

PRODUCTIVITY EXPERIMENT: BRAIN DUMP

If you use To-do lists, you might like this approach to setting up your week for success. This practice will help you eliminate firefighting, and task/ responsibility overwhelm by helping you select and assign time to things you need to get done. If you do this work at the beginning of the week, it will be much easier to get things done for the rest of the week.

- Do it **once a week**
- Time yourself** free writing (sometimes I will do up to 1 hour, it depends on how already planned my week is)
- Write it out by hand**
- Put tasks/ responsibilities directly onto your calendar**
- Keep **another running list of other** 'some time to do tasks'
- Refer back to your weekly/ monthly/ yearly goals/ vision to **make sure what you have scheduled aligns**
- Create time for recurring tasks**

■ ***helping leaders focus and connect to scale*** ■

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