



BETTER TIME MANAGEMENT

PEOPLE CENTRIC
CONSULTING GROUP®

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SCIENCE

- Multitasking can reduce productivity by up to 40%¹
- 63% of professionals use a to do list, but only 11% complete that list with any regularity²

ENGINEERING

- The answer isn't working harder, but better
- Install better personal systems that work for you, not against you

A blurred background image showing a group of people in a meeting or office setting. The image is out of focus, with people's faces and hands visible but not clearly defined. The lighting is bright, suggesting an indoor environment with large windows.

ARE YOU BUSY?

For most people, nobody deliberately taught us
how to work.

Let's play a game.

GAME

M	
1	

ARE YOU BUSY?

Just because we *feel* busy doesn't mean we are productive.



ARE YOU BUSY?

We often respond to feeling busy by doing things to make us feel even more busy (ex: work harder!)



ARE YOU BUSY?

It's been an incredibly busy day. You are driving home looking forward to relaxing and you start to think... what did I really accomplish today?



ARE YOU BUSY?

Have you experienced
this?

Is this unusual or the
norm?



ARE YOU BUSY?

Maybe the key to time management isn't finding ways to do more during the day. What is it's finding ways to focus on doing less?



ARE YOU BUSY?

Let's talk about some tactics for doing more by focusing on doing less.



8 TACTICS TO GET TIME BACK

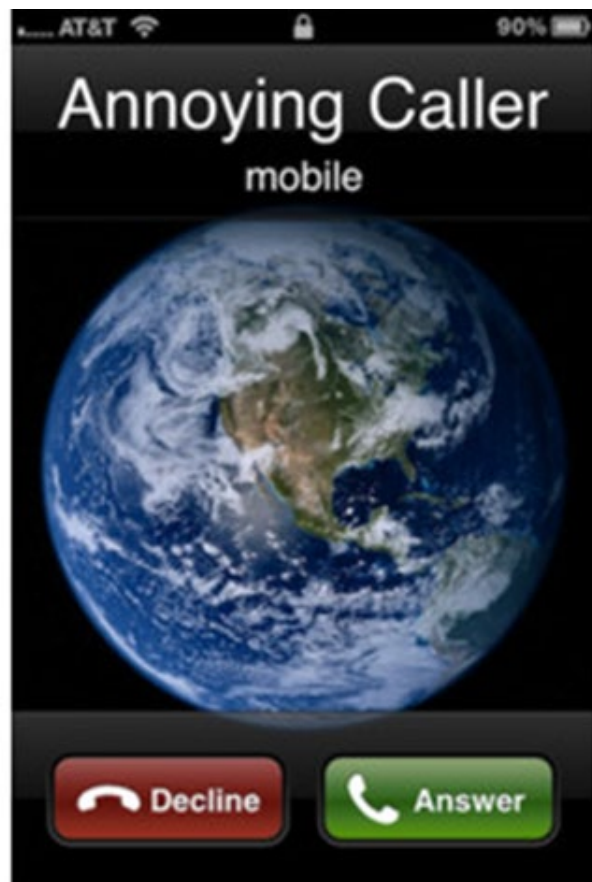


- 1) Reduce Noise
- 2) Input / Output (Email)
- 3) Prioritizing
- 4) Technology
- 5) More Meetings
- 6) Delegate
- 7) AI Efficiency
- 8) Downtime

8 TACTICS TO GET TIME BACK



- 1) **Reduce Noise**
- 2) Input / Output (Email)
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TRUTH BOMB

We don't work well when there is a lot of noise.
We feel busy, but we aren't productive.

REDUCE THE NOISE

Don't check your
email constantly
(shut it off)



REDUCE THE NOISE

Did You Know:
Having pop-up
messages or “dings”
at work reduces your
effective IQ by 5-15
points?



REDUCE THE NOISE

Shut off most of your notifications on your computer, phone, etc.



REDUCE THE NOISE

Create / Schedule
“Closed Door” Time.
This might require
that you get the buy-in
of your co-workers.



REDUCE THE NOISE

Create a work “communication policy” of when to use email, IM, texting, etc. Put communication into the right places.



Notice that it says REDUCE the noise, not
ELIMINATE it.

20% less noise may be LIFE CHANGING.

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INPUT / OUTPUT

We are not good at switching direction quickly, although we feel busy when we do.



INPUT / OUTPUT

Yet we have
competing tasks all
fighting for our
attention.



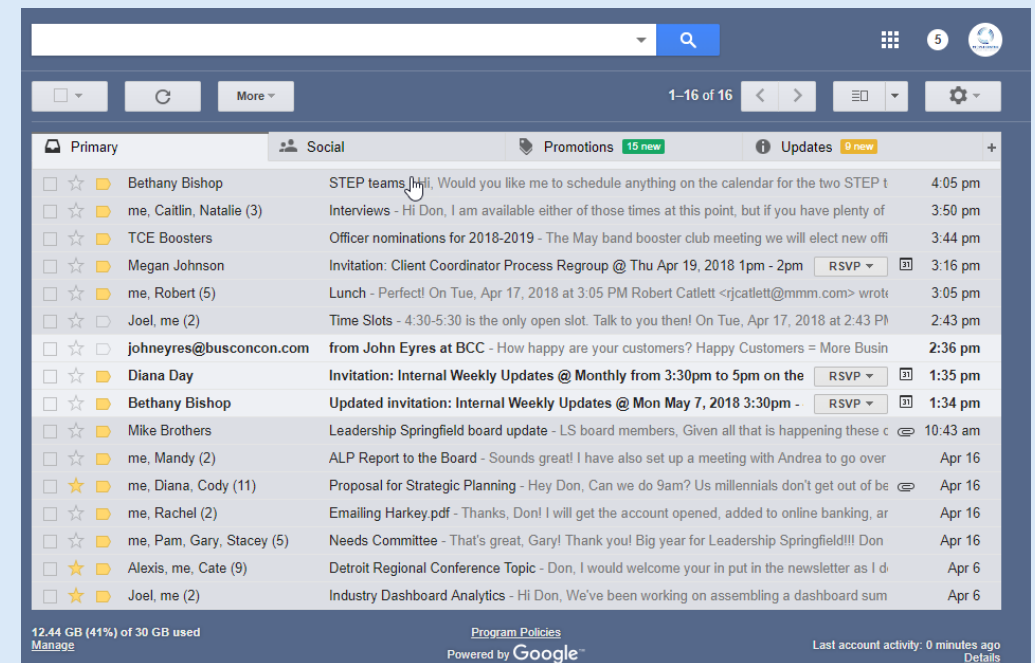
INPUT / OUTPUT

Let's look at a
common example...



WHAT IS IN HERE?

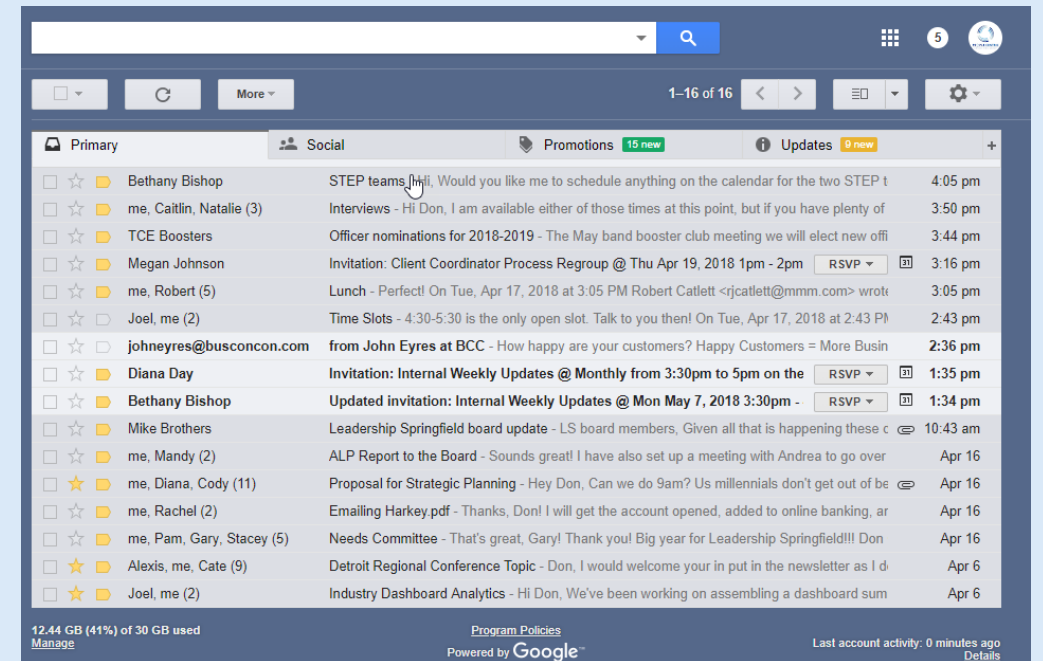
- A reminder to schedule an internal meeting (offer of help)
- A chain scheduling interviews for a non-profit staff position
- Band booster club nominations for officers
- 2 Invitations (one client, one internal)
- A reschedule of lunch with a friend
- A request for a meeting with a potential marketing partner
- An unsolicited marketing email
- A board update email
- Support for a board report I wrote about a recent conference
- A request to change a client meeting time
- A note from my bank regarding a new account
- Responses to a request from members of a nonprofit committee
- An idea from a potential marketing partner





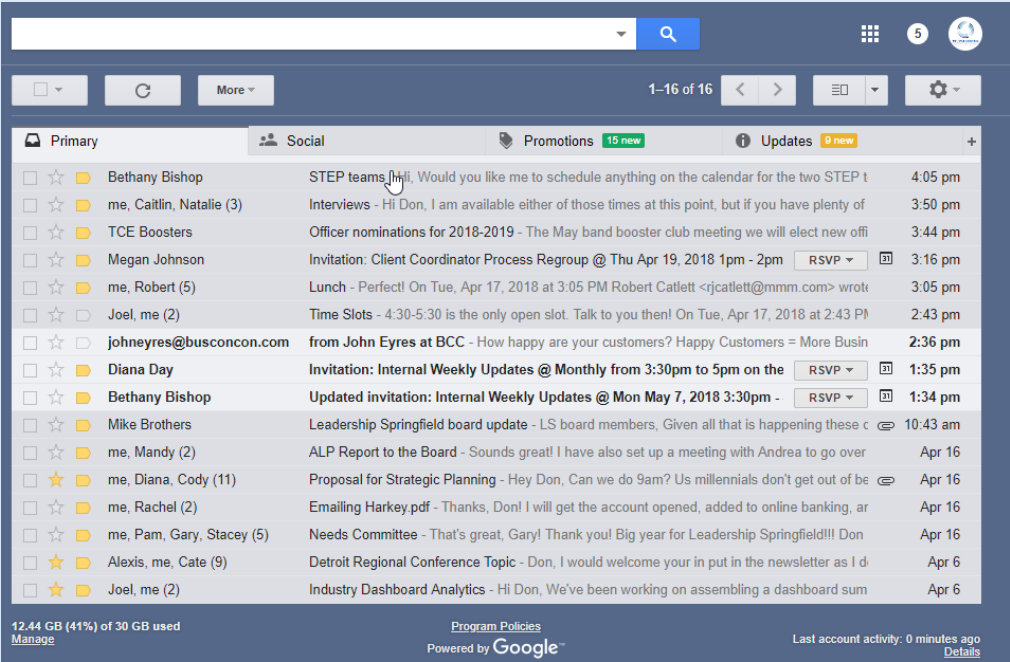
TYPICAL STRATEGY

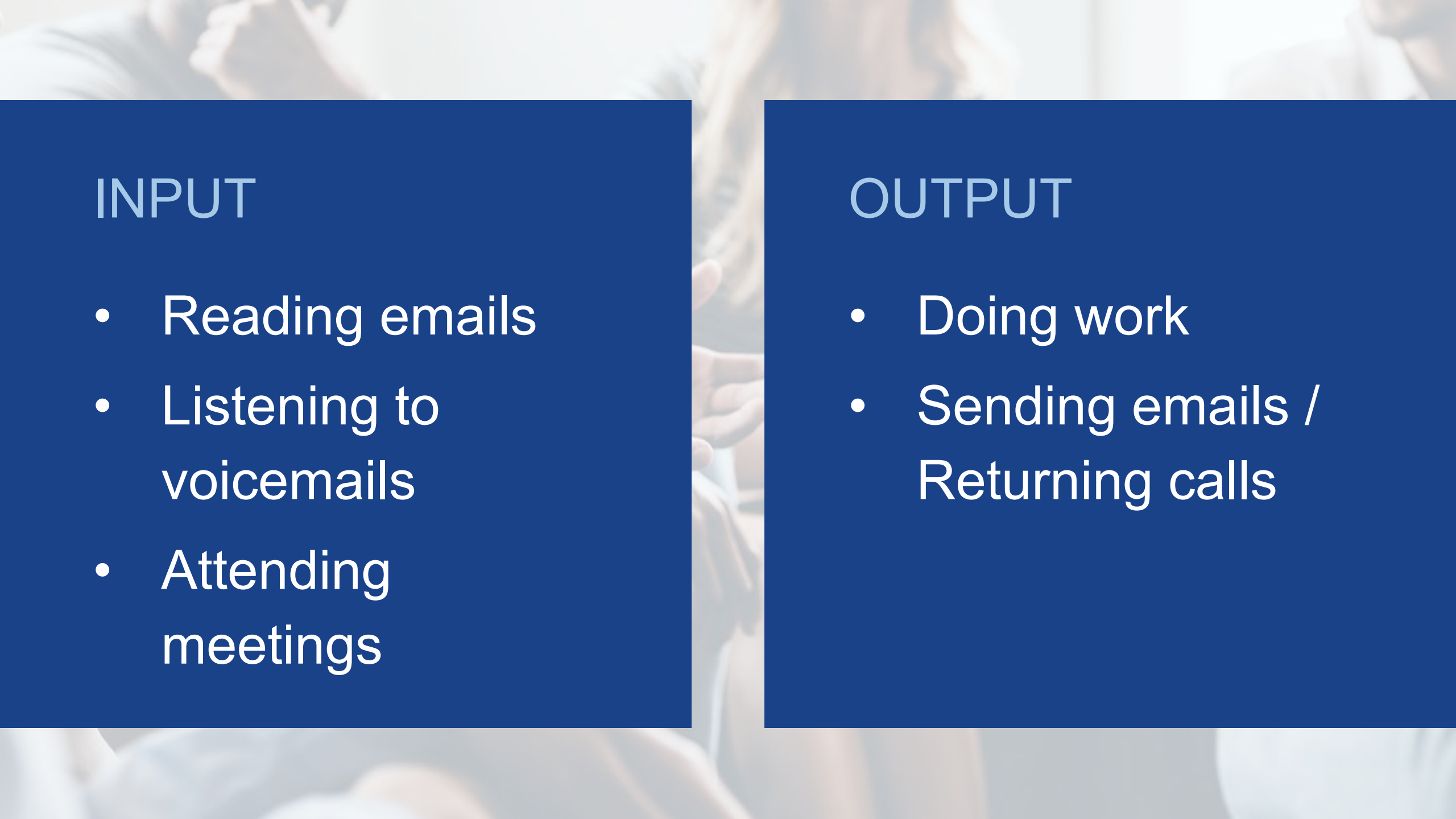
- 1) Read email #1: respond to Bethany
- 2) Read email #2: think about what to do next on the committee. Reach out and schedule interviews
- 3) Read email #3: call my daughter and ask her how we can best support the Willard Band next year
- 4)



RESULT

16 emails becomes 150 emails and some get dropped.



A blurred background image showing several people in a meeting or office setting, with their hands and arms visible as they interact.

INPUT

- Reading emails
- Listening to voicemails
- Attending meetings

OUTPUT

- Doing work
- Sending emails / Returning calls

INPUT

- Reading emails
- Listening to voicemails
- Attending meetings

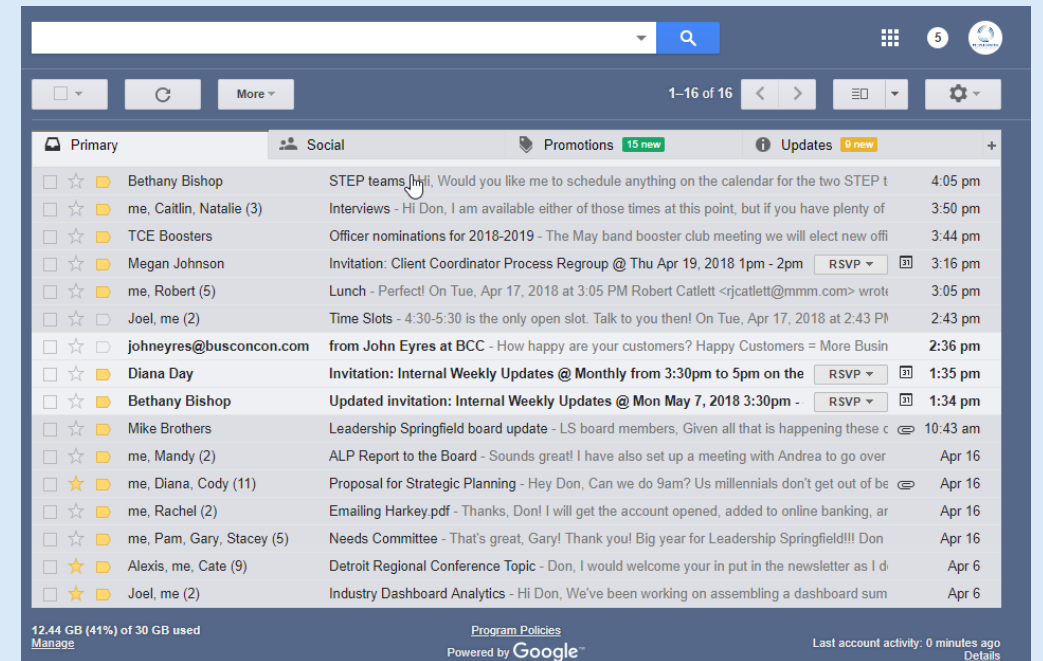
OUTPUT

- Doing work
- Sending emails / Returning calls

Try NOT to do both at the same time!

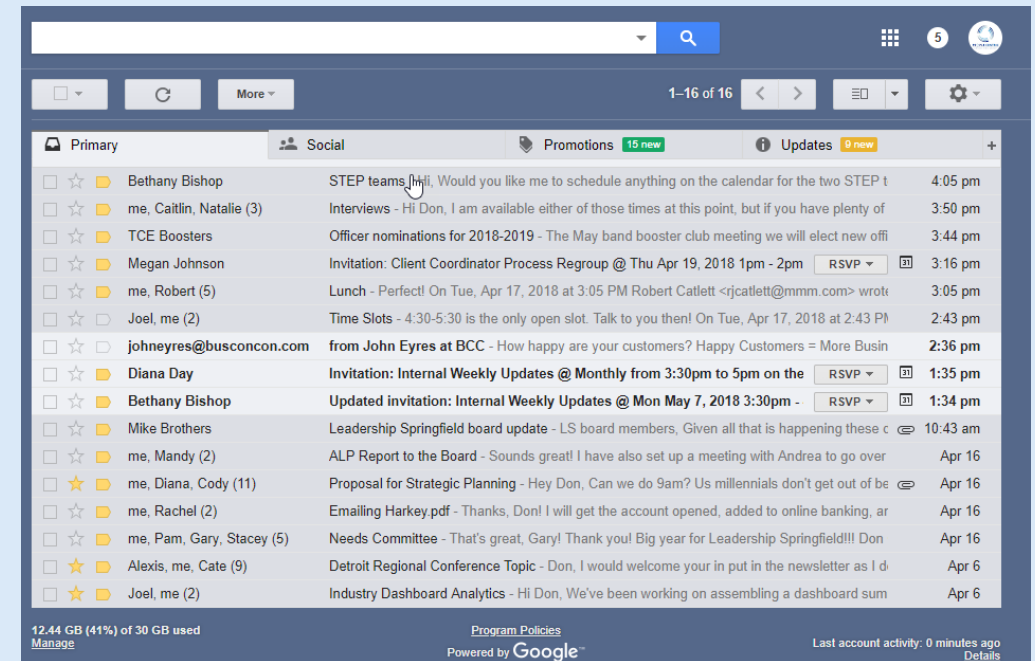
INPUT MODE

Attack your inbox by going into “input mode”



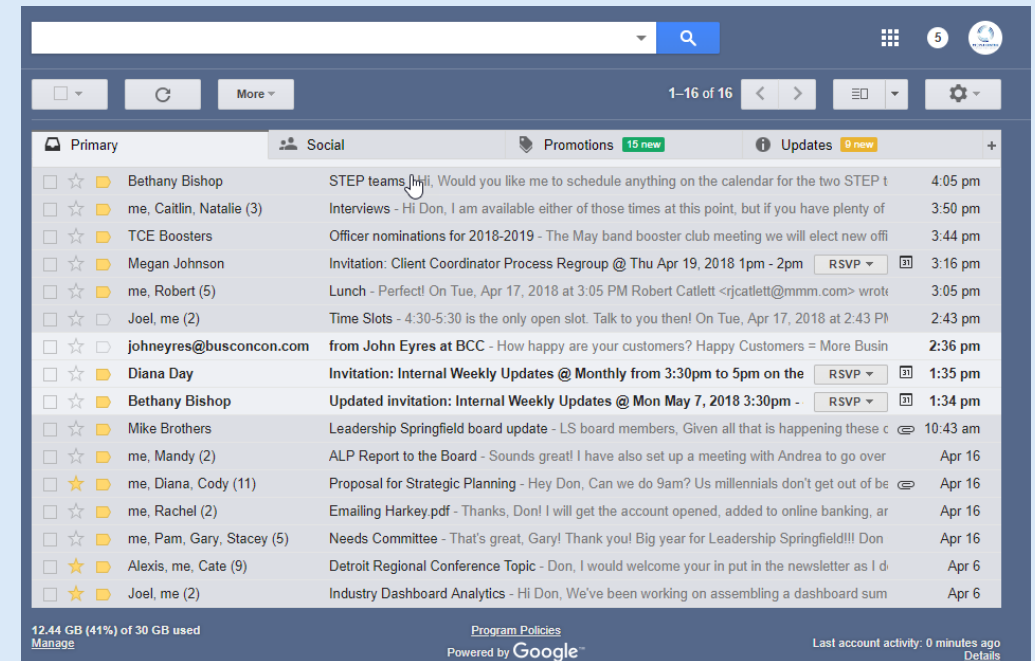
INPUT MODE

- Collect the information
- Decide what to do next (your output)
- Put it somewhere to do later (to-do list or meeting agenda)



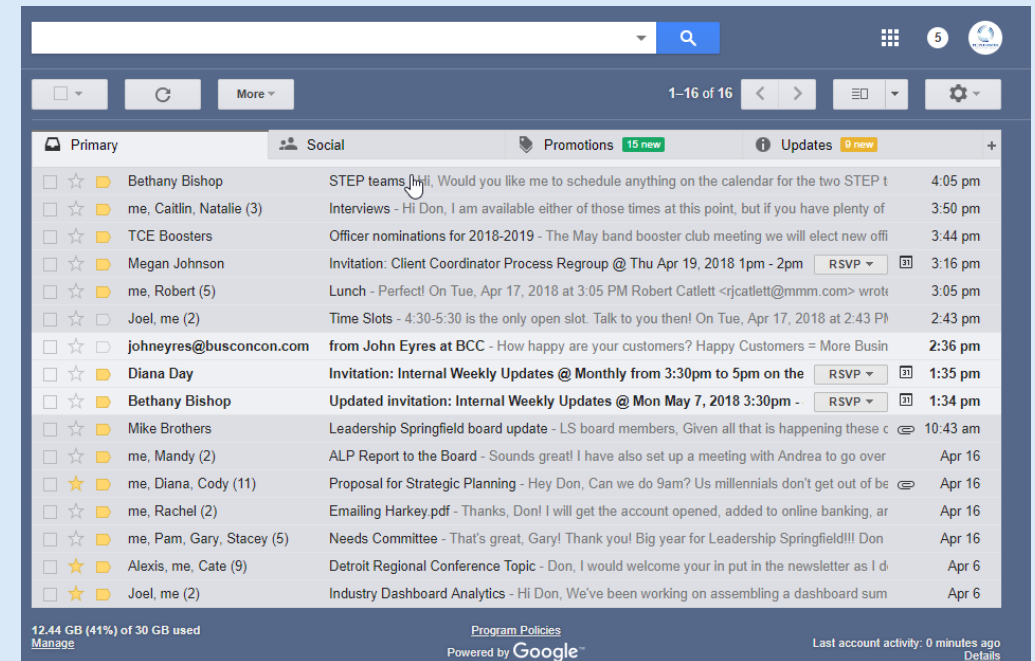
INPUT MODE

- ✓ Bethany: Yes, please help me
- ✓ Band Boosters: Forward to daughter and say “let’s talk tonight”
- ✓ Megan / Diana / Bethany: Accept invitations
- ✓ Delete unsolicited email
- ✓ Rob: See you then
- ✓ Mike: Nice update
- ✓ Cody: Sure! See you then.
- ✓ Rachel: Thanks!
- ✓ ARCHIVE ALL OF THE ABOVE



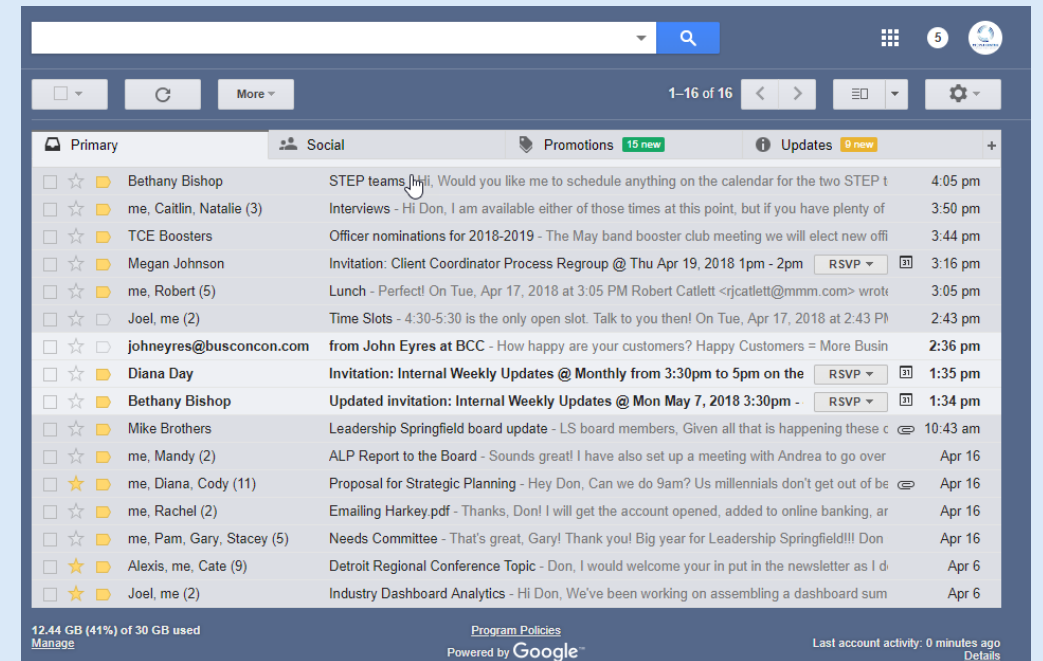
TO DO LIST

- ✓ Schedule interviews for LS
- ✓ Discuss partnership with Joel at meeting
- ✓ Write the ALP report for the board
- ✓ Send reminder to committees to send list of members
- ✓ Schedule follow-up meeting on Detroit conference



TO DO LIST

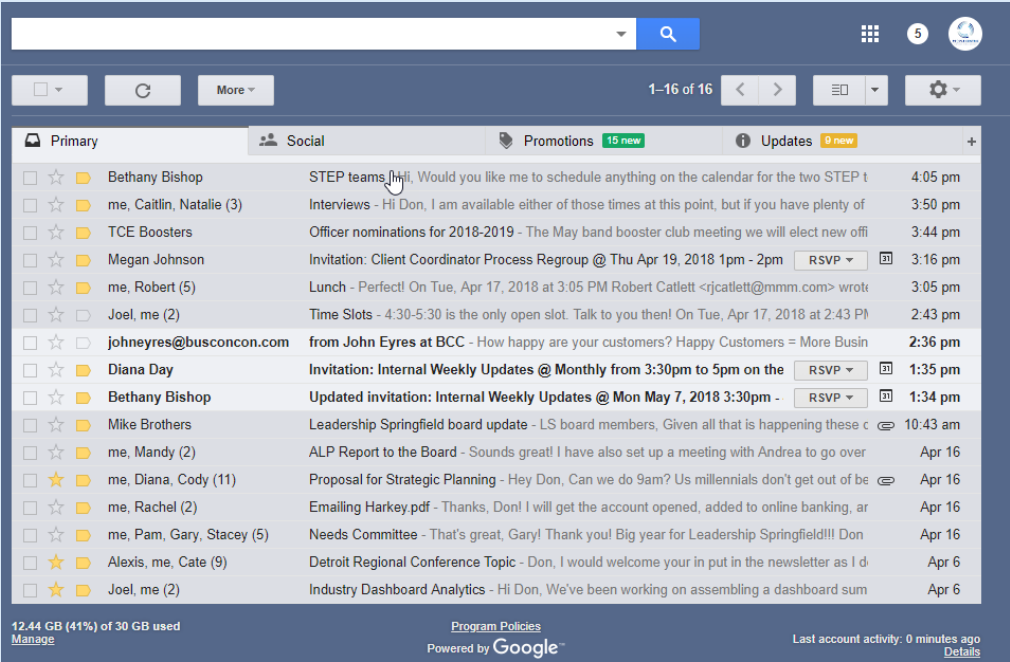
With a To-Do List and
Schedule Meetings, I am
ready to go into Output Mode



INPUT / OUTPUT

Work the To-Do List one at a time

Work the Meetings one at a time



INPUT / OUTPUT

Warning:
Don't mix outputs
and inputs



INPUT / OUTPUT

“But I have to be responsive to my patients and my team!”



INPUT / OUTPUT

--

Don Harkey
Chief Executive Officer
People Centric Consulting Group LLC
417.459.2887 (c)
417.887.6760 (o)
429 West Walnut, Springfield, MO 65806
www.PeopleCCG.com

NOTE: I check my emails only 1 to 3 times per day so that I can give my full attention to my clients, friends, and family. If you need a quicker response, please call our office at 417-887-6760.



8 TACTICS TO GET TIME BACK



- 1) Reduce Noise
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- 4) Technology
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DELIBERATE PRIORITIZATION

Deliberate vs.
Accidental



DELIBERATE PRIORITIZATION

Accidental Work:

I checked my email and saw a note from Joe asking me for an update on a project. I started the update, but I needed input from Carol. I stopped by Carol's office, and she gave me an update but then asked me a question about another project. We started looking up info on the other project on her computer when she saw a video she had pulled up on another tab. "You have to see this!" I loved the video and thought I should grab Jeremy to watch it.



DELIBERATE PRIORITIZATION

You actually have a choice in most cases, but it might take deliberate thought and planning.



DELIBERATE PRIORITIZATION

When someone asks
you for something
you...

- 1) Do it right away
- 2) Put it on your list and
do it later



	Urgent	Not Urgent
Important	I (MANAGE) • Crisis • Medical Emergencies • Pressing Problems • Deadline-driven Projects • Last-minute Preparations for Scheduled Activities	II (FOCUS) • Preparation/Planning • Prevention • Values Clarification • Exercise • Relationship-building • True Recreation/Relaxation
	<i>QUADRANT OF NECESSITY</i>	<i>QUADRANT OF QUALITY & PERSONAL LEADERSHIP</i>
Not Important	III (AVOID) • Interruptions • Some Calls • Some Emails • Some Meetings • Many "Pressing" Matters	IV (AVOID) • Busywork • Junk Email • Some Phone Messages and Emails • Time Wasters • Escape Activities • Viewing Mindless TV Shows
	<i>QUADRANT OF DECEPTION</i>	<i>QUADRANT OF WASTE</i>

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Not Important	IV (AVOID) • Busywork • Junk Email • Some Phone Messages and Emails • Time Wasters • Escape Activities • Viewing Mindless TV Shows
	<i>QUADRANT OF WASTE</i>

DELIBERATE PRIORITIZATION

Don't just do
things, make a list
and prioritize it.



DISCUSSION

Think of 3 things that take up most of your time during the day. What quadrants do they fit into?

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	I (MANAGE)	II (FOCUS)
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TECHNOLOGY

Anyone still using these?

[illegible]

TECHNOLOGY

A lot of practices are using 1990's technology.



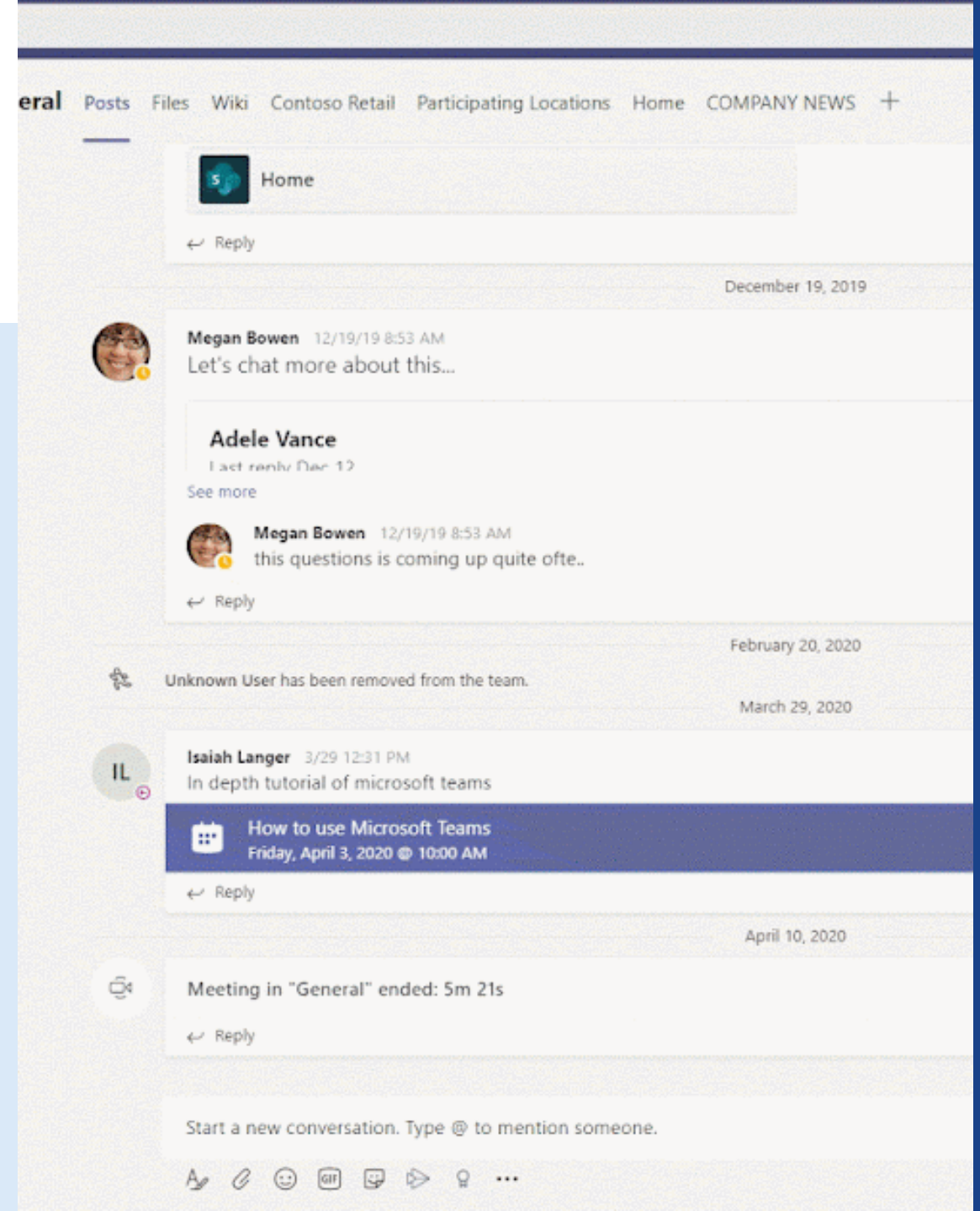
TECHNOLOGY

Tools Most People
Have But Don't Use
Well...



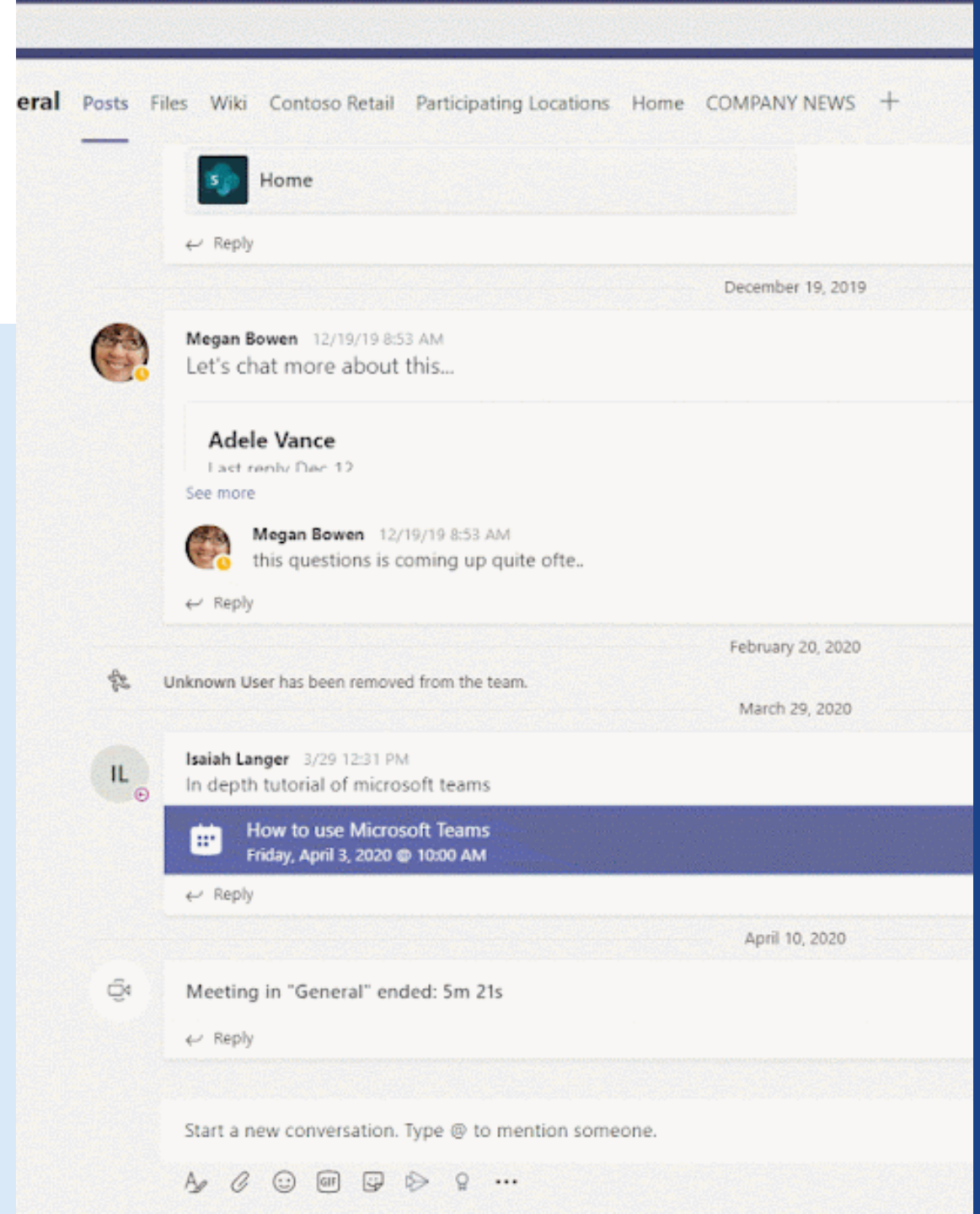
TECHNOLOGY

Teams or Slack



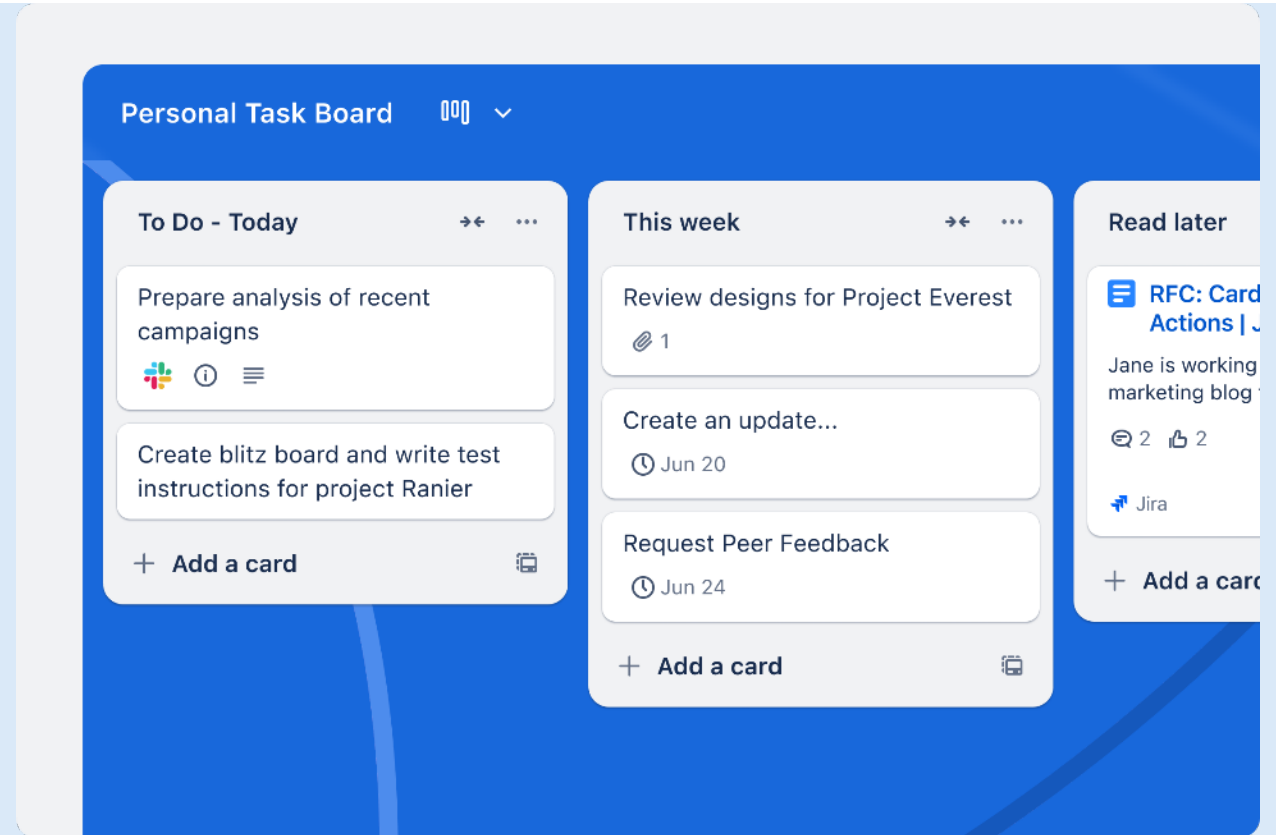
TECHNOLOGY

We saw a 1000-person hospital eliminate 98% of internal email with Teams.



TECHNOLOGY

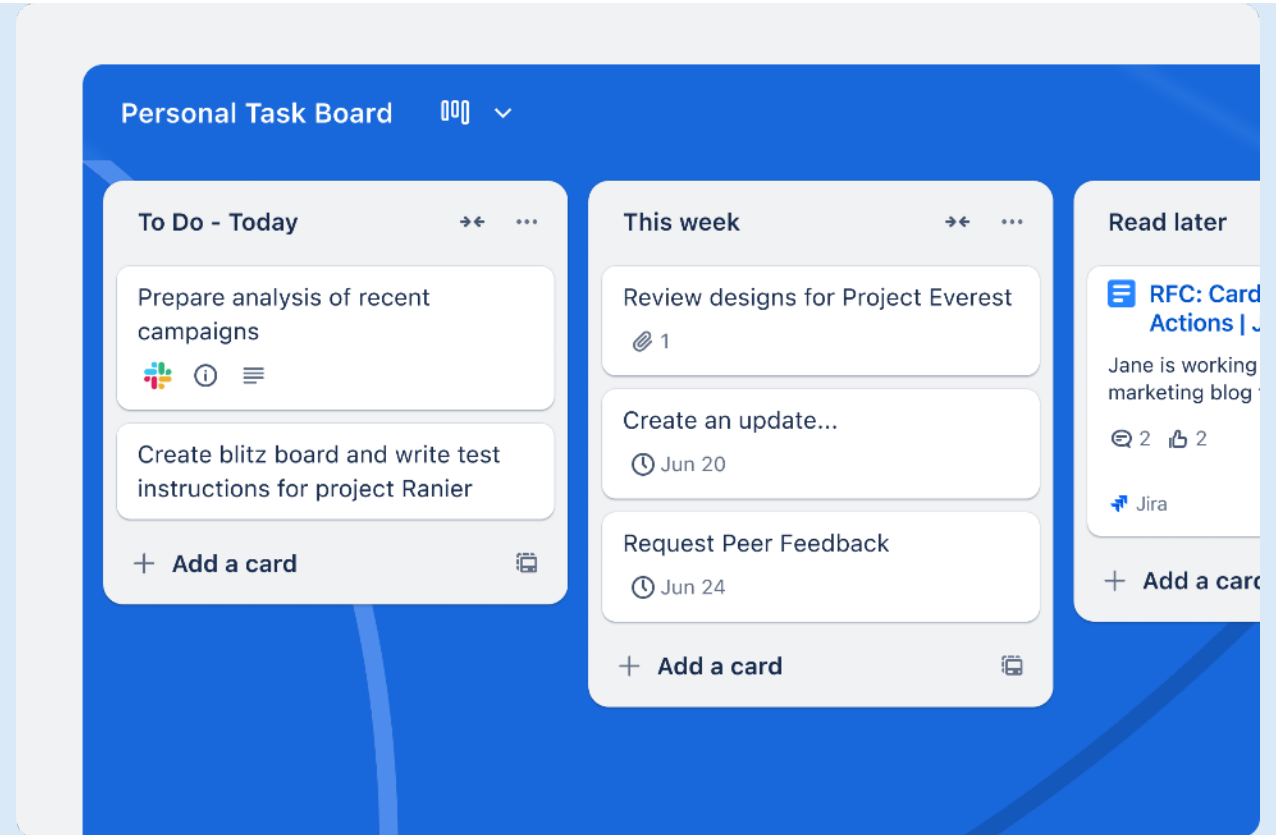
Planner or Trello



TECHNOLOGY

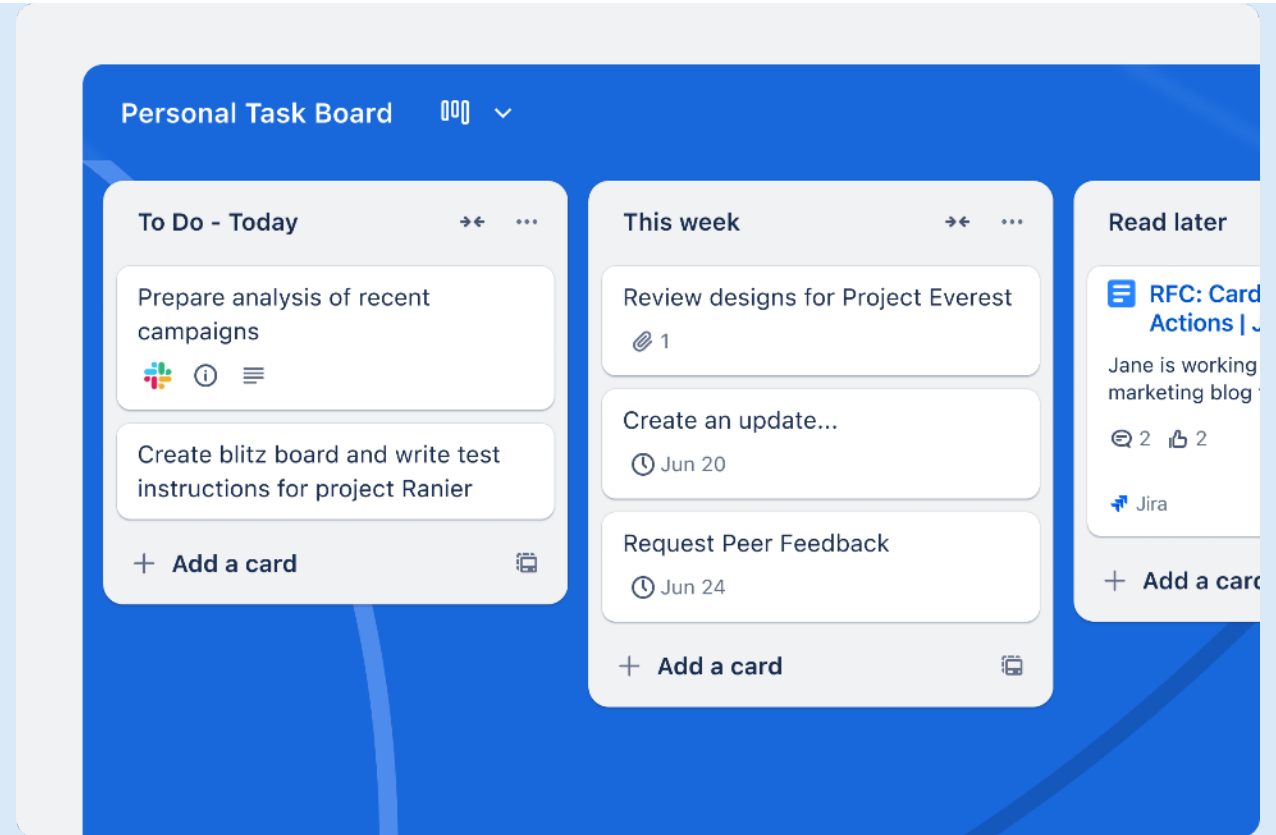
These are “living agendas”

- Easy to update
- Easy to share



TECHNOLOGY

Note: Planner and Teams work great together (even better if you use Sharepoint).



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We've seen a lot of practices become more efficient by **adding** meetings

MORE MEETINGS

Did he just say
“adding” meetings?!?



MORE MEETINGS

How many meetings
do you have in a day?



TRUTH BOMB

Just because a meeting isn't on the calendar
or in the conference room doesn't mean it's not
a meeting

MORE MEETINGS

Pro Tip: Use Planner
or Trello for each of
your meetings



BONUS TRUTH BOMB

If you don't like your meetings, you aren't doing them right.

MORE MEETINGS

Installing a predictable meeting cadence creates a “place” where you can share and collaborate.



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TRUTH BOMB

Many leaders struggle to delegate

DELEGATE

1. Is this my job?
2. Can someone else do this or help me?



DELEGATE

You need to dig your well before you need it.



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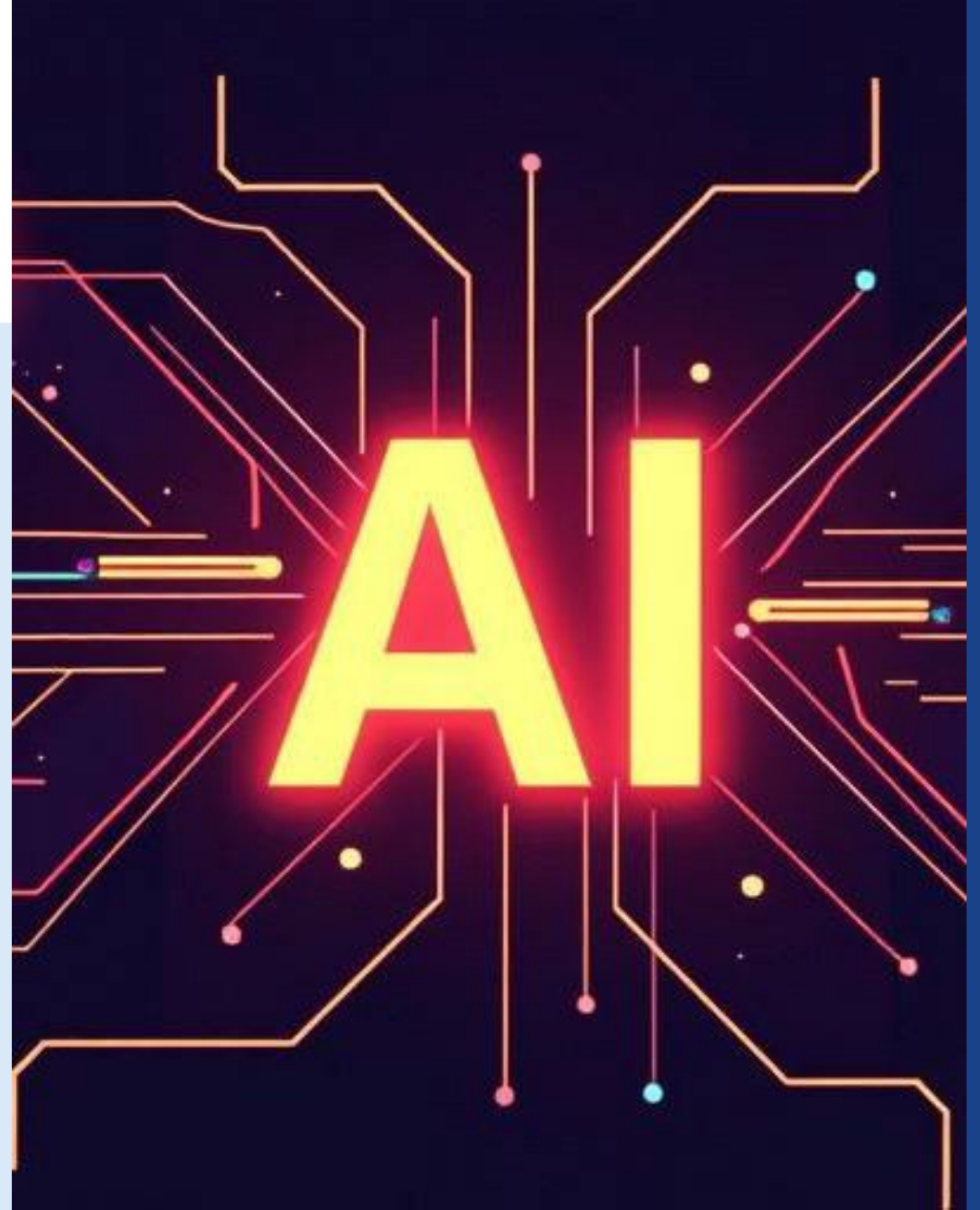
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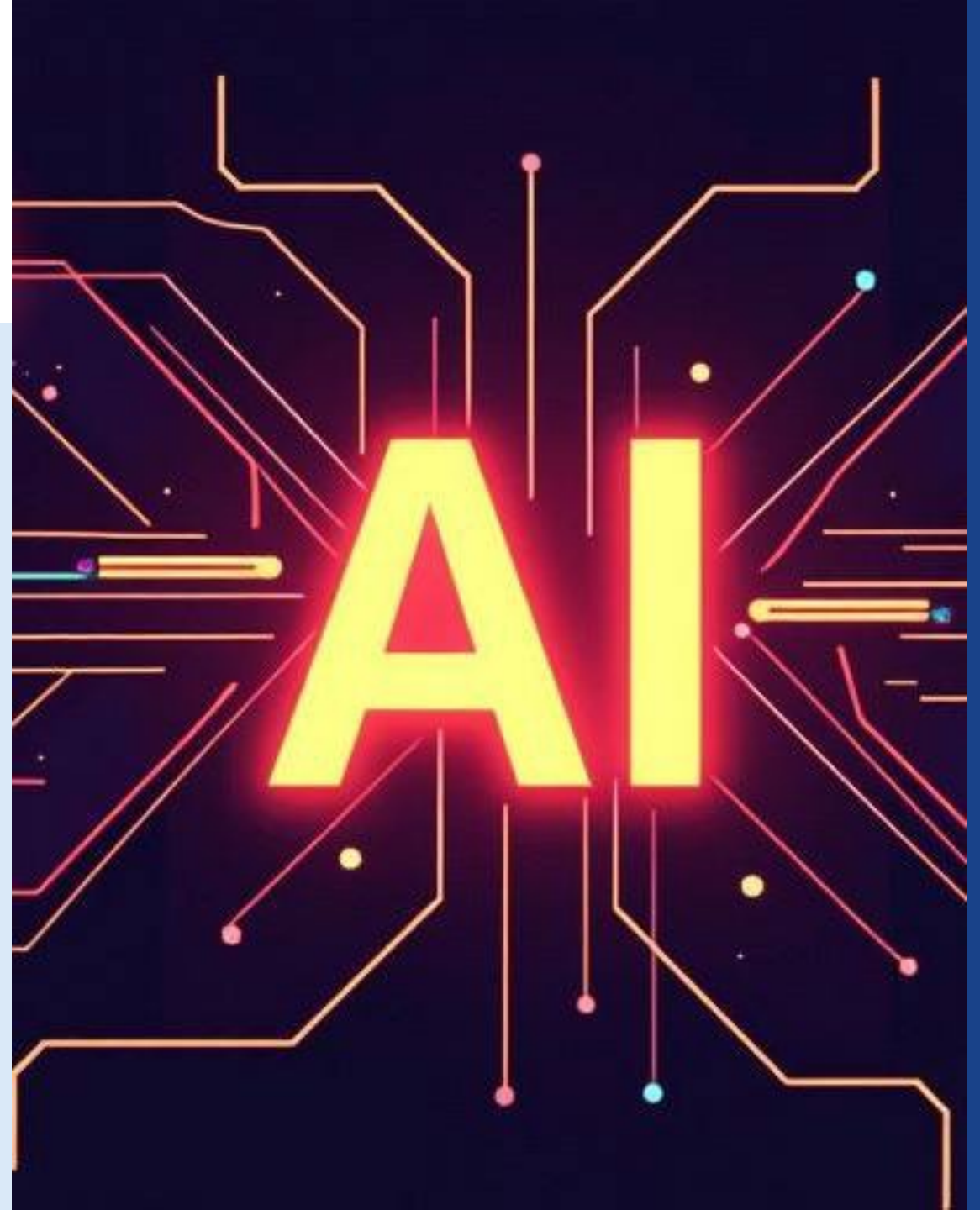
AI EFFICIENCY

AI tools can be very powerful. But be careful.



AI EFFICIENCY

Keep the “human in the loop”



TRUTH BOMB

We see a lot of leaders use AI to do more things they shouldn't really be doing in the first place.

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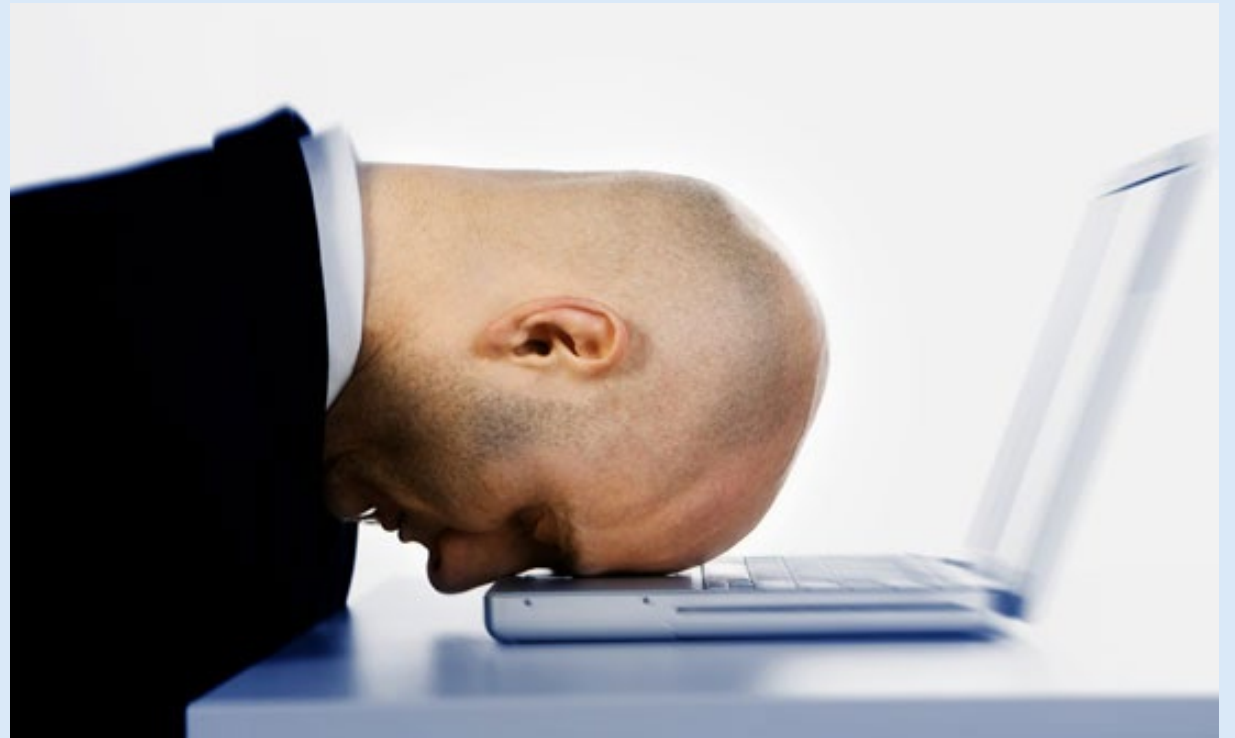
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DOWNTIME

Your brain is a muscle. It actually uses up energy to think.



DOWNTIME

Long periods of concentration can have adverse physical and mental effects.



DOWNTIME

As your brain gets overworked, you “feel” busy, but you are getting less and less efficient.



DOWNTIME

If you have a “sit down” job, get up and walk around for 5 minutes per hour.

- Change your environment
- Get a little exercise
- Grab a healthy snack or drink
- Spend the last 30 seconds focusing on breathing



DOWNTIME

Driving to / from work? Give your brain a rest. Listen to music. Relax.



DOWNTIME

When you aren't working, let yourself not work.



Let's Practice

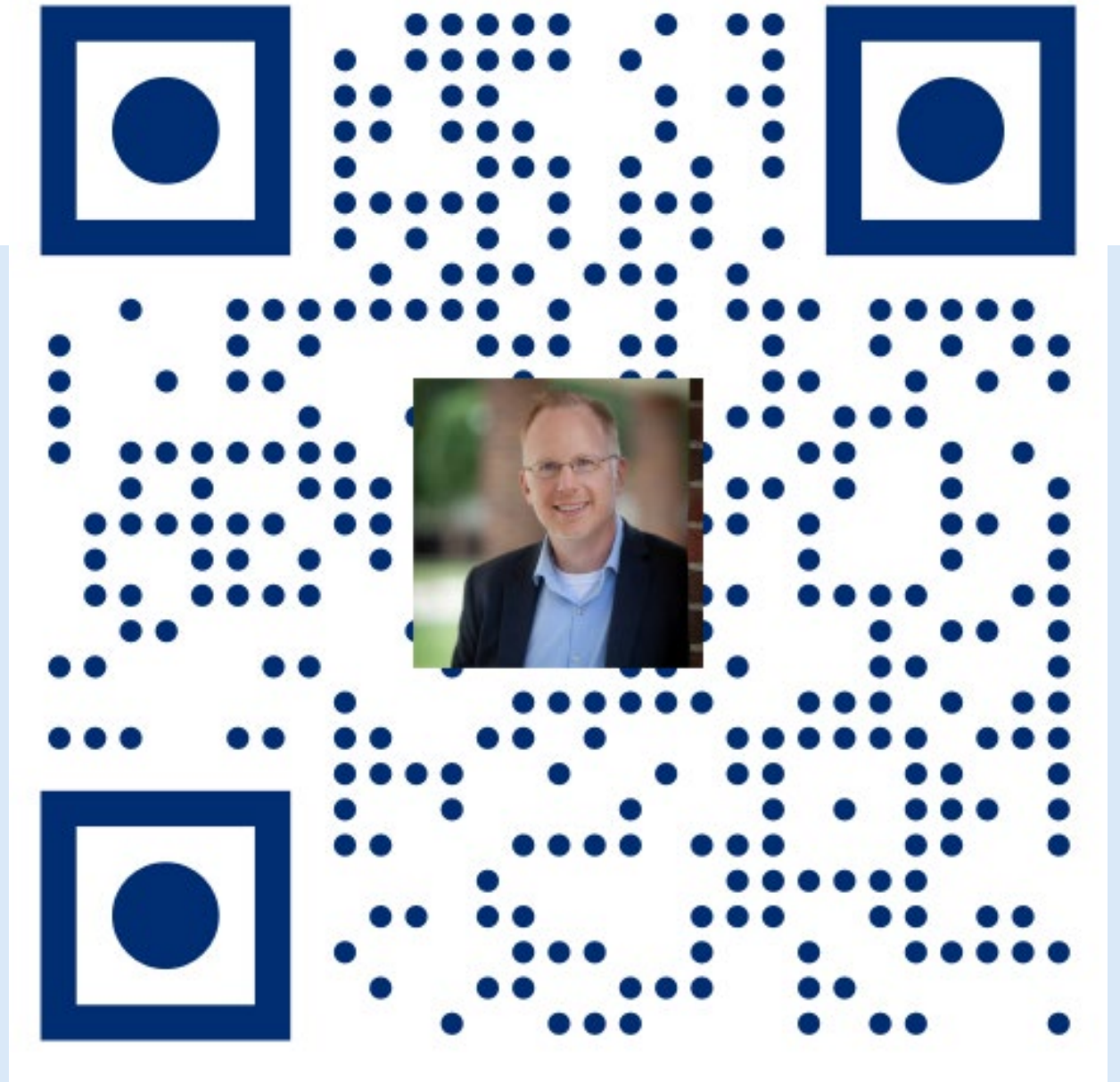
Think about and write down three (3) things you are going to do this month to use your time more wisely.



QUESTIONS

CONTACT ME

Scan for my contact
information



CONNECT WITH US



www.peoplecentric.com

417.887.6760

@peoplecentricUS

admin@peoplecentric.com

REFERENCES

- 1) Ophir, E., Nass, C., & Wagner, A. D. (2009). Cognitive control in media multitaskers. *Proceedings of the National Academy of Sciences*, 106(37), 15583-15587.
- 2) Ophir, E., Nass, C., & Wagner, A. D. (2009). Cognitive control in media multitaskers. *Proceedings of the National Academy of Sciences*, 106(37), 15583-15587.