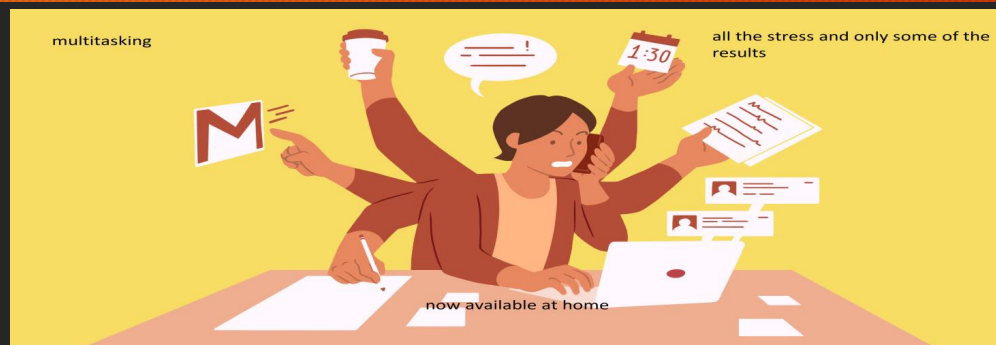


# Productivity & Time Management: Working Smarter, Not Harder



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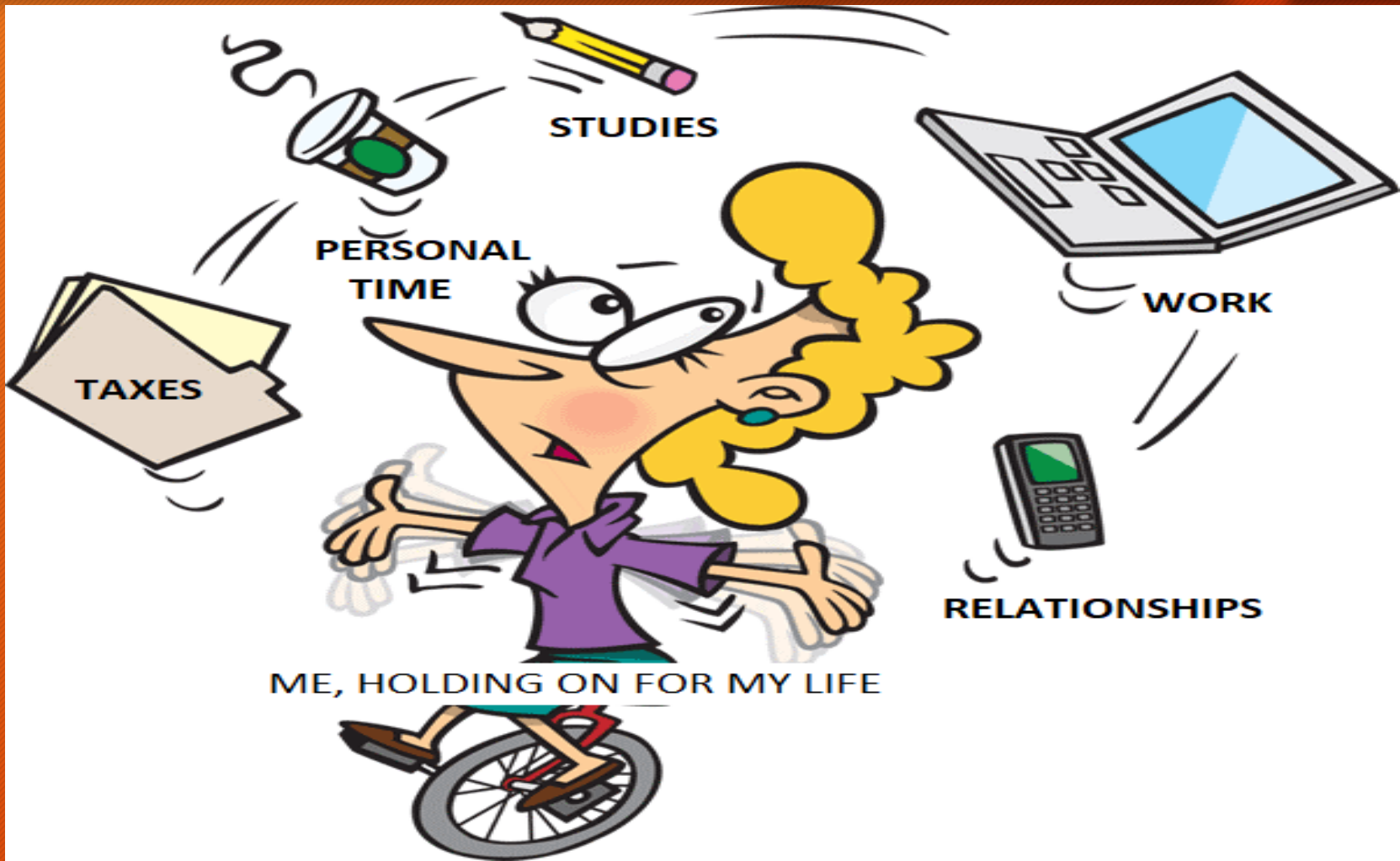
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# How it feels sometimes...



# Why productivity matters

## Common challenges:

- Distractions
- Multitasking
- Stress

# The Cost of Poor Time Management

- Missed deadlines, decreased quality of work
- Impact on team performance/ business outcomes
- Stress/Burn Out
- Increased Absenteeism

# The Cost of Poor Time Management

- Emotional Exhaustion
- Physical Health Issues
- Strained Relationships
- Negative Attitude

# Multi Tasking

**WHEN YOUR BRAIN  
GOES INTO OVERDRIVE**

A chaotic office scene where multiple instances of the character SpongeBob SquarePants are scattered throughout. The office is in a state of complete disarray, with desks overturned, papers flying everywhere, and large, intense flames engulfing the room. The background is a fiery red and orange, suggesting a fire or explosion. The overall scene conveys a sense of overwhelming stress and mental overload.

**AND MULTITASKING MODE IS ON FIRE!**

# Productivity Myths

- Multitasking increases efficiency
- Longer hours = more productivity
- Skipping breaks saves time



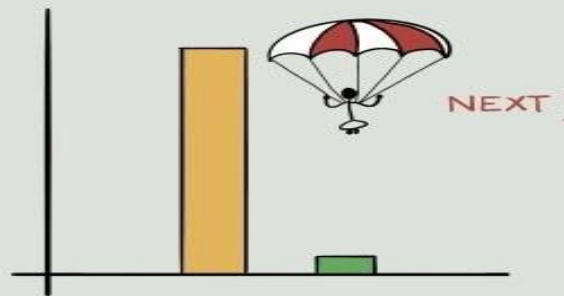
# Multitasking vs Focusing

what I think success looks like



**MULTITASKING**

what it actually is



**FOCUSING**

# Key Principles of Time Management

- Prioritization (urgent vs. important)
- Planning ahead
- Setting realistic goals

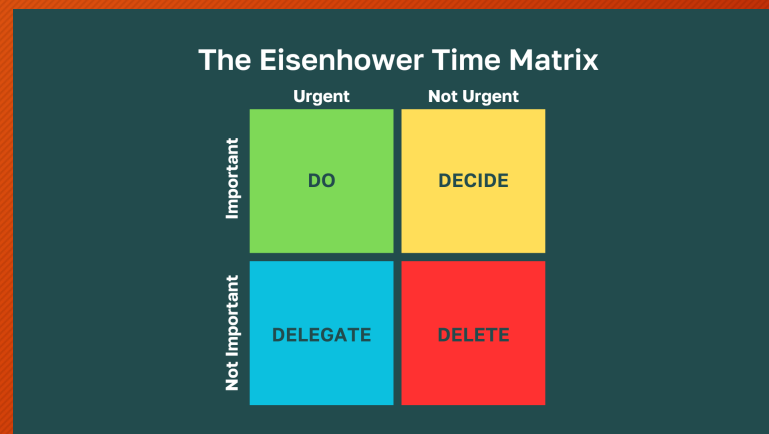
# The Eisenhower Matrix

## The Eisenhower Time Matrix

	Urgent	Not Urgent
Important	<b>DO</b>	<b>DECIDE</b>
Not Important	<b>DELEGATE</b>	<b>DELETE</b>

# Eisenhower Matrix Four Quadrants

- Urgent and Important
- Urgent and Not Important
- Not Urgent and Important
- Not Urgent and Not Important

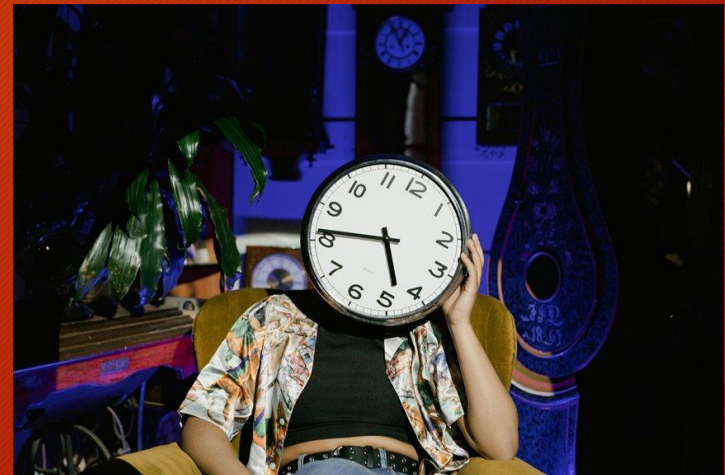


# Eisenhower Matrix Four Quadrants

	Urgent	Not Urgent
Important	<p><b>DO</b></p> <p>If a task is urgent and important, prioritize it. This is your highest priority task.</p>	<p><b>SCHEDULE</b></p> <p>If a task is important but not urgent, schedule a time to get it done.</p>
Not Important	<p><b>DELEGATE</b></p> <p>If a task does not require your input but does need to be done, delegate it.</p>	<p><b>DELETE</b></p> <p>If a task is neither urgent nor important, it should be deleted and removed from your plate.</p>

# Strategies for Better Focus

- Minimize distractions (phones, email alerts)
- Time blocking & batching
- The 2-minute rule



# Time Blocking vs. Task Batching

**Time Blocking** improves focus by dedicating specific time slots to tasks

**Task Batching** minimizes time lost in context switching by grouping similar tasks

# The 2-Minute Rule

## The 2-Minute rule What it is and how to use it



HagenGrowth.com

## What is the 2-minute rule

The rule states that if you face a task that can be done in less than 2 minutes, you should do it straight away instead of postponing or putting it on your to-do list.

***If you can do a task in less than 2 minutes, do it straight away***

## The benefits

- Improved productivity
- Accumulate small wins
- Create a habit of getting things done
- Helps you keep a short to-do list
- Decreased stress
- Builds self-discipline

## How to use it

### 1. Quickly analyze the task

Is it possible to use the 2-minute rule here? You can find out by asking:

1. Is it possible to complete the task in less than 2 minutes?
2. Is it possible to do the task right now?

### 2. Make priorities

Not all tasks are equally important and some makes sense to do at a later time.

### 3. Do the small tasks now

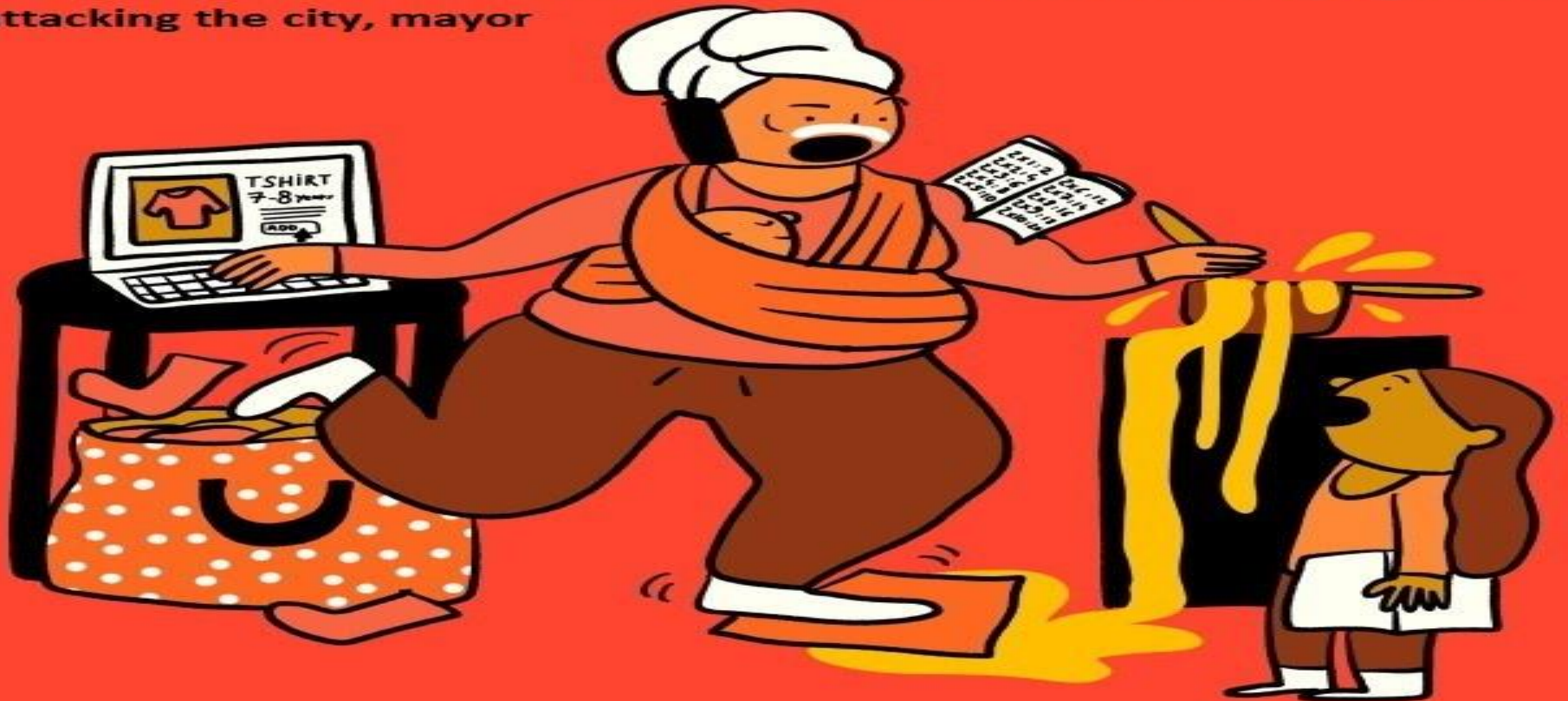
When you've gone through the first 2 steps and know that the task is quick, possible to do, and important, there's only one step left of the 2-minute rule. And that is to do it now with no excuses or delays. This is the core of the 2-minute rule.

**Learn more about what the 2-minute rule is and how to use it to boost productivity in this article**

# Ever Feel Like This?

I understand there is a monster attacking the city, mayor

But I'm a little busy right now



# Tools & Technology

- Calendar management (Outlook, Google Calendar)
- Task/project tools (Asana, Trello, MS To-Do)
- Focus apps (Pomodoro timers, website blockers)

# Calendar Management

## What Makes a Great App for a Calendar?

1 Task & Project Integration

2 Smart Scheduling

3 Collaboration Tools

4 Cross-Platform Access

5 Customizable Views

6 Time-Blocking

7 Automations & Integrations

# Jack Pomodoro Timer



# Energy Management

- Sleep
- Nutrition
- Breaks
- Movement
- Environment

# Sleep Strategies: **10- 3 -2 -1 -0 Rule**

- 10 hours before bed: No more caffeine
- 3 hours before bed: No more food or alcohol
- 2 hours before bed: No more work
- 1 hour before bed: No more screen time (shut off all phones, TVs and computers)
- 0: The number of times you hit snooze

# Digital Detox



# Schedule time for deep and inner work: Flow State



# Keep a journal of your energy levels

Energy levels will vary

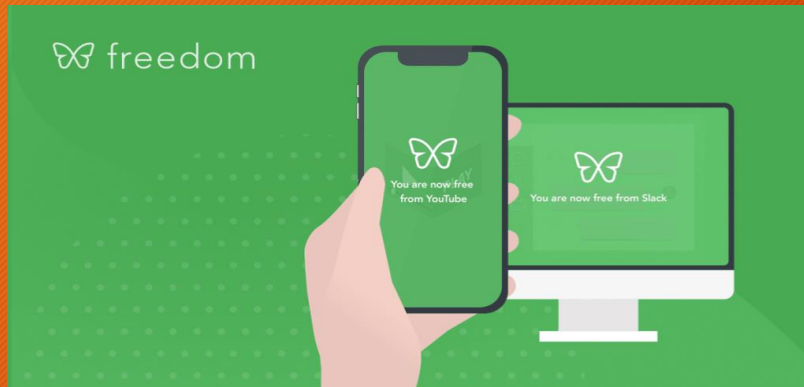
Emotional energy, physical energy, and mental energy

Track what causes negative emotions

Burnout is a state of emotional, physical, and mental exhaustion caused by prolonged and excessive stress. It can lead to feelings of hopelessness and decreased job performance.



# Website Blockers



# 1.

Set daily time limits on websites



## Daily Limits

<input checked="" type="checkbox"/>	Amazon	30min
<input checked="" type="checkbox"/>	Twitter	90min
<input checked="" type="checkbox"/>	Facebook	30min
<input checked="" type="checkbox"/>	Gmail	2h
<input checked="" type="checkbox"/>	Instagram	30min
<input checked="" type="checkbox"/>	Linkedin	90min



Block **time-wasting** websites

# Saying 'No' Gracefully

- Decline requests without guilt
- Align tasks with priorities
- Self Care
- Self-Compassion



# Delegation & Collaboration

- When to delegate tasks
- Empower team members
- Communicate

# Practical Framework: The Daily 3

- Identify top 3 priorities each day
- Build momentum with small wins
- Prioritize your most important tasks first
- 1-3-5 Rule

# Social Factors

- **Collaboration Boosts Creativity**
- **Social Support Reduces Stress**
- **Networking Opens Opportunities**
- **Feedback Improves Performance**
- **Work-Life Balance Matters**

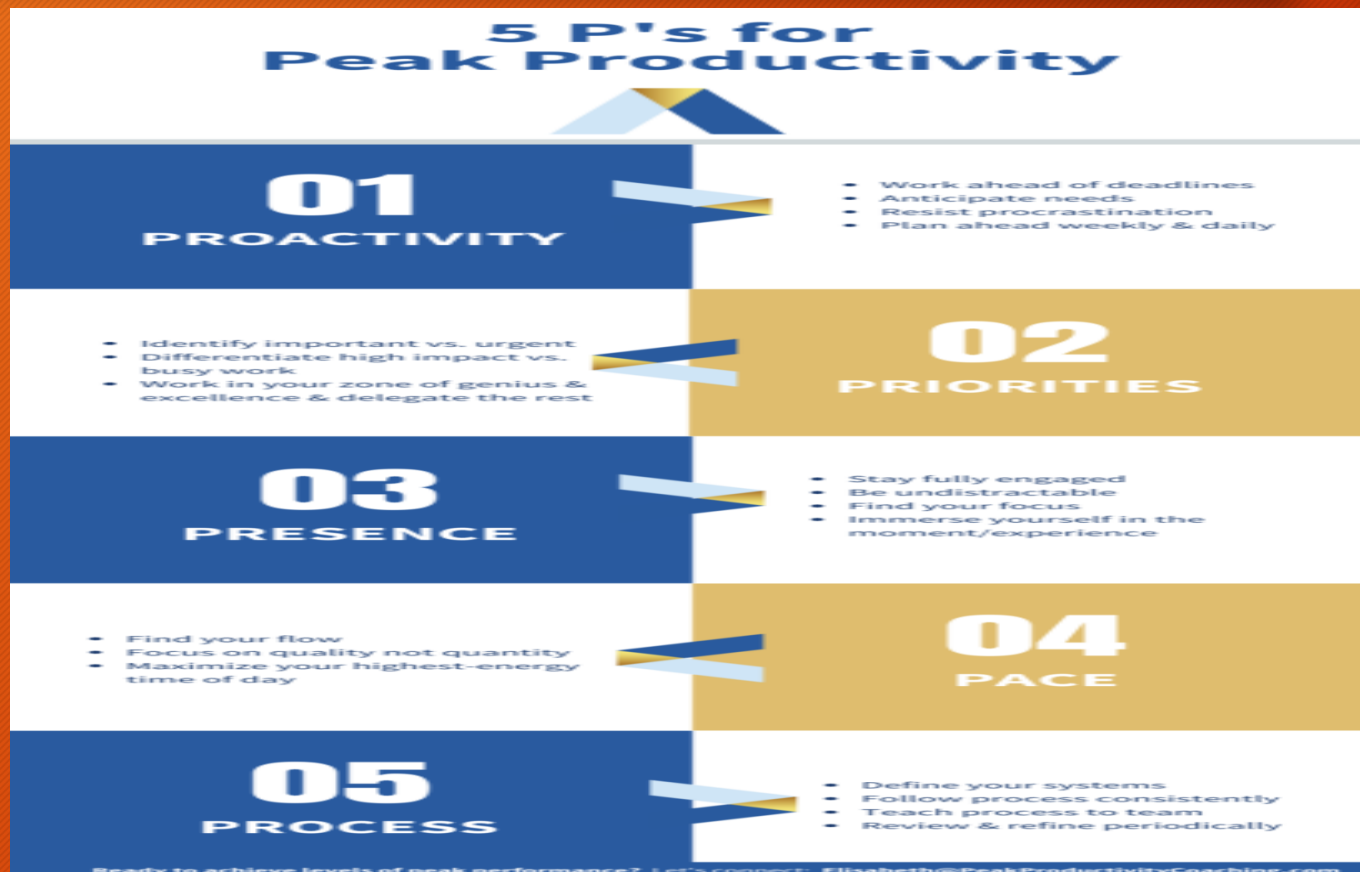
# Quick Productivity Hacks

- Batch meetings & emails
- Use templates & automation
- Schedule 'focus time'

# Quick Productivity Hacks

- Make a “to-do” list for tomorrow, today
- “No Meeting” days
- Do quick tasks immediately
- Change scenery
- Do Not Disturb function on phone

# 5 P's of Productivity



# 5 P's of Productivity

- Proactivity
- Priorities
- Presence
- Pace
- Process

# Action Plan for Time Management and Productivity

- Choose 1-2 techniques to implement this week
- Write it down and set a reminder
- Note how things go
- Tweak if needed

Questions?



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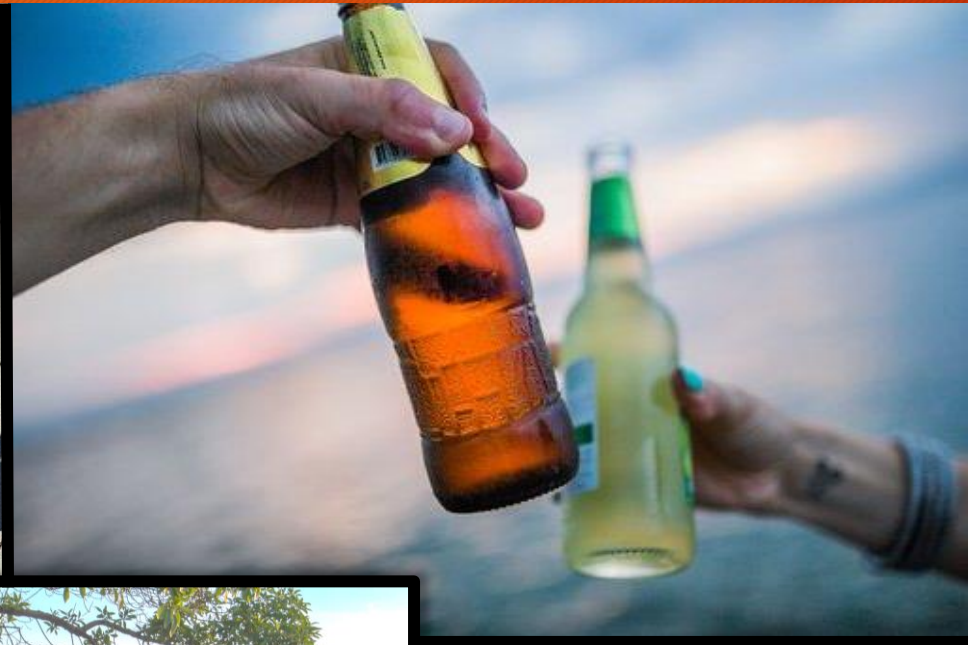
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# Case Scenario / Activity

- Overloaded inbox or conflicting deadlines
- Discussion: how to apply strategies?

- **Encourage Breaks**
- **Workload Management**
- **Wellness Programs**
- **Family-Friendly Policies**
- **Professional Development**
- **Regular Check-ins**



## What Choices Do We Make?

