



KEY HIGHLIGHTS

A Practical System for Managing Time

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A Practical System for Managing Time | Time and Resource Management | careers

- 01 00:15 — Reframe time complaints as priority choices wherever genuine discretion exists.
- 02 01:19 — A high threshold for new commitments protects attention for work that matters.
- 03 02:16 — Choose one daily highlight that would make the day feel worthwhile.
- 04 04:06 — Put the highlight on the calendar so the intention has a time and place.
- 05 05:25 — A shorter, credible deadline can contain work that tends to expand.
- 06 06:22 — Identify and defend the period when your attention is strongest.
- 07 07:34 — Delegation and automated scheduling can reduce friction when access, authority and fairness are considered.