

NAVIGATING THE TIME CRUNCH

REFRAMING HOW TO LOOK AT TIME MANAGEMENT

How much additional time each day do I feel I need to get things done?

None, I'm good

1-60 minutes more

1-2 hours more

More than 2 hours

How often do I multi-task during a workday?

Never, I tend to singularly focus

Sometimes

Often

Always

When I look at my week's schedule, I see:

A good amount of white space

A meager amount of white space

No white space whatsoever

WHAT IF?

We believe our _____ is enough.

We make the _____, the main thing.

We operate in _____ increments.

DAILY TIME AUDIT

Use this template for a week or two to see when and how you are using and potentially wasting time each day.

MORNING HOURS (A.M.)

| | |
|-------|--|
| 08:00 | |
| 08:15 | |
| 08:30 | |
| 08:45 | |
| 09:00 | |
| 09:15 | |
| 09:30 | |
| 09:45 | |
| 10:00 | |
| 10:15 | |
| 10:30 | |
| 10:45 | |
| 11:00 | |
| 11:15 | |
| 11:30 | |
| 11:45 | |
| 12:00 | |

AFTERNOON HOURS (P.M.)

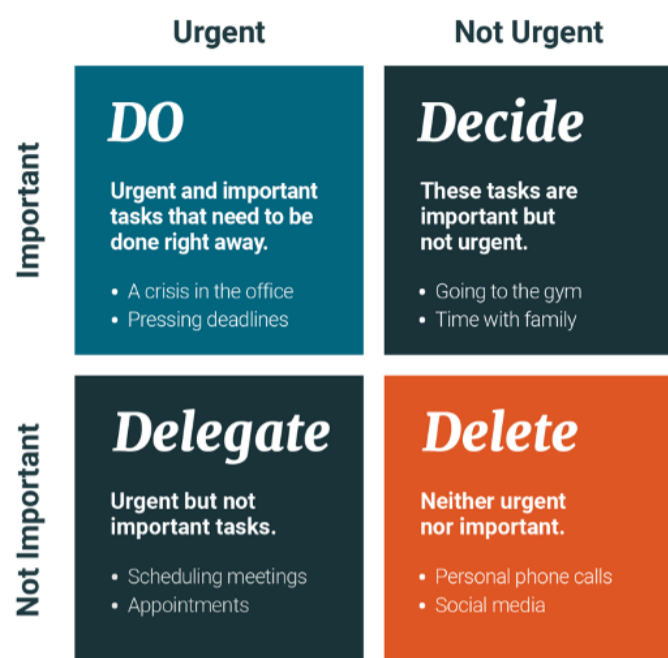
| | |
|-------|--|
| 12:15 | |
| 12:30 | |
| 12:45 | |
| 01:00 | |
| 01:15 | |
| 01:30 | |
| 01:45 | |
| 02:00 | |
| 02:15 | |
| 02:30 | |
| 02:45 | |
| 03:00 | |
| 03:15 | |
| 03:30 | |
| 03:45 | |
| 04:00 | |
| 04:15 | |
| 04:30 | |
| 04:45 | |
| 05:00 | |

NAVIGATING THE TIME CRUNCH

TOOLS TO TRY

Eisenhower Matrix

Make a priorities list, then indicate in which of the 4 quadrants the task falls.



Pomodoro Technique

Choose a task & set a timer for a 10-45 minute increment. Conduct the task uninterrupted until the timer rings. Take a 3-10 minute break. Restart with a new task.

Time Blocking

Front load your calendar with place holders for breaks, reflection time, energy or walk breaks, and so on.

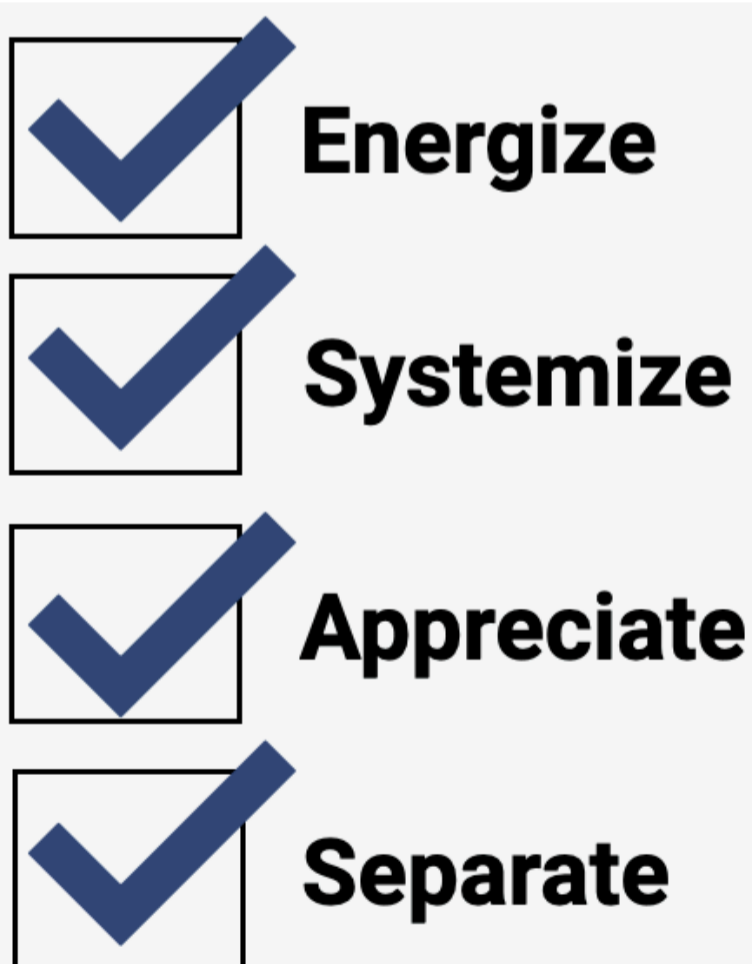
Daily 3

Either the night before or in the morning before you start work, list your top three “must-do’s” for the day. Hang the list in sight and refer to it when you lose focus or get off task.

Cave Time

Conduct intense-focus time blocks. Decide ahead of time the one single task you want to work on and for how long. Turn your phone and email off and set a timer. Work uninterrupted for the complete block. Repeat as many times as you'd like in a row.

STRATEGIES TO GAIN TIME AND ENERGY



Ideas/Suggestions to help me in each of these 4 areas:

Ways I can boost my energy each day:

Places I can systemize or automate:

Things I can appreciate on a daily basis (in myself or in others):

Ideas to help me take clear time away/off from work:

MY NUMBER ONE TAKEAWAY

WEEKLY ASSIGNMENTS

1

WEEK ONE: AUDITING YOUR TIME USE AND TIME WASTE

COMPLETE WORKBOOK PAGES 1-2, THEN ANSWER THE QUESTIONS BELOW.

Using the time tracker on page 1, spend 5 to 10 days auditing how your are spending and potential wasting time. Then answer the following questions:

In what times of my day have I been most productive?

When I lose focus, get off track, or waste time, what seems to be the cause?

2

WEEK TWO: PRACTICE BLOCKING OR REDUCING DISTRACTIONS

USE THIS LIST TO HELP REDUCE THE THINGS AROUND YOU THAT MAY BE IMPACTING YOUR PRODUCTIVITY AND EFFICIENCY.

- TURN OFF NOTIFICATIONS ON TEAMS, FACEBOOK, INSTAGRAM, TWITTER, ETC. ON YOUR PHONE AND/OR COMPUTER DURING MEETINGS AND DEEP WORK TIME
- SILENCE YOUR PHONE WHILE IN WORK MEETINGS
- SUSPEND YOUR INBOX DURING FOCUSED DEEP WORK TIME (TRY THE BOOMERANG APP)
- DECIDE WHAT PART OF YOUR DAY IS DEEP WORK TIME, EMAIL TIME, PLANNING TIME, AND SO ON. HOLD AND HONOR THESE TIME BLOCKS.
- _____
- _____

3

WEEK THREE: REFLECT ON WAYS YOU CAN OPTIMIZE YOUR ENERGY

Think about what is most draining on your time and energy. What are one or two things you can do to help boost your energy and limit what is draining you each day?