

Own Your Time Summary



Challenge: Constant Interruptions

Solution: Adopt a focus routine and manage interruptions.

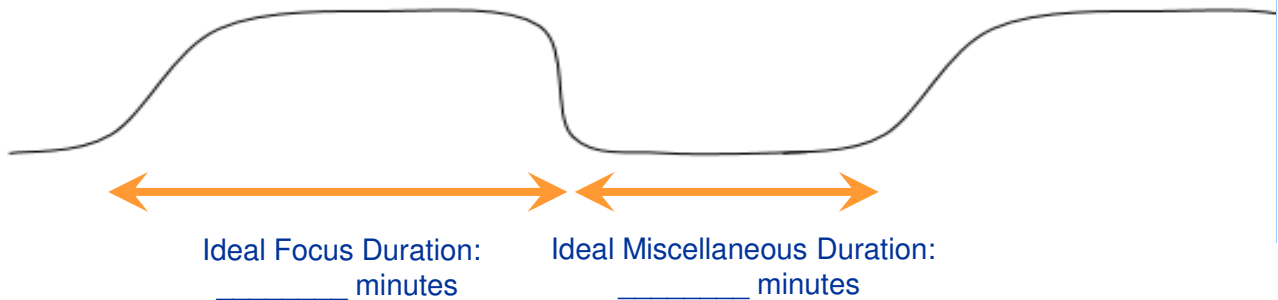
Focusing Trumps Multi-tasking

- **Faster:** When multi-tasking, we lose significant amounts of time transitioning from one task to another. We do not parallel process.
- **Better:** Multi-tasking increases our risk of making a mistake. Attention to detail and quality of work go down when multi-tasking.
- **Easier:** Multi-tasking is a more frustrating, energy-consuming and stressful approach.

Interruptions Can be Managed

- Define a goal, duration and reward when you sit down to focus on a task.
- Use call display and let calls go to voicemail.
- Turn off all email alerts and minimize your email.
- Strive to minimize the duration of drop-by visitors. Stand up and arrange to follow-up with them.

My Ideal Focus Routine:



Interruption Management Strategies:

Own Your Time Summary



Challenge: Competing Priorities

Solution: Establish a clear deadline management system and protect time

Manage Competing Priorities

- Maintain one central To Do List. Commit to writing everything down. Do not rely on your memory.
- Set deadlines for all tasks, goals and deliverables. Negotiate deadlines, when appropriate to focus your attention on your top priorities.
- Categorize your tasks based on your main types of work. Set deadlines for each of your tasks and sort your list according to these deadlines.
- When facing deadline overload, identify where you can streamline, scale back and seek help.

CLIENTS
Nov.19: Finalize report Nov.20: Prepare presentation Nov.25: Submit analysis Dec.1: Book meeting Dec.4: Prepare for meeting
PROJECTS
Dec.10: Update website Dec.16: Draft budget Jan.5: Draft report

Protect Your Time

1. **Plan Your Day:** Build your day around your top priorities. A daily plan is like a short-term version of your To Do List. Keep your daily plan reasonable by only listing a small number of tasks.
2. **Block Time:** Pay yourself first and protect time to work on your priorities. Consider starting your day with focused work time.
3. **Establish a Routine:** Define the ideal allocation of your time. Strive to align your meetings and focused work to this routine. Allow for flexibility by swapping blocks of time where necessary.

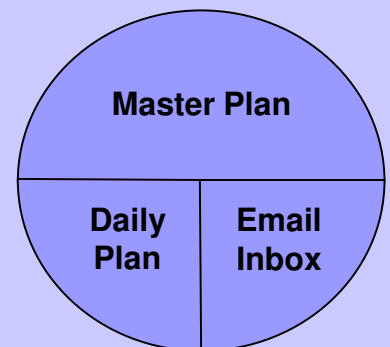
Sample Daily Plan

1. Prepare for meeting
2. Review document

- Call Abram
- Prepare agenda
- Book dentist

My Priority Management Strategy:

(Task tracking, daily planning, time blocking and routines)



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Challenge: Email Overload

Solution: Clear your inbox and adopt efficient email processing principles to keep it clear.

Clear Your Inbox

- Tighten up your folder structure.
- Move all emails before a certain date (approximately 6 weeks ago) into a "SORT" folder.
- Block off two hours and begin clearing emails from the bottom of your inbox. Sequentially process each email using one of three options:
 - Complete outstanding tasks and move to folders/delete as you go; or
 - Move long-term tasks to folder and add the task to your To Do List; or
 - Leave a small number of emails in your inbox to tackle within the week

Protected Time to Clear My Inbox: _____
(Date and Time)

Process Email Efficiently:

- Adopt the Touch it Once principle
- Batch process during dedicated email sessions
- Sequentially process emails
- Use your smartphone to scan for urgency (but strive to only read any email one time)

Reduce Incoming Volume:

- Avoid email conversations
- Cut back on cc's and reply all
- Book regular status meetings
- Focus on fewer projects at a time
- Unsubscribe
- Send fewer emails

Ideal Email Frequency

	Ideal Email Frequency
Before Work	
During Work	
Evenings	
Weekends	

Commit to the Email Warrior Challenge

**30 Days with
a Clear Inbox**



Own Your Time Summary



Challenge: Procrastination

Solution: Identify the underlying cause and ACT on procrastination.

The Cost of Procrastination

Procrastination impacts us in many ways:

- **Career:** The biggest determinant of career success is one's ability to get things done. Procrastination impedes this and leads to lost time, lower quality work and strained relationships.
- **Health:** Procrastination has been linked to a variety of conditions including the flu, insomnia, stress and anxiety.
- **Finance:** Procrastination comes at a cost associated with last minute purchases, penalties and outsourcing.

Procrastination Psychology 101

- Procrastination is very common. 95% of the population procrastinates from one extent to another.
- We have a short-term bias which inspires us to choose an easier task, even if our long-term goals align to the task we are delaying.
- Arousal procrastinators rely on the pressure of a deadline, versus avoider procrastinators who are immobilized by a fear of failure.
- Every time we face a decision point, we are more likely to procrastinate. Establish routines and automate processes to reduce procrastination.

ACT on Procrastination

Attainable

Clearly define all specific steps but focus on the next immediate task. Use short-term deadlines to drive progress.

Confidence

Boost your confidence by starting early, seeking input, striving for good enough and curbing any self-defeating thoughts.

Timeline

Ensure all tasks have associated deadlines. Establish external accountability to strengthen your commitment.

What am I procrastinating on?

Why?
