

## **Kick Chaos to the Curb:**

*Discover Your Ultimate Productivity Zone*



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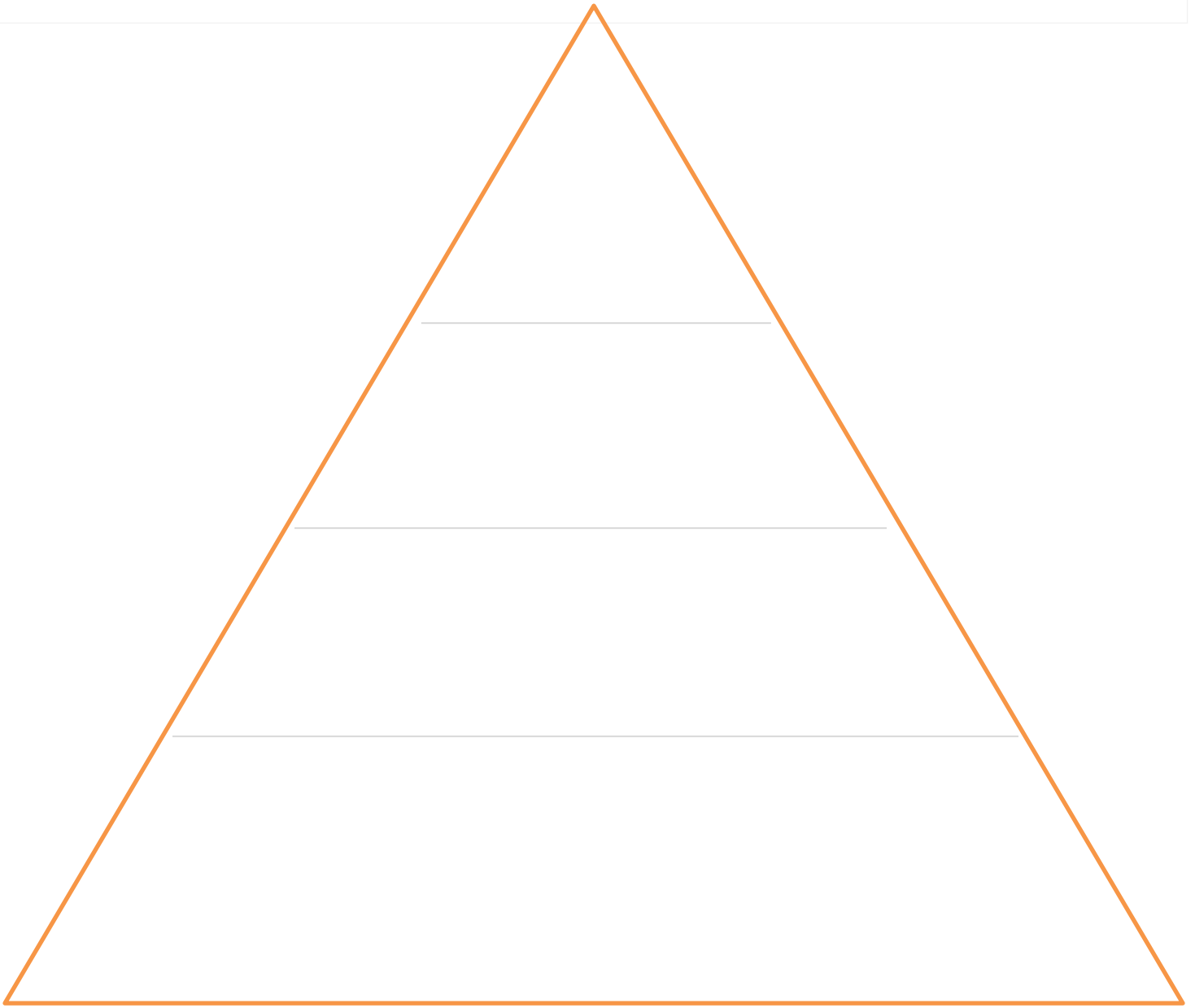
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San Diego, CA

# Negotiating Time with Yourself

Time management is all about mind management.™



THOUGHTS | NOTES | QUESTIONS | GOALS

## PRIORITY DETERMINATION – Brain Factors

### Job Responsibilities

### Work Hours

**Patterns:** Are there certain days or times when Fires, Interruptions, Distractions or Opportunities (work or personal) come your way?

## PRIORITY DETERMINATION – Brain Factors

### Work Tasks

Daily

Weekly

Monthly

Quarterly

Yearly

## PRIORITY DETERMINATION – Brain Factors

### Work Tasks

**Categories** – Either on your task sheet or on this sheet, list the Categories or Groupings that your work tasks can be organized into. You can organize/cluster by thought patterns, people you need to involve, platforms you need to log into – whatever makes sense for you.

As you go through this exercise, also consider whether or not any of your tasks can be delegated to someone else.

**PRIORITY DETERMINATION – Brain Factors**

Household Members

Your Required Presence for Household Members' Activities

(Activity / Day & Time / Length of Time)

Who / which activities take priority?



## Overall Time Distribution + Task Efficiency: Time Blocking

Reflection: What discoveries have you made about 1) how you've operated in the past? 2) what has worked in the past? 3) what in the past has prevented you from achieving greater efficiency? 4) how you'll map out your days to have more control over your time?





# A.G.E.N.T. Week Planner

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Objective							
6:00 AM							
6:30							
7:00							
7:30							
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## **Discussion: Priority Determination, Overall Time Distribution and Overall Task Efficiency**

While beginning your time blocking draft, what observations did you make about your overall time distribution (how you've been using your time vs. where your time should be going)?

What patterns did you identify? What possible solutions/preventions can you propose for one of them?

Do you have a job priority that you must be more intentional about dedicating time to?

How much reactionary time should you allow for each day?

How much of your day will you time block (one hour, half-day, full-day or...)?

What other modifications can you make to your overall time distribution in order to improve task efficiency (e.g., "chunking" similar tasks)?

## Daily Task Efficiency + Time Estimation: Daily Planning

## Discussion: Daily Task Efficiency, Time Estimation and Daily Planning

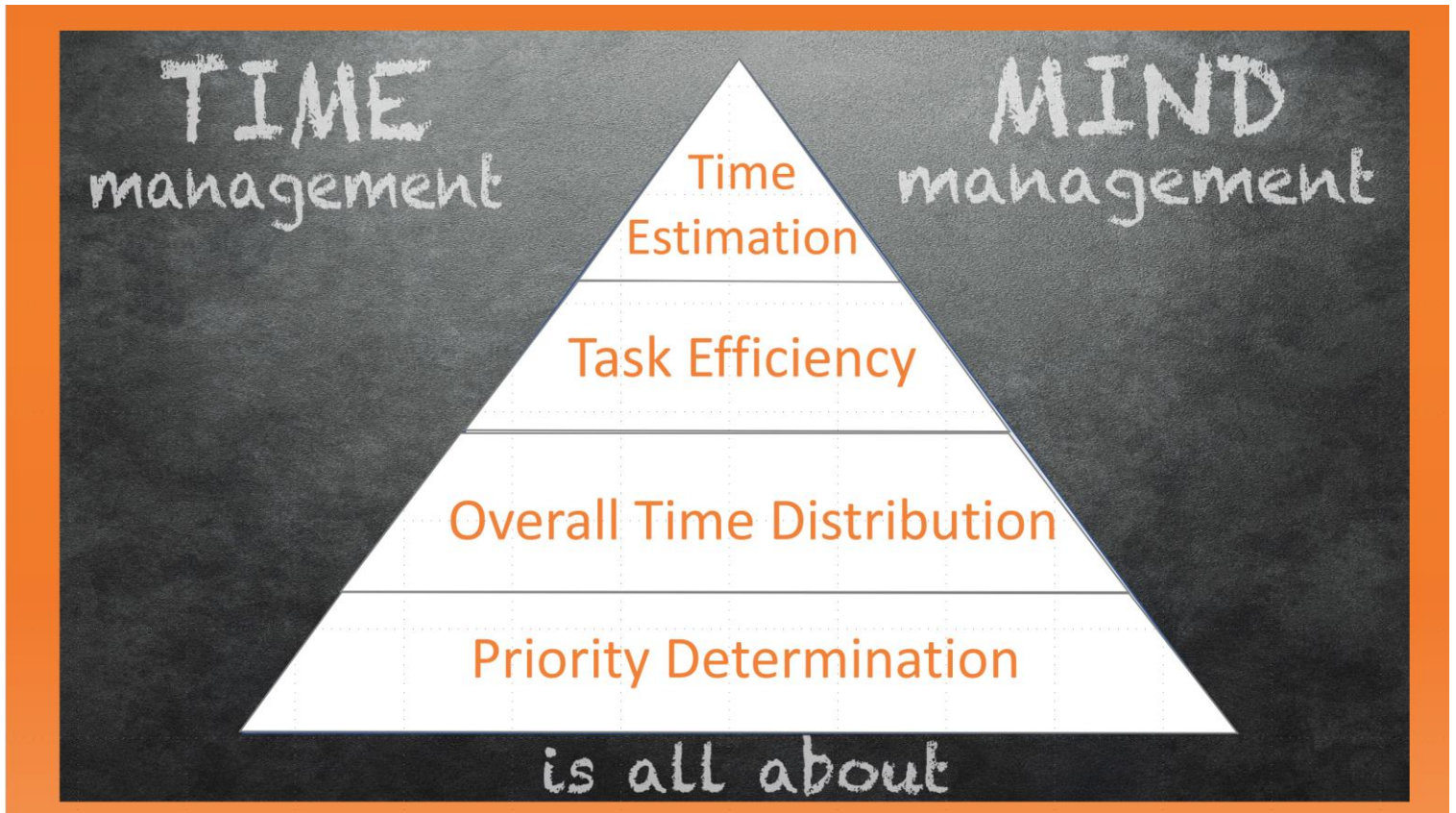
What are your top daily planning best practices you currently implement?

How do you plan to implement time estimation in your daily planning process?

What variation of 3+3 will you utilize and why?

What other modifications can you make to your daily planning and working methods in order to improve your daily task efficiency?

## Next Steps:



Time Estimation & Task Efficiency:

3 + 3 Daily Planning

Task Efficiency & Overall Time Distribution:

Is there a more efficient way to group some of your tasks?

## A-ha's and Actions/Next Steps

Habits or tactics I will *continue* to implement:

Habits or tactics I will *put an end* to:

What time management strategy or tactic will I focus on for the next week?