Just begin, even for only two minutes. Newton explains: tasks in motion tend to stay in motion. Tasks at rest tend to stay at rest.

- ❖ Procrastination teaches how to do 30 minutes' work in 8 hours and 8 hours' work in 30 minutes.
- ❖ [How to Manage Time, Reduce Stress and Increase Happiness](#) in a manageable 10 minutes
- ❖ [Why Do We Procrastinate? And what to do about it](#) 8 ½ minutes
- ❖ "Procrastination has been around since the start of modern civilization."  
You've got lots of company. <https://dariusforoux.com/beat-procrastination/>
- ❖ [You Don't Have a Procrastination Problem, You Have an Impulsivity Problem](#)
- ❖ Procrastination may be the world's most popular form of time management but [it isn't all bad](#).
- ❖ [Procrastination Research Group](#) – podcasts and research from Carleton University in Ottawa
  - procrastination provides 'short-term mood repair' when a task we don't want to do – but should do – overwhelms us. [Blog post from a researcher](#)
- ❖ [How to Beat Procrastination](#) from the Shopify Blogs
- ❖ If you [waste time](#) making a time machine, is time really wasted?
- ❖ [How To Stop Checking Your Phone](#): 4 Secrets From Research
- ❖ [Two Things Killing Your Ability to Focus](#)
- ❖ [How to Make Yourself Work When You Just Don't Want To](#)
- ❖ [Forest app: smartphone game you play by \*not\* using your phone](#)
  
- ❖ Inside the mind of a master procrastinator (18 min.)  
[http://www.ted.com/talks/tim\\_urban\\_inside\\_the\\_mind\\_of\\_a\\_master\\_procrastinator](http://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator)
- ❖ How to build your own [time machine](#) (12 min.)

“You are what you do, not what you say you’ll do.” – Carl Jung

