



Time Management with the Triad Methodology and Neotriad



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www.neotriad.com

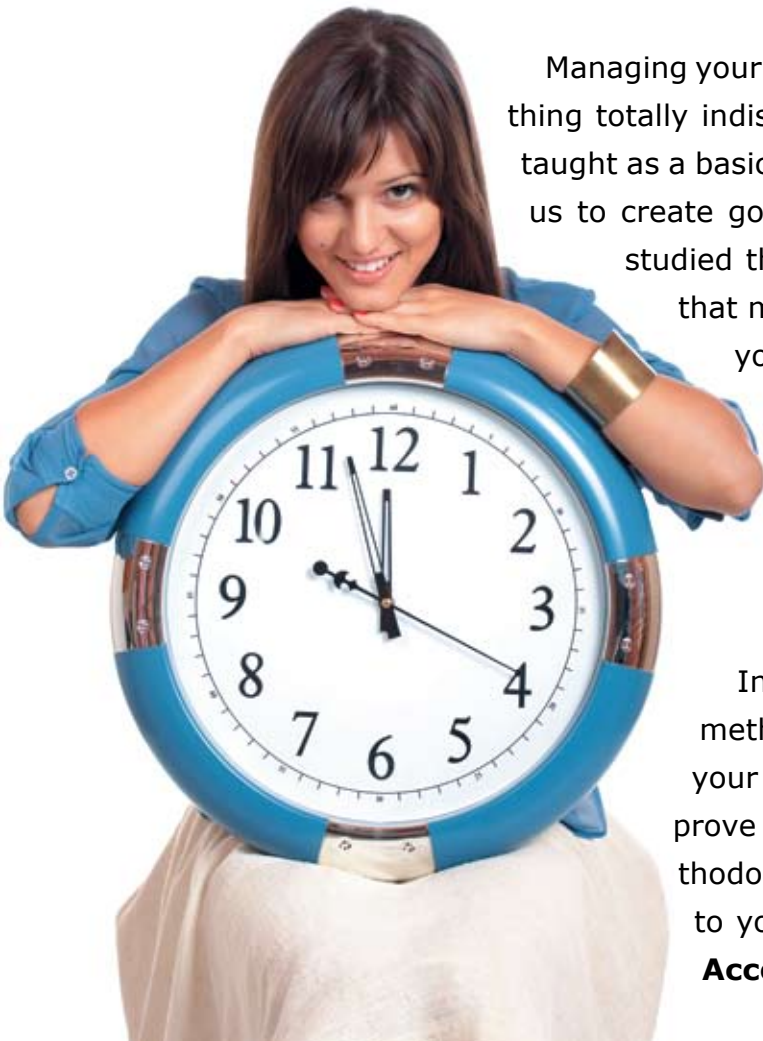
PART 1

INTRODUCTION TO TIME MANAGEMENT

One of humanity's foremost complaints nowadays is without any doubt the lack of time to do all the things we would like to. Many people have the clear sensation that life is passing by too quickly and that they literally end up running over the truly important things in life.

Managing your time in these days we live in has become something totally indispensable and necessary that should really be taught as a basic subject in pre-school, with the aim of allowing us to create good productivity habits early on in life. I have studied this subject for many years and can guarantee that magical techniques will not be the ones to solve your problem overnight. You must reconsider a little about your own life to choose to have more time. As we will see on different occasions, you are the one who chooses to have or not to have more life, more balance, more focus and more activities that are important.

In the Triad of Time methodology, I advocate a methodology of quick and practical application to your daily routine, which can make you truly improve your quality of life. We can sum up the methodology in 3 basic principles that will relate a lot to your personal and professional lives: **Meaning**, **Accomplishment** and **Execution**.



The 3 Principles of the Triad Methodology

1 Put Meaning into your Time

In first place, you have to find meaning in your daily routine, making each business visit or conversation relevant to what is truly important to you. It is discovering the true purpose of those things to which you will dedicate your time to, and this consists in performing a self-analysis to define what you really want from your life, which are the key roles to which you will devote more time, and which roles you no longer want to play or need to eliminate.

All of your time is divided into Important, Urgent and Circumstantial activities, in other words, a Triad of Time. The word Triad means a set of three things. Time is always referred to in threes: day, month, year; decades, centuries, millenniums. For computers, the number with the highest numerical precision for databank calculations is 3; the atom is composed by three elements, and so on. If you begin paying attention and researching, you will notice that the number 3 is of great importance for time and for mankind.

The Triad of Time divides all the activities you do in your time into three spheres: Importance, Urgency and Circumstance. The definition of important by the Triad is something with a set time to be concluded, one

that will bring you short, medium or long-term results. They are activities that are connected to your personal life mission, to your roles and always result in benefits for you in all aspects.

Urgencies are those activities for which the deadline has expired or is very close to expiring and must be immediately done. They are activities that generally bring on stress or pressure. Circumstances are all the activities that waste your time, you do halfheartedly or because of pressure from other people. Included here are those activities done in excess.

The main difference between the Triad and other models is that the spheres of Urgency and Importance never come together. Nothing can be important and urgent at the same time. This is a big mistake. Think of it this way: if you need to take your car to the mechanic because of a little noise, it is something important. If this noise has increased and has caused your car to stop running, to take it to a mechanic has become something extremely urgent. By separating the spheres, it has become much clearer to identify how you spend your time.

77%

**OF OUR USERS SIGNIFICANTLY
REDUCE THEIR URGENCIES BY
USING THE TOOL**



When you access NEOTRIAD, it will allow you to take the Triad of Time test, in order to allow you to see graphically how you presently use your time. During the use of the system, you will be able to classify your tasks and appointments according to this Triad. This will enable you to analyze, weekly or monthly, how your time has been distributed according to the spheres, and to monitor your evolution.

Your focus must be kept on the sphere of Importance, reducing Urgencies and eliminating Circumstances. Knowing where you presently use your time the most, the essential is to decide how you would like to use it in the future. For this to happen, you must have a vision of something important as well as planning to pursue this objective.

To give meaning to things is to focus your time on what is important, that is, on what has plenty of time to be done and always brings you results, as well as reducing urgent things, which normally bring pressure and stress, and eliminating circumstantial things that do not bring any results and only waste your time.

2 Make every day help you **Realize** your dreams

After you discover this meaning, it becomes much easier to determine the Triad's second principle, which is the realization. This means to discover your short, medium and long-term goals, and implementing actions into your daily routine in order to reach them. This shows that you are progressing and not simply taking actions. You are making your time help you reach your important dreams.

In the Triad methodology, we use SMART, which is the known concept for defining goals by Pe-



ter Drucker, since, as far as I know, it is the one that is focused the most on action with productivity. SMART is an acrostic meaning: Specify your objectives (detailing as much as possible what you want), Measure (specifying the monetary or time investment), define Actions (that allows you to create tasks and appointments for specific days, which will steadily and consistently get your goals moving), Realization (to give the true meaning for carrying out the objective instead of having too many goals and few conclusions) and for last, the Temporal (goal without a set date for conclusion that will never progress out of the dream phase).

In Neotriad, you will be able to set goals following this model and will be able to follow them through the execution graphs of your objectives according to the volume of performed activities.

3 A good **Execution** is worth more than a great **Strategy**

It does not pay to spend your time with ridiculously pompous plans if you do not have **execution**, which brings us to our last principle and the practice of **meaning** and **realization** for the hours of your day.

This means to create activities, stipulate their duration in hours and prioritize them in the right day. Each day must have a list of priorities that include all that needs to be done (including meaning and realization activities), as well as the total of hours for these activities, which will give us an esti-

mated time of work.

In Neotriad, each activity can have its own specific duration (in hours or minutes). This small detail is vital for you to maintain control over your day. Time management is basically math: one day of work has on average 8 hours, if you have tasks that go beyond this limit, it will never be productive. The recommendation (and what will happen once you develop good planning habits) is for you to plan no more than 70% of your daily working hours and to leave the rest of them for unexpected things or eventual urgencies. If there is any time left, enjoy it for yourself!

Good time management consists in allocating for each workday only what has to be done on that day. If it is not to be done today, the activity should not be in your daily priorities list. Focus in increasing the volume of important activities, keeping urgencies under control and saying no to those circumstantial activities.

The Triad methodology is composed by 5 phases that have been briefly commented above. To complement, see some essential tips for you to manage your time well:

1 – Choose and USE a tool to manage your time

One of the great villains of human unproductivity is the habit people have of keeping what has to be done in their heads, as this creates forgetfulness and urgencies. It is extremely important that you choose a

tool to unload your priorities, thus freeing your mind to think, and not to worry about what has to be done.

You need an efficient planner, a smartphone, software or an Internet system such as Neotriad, to help you to prioritize your days, to plan your goals, to schedule your meetings, etc.

Set some time aside to write everything you have to do, at all areas of your life and after take note on the tool. Feel assured that your present and future priorities will be safely stored.

2 – Delegate. You are not omnipresent.

The more you delegate, the more free time you will have. It is wrong to think that only you can perform a specific task in the company. If the task is constantly repeated, create a process, print it and train people to follow it.

3 – Insert important moments into your week

Do not allow your days to be composed of only urgencies and circumstances. Begin to add little important moments into your days, such as having a family dinner, leaving work early to catch a movie, picking up your kids at school, taking on some sport or a hobby. Our recommendation is that you plan your week, as this way it will be easier to stay away from urgencies, and doing the things that you want on your time and not becoming its slave.

4 – Learn with your urgencies

Most of your team's urgencies and those in your routine can be avoided! Next time something urgent happens, stop and think how that situation could have been avoided, to stop it from repeating.



In general, with planning and anticipation, you will reduce urgencies.

5 – Sundays are personal

Your family and your life need you! Avoid using your Sunday for work as much as possible. Turn off your notebook, cell phone, and forget the office. Take walks with the family; enjoy your time with the important people in your life. We recommend that you begin planning your week on Sunday evening, in order to prioritize important activities for the upcoming days and preventing eventual urgencies.

6 – Keep your surroundings organized

Organize your workplace, your paperwork, your magazines and your cabinets. It is estimated that people spend 40 minutes per day looking for information... and this is too much time lost.

7 – Control your e-mails!

Do not keep your e-mail open the whole time. Set times to clean your Inbox, moving information to folders and turning e-mails into tasks or meetings. The Inbox must have only those e-mails that you are working on or those waiting replies. It is an extension of your priorities list!

8 – Learn how to Manage your Time

I think of time management as liberal and arts sciences, at the same time. You need a methodology that really helps you get more time on your day to day. Access our site and see our options for in-person and online courses, and literature.

MORE INFORMATION?

On the internet access:

www.triadps.com

www.vocecommaistempo.com.br

www.maistempo.com.br

www.christianbarbosa.com.br

Literature:

[A Tríade do Tempo – Campus Publishing](#)

[Você Dona do Seu Tempo – Gente Publishing](#)

PART 2

General Concepts of Neotriad

As previously mentioned, it is essential that you choose a tool to manage your time and unload your worries and tasks. Neotriad was developed based on the Triad methodology and through researches conducted with thousands of people to help you get more time and better manage your life.

NEOTRIAD is an online system, which works via the internet and allows you to control your planner, tasks, goals, projects, files, work teams, and monitor your productivity. Presently, it is one of the world's largest statistical databases on time management, managing over 30 million user activities around the globe.

The great difference between NEOTRIAD and any other virtual office or planning system is that our focus is on personal and professional balance, in order to allow you to have truly more time for the important things. Neotriad has unique resources such as the Week Planner, a Daily Prioritizing tool, the Triad of Time evolution graphs among others, all following the patented concepts in our methodology.

To access Neotriad, you need an internet connection, a browser compatible with Internet Explorer 8.0, Firefox 3.0 or higher.

Access www.neotriad.com and create your access account. Neotriad is a free of charge system for a period of 30 days and unlimited as a planner, which can be purchased after this trial period through one of our Plans.

For more information, please consult our site under the Plans section.

Neotriad allows you to synchronize your data with Microsoft Outlook 2003 or higher, using Neotriad Desktop, to access your information via cell phone (mobile.neotriad.com) or to access it directly through the access bar for Internet Explorer.

1 Starting to use Neotriad

After registering, you will receive a confirmation e-mail for activation of your Neotriad access. Your login will always be the e-mail registered combined with the chosen password. If you lose your password, click in the "Forgot my password" option in the access menu in order to retrieve it.

The first system screen is called First Steps and it will give you an overview of the system, with videos and the Initial Triad test to analyze how your time is used. The next step is the creation of Roles (functions that you perform as a professional, friend, father, sportsman, etc.) and for last, the filling in of your personal card, which will register your personal information and photo in the system.

Neotriad is basically divided in three areas: **Personal** – containing all the functions for your personal planning and control of your demands. **Teams** – containing all the resources for the management of work teams and **Configurations** that allows the customization of different Neotriad items.

Let us start with the Personal area, with the main Neotriad work screen: “My Day”. This page focuses in the activities for that selected day, it all that has to be done now. To add tasks or meetings, click on the (+) button or use the “Add” menu in the right upper side.



Below your photo, there is the total number of planned hours for the day, the option to print as well as to prioritize the day.

The calendar displayed allows selecting the workday. It is important to note that the MY DAY screen only displays tasks, notes and meetings for the selected day in the calendar. In the “Personal” menu, there are several other resources, such as planner, tasks, appointments, files, contacts, financial, goals, projects, etc. These options are exclusively yours (they are not accessed

by teams) and they help you improve your capacity for personal planning. If you wish, for example, to share your planner with your secretary, use the “Share” resource.

The **Team** option has as objective the management of work teams, allowing you to delegate activities among members, to have a single management focal point, to generate performance reports, to have access to different collaborative resources (forum, chat, messaging, etc.), and the management of goals and projects.

On creating a team, you have to invite members (people who have a Neotriad account). When entering a team, you will have an exclusive data area, regardless of your personal planner or any other team member. Only those members you invite will have access, according to their permissions. To return to your personal data after entering a team, click on any icon under the **Personal** option.

2 Creating activities with focus in your time

The use of Neotriad is based in the creation of execution activities such as, tasks, appointments, information, etc. As previously informed, Neotriad allows the classification of these items based on a Triad (Important, Urgent and Circumstantial). This classification is fundamental for you to understand how you use your time and to monitor your progress.

Besides Triad, it is possible to associate

these activities to the different areas of your life. These areas are defined by Roles, which are those social functions you play and for which you have distributed your time (as a father, mother, son, professional, friend, etc.) and can be created in the "Identity" option.

The second area is your own **ME** role (**Ba-**



lance), distributed in four key areas of human life: physical (activities related to your physical body), mental (work activities, study, concentration), emotional (activities related to relationships, love, friendship, etc.) and spiritual (your relationship with God, your belief, character, etc.) These four areas, when in balance, produce a sensation of well-being and time well used. And, finally, the **Personal Mission** concept, which simply defines the purpose of your life and your greatest aspirations.

When you classify your activities into your roles, balance and mission, you can, besides reflecting on the use of your time, graphically view how much you have dedi-

cated your days in the light of these important areas, through the various charts that the system offers.

A recurring question we receive in our support desk is regarding the difference between tasks and appointments. The difference, basically, is in determining the timetable for execution. When you have something to do on a given day, but do not have a set time to do it, this activity should be created as a task. However, if this activity has a start or finish time, then it should be classified as an appointment. Let us suppose that you have to call a customer on Wednesday: if there is no scheduled time for you to make this call, it is a task that can be performed at any time during the day, but if the customer asked you to call at four in the afternoon, for example, this then becomes an appointment.

Task and appointments activities can be generated to be repeated at different periods: daily, weekly, monthly or annually. Suppose you have English classes every Monday and Wednesday from 8 p.m. to 10 p.m. In this case, create an appointment called English, go to the "Repeat" option, select "Weekly," type "Every week" and choose only Mondays and Wednesdays as your appointment days. Under this option, you can control how many times or how long this commitment should be repeated.

For tasks, you can delegate them to team members or others (who are people who are not team members or even non-users of

Neotriad). By delegating a task to others, Neotriad will send an email containing the task description to the e-mail of the selected person. When the message is opened, the person can either accept or decline your task and edit the information (such as date, conclusion, details, etc.) If any change is done to the task by the receiver, you will be notified. To view all of your tasks, inclusively the delegated ones, use the "Tasks" option in the Personal menu.

A quick way to delegate tasks to team members is by using the (+) icon and selecting the (**Teams**) button. Select the team and the responsible person in order to have Neotriad forward the activity. As a team member, the person receiving the task can add it to his/her personal tasks and prioritize it along with the other ones.

Personal Finances Management

Neotriad allows you to manage your payable and receivable accounts. It also allows you to integrate your payments and receipts with your daily tasks. The goal is not to be a financial manager packed with resources, but to be a simple solution, which helps in the control and prevents you from losing money due to lack of time.

The financial system works from two columns: accounts payable and accounts receivable. To include any account you must click on the icon (+). Automatically, by adding payments or receipts, the system graphi-

cally displays your cash flow as well as a graph on the classification of your accounts.

Jointly working through Teams

The time when time management was something exclusively personal is long gone, even though some theories continue to insist on this, it is impracticable in today's world to believe that our time depends exclusively on ourselves.

We are increasingly living in a collaborative society, in which we depend on others to perform our tasks, conclude projects, and make decisions. The technology via the internet and collaborative networks has connected us, but unfortunately, we do not know how to use its resources properly and we lose time with something that should be helping us.

The Neotriad Teams area allows you to create unlimited work groups and to invite members to work together in this area. Team information is only displayed to team members (your personal information is totally preserved, as only team information is displayed).

For example, you can create a team for each customer you have, inviting this customer to take part and placing your work team to update project information, or to create an inside team to manage a project, in ways that information is shared among members. You will be able to create as

many teams as you wish and invite as many members as needed.

If a member also happens to be a Neotriad user, this member can access the team via his/her Neotriad, whereas for a non-member, team information will be only accessed via the internet address (<http://yourteam.neotriad.com>), which can be configured through the "Publishing" option.

Upon creating a new team, type your work team information, choose an icon or send your team logo. After detailing the information, invite members by using their e-mails in order to allow them to receive invitations to join the team. If they happen to be Neotriad users and the address on the invitation e-mail sent is the same one they use to log into the system, the invitation will automatically appear on the "My Day" screen, as well as eventual notices and tasks delegated to this member.



Upon accessing the team, you will have an access menu with different options, such as planner, files, tasks, projects, blog, forum, chat, and publishing, among others. The first page of access to the Team gives

an overview of the ongoing activities, appointments for the day, goal execution, projects and member listing.

The intelligent way to use the team resource is the creation of projects or work goals, with tasks delegated to team members and centralized project communication, such as files, forums or information. The team must act as a work and integration center for the team to perform its priorities, being that each member must accept his/her activities and prioritize them individually and in-group with their other personal demands in their own Neotriad.

The Publishing resource allows you to create a team address on the internet, accessing it directly and without the need of accessing Neotriad. Your team's opening page can be customized and configured according to your needs, by simply dragging the options you wish to have on the page. This access can be public or private, requesting login and password in order for the team members to access it.

If you wish, talk to our sales team for corporate access packages or business services.

5 How to synchronize your Information

Neotriad allows you to synchronize your information with Microsoft Outlook 2003 or higher, with Neotriad Desktop (off-line version of Neotriad), Neotriad Organiza

(Neotriad version focused on knowledge management) and smartphones that can synchronize with Microsoft Outlook.

To synchronize with Outlook, access the "Configurations" menu, choose the Microsoft Outlook option and download the synchronization software. To access your information via a smartphone with internet access, access <http://mobile.neotriad.com>. The information synchronized with Microsoft Outlook are: tasks, contacts and appointment calendar. Any change performed on Neotriad or on Outlook is automatically synchronized, allowing the information to be accessed by both environments.



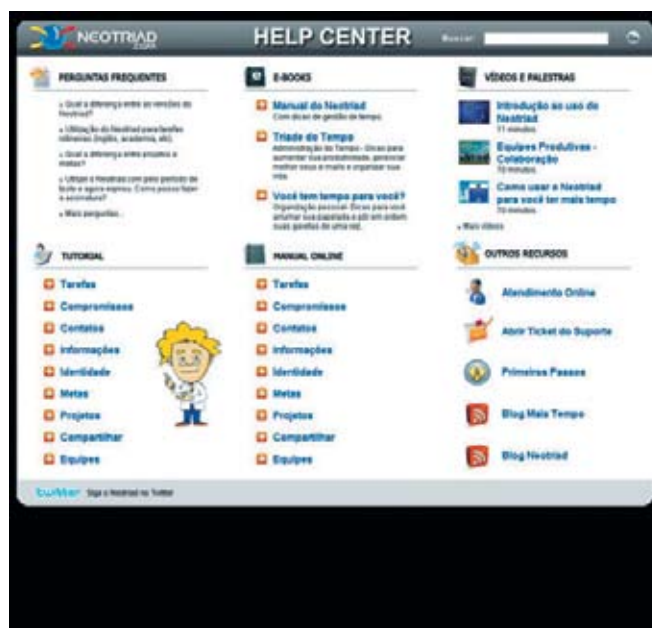
6 Configuration, payments and help

Neotriad has an effective online help system called Help Center, with texts, online helpdesk, frequently asked questions, forums and instructive videos for each part of the system. To access it, click on the "help" option in the screen and select one of the available options. The videos and lectures are a great source of help and teach gradually what has to be done. Do not hesitate to resort to help whenever needed.

During working hours, you can count on our online help service and talk to someone

from our support team via chat to clear your doubts. If no option satisfies your needs, send an e-mail to suporte@neotriad.com and a service order will be opened so your problem or doubt can be solved as quickly as possible. It is also possible to configure the color appearance, change your password, change your Neotriad photo, subscribe to an access plan or delete all of your information from the system by means of the "Configuration" option in the Neotriad top menu. The options there are self-explanatory.

You can subscribe to a Neotriad plan and



have unlimited access to all the resources in the system or use Neotriad planner resource free of charge. To subscribe to a plan, click on the "My Subscriptions" option, choose the desired plan and the method of payment (credit card, bank slip, PagSeguro or PayPal).



Suggestions to manage your time using Neotriad

Neotriad was created specifically with the focus on helping you to get organized, set your priorities and have more time. As with any other productivity tool, its success is directly associated to its use and periodicity, because the more you get used to it, the more results you will have.

We have prepared a list of how to use Neotriad with the intention of helping you have more time. Following the steps below, and using Neotriad for the next 30 consecutive days, we can guarantee that you will have a noticeable improvement in your productivity and in the balance between your personal and professional lives.

1 – Triad Test - Take the initial Triad of Time test (Personal menu, Triad, Perform Composition) in order to create an indicator of your initial usage of time status and monitor your improvement.

2 – Give meaning to your time – Define what roles you have in your life (Personal menu, Identity, New Role), as they will be the basis for the distribution of your time and classification of your activities.

3 – Progress – Define a goal (Personal menu, Goals) for your personal and professional lives to be carried out during the next 12 months. Specify in detail what you wish, define a cost, create at least 5 activities (tasks, appointments) to be performed this month and in the next, and make the

last item on this list the following: “Replan next activities for goal X”.

4 – Plan and avoid your urgencies

– Use the Weekly or My Week resource in Neotriad personal area in order to visualize ahead of time what has to be done in the next days, create activities that can avoid urgencies, create activities for you and avoid letting your total hours for each day surpass 6 hours/day.

5 – The first action in the morning

– Every day when you arrive at the office, access Neotriad, check your task list on the My Day page, add any activity that has to be done during that day, and review your e-mails. After having all the activities defined, click on the Daily Prioritization option and define an execution order for your tasks – follow this order throughout your day, and upon ending a task click on the [] to conclude it. Keep the Neotriad window open, as any new demand or urgency must be registered in the tool (for quick items, there is no need) and its duration must also be calculated – remember that the total number of hours is a fundamental indicator of the execution capacity in your day.

Try using Neotriad according to the instructions above for the next 30 consecutive days, with no interruptions. Think focusing on prevention, planning yourself to reduce your urgencies, rejecting circumstantial things and always focusing in having a day that will make you progress.

The frequent use will make you create po-

sitive productivity habits and begin to increase the time spent with things that are really important in your life. To reinforce the use and your knowledge in time management, access our site: www.triadps.com and read some of our articles or visit our blog, and feel free to send us your questions, difficulties and praises, at the address: www.mais-tempo.com.br

Christian Barbosa



He is founder of Triad PS, a multinational company specializing in programs and consulting in the area of productivity, collaboration and time management. Provides training and lectures for the nation's largest and Fortune 100 companies. His methodology has been the subject material in several reputable media vehicles, such as "Veja", "Isto É" and "Época" magazines.

He is also the Facilitator of Sebrae/UN entrepreneur program – Empretec and author of four books on the topic: "The Triad of Time", "Você, Dona do Seu Tempo", "I am in a Meeting" and "More Time & More Money", the latter being written in partnership with Gustavo Cerbasi.