

Buying Time: Project Management When There Aren't Enough Hours in a Day

Research and Resource Guide

Introduction

This research and resource guide summarizes lessons from the session, provides additional topical resources to further develop your application of the topic, and offers research to expand your knowledge.

Lessons from the Session

Buying Time introduces practical project management strategies for the unique challenges of OST environments, focusing on techniques that maximize efficiency without sacrificing quality or well-being. The techniques covered in the session include:

- **The Eisenhower Matrix¹** is a time management tool that helps prioritize tasks based on their urgency and importance. The matrix divides tasks by urgency and importance into four quadrants: Do (urgent and important), Schedule it (important, but not urgent), Delegate (urgent, but less important), and Delete (less important and not urgent).
- **The RACI Matrix²** is a project management tool that clarifies roles and responsibilities within a team, ensuring that everyone understands their specific duties and how they relate to the project's overall objectives. The acronym RACI stands for Responsible, Accountable, Consulted, and Informed.
- **The Pomodoro Technique³** is time management method designed to enhance productivity and focus. The method involves breaking work into intervals, 25 minutes in length, called "pomodoros," followed by short breaks.

¹ Todoist. (2025a, February 4). The Eisenhower Matrix. Todoist. <https://www.todoist.com/productivity-methods/eisenhower-matrix>

² Miranda, D. (2025, June 2). *What is a RACI chart? How this project management tool can boost your productivity*. Forbes Advisor. <https://www.forbes.com/advisor/business/raci-chart/>

³ Todoist. (2025, March 26). The Pomodoro technique. *Todoist*. <https://www.todoist.com/productivity-methods/pomodoro-technique>

Resources and Tools

While three different approaches to project management were discussed in the session, there are many more methods that you can utilize. The key is finding what works for you. This could mean implementing different approaches based on unique needs. Here are three more for you to try:

The Commitment Inventory

This method can help you balance and reduce your commitments to focus and invest your energy into the tasks that matter most. This is a great method for when you're stretched beyond capacity, your daily tasks don't align with goals and priorities, and when it's hard to say no to new requests. It starts by creating a list and categorizing your commitments, then prioritize your commitments, and organizing your schedule to accommodate them.

Read more about [The Commitment Inventory](#)⁴

Time Blocking

Time blocking has become popular especially in the rise of hybrid and remote work. This is done by blocking out time on your schedule for your tasks to maintain control of your day and work-life balance. This method is wonderful if you struggle to complete independent tasks without interruption, your schedule is overrun with requests, and when you just need to buckle down and get it done. For you to time block, the only thing you need to do is schedule meetings with yourself for specific tasks on your to-do list.

Read more about [Time Blocking](#)⁵

Kanban Boards

Kanban board are a workflow visualization strategy for teams to keep track of task progress in order to improve organization, collaboration, and processes. This method involves identifying tasks and benchmarks and then assigning tasks and moving them from "do" to "in progress" to "done" as they are completed.

Read more about [Kanban Boards](#)⁶

⁴ Break, C. (2024, February 12). Aligning Your Priorities: A guide to the commitment Inventory. *Medium*. <https://medium.com/@theweeklydo/aligning-your-priorities-a-guide-to-the-commitment-inventory-bd515b865980>

⁵ Paulise, L. (2025, June 17). *58% of workers use time blocking: here's why you should too*. Forbes. <https://www.forbes.com/sites/lucianapaulise/2025/06/17/time-blocking-workers-productivity/?ctpv=searchpage>

⁶ Enhance Learning with Kanban in Education. (n.d.). <https://www.meegle.com/blogs/kanban-in-education>

Additional Resources

- [Resources for Time Management and Organization](#) from Rutgers Learning Centers
- [The 6 Best \(Free\) Time Management Resources](#) from Developing People Globally
- [12 Key Project Management Skills](#) from Coursera
- [The OST Leader's Guide to Leveraging AI](#) from the National Afterschool Association featuring Amy Marquis

Research and Readings

- [8 Mental Health Tips Every Project Manager Needs—From the Experts Who Get It](#)⁷
- [Navigating the Future: AI-Driven Project Management in the Digital Era](#)⁸
- [AI-Assisted Project Management: Enhancing Decision-Making and Forecasting](#)⁹
- [Project Management Guide E-book](#)¹⁰

⁷ Granza, A. (2025, May 19). *8 Mental Health Tips Every Project Manager Needs—From the Experts Who Get It*. Project Management Institute. <https://www.pmi.org/blog/mental-health-tips-project-managers-need>

⁸ Karamthulla, M. J., Tadimarri, A., Tillu, R., & Muthusubramanian, M. (2024). Navigating the Future: AI-Driven Project Management in the Digital Era. *International Journal for Multidisciplinary Research*, 6(2), IJFMR240215295. https://www.researchgate.net/profile/Muthukrishnan-Muthusubramanian/publication/380265555_Navigating_the_Future_AI-Driven_Project_Management_in_the_Digital_Era/links/663c617c7091b94e930cdbdd/Navigating-the-Future-AI-Driven-Project-Management-in-the-Digital-Era.pdf

⁹ Dukhram Pal, D. K., Chitta, S., Manoj Bonam, V. S., Katari, P., & Thota, S. (2023). AI-Assisted Project Management: enhancing Decision-Making and forecasting. *Journal of Artificial Intelligence Research*, 3(2), 146–171. https://www.researchgate.net/profile/Subrahmanyasarma-Chitta-2/publication/389593705_AI-Assisted_Project_Management_Enhancing_Decision-Making_and_Forecasting/links/67c8e504bab3d32d843f2af7/AI-Assisted-Project-Management-Enhancing-Decision-Making-and-Forecasting.pdf

¹⁰ *PM Guide*. (n.d.). <https://pm-guide.netguru.com/chapters/00-introduction.html>

