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30 Minute Time Management by Lothar Seiwert

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(90 von 100)



Why: I want to improve my time management system.

Goal: Learn how to plan my day more realistically.

Action: Know Your Time Thieves.

3 Key Concepts

1. Know your own time thief: mine is YouTube videos.
2. Plan it systematically and also realistically: ALPEN planning method
3. Make “Peaceful” time your priority.

Summary

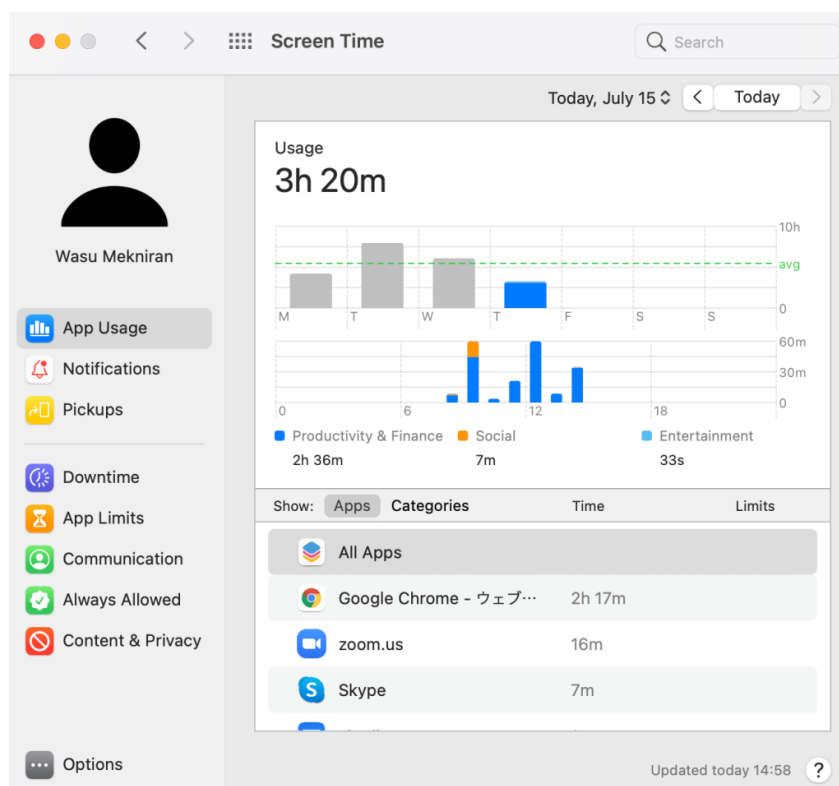
How to know your time thieves?



First, be honest with yourself. I can make a rough list of wasteful things I do, so can you! My progress was that I quitted Social Media like Facebook, Instagram, etc., a long time ago and do not start new ones.

Given that I am addicted to watching clips on YouTube. I wanted to put on a time restriction, but the function is only available on an App (as of 15. Jul 2021).

Second, get a measurement. Because what is measured is managed! My phone is automatically recording my usage time. For MacBook, try this “Screen Time.” It is already on your Mac; just go to **System Preferences**.



Already 3h 20m (0.0')

This book quickly captures the essence of time management: Measure, Set goals, Prioritize, Plan, Delegate, Repeat the planning routinely.

One of the hardest things to manage is
Time.



What Is The ALPEN Method?

The **ALPEN method** from a German time management expert and economist, Professor Lothar J. Seiwert. ALPEN stands for:

A: Writing down tasks (**A**ufgaben)

L: Estimating length as accurately as your experience allows (**L**änge schätzen)

P: Planning buffer time, usually times 2 as there are the unexpected and interruptions (**P**ufferzeiten einplanen)

E: Making decisions, because we all statistically plan 2 times too many tasks as we can handle (**E**ntscheidungen treffen)

N: Following-up, check what you did not cover as the day goes and adjust or recover (**N**achkontrolle)

The main point is that you give a to-do list, a time limit, and a time buffer. Then, make course adjustments (eliminate, delay, delegate) as you progress through the list.

Peaceful Time

As mentioned above, we like to plan too many tasks daily (2 times usually). So be aware and demand more downtime for yourself, it is **more realistic**, but it is also **more effective**.

This way, you do not have to stop and make decisions along the way. However, it can become a constant interruption and, moreover, **a source of stress**.

To sum up

Time management is a habit of realistically allocate resources daily. The better your estimation, the less interruption you will have. ALPEN method can help you with this training.

Write down tasks with estimated time + buffer time. Then, make the decision to eliminate, delay, or delegate throughout the day. Lastly, review the to-do list and repeat the process.

Have fun spending time productively!





Be it whatever you want to do.

We are not given a short life but we make it short, and we are not ill-supplied but wasteful of it... Life is long if you know how to use it.

Seneca, On the Shortness of Life

Goal check: I learned about the practical method of time management.

Wasu's Review

(4.0 / 5.0)

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