



TIME MANAGEMENT

PRACTICE SKILLS

"Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michelangelo, Mother Teresa, Leonardo Da Vinci, Thomas Jefferson, and Albert Einstein."

~ H. Jackson Brown, Jr.



STOP THE
GLORIFICATION
OF BUSY



MULTI TASKING IS A MYTH.

THOUGH I MAY
BE EFFICIENT,
IT DOESN'T MEAN
I AM EFFECTIVE.

GOAL:

TO GO TO BED WITH PEACE
AND WAKE UP WITH HOPE

agency

noun | agen·cy | \ 'ā-jən(t)-sē\

the capacity, condition, or state
of acting or of exerting power

Ben's Tips for Time Management

- 1) **Get a System – *Move Past Just Surviving***
- 2) **What You Do is What You Value - *Mindfulness***
- 3) **Thoughts -> Action -> Habits -> Lifestyle**
- 4) **Grow – *Things Change***

1) Get a System – *Move Past Just Surviving*

www.Operation40k.com

Daily Schedule

Date: _____

5 AM _____
 6 AM _____
 7 AM _____
 8 AM _____
 9 AM _____
 10 AM _____
 11 AM _____
 NOON _____
 1 PM _____
 2 PM _____
 3 PM _____
 4 PM _____
 5 PM _____
 6 PM _____
 7 PM _____
 8 PM _____
 9 PM _____
 10 PM _____

Notes: _____

Weekly Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 am							
6:30 am							
7:00 am							
7:30 am							
8:00 am							
8:30 am							
9:00 am							
9:30 am							
10:00 am							
10:30 am							
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12:30 pm							
1:00 pm							
1:30 pm							
2:00 pm							
2:30 pm							
3:00 pm							
3:30 pm							
4:00 pm							
4:30 pm							
5:00 pm							
5:30 pm							

September 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15 MINUTE PLANNER

*SHORT TERM

*MEDIUM TERM

*LONG TERM

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2:00 pm							
2:30 pm							
3:00 pm							
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4:00 pm							
4:30 pm							
5:00 pm							
5:30 pm							

September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
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***SHORT TERM**

***MEDIUM TERM**

***LONG TERM**

GOALS THAT ARE NOT WRITTEN DOWN ARE JUST WISHES.

GARDENING/YARDWORK

~~CLEAR WASTE FROM SUNROOM/KITCHEN WINDOW~~
~~GET TREE CUT DOWN~~
~~WEED FRONT OF HOUSE~~
~~PRUNE/CLEAR TREE LINE(S)~~
PLANT CECILY, MORNING GLORY, ASTAFAGUS, ^{TOMATOES} ~~BONES~~, ~~STRAWBERRIES?~~

~~TRIM TREES~~
SHARPEN LAWN MOWER BLADE
PRUNE BUSHES
~~REPLACE HANGING PLANTS~~
~~USE PLANNERS~~
~~PAINT HOUSE~~

HOUSEWORK

~~FIX BATHROOM TUB~~
CLEAN GARAGE
REPLACE TRIM ON GARAGE DOOR
REPAIR WALL UNDER DECK
ROOF REPAIR
STEAM CLEAN 1st FLOOR
~~LOCK ON PAINT DOOR~~
EXTERIOR WOOD TRIM REPAIR
ADD LIGHTS BY TREES
~~CLEAN PATIO~~
SET UP BUNGLES GREG
STRIKE WASP NESTS

~~FIX BATHROOM~~
CLEAN ~~REFRIG~~
~~PRINTER CARTRIDGE~~
ORGANIZE KENNEL BOX
CLEAN LAUNDRY ROOM
~~CLEAN BATHROOM~~
PAINT GARAGE?
PAINT GUEST BEDROOM/HALLWAY?
~~DEAL WITH EXPONER~~
~~SUBMIT MOULTY TANKS~~
~~LET'S ON PAINT DOOR~~
get mouse's jewelry insured

Niq

PERCUSSION HANDBOOK
~~BRACE TURTLE~~
PERCENT FOR CAMP
~~STAIN~~
~~BOOK HOTEL~~

COB

~~FIX JUPITER DSET~~
~~SPRINK~~
NEW PETER TORRE
~~REPAIR~~
~~GASOLINE UNIT~~
~~DETECT CHINA~~
~~REPAIR~~
UPDATE COB # PREP A SUMMER
SYLLABUS → COURSE OBJECTIVES/SYLLABUS
Curricu-NET

CYSO

~~XXXXXXXXXX~~
~~XXXXXXXXXX~~
~~FACE SHEET~~

Black dog

CLEAR RENTAL INVENTORY
FILE PERC. ENG. LIBRARY
RETURN CBS TO CASES
EMPTY SPACE UNDER STAIRS
~~REPAIR WEBSITE~~
STOP HOMESTEAD ACCOUNTS
UPDATE BD WEBSITE
DECIDE ON BUNNY TOUR
COMPOSITIONS
~~PIP~~
STING APP. TO THAT ONE GUY
YAMAHA NAFIMBA FOYS TO RANGOLDY

SS

SU

US

UU

SCHEDULED-STRUCTURED TIMES:

Northern Illinois University

College of DuPage

Chicago Youth Symphony

PRACTICE

DRIVING

E-MAILS/COMMUNICATION

SLEEP

SCHEDULED-UNSTRUCTURED TIMES:

READING

MOVIES

GARDENING

COMPOSITION COMMISSIONS

LITTLE ½ HOUR BREAKS

JEN TIME/MEALS

UNSCHEDULED-STRUCTURED TIMES:

PHONE CALLS TO FAMILIES & FRIENDS

JEN TIME W/ *PEACEFUL ENDINGS*

VISITS WITH FRIENDS, NEIGHBORS AND

COLLEAGUES

DOGGIE TIME

UNSCHEDULED-UNSTRUCTURED TIMES:

UNCOMMISSIONED COMPOSITIONS

E-MAILS

JEN TIME

PHONE CALLS TO FAMILIES & FRIENDS

CHORES AROUND THE HOUSE

DOGGIE TIME

CRISISES



**BEWARE
THE TIME
SUCKERS!**

MY TIME-SUCKERS:

facebook

over-thought e-mails

silly conversations

stupid television

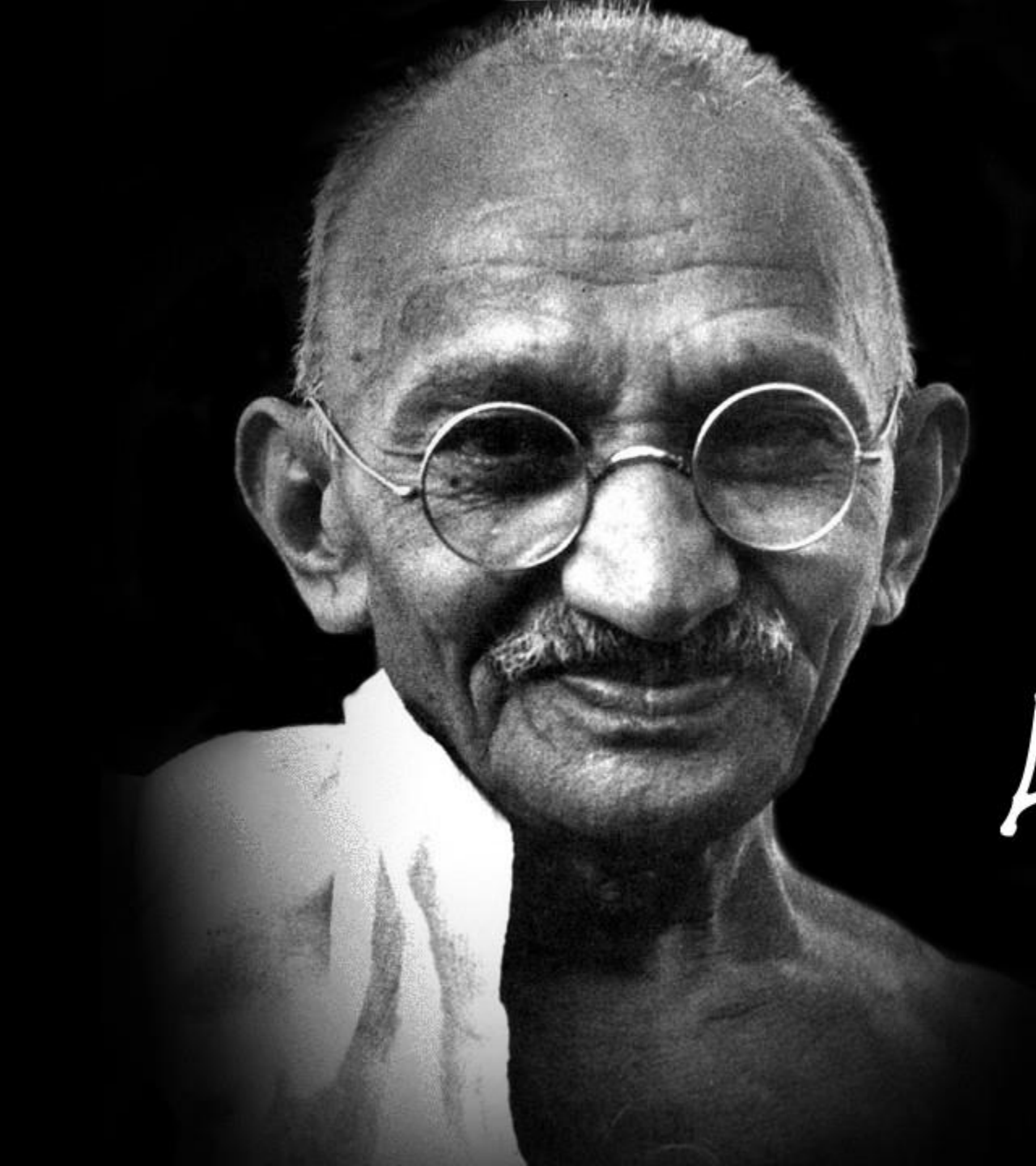
“that perfect yard”

trying to be perfect when some things

don't call for it.



2) What You Do is What You Value - *Mindfulness*



Action expresses
priorities

- Mohandas Gandhi

WHAT I *THINK* I VALUE

WHAT I *ACTUALLY* VALUE







MAKE YOUR BED.



“If you make your bed every morning you will have accomplished the first task of the day. It will give you a small sense of pride and it will encourage you to do another task and another and another. By the end of the day, that one task completed will have turned into many tasks completed. Making your bed will also reinforce the fact that little things in life matter. If you can’t do the little things right, you will never do the big things right. And, if by chance you have a miserable day, you will come home to a bed that is made —that you made —and a made bed gives you encouragement that tomorrow will be better.”

-Naval Admiral William H. McRaven



**EASY THINGS I VALUE
THAT I DO EVERY DAY:**

SHOWER, ETC.

PACK JEN LUNCH

PACK BAG FOR DAY

LET DOGS OUT & FEED THEM

DRIVE TO WORK & ARRIVE SLIGHTLY EARLY

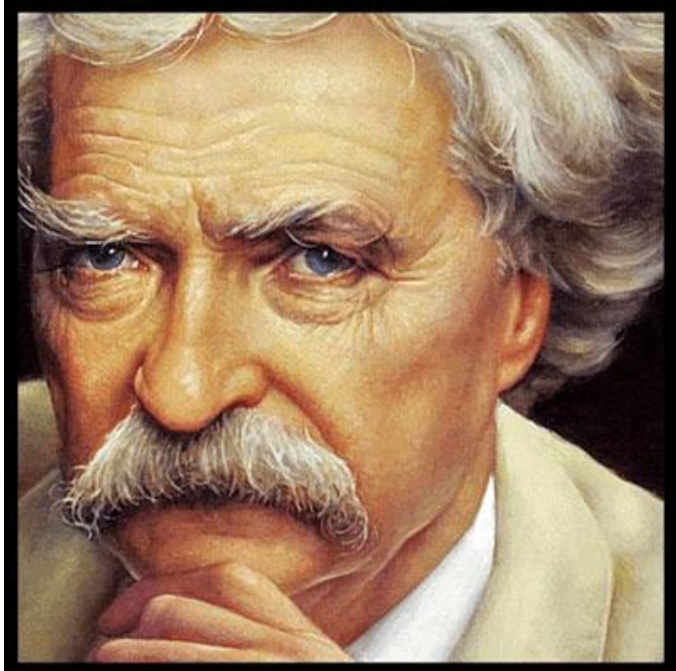
EAT MEALS, NOT JUST SNACKS

VISIT WITH JEN AND THE DOGS

SLEEP

EAT THAT FROG.





**“EAT A LIVE FROG FIRST THING IN
THE MORNING AND NOTHING
WORSE WILL HAPPEN TO YOU
THE REST OF THE DAY.”**

-Mark Twain, American Author

**DIFFICULT THINGS I VALUE
THAT I DON'T WANT TO DO SOME TIMES:**

GYM

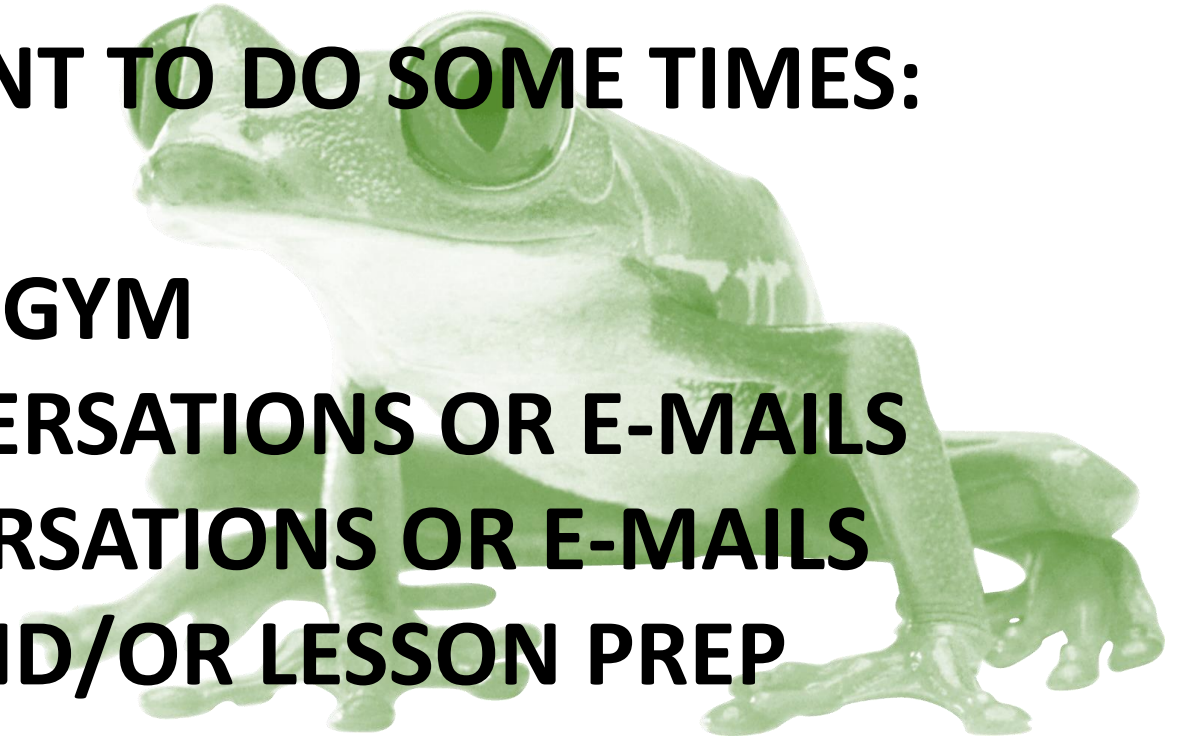
STRESSFUL CONVERSATIONS OR E-MAILS

TEDIOUS CONVERSATIONS OR E-MAILS

REHEARSAL AND/OR LESSON PREP

HOUSE STUFF

JEN AND DOG STUFF



Next

Tomorrow

Later

NOW

“EITHER I VALUE EXERCISE OR
I DON'T. BEING A MUSICIAN
I'D THINK YOU WOULD
RECOGNIZE THE DIFFERENCE.”

—SISTER THOMAS WELDER, OSB



**“IF IT’S A STRUGGLE
FOR YOU TO GET
INTO THE PRACTICE
ROOM THEN WHY
SHOULD YOU WANT
TO BE A MUSICIAN?”**

-Tim Adams



“Hot Toddy Time!”



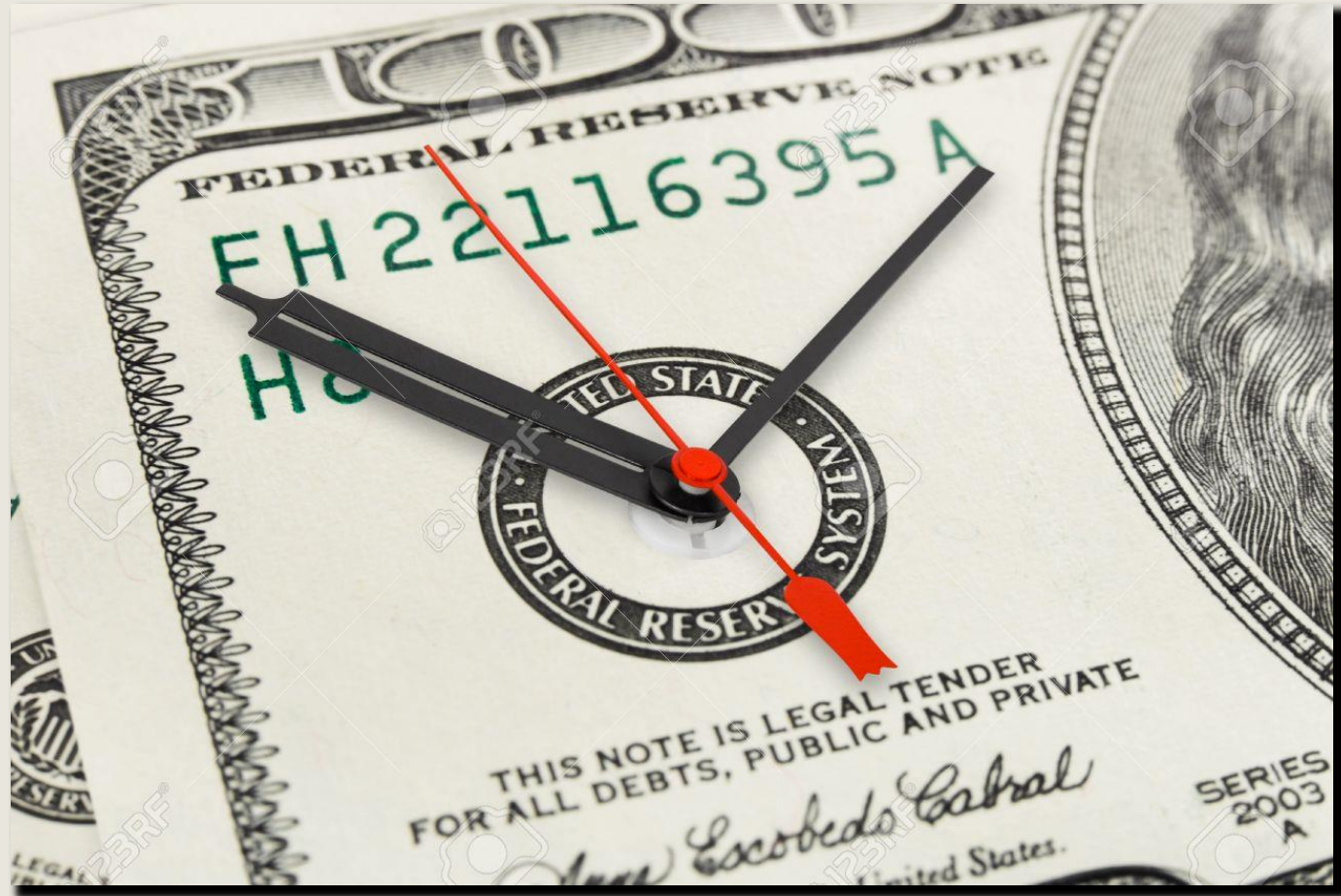
3) Thoughts -> Action -> Habits -> Lifestyle



**SURROUND YOURSELF WITH PEOPLE
WHO RESPECT YOUR PRIORITIES**



**FOR EVERYTHING YOU ADD TO YOUR SCHEDULE,
SOMETHING MUST BE TAKEN AWAY.**



“IF TIME IS MONEY, HOW MUCH MONEY WOULD I PAY NOT TO HAVE TO DO THIS?”

AVERAGE NIU EXPENSES = \$26,000/yr.

2 SEMESTERS @ 15 WEEKS EACH: 30 WEEKS = \$867/week

5 SCHOOL DAYS PER WEEK = \$173/day



Did I learn \$173-worth today?

**How about the \$82.50 I could have
made working minimum wage
in IL for 10 hours?**

Did I learn \$255.50-worth today?

4) Grow – *Things Change*



Effective Practice Skills

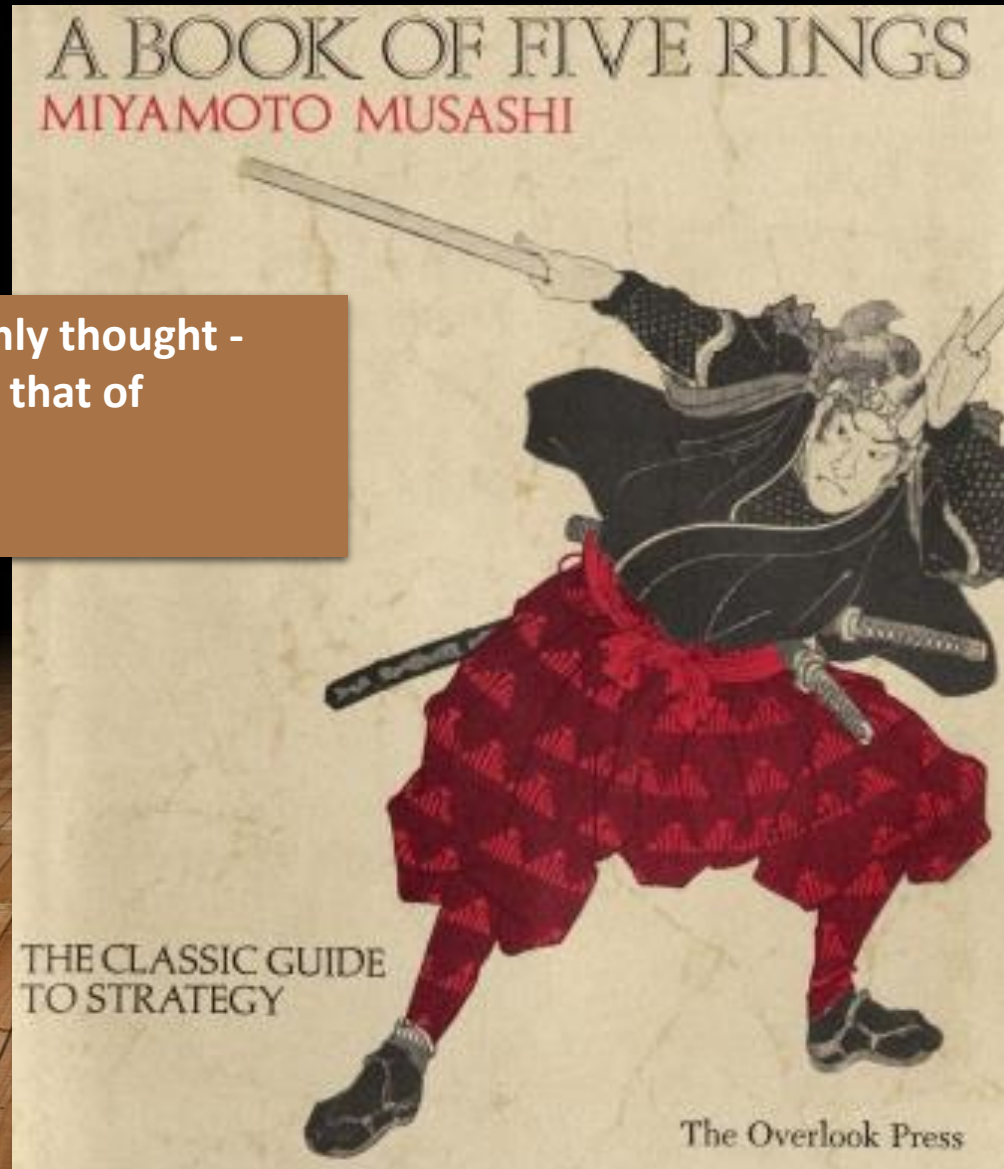


It's not an option.



“When engaged in battle, your only thought -
your singular focus – needs to be that of
vanquishing your enemy.”

-Miyamoto Musashi (1584-1645)



Know What and Why You're Practicing

Goal Setting:

Long Term

Medium Term

Short Term

Important vs. Urgent

Actually Schedule Sessions and Stick to Them

“Lots of Little”

If you find yourself doing a marathon session something is wrong.

Precious Time – develop skill now

Extra-Musical/Environmental Factors:

Take care of things outside of the practice room so that they don't cloud your judgment in the practice room.

Clear of Distractions – Know your threshold.

**Well Lit and Clean
(What ever it takes to make it feel good!)**

Engage your practice room culture in a healthy way.

Have what you need before you start.

Don't practice hungry.

Warm-Up (8-10 Minutes)

Stretch.

- 1) Ease into Technique – relevant technique
- 2) Jam (Improvise) and/or Sightreading

Subject (20 Minutes)

Review what you have.

- 1) Study Goal – including score study (dirty copy)
- 2) Get Methodical – Slow and Steady, able to play without stopping
“9 to 1 Rule”

Cool Down (0-2 Minutes)

Play something fun. Reward yourself.

A Bit about Metronomes...

1) Get one

as cheap as possible,
preferably ones with subdivisions, meter, and headphone jacks

Smart phone applications!

2) Use it

Know *your* philosophy and commit

Not a crutch!

Give your self time without it.

Slow-Fast; Different Beat Intervals

Performance Practice

- 1) Know your time frame.
- 2) Know your limits.
- 3) “Pre-Create” performance environment in an audaciously vivid way.

Seriously. Practice.





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