

EMPOWHER

Doing  
What  
Matters  
Most





# About Organization Solutions

*When there has to be a better way...*

**Organization | Productivity | Microsoft**

- Consulting
- Training
- Speaking
- eLearning
- Mentoring







Control

*Strategy # 1*

# Reevaluate Commitments



Every "yes" I say  
will cost me something.

~ Lysa Terkeurst





Control

*Strategy # 2*

# Allocate Time for Your Commitments



# 2023: Typical Month

	Monday: Clients		Tuesday: Clients		Wednesday: Clients		Thursday: Long Day		Friday: Focus Day		WEEKEND	
wk1 AM	Unscheduled 1		Unscheduled 10:00 Amy 2		Unscheduled 3		HRI 4		Marketing 5		6	
after noon	PREP		CGC		B&E (v)		HRI		1:00 DM Unscheduled		REST 7	
PM	Home		Home		5p KR/TN WDW		Kroc / Home		Play			
wk2 AM	Unscheduled 8		Unscheduled 10:00 Amy 9		Express Training 10		COC 11		Admin / Projects 12		13	
after noon	RDD (v)		CTW		2:30 3:30 4:30 5p KR/TN		COC		1:00 DM Unscheduled		REST 14	
PM	Home		Book Club		Home		Kroc / Home		Play			
wk3 AM	Unscheduled 15		Unscheduled 10:00 Amy 16		Unscheduled 17		HOLD 18		S&R 19		20	
after noon	HRI (v)		Mentoring Group		B&E (v)		for Training Gig		1:00 DM Unscheduled		REST 21	
PM	Home		Home		5p KR/TN WDW		Kroc / Home		Play			
wk4 AM	Unscheduled 22		Unscheduled 10:00 Amy 23		Unscheduled 24		HTW 25		Products & Services 26		27	
after noon	RDD (v)		COC		COT		HTW		1:00 DM Unscheduled		REST 28	
PM	Home		Home		5p KR/TN WDW		Kroc / Home		Play			
wk5 AM	Bizcation 29		Bizcation 30		Bizcation 31							
after noon	ABWT Work		ABWT Work		ABWT Work							
PM	Home		Home		Home							



# Control

## Strategy # 3

**Don't Schedule  
more than 1/2 your  
Day (or Week)**





"Just because  
you're free,  
it doesn't mean  
you're available."

Janet Jackson



# Control

*Strategy # 4*

## Stop Multitasking



# Multitasking vs Productivity

MU

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1 2

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Your IQ falls 10 points when you're fielding constant e-mails, text messages, and calls. The same loss you'd experience if you missed an entire night's sleep and more than double the 4-point loss you'd have after smoking marijuana.

~ According to a study from the  
Institute of Psychiatry at the University of London



# Control

## Stop Multitasking

- Turn off notifications
- Set timer
- Put phone to voicemail
- Close door or find a quiet space to work
- Manage interruptions



Control

*Strategy # 5*

# Manage Interruptions



On a typical day, office workers are interrupted about 7 times an hour, which is 56 times per day.

~ According to Time Magazine, 2004

Once interrupted, it takes workers 25 minutes to return to the original task, if they return at all.

~ According to Mark & Victor Gonzalez of the University of California, Irvine



Control

# Manage Interruptions

- Create an anti-interruption environment
- Set an example
- Have a script
- Remember:  
You teach what you allow





Learn to say “no” to  
the good so you can  
say “yes” to the best.  
~ John C. Maxwell

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