3)Scheduling – Pomodoro & Gantt

جدولة رائعة وهي تحديد وقت ما للشغل للدراسه ثم أخذ
بريك قصير ثم دراسة ثم بريك أطول من ذي قبل .....وهكذا

The Pomodoro Technique®

- Was developed by Francesco Cirillo in the 1980s.

➢ Newsweek listed the Pomodoro Technique as one of the best ways to "Get Smarter in 2012"
➢ it was voted the "Most Popular Productivity Method" by the Lifehacker community.

- **Step1: Divide your work to many pomodori component parts**
- **Step 2: Set your timer, work on each pomodori for 25 min**
- **Step3: Take short break 5 -10 minutes**
- **Step 4: Continue Your Work Sessions and Take a Longer Break.**

The Twenty Minute Break: Reduce Stress, Maximize Performance, Improve Health and Emotional Well -Being Using the New Science of Ultradian Rhythms

ONE POMODORO CYCLE

| 15min | 30 | 45 | 60 | 75 | 90 | 105 | 120 | 135 |

■ WORK   ■ BREAK

Scientific Evidence for the small part components , From MindTools

بناء على حلقة kerbs
ولأن دورتها 25 دقيقة
فكل 25 دقيقة لازم
جسمك يتحرك حتى لو
غيرت القعده
(توصيه عامة)

- ‘A 2008 University of Illinois **study** showed that being tethered to your desk for long hours actually reduces your productivity, while regular short breaks help to keep you focused and energized’

- **‘research** by Swedish sports scientist Dr Elin Ekblom-Bak, published in 2010 BMJ, shows that, while exercise is vital for good health, only regular breaks from your desk can reduce these health risks. ’

- **Sedentary time :** should be defined as the muscular inactivity rather than the absence of exercise.

نتيجة أبحاث ما عن الموت تقول بأن سبب وفاة الأشخاص ليست عدم ممارسة الرياضة
وأنما هي الاستمرار لساعات في العمل تحت الضغط دون أخذ بريك قد يكون مسبب للوفاة
أكثر من ممارسة الرياضة

"لا شيءَ في مَدحِ الرَّسولِ يَفيهِ
كلُّ المحاسنِ والمكارِمِ فيهِ". 🤍

فوائد الPomodoroa technique (مثبت بطريقة علمية):
focus, regulation, help to achievement, time management, بتعرف
professional waiz عدد ساعات العمل

***

من أروع الأدوات (best) في projector management and marketing
management أو بالأحرى ب management بشكل عام والفكرة كالتالي:
بدك تعمل مشروع معين فهاد المشروع بتحطه على خطوات وتربط كل خطوة
برابط زمني

فائدة ال Gantt Charts :
معرفة خطوات العمل (Project) , ربط خطوات العمل بالوقت في نفس الورقة ,
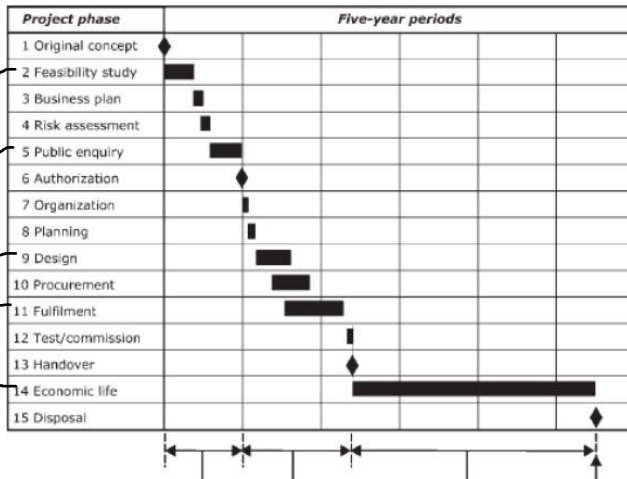ربط بين الأهداف وهما specifications and times bond في Gantt
Charts
بتقدر تحدد الخطوة إذا تم إنجاز المهام فيها أو لا (تقسيم ال Charts)
بتقدر تربط بين الخطوات يلي بينهم رابطه ، (الدكتور ذكر مثال الطبخة اي بمعنى
في خطوات معتمدة على بعض وفي خطوات غير معتمدة على بعض) وبالسلايد
⬅️ اي خط نقاط متقطع أي خطوتين معتمدات على بعض
فائدة أخرى: لكل خطوة بتقدر تحط responsible person (بمعنى وضع
مسؤول عن كل خطوة والتكاليف المتوقعة)
فائدة أخرى: بتقدر تمايز ال (.....) priorities (must , should ,)

-من الطرق المفضلة عند استجواب الناس لألك خصوصا في مجال عملك هي
أخبار الشخص بامتلاكك للأجابه مع تحفظك لبعض الوقت لمعرفة الإجابة الأدق

Gantt ← إح العالم Charts

خطوات معتمدة على بعض بين كل خطوة منهم خط متقطع

Project phase	Five-year periods				
1 Original concept	♦				
2 Feasibility study	▬				
3 Business plan	▮				
4 Risk assessment	▮				
5 Public enquiry	▬				
6 Authorization	♦				
7 Organization					
8 Planning	▮				
9 Design	▬				
10 Procurement	▬				
11 Fulfilment	▬				
12 Test/commission		▮			
13 Handover		♦			
14 Economic life		▬▬▬▬▬▬			
15 Disposal					♦

خطوة لم يتم إنجاز العمل فيها

Activity	Week 1	Week 2	Week 3	Week 4	Week 5	Responsible
Select the team	▮					
Define objectives	▬					
Define operational definitions	▮					
Develop a data collection plan	▬					
Present plan to management		♦				
Train data collectors		▬▬				
Assess measurement system		▬▬				
Initiate data collection				▬		
Analyze and interpret data				▬		
Submit summary of findings					◇	

Gantt chart should basically provide managers with the following easily understood summary

1. Start and endpoints as well as the intermediate steps or tasks.

2. Work scheduled for specific time periods.

3. How much of the work was completed.

4. The tasks owners or performers.

Simple Gantt chart: all the tasks have been set out clearly on a time scale

Linked Gantt chart: clearly indicate how the start of one task is dependent upon the completion of one or more other tasks. **Cornerstones identified**

Complex advanced Gantt charts: shows more details as step owner and financial related details and resources … etc

4)Cause of Procrastination	**Antidotes** (it's this goal) **Admit you're procrastinating—and get the job done.**	هنا يجب أن تقوم بهذا الأعمال في الوقت يلي مفضل عندك أو بتحس أنك
شيء ما بتحبه Unpleasant or uninteresting task,	• Delegate the task—it may not be unpleasant to someone else. • Do the hardest tasks when your power and energy are at their highest. يا بتمسح المهمة الصعبه • Schedule the task in a way that makes turning back impossible. أو تقوم بها عند Positive energy • **Get on with the job: Activity can help dispel non positive feelings.** أو بتعمل schedule	بتقدر تنجز فيه Optimal time (Best Optimal Energy) "لا تجمع على حالك مؤثرين سلبيات"
لا يوجد دافع Loss of Motivation	• Know yourself, recharge your motivation battery; **Reward Yourself**: يوجد type of motivation 4 - Red Energy is motivated by Achievements and results. رح نؤخذهم بسنه خامسه إن شاء الله - Blue energy is motivated by correct work and structure. -Yellow energy is motivated by creativity and social recognition. -Green energy is motivated by attention and welling to help. • **Get on with the job: Activity can help enhancing motivation.**	بتقدر تشتغل على (Q or person (wins motivation
نشتغل بمهمه ما وتضل تكرر بالطريقة أو بتكرارها Fear of failure; seeking for Perfectionism	• If you lack the training or **resources needed** to complete an assignment, say so—and get the help you need. • If your fear stems from lack of self-confidence, defuse it by **being proactive** and **planning** all the things you'll have to do to complete the job. • **Get on with the job: Activity can help dispel fear.**	القاعدة: One unit of pallining give benefit (2-8) unit of outcome بمعنى استغلال ساعة من التخطيط يوفر من ساعتين ل ثمان ساعات من الوقت وهكذا.....
ما بتعرف شو بتساوي Unclear starting point, Complex project	• **Just jump in and start working**. You'll likely find a productive way forward. • Break the job **into component parts Pomodoro tactic and time framing,** then specify tasks needed to complete each part. • **Sequence Taks**—then tackle the first task. • **Get on with the job: Activity can help clarifying your pathway.**	
Being busy with other issues!	• Remind yourself with your **gaols and priorities**. • **Close everything** that you don't need to do your task. (webpages, Mobile, TV) **Pomodoro cycles** • Remove any **source of distraction** on your working area. • **Get on with the job: Activity creates a positive cascade of your work to be done.**	

The 5 level of Leadership by Maxwell

هذا النموذج بنفع Personal and Professional ++ هذا النموذج المعتمد لدى الدكتور في تدريس طلاب البكالوريوس

ال respect هو الاحترام العام ، أما ال pinnacle فهو الاحترام المبني على نقاط التقاء واضحة

لها معنيان:
الأول إلك person development , الثاني للآخرين People development

ضابط الارتباط هو result ويوجد بها بعض المهارات :
القاعدة الأولى: ممنوع أي علاقة من permission يكون لها Negative feedback of result وهناك ثلث حلول :
١- التخلص من العلاقة السلبية
٢- تحويل هذه العلاقة إلى شيء إيجابي
٣- تتوائم مع العلاقة بطريقة إيجابية (Attitude help yourself)

ضابط الارتباط هو Relationship (اختلاف مدى علاقاتك بالناس أجمعين)

المكان المعرف لديك ويوجد فيه حقوق وواجبات (كطالب أو كأبن أو كصديق ....)

النقلة النوعية *

(1+2) connection

Level 1 — Position ← ضابط الارتباط في position هو Right rouls regulation \\ المكان يلي بتلاقي حالك فيه
The lowest level of leadership—the entry level.
After all, anyone can be appointed to a position!
While nothing is wrong with having a leadership position, everything is wrong with relying only on that position to get people to follow.

Hint:
People who remain on the position level may find it difficult to work with volunteers. Why? Because position does not automatically result in influence, and volunteers are aware that they don't have to follow anyone. They truly only follow if they want to.

Furthermore, difficult to impact on non-job-related issues.

But the news is not all bad about this level.
It is a prime place for you to begin investing in your growth and potential as a leader.

Level 2 — Permission

Level 2 is based on relationship.
At this level, people choose to follow because they want to. In other words, they give the leader Permission to lead them.

Level 2 is where solid, lasting relationships are built that create the foundation for the next level.

Level 3 — Production

The best leaders know how to motivate their people to GTD – get things done! And getting things done is what Level 3 is all about.

On this level, leaders who produce results build their influence and credibility. People still follow because they want to, but they do it because of more than the relationship. People follow Level 3 leaders because of the record of accomplishment.

Level 3 leadership still need to do the things that make Level 2 happen. They just add Level 3 strategies to the mix. And as they become effective at Level 3, they are ready to layer on the goals of the next levels.

Level 4 — People Development

Level 4 can be summed up in one word: Reproduction. Your goal at this level is to identify and develop as many leaders as you can by investing in them and helping them grow.

The more you raise up new leaders, the more you will change the lives of all members of the organisation.
As a result, people will follow you because of what you've done for them personally.
And as an added bonus, some of those mentoring relationships are likely to last a lifetime.

Level 5 — Pinnacle

The highest level of leadership is also the most challenging to attain. It requires longevity as well as intentionality. You simply can't reach Level 5 unless you are willing to invest your life into the lives of others.

But if you stick with it, if you continually focus on both growing yourself at every level, and developing leaders who are willing and able to develop other leaders, you may find yourself at the Pinnacle.

Level 5 leaders often transcend their position, their organization, and sometimes their industry.

عند وصولك في mount of success
أحد مراحل حياتك لتلك القمه فعليك إن
تنظر إلى المراحل التي سوف تمر بها
ومنها relationship and attitude
and behaviour and competence
and commitment and wellness

+1 success

منذ دخولك للجامعة وحتى تخرجك منها هذا يعتبر نجاح مع الناس الطبيعية أما بالنسبه لل
Professional فهو نجاح 0= ويعتبر (success 1-) طبعا عند الناس high professional
وهذا حسب مقارنتك بالآخرين

-1 success