OPTIMISE YOUR TIME

WHAT'S IMPORTANT?

Prioritise tasks that your business needs you to do the most. Prioritise the people that are most important too. Clarify ambiguity on this.

STICK TO YOUR PAY GRADE

Just because you can do a task doesn't mean you should. Add as much value as you can: stick to your highest level of contribution.

SCHEDULE TASKS AS WELL AS MEETINGS AND CALLS

Ringfence adequate time in your calendar to work on your priorities, don't just squeeze them in around everything else.

CLEAR THE PATH

Question systems, processes and people that slow the workflow. Are there too many decision nodes, too many people in meetings, excessive reporting layers, unmet training needs? Keep asking 'how can we be do this better next time?'

OPERATE LIKE A PRODUCTION LINE

Sequence your tasks into a professional workflow. Don't ping-pong between activities; complete one task properly then move on to the next one.

AIM FOR TWO HOURS OF FLOW

Two hours of concentrated work a day feels great and is the holy grail of success. Make time available at either side to preempt problems and deal with demands. Disconnect, agree how you should be contacted if necessary.

ASK FOR EXTENSIONS

Get in the habit of negotiating more realistic deadlines. Explain how long it will take to do the work properly: other people don't know how to do your job.

COMMUNICATE APPROPRIATELY

Should you email, or pick up the phone? Do you need a meeting, or would a call do? Could you send a video or voice note to share information instead of holding a meeting or writing a report? Are so many digital channels necessary?

DECLINE PROFESSIONALLY

Provide alternative options, FAQs, or if you can, invest time in showing people how to do the work themselves. This includes saying no to meetings that don't reflect your priorities.

ACT WITH INTENTION

Do one thing at once, wholeheartedly. If you are having a day of meetings, then be fully present. Engage with as many people as possible and have maximum impact. If you are doing a cognitive task, then put your phone away, disconnect and focus.

ZE.

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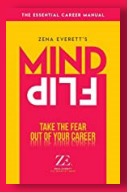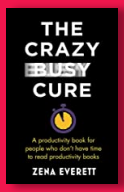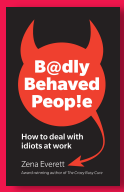
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