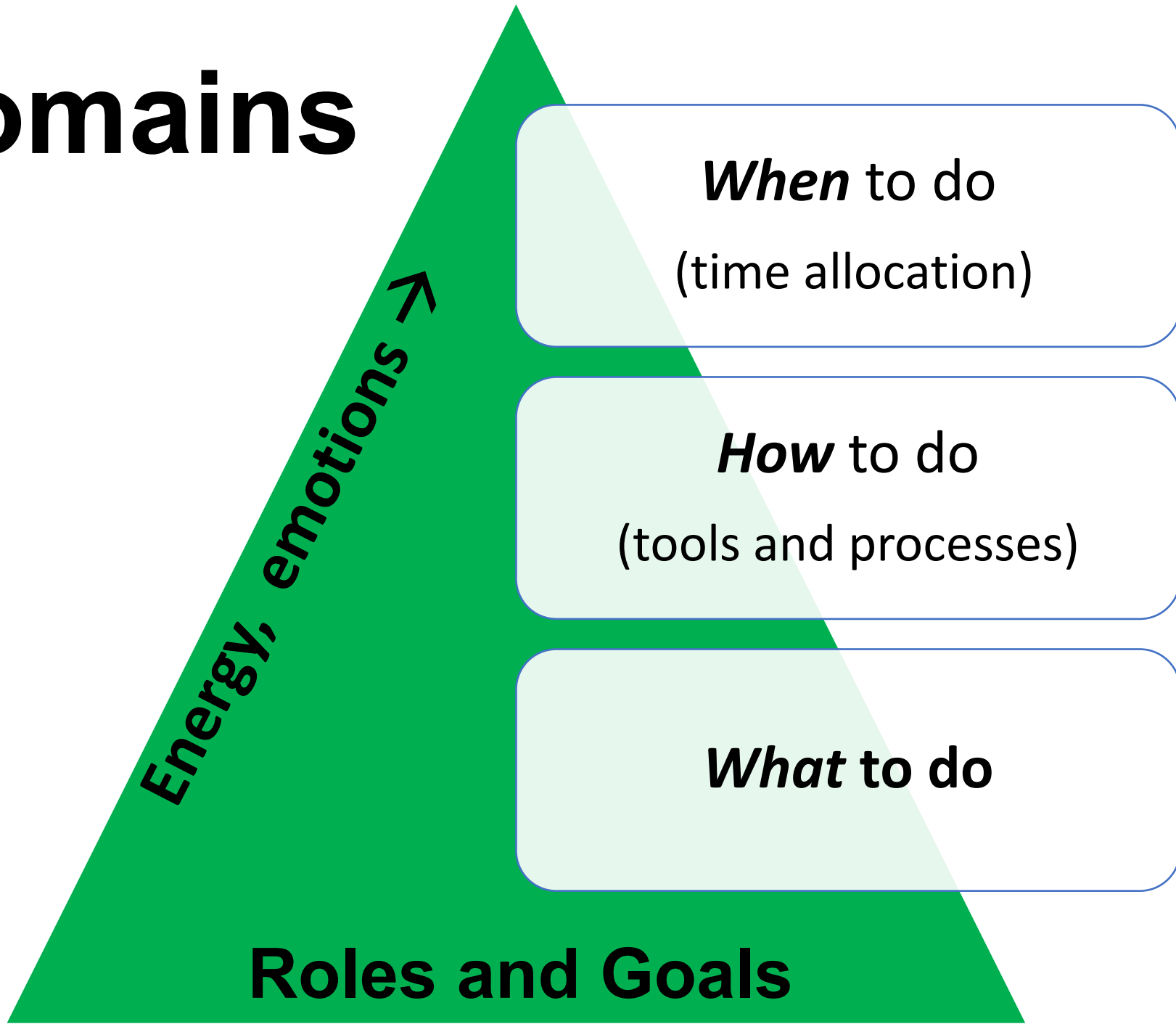


Time management for retirement: oxymoron or essential?



TM domains



Time pressure

Anxious feelings about not having enough time.

A common “hold over” from a job with incessant demands,

Awareness is the first step to recovery.

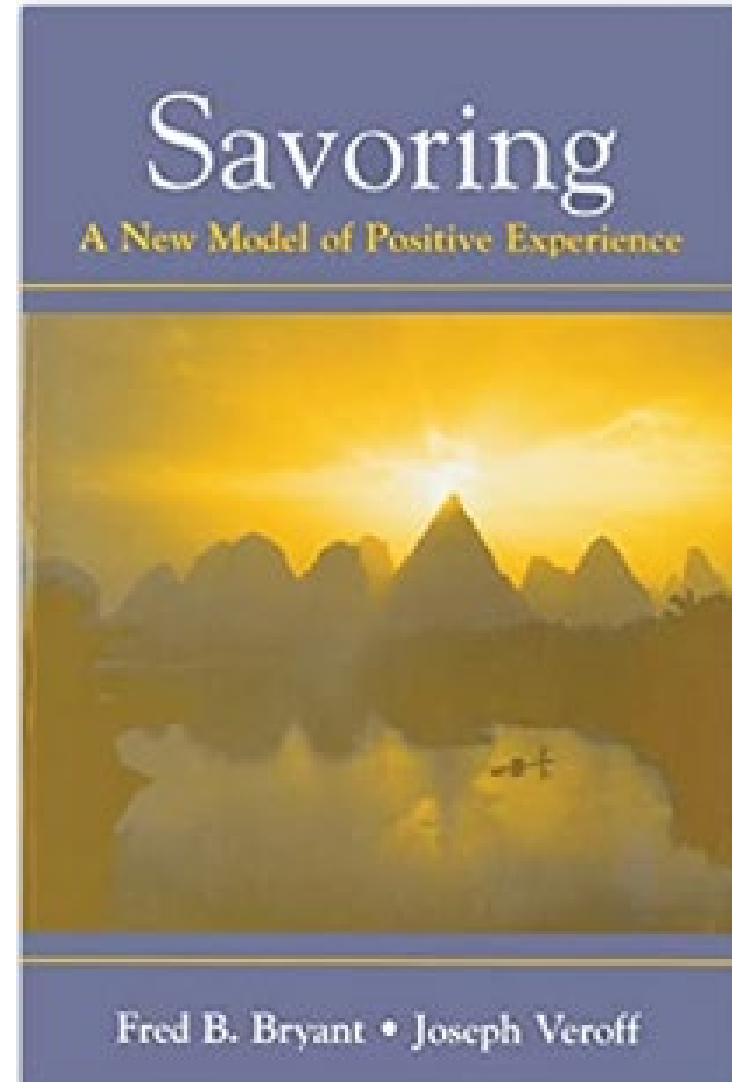


Savoring!

"**Actively savoring the present stretches your experience of time.** To savor is to feel pleasure, and also to appreciate that you are feeling pleasure. It takes normal **gratification** and adds a second layer to it: **acknowledgment...**

When you want to prolong something, you hold yourself right where you are."

<https://ideas.ted.com/whats-a-delightful-way-to-get-more-time-out-of-the-day-savoring/>



A philosophical perspective.

“This book is at once absorbing and refreshing on all that is truly at stake in what we blithely refer to as ‘time management.’

It invites nothing less than a new relationship with time – and with life itself.” - **Krista Tippett, host of *On Being***

Four
Thousand
Weeks

Time
Management
for Mortals

Oliver
Burkeman



Recalibrate?

Do you feel too busy?

Are you doing the things you want to do?

**A quick start method for planning
changes**

Step 1

- I want to do **more** of, or **start**...

Step 2

- I want to do **more** of, or **start**...

- I want to do **less** of...

The 1st
challenge...

no

A key shift

**(mostly) saying no to others,
to
(mostly) saying no to yourself**

When you want to do less:

Option 1: Do it differently

- ❖ Be more efficient
- ❖ Reduce the scope
- ❖ Lower your standards!

Option 2: Don't do it.

Stop.

(delegate / outsource)

...LATER

The 2nd
challenge...

yes

A frame:

From the philosopher David Bowie,
by way of a NTY mini-crossword
puzzle.

7	A	G	I	N	G
3	L	I	S	T	S
	9	S	H	H	

< "An extraordinary process whereby you become the person you always should have been," per David Bowie >

A rule:

Respect the "liminal period."

A decision metric

"The hallmark of a decision in line with one's inner development is a feeling of having laid down a burden and picked up a more natural responsibility."

-Anne Truitt, [Daybook: the Journal of an Artist](#)

When you want to do more of, or start something new:

Cut back to make
time, or:

Just start!

“Crowding out”

"You don't build the life you want by saving time. You build the life you want, and then time saves itself. Recognizing that is what makes success possible."

- Laura Vanderkam

I Know How She Does It: How Successful Women Make the Most of Their Time. Penguin Publishing Group.

Take action:

Pick one thing on your “do less or stop” list

- What is one thing you could you do in the next two weeks to begin stopping or cutting time spent?

Take action:

Pick one thing on your “more” list...

- What is one thing you could do in the next two weeks to start doing more?

Lists

“Help!” cried Toad.

“My list is blowing away.

What will I do without my list?”



Why do I still need lists?

- You still have a brain that clings to undone tasks, leading to stress
- ...and you now have a brain that may be less able to hold on to some things!
- **BONUS!**
 - Research: you sleep better if you empty your head on to a list

... and you still have lots of things to do!

- **Everything not related to you past job that you have to keep doing**
 - Housework, maintenance. personal admin (bills etc). Exercise. responsibilities to parents, children
- **More of:** Hobbies, travel, volunteering.
- **If you have continued some of your “retired from” job: scholarship, teaching, service**
- **If you have a “retired to” job.**

Master task list

Master List

Features

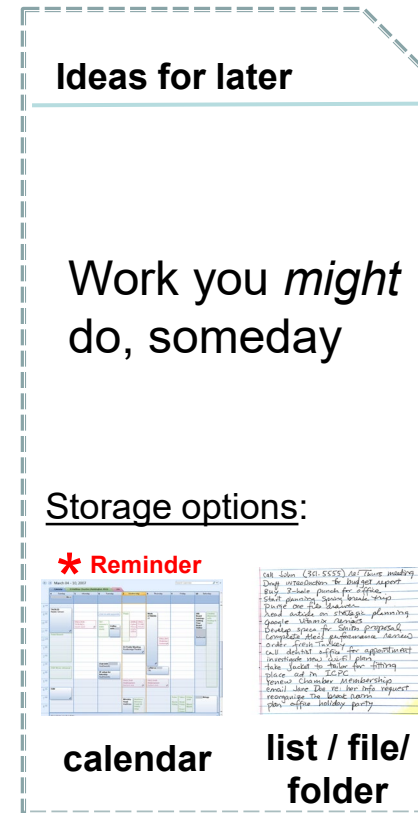
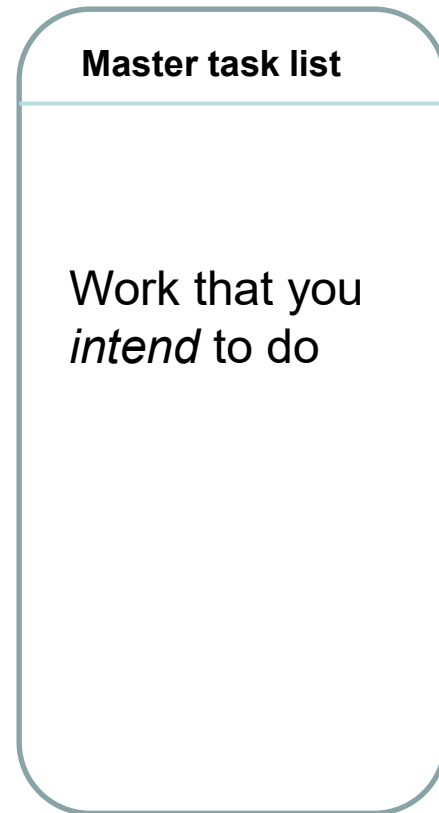
- All the tasks you intend to do
- Never-ending: tasks get added and taken off as appropriate;
- Does not need to be in any specific order



Time-specific prioritized lists

the tasks I have selected to complete today, or this week, or this month

Ideas for later



Two lists: (1) Projects (2) tasks

Projects

- Plan trip to Maui for January 2023 →
- Help my parents find an assisted living home by summer 2023 →

Tasks

(Project related tasks)

- Check United itineraries, and book flights
- Google for places within 40 miles of their current home

(Stand alone tasks)

- Schedule dental appointment
- Call Prairie Lights to order *Four Thousand Weeks*

Planning

"How we spend our days is, of course, how we spend our lives. What we do with this hour, and that one, is what we are doing. A schedule defends from chaos and whim. It is a net for catching days."

-

Annie Dillard [*The Writing Life*](#)



Sketch a time allocation plan

Estimated time: <15 minutes

Week of:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0600							
0700	Exercise						
0800							
0900			Paper		Paper		
1000		Quilt					
1100	Reorg the panty						Visit friends in Grinnell
1200				Food Bank			
1300							
1400		Zoom call				HOA meeting	
1500							
1600			Film Scene then dinner out				
1700					Try new restaurant ?		
1800							
1900				WBB @ CHA			
2000							
2100							

Review your calendar and lists

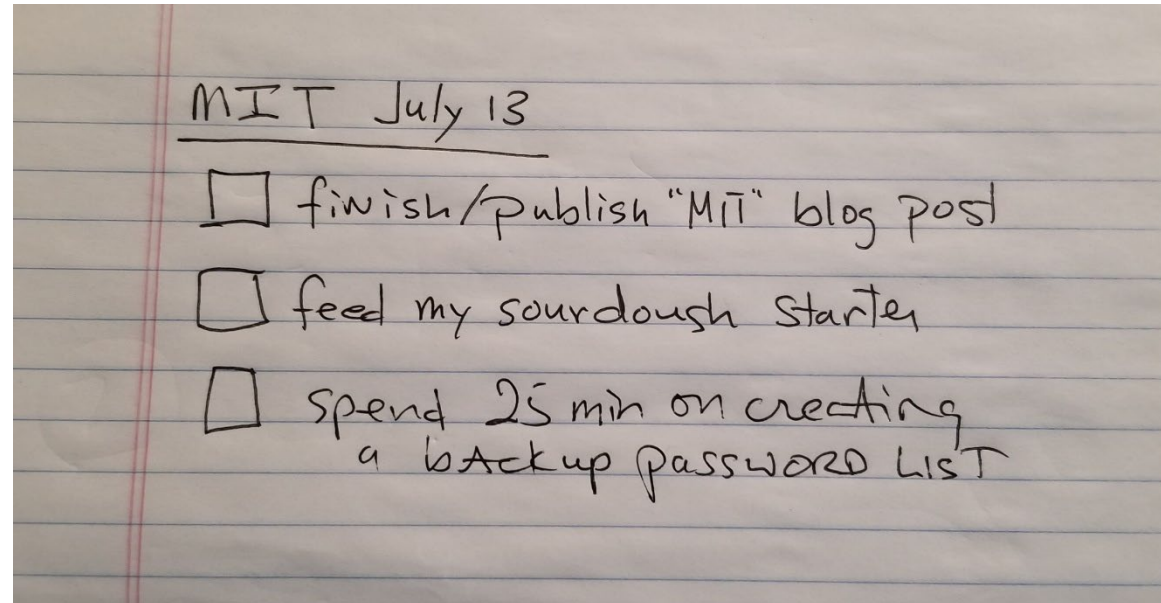
Estimated time: <20 minutes

- Calendar(s)
(3+ weeks forward)
- To-do lists
- Identify up to 3 important chunks of work that you want to *complete* in the coming week

Make a daily MIT list

Estimated time: <10 minutes

- An MIT list is the answer to the question “What is most important for me to do today *in addition to* my scheduled and routine work.”
- **Draft the night before**

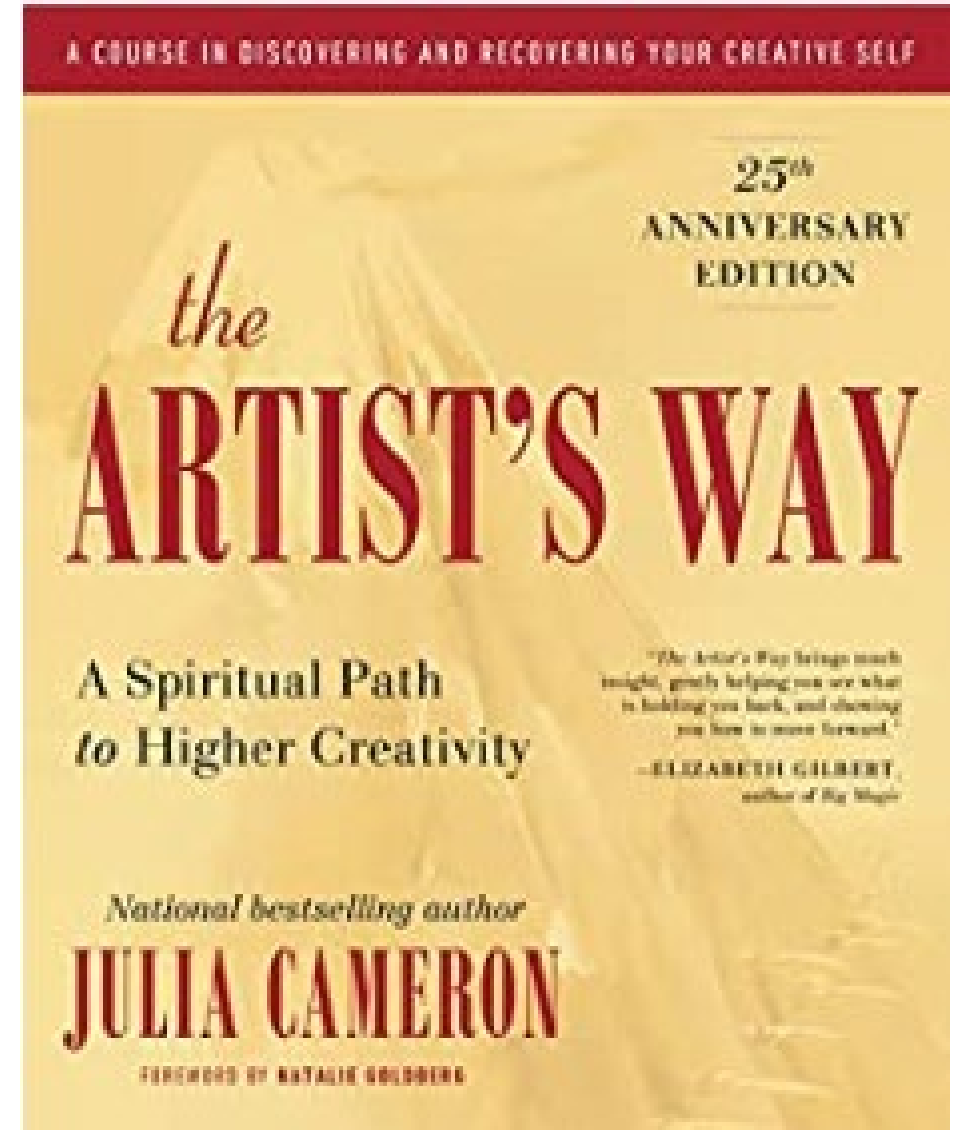


Journaling...

... even if you have never done it, have failed at it, or think it sounds horrible. →



- Morning pages
- Interstitial
- Periodic reflections



Energy



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**Email me with your comments, questions,
and tips!**

thriving
a m i d s t c h a o s

www.thrivingamidstchaos.com