



presents

Boosting Productivity: The Four Keys of Time Management

presented by

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Negotiating Time with Yourself

Time management is all about mind management.™

PRIORITY DETERMINATION – Brain Factors

1 Job Responsibilities

2 Work Hours

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

PRIORITY DETERMINATION – Brain Factors

4 Work Tasks | **5 Categorize** | **6 Prioritize**

Daily

Weekly

Monthly

Quarterly

Yearly

PRIORITY DETERMINATION – Brain Factors

4 Work Tasks | 5 Categorize | 6 Prioritize

Categories – Do some of your tasks fall into categories? e.g., organize/cluster by thought patterns, people you need to involve, platforms you need to log into?

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

Priorities – On what criteria will you base your 5-1 triaging?

Reflection

1 How intentional are you in setting your “after hours” work hours?

2 What patterns that affect your time have you notated so far?

3 Into what categories did you sort your tasks?

PRIORITY DETERMINATION – Brain Factors

7 Household Members

8 Your Required Presence for Household Members' Activities

(Activity / Day & Time / Length of Time)

9 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							
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Discussion: Priority Determination, Overall Time Distribution and Overall Task Efficiency

1 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)?

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

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

4 How much reactionary time should you allow for each day?

Choose a representative to give a two-minute summary of your discussion: _____

Daily Task Efficiency + Time Estimation: Daily Planning

Discussion: Daily Task Efficiency, Time Estimation and Daily Planning

1 How do you plan to implement 3+3 and time estimation in your daily planning process?

2 What variation of time blocking will you utilize and why? (Some days? All days? Full day? Half day? One hour? etc.)

3 What other modifications can you make to your daily planning and working methods in order to improve your daily task efficiency (and overall productivity level)?

4 What is your top daily planning best practice?

Choose a representative to give a two-minute summary of your discussion: _____

Project Management Keys / Notes

AI Tools

Aha's and Actions

Strategies and tactics you'll continue to implement:

Habits / tactics to put an end to:

New strategies and tactics you'll implement:

Your Next Steps: Strategies to Implement

Triaging -

Time Blocking -

Cushion Time -

3+3 -

Time Estimations -

Observations to make as you move forward:

Prioritization:

How often are you triaging incoming requests vs reacting based on order received, etc.?

Task Efficiency & Overall Time Distribution:

Is there a more efficient way to categorize or address some of your tasks?

Is there a more efficient way to operate each day?