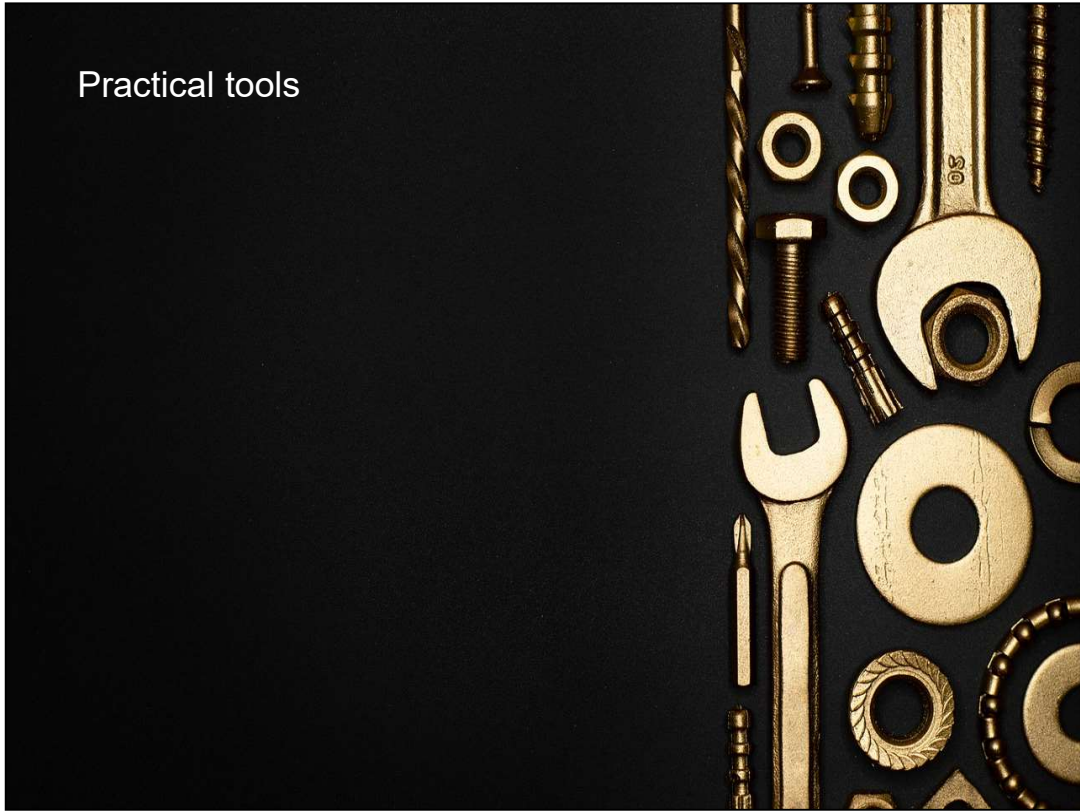


Practical tools



A little planning goes a long way!

Lists get stuff “out of your head” but can be overwhelming

Capture the bigger picture...

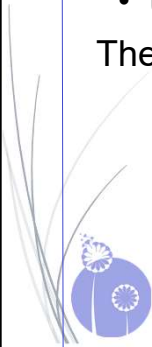
To-do lists work if they are:

- short
- used - refer to them often!

They record what you've done



Create and prioritise your list for tomorrow
before you finish work today!



Practical tools...

Time blocking:

- Pomodoro technique (25-5 or 45-15 or ...)
- Deep work – Shallow work – Matters arising
Reduce the need to switch between different energies
- Remember to rest.



TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM					
9:00 AM		1		3	
10:00 AM					2
11:00 AM			1		
12:00 PM					
1:00 PM					
2:00 PM		2		4	
3:00 PM			1		
4:00 PM					
5:00 PM					
6:00 PM					

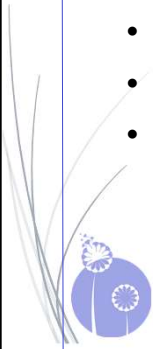
Legend:

- Deep (Red)
- Shallow (Yellow)
- Buffer (Blue)
- PLAN (Dark Blue)

Practical tools...

Energy blocking:

- When is your best time of day?
- Protect time for your best/most focussed work
- Negotiate with those sharing your space
- 45 minutes of focus can achieve a lot!
- 10 minute blitzes can work wonders
- Use music to make the mundane more fun
- Schedule meals, breaks, exercise/activity, friends
- Make/limit time slots for emails and social media.



Practical tools...

Energy allocation:

- Schedule family time
- Separate work and play
- You need time for you
- Don't fight the obvious...

Manage your energy:

- Use the right energy
- Create bridging rituals for transition
- Find your flow
- Use structures and be flexible!

Deliver

Self

Manage

Partner

Family

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM					
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11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
8:00 PM					
9:00 PM					
10:00 PM					
11:00 PM					

Practical tools...

Deadline effects – which one works for you?

However long you think it takes – double it!

(be honest, even short tasks take longer than you think!)

However long you think it takes – halve it!

(work expands to fit the time available...)

Pareto principle or 80-20 rule:

which 20% of the effort creates 80% of the output/impact?

Does it need to be perfect?

Eat that frog - if you have two frogs, eat the ugliest first!

Do something, do it daily, do it first

Strategic volunteering.

