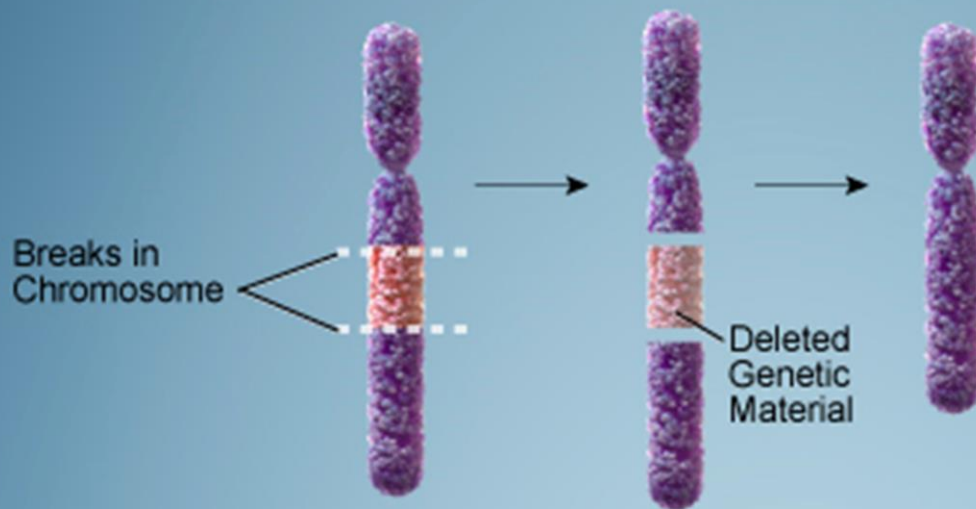


Illustration: National Library of Medicine (US). Genetics Home Reference [Internet]. Bethesda (MD): The Library; 2013 Sep 16. [Illustration] Gene therapy using an adenovirus vector; [cited 2013 Sep 19]; [about 1 screen]. Available from: <https://ghr.nlm.nih.gov/primer/illustrations/therapyvector>

People have 23 chromosome pairs. Down syndrome occurs in 1 of every 800 childbirths, and is caused by an extra “third” chromosome in the 21st pair.

Deletion



U.S. National Library of Medicine

Illustration: National Library of Medicine (US). Genetics Home Reference [Internet]. Bethesda (MD): The Library; 2013 Sep 16. [Illustration] Gene therapy using an adenovirus vector; [cited 2013 Sep 19]; [about 1 screen]. Available from: <https://ghr.nlm.nih.gov/primer/illustrations/therapyvector>

22Q deletion syndrome is caused by a deletion in the 22nd chromosome pair.



Julian is 22 years old in this picture.

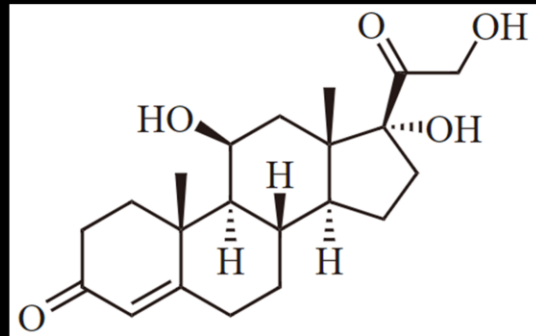
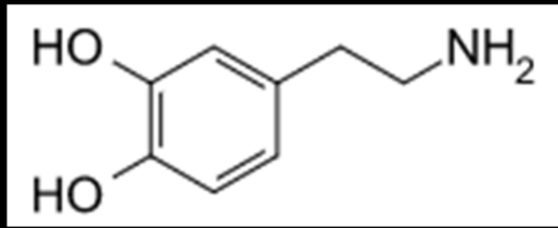


Image By Calvero. - Selfmade with chemdraw., Public Domain,
<https://commons.wikimedia.org/w/index.php?curid=1673486>

Image By Harbin - Own work, Public Domain,
<https://commons.wikimedia.org/w/index.php?curid=1666908>

Dopamine is the neurotransmitter responsible for pleasure seeking behavior in animals. For time management purposes, it is the hormone that keeps us motivated.

Cortisol is the “stress hormone.” For time management purposes, it is the hormone that causes us to procrastinate.



Photo credit: Alamy Stock Photo.

Clarence Callender ran the 1st leg of the British 4x100 meter relay team at the 1988 Olympics in Seoul, South Korea. The team is pictured with their silver medals.

Calendar blocking

Calendar blocking is a technique used by Elon Musk, Bill Gates and many others. A good introduction to the technique is at <https://www.keepproductive.com/blog/how-to-calendar-block>.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10	11	12	13	14
cancel prestige payments look over new hire tasks	ameren payment due 2-20 \$65 check greendot for discoverybenefits deposit Matt out of the office after 2pm; Ingram, Matt schedule time with diana sullivan		call julian, check tourney look over new hire tasks	\$108 is coming out of greendot for S c team tournament check payment for personal property elijah Matt out of the office at 2:30pm; Ingra... register for March 19 event Valentine's Day; United States
daily cards in virginpulse	scan health exam and upload to virgi daily cards in virginpulse	daily cards in virginpulse Weekly QA Meeting: Pune-D-Carnatic	daily cards in virginpulse Follow up on Test cases for Automati	daily cards in virginpulse demo of RealCost applications; webe
Cost Accounting - Sprint Planning 6th Floor Glass Conference Room (Fishb Bourgeois, Randy	Cost Accounting - Daily Scrum; Rand	Cost Accounting - Daily Scrum; Rand	Cost Accounting - Daily Scrum; St Lou	Cost Accounting - Daily Scrum; Randy
costing videos	convert spreadsheet to confluence call about GAP insurance	costing videos		pay property taxes follow-up review for the new guy Randy's office; Ingram, Matt
Quick overview of PMI Metro-St. Lou	Staff Meeting St Louis - Suite 600 Conference Room (gl Puyear, Rich	Cost Accounting - Backlog Refinement St Louis - Suite 600 Conference Room (gl Bourgeois, Randy	AllConnect 2: New Hire Onboarding Raleigh - 770 Fort Macon Room Stancil, Carla ask about cert and membership reimt	review speed mentoring process; webex Quick Demo For Cost Attribute Assignm
impromptu meeting; Ingram, Matt	3 rivers dental; 11634 W Florissant Av		Weekly 1-on-1 with Matt; Rich's offic	doctor appointment log time depaul - mcdonough 12266 De Paul D
get title				

A screen shot example of my calendar from February 2020.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10	11	12	13	14
cancel prestige payments look over new hire tasks	ameren payment due 2-20 \$65 check greendot for discoverybenefits deposit Matt out of the office after 2pm; Ingram, Matt schedule time with diana sullivan		call julian, check tourney look over new hire tasks	\$108 is coming out of greendot for S c team tournament check payment for personal property elijah Matt out of the office at 2:30pm; Ingra... register for March 19 event Valentine's Day; United States
daily cards in virginpulse	scan health exam and upload to virgi daily cards in virginpulse	daily cards in virginpulse Weekly QA Meeting: Pune-D-Carnatic	daily cards in virginpulse Follow up on Test cases for Automati	daily cards in virginpulse demo of RealCost applications: webe
5th Floor Glass Conference Room (Fishb Sourgeois, Randy	convert spreadsheet to confluence	costing videos	ask accounting - daily accruals, de cou	pay property taxes Randy's office: Ingram, Matt
costing videos	call about GAP insurance	costing videos	Raleigh - 770 Fort Macon Room	review speed mentoring process; webex
Quick overview of PMI Metro-St. Lou	St Louis - Suite 600 Conference Room Barnes, Dick	St Louis - Suite 600 Conference Room	ask about cert and membership reimt	doctor appointment log time depaul - mcdonough 12266 De Paul
3 rivers dental; 11634 W Florissant Av			reedy - 1-011-1 with matt; nicole's office	
get title				

Meetings

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10	11	12	13	14
cancel prestige payments look over new hire tasks	ameren payment due 2-20 \$65 check greendot for discoverybenefits deposit Matt out of the office after 2pm; Ingram, Matt schedule time with diana sullivan		call julian, check tourney look over new hire tasks	\$108 is coming out of greendot for S c team tournament check payment for personal property elijah Matt out of the office at 2:30pm; Ingra... register for March 19 event Valentine's Day; United States
daily cards in virginpulse	scan health exam and upload to virgi daily cards in virginpulse	daily cards in virginpulse Weekly QA Meeting: Pune-D-Carnatic	daily cards in virginpulse Follow up on Test cases for Automati	daily cards in virginpulse demo of RealCost applications: webe
Cost Accounting - Sprint Planning 6th Floor Glass Conference Room (Fishb Bourgeois, Randy	Cost Accounting - Daily Scrum; Rand	Cost Accounting - Daily Scrum; Rand	Cost Accounting - Daily Scrum; St Lou	Cost Accounting - Daily Scrum; Randy
costing videos	convert spreadsheet to confluence call about GAP insurance	costing videos costing videos		follow-up review for the new guy Randy's office; Ingram, Matt
	Staff Meeting St Louis - Suite 600 Conference Room (gl Puyear, Rich	Cost Accounting - Backlog Refinement St Louis - Suite 600 Conference Room (gl Bourgeois, Randy	AllConnect 2: New Hire Onboarding Raleigh - 770 Fort Macon Room Stancil, Carla ask about cert and membership reimt	review speed mentoring process; we Quick Demo For Cost Attribute Assignm
impromptu meeting; Ingram, Matt			Weekly 1-on-1 with Matt; Rich's offic	log time depaul - mcdonough 12266 De Paul D

Personal "out of office" appointments or tasks

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10	11	12	13	14
cancel prestige payments look over new hire tasks	ameren payment due 2-20 \$65 check greendot for discoverybenefits deposit Matt out of the office after 2pm; Ingram, Matt schedule time with diana sullivan		call julian, check tourney look over new hire tasks	\$108 is coming out of greendot for S c team tournament check payment for personal property elijah Matt out of the office at 2:30pm; Ingra... register for March 19 event Valentine's Day; United States
daily cards in virqinpuise	daily cards in virqinpuise	daily cards in virqinpuise	daily cards in virqinpuise	daily cards in virqinpuise
		Weekly QA Meeting: Pune-D-Carnatic	Follow up on test cases for Automati	demo of real.cost applications; web
Cost Accounting - Sprint Planning 6th Floor Glass Conference Room (Fishb Bourgeois, Randy	Cost Accounting - Daily Scrum; Rand	Cost Accounting - Daily Scrum; Rand	Cost Accounting - Daily Scrum; St Lou	Cost Accounting - Daily Scrum; Randy
	convert spreadsheet to confluence	using videos		pay property taxes
				follow-up review for the new guy Randy's office; Ingram, Matt
Quick overview of PMI Metro-St. Lou	Staff Meeting St Louis - Suite 600 Conference Room (gl Puyear, Rich		AllConnect 2: New Hire Onboarding Raleigh - 770 Fort Macon Room Stanil, Carla	review speed mentoring process; webex
impromptu meeting; Ingram, Matt	3 rivers dental; 11634 W Florissant Av	Cost Accounting - Backlog Refinement St Louis - Suite 600 Conference Room (gl Bourgeois, Randy	Weekly 1-on-1 with Matt; Rich's offic	Quick Demo For Cost Attribute Assignm
get title				doctor appointment log time depaul - mcdonough 12266 De Paul D

Tasks that need time to complete. Can be moved.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10	11	12	13	14
look over new hire tasks	check greendot for discoverybenefits deposit att out of the office after 2pm; Ingram, att chedule time with diana sullivan		calendar, check journey look over new hire tasks	team tournament check payment for personal property jah att out of the office at 2:30pm; Ingra... gister for March 19 event lentine's Day; United States
daily cards in virginpulse	scan health exam and upload to virgi daily cards in virginpulse	daily cards in virginpulse	daily cards in virginpulse	daily cards in virginpulse
		Weekly QA Meeting: Pune-D-Carnatic	Follow up on Test cases for Automati	demo of RealCost applications; webe
Cost Accounting - Sprint Planning 6th Floor Glass Conference Room (Fishb Bourgeois, Randy	Cost Accounting - Daily Scrum; Rand	Cost Accounting - Daily Scrum; Rand	Cost Accounting - Daily Scrum; St Lou	Cost Accounting - Daily Scrum; Randy
costing videos	convert spreadsheet to confluence call about GAP insurance	costing videos		pay property taxes follow-up review for the new guy Randy's office; Ingram, Matt
Quick overview of PMI Metro-St. Lou	Staff Meeting St Louis - Suite 600 Conference Room (gl Puyear, Rich	costing videos	AllConnect 2: New Hire Onboarding Raleigh - 770 Fort Macon Room Stancil, Carla	review speed mentoring process; webex Quick Demo For Cost Attribute Assignm
impromptu meeting; Ingram, Matt	3 rivers dental; 11634 W Florissant Av	Cost Accounting - Backlog Refinement St Louis - Suite 600 Conference Room (gl Bourgeois, Randy	ask about cert and membership reimt	doctor appointment log time depaul - mcdonough 12266 De Paul D
get title			Weekly 1-on-1 with Matt; Rich's offic	

“All day” tasks, used as reminders to block some time on the calendar. Include a weekly look-ahead to plan for next week’s calendar. I include recurring items like “change furnace air filter” or “give dog medicine.” This technique has several advantages:

- Improves task estimation accuracy
- Keeps cortisol low, you don’t have to remember anything
- People are more likely to work a task if it has a scheduled start time and duration



Photo credit: Christopher Polk / Getty Images

<https://www.customercontactweekdigital.com/customer-experience/news/oprah-winfrey-qualtrics-x4-summit>

<https://advice.shinetext.com/articles/even-oprah-doesnt-like-saying-no-but-heres-how-she-conquered-her-fear/>

<https://www.oprah.com/omagazine/what-oprah-knows-for-sure-about-always-saying-yes>

Learn to say no

Oprah Winfrey spoke about her decision to change the content of her syndicated talk show after two particular shows, one in which members of the KKK appeared, and one in which cheating husbands appeared. She realized that her own reluctance to say “no” to her producers led to her hosting show episodes that she immediately regretted.

(and not feel guilty about it)

One technique I use to scrutinize people's request for my time is to imagine they are asking for money instead.



Photo credit: Stefanie Keenan / Getty Images

Kim Kardashian has two children by natural childbirth and two children by surrogate.

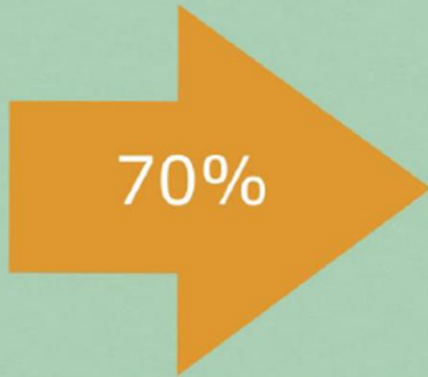
Delegate

<https://www.pmi.org/learning/library/delegating-work-with-new-mindset-9912>

Delegation: The 30% Solution



Start together



On their own



Finish together



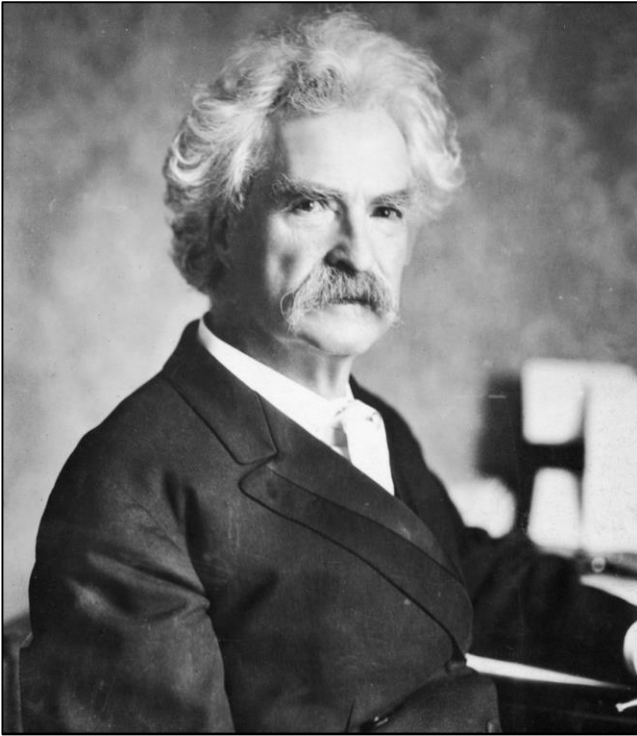
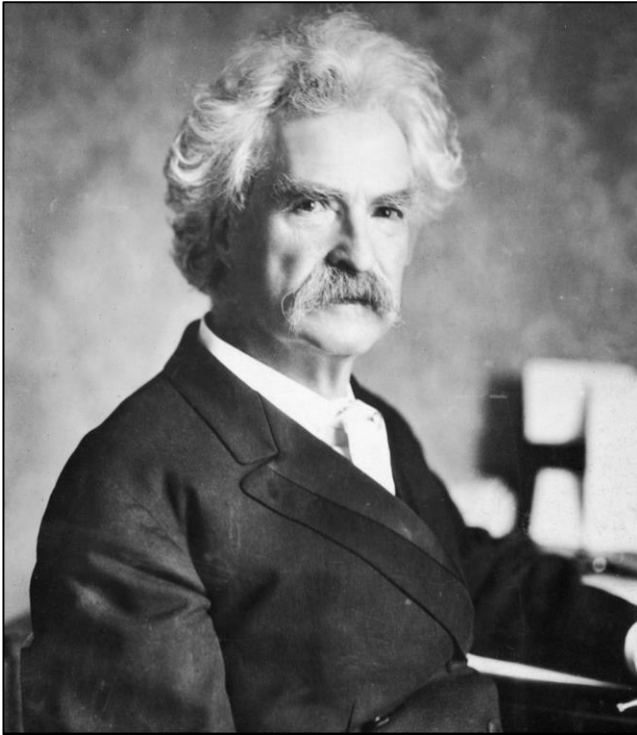


Photo credit: Hulton Archive - Getty Images



“Eat a live frog first thing in the morning and nothing worse will happen to you the rest of the day.”

Photo credit: Hulton Archive - Getty Images

Eat the frog first

<https://www.briantracy.com/blog/time-management/the-truth-about-frogs/>

Technique: review your calendar and identify the worst task (hardest, most boring, most likely to inspire procrastination).

Work on this task the first thing in the morning. Even if it doesn't get finished, starting it helps.

Why? The dread of starting the task (which produces cortisol) is often worse than the task itself.

Batch tasks

<https://thewonderjam.com/batch-tasks/>

<https://www.youtube.com/watch?v=GiUdZ9U-2q4>

Carry a notebook

<https://timemanagementninja.com/2010/09/where-do-you-take-your-notes/>
<https://www.experts-exchange.com/articles/1141/Time-Management-with-Two-Notebooks-and-a-Pen.html>
<https://www.thesimpledollar.com/save-money/how-to-use-a-simple-pocket-notebook-to-change-your-life/>
<https://doist.com/blog/pen-and-paper-productivity/>

Calendar block

Batch tasks

Say no

Eat the frog first

Delegate

Carry a notebook

matthew.l.ingram.526@gmail.com