

TIME MANAGEMENT

For Real Mid-Career Brains!

Check off which of the following causes of time management problems are hurting you most.

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CAN'T SEEM TO START WORK, OVERWHELMED, AVOIDING

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CHOOSING WHAT MATTERS, PRIORITIZING TIME YOU HAVE

☐

SHIFTING ATTENTION, RECOVERING FROM DISTRACTION

☐

NOTICING TIME, ESTIMATING TIME, BEING ON TIME

☐

OVERBOOKING YOURSELF, HIGH EXPECTATIONS FOR 1 DAY

☐

OVERRESEARCHING, OVER-EDITING, LOSING FOCUS

WHAT AREAS DO YOU NEED MORE STRATEGIES FOR?

FIND OVER 20 STRATEGIES BELOW
FROM COACH SARAH!



TIME MANAGEMENT

strategies!

CAN'T SEEM TO START WORK, OVERWHELMED, AVOIDING

- Trouble starting big projects? Take 10 minutes to create an outline of clear steps
- Don't want to work today? Pick 1 thing that feels easiest and begin there
- Set a timer for 7 minutes - you can break after that or keep working - you decide
- Add Dopamine - tea, music, new scent, change location, tidy desk, do a wall sit

CHOOSING WHAT MATTERS, PRIORITIZING TIME YOU HAVE

- Review your goals and job description to refocus on what actually is assigned
- Do a Brain Dump of tasks you have & start with those w/ Consequences today
- Time recurring tasks so that you can utilize small blocks of time confidently.
- Review your to-do list, Ask yourself: is anyone else waiting on me to do a task?

SHIFTING ATTENTION, RECOVERING FROM DISTRACTION

- Limit distractions by using 'busy' signs on office, closing door, moving spaces
- Create a blocks of similar work so that you are task switching less times a day
- Add stimulus like concentration music, white noise, nature sounds to keep focus
- Make note of where you were before you start a conversation or meeting

NOTICING TIME, ESTIMATING TIME, BEING ON TIME

- Use a visual timer, wall clocks, or set timers so you know time is passing
- Time Warps Exist: There is a 12 min warp that happens between cars & building
- Work time backward from when you need to be at or ready for important events
- Identify specific tasks for 25 minute blocks and reset and rename next goals

OVERBOOKING YOURSELF, HIGH EXPECTATIONS FOR 1 DAY

- Mornings: identify the 1 most critical task to accomplish for the day & 1st step
- Identify one activity or big task for the morning and the afternoon. That's it.
- If you need to create a date, add a day more to what you hope
- Set and communicate limits to office staff to reduce too much each day

OVER-RESEARCHING, OVER-EDITING, LOSING FOCUS ON GOALS

- Set a time when doing tasks that don't have clear ends
- Get clear on your real goal & an idea of what "good enough" is before you start
- Consider your audience's needs first - no one wants too much or too complex
- Ask for boundaries, limits, & deadlines to help you know when to stop.

NEED MORE HELP? FREE TOOLS & COURSE INFO HERE!