

# Time Management – Reflection Questions

## Brain Factors / Prioritization

- 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?
- 4) Which brain factors do you actively integrate into your time planning?
- 5) Who can you ask if you have a question about priority levels?
- 6) How can you help someone on your team who struggles with prioritization?

## Overall Time Distribution + Task Efficiency

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?

## **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?

## **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 or batching 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 and/or tool?