EMPOW**HER**

Doing What Matters Most





About Organization Solutions

When there has to be a better way...

Organization | Productivity | Microsoft

- Consulting
- Training
- Speaking
- eLearning
- Mentoring







Reevaluate Commitments







Allocate Time for Your Commitments



	2023: Typic	al Montl	h													
	Monday: Clients		Tuesday: Clients		Wednesday: Clients			Thursday: Long Day		Friday: Focus Day			WEEKEND			
wk1 AM	Unschedule	1	Unsch 10:00		2	Uns	scheduled	3		HRI	4	Marketii	ng	5		6
after noon	PREP			CGC			B&E (v)			HRI		1:00 DM	Unsched	luled	REST	7
PM	Home			Home		5p KR/TN	WDW		K	roc / Hom	ne		Play			
wk2 AM	Unschedule	8	Unscho 10:00		9	Express	Training	10		COC	11	Admin /	Projects	12		13
after noon	RDD (v)		CTW		2:30 3:30 4:30				COC		1:00 DM	Unsched	luled	REST	14
PM	Home			Book Club)	5p KR/TN	Home		K	roc / Hom	ne		Play			
wk3 AM	Unschedule	15	Unscho	eduled O Amy	16	Uns	cheduled	17		HOLD	18	S&R		19		20
after noon	HRI (v		Mer	ntoring Gr	oup		B&E (v)		for	Training (Gig	1:00 DM	Unsched	luled	REST	21
PM	Home			Home		5p KR/TN	WDW		К	roc / Hom	ne		Play			
wk4 AM	Unschedule	22	Unscho		23	Uns	cheduled	24		HTW	25	Products Services	&	26		27
after noon	RDD (v)		COC			СОТ			HTW		1:00 DM	Unsched	luled	REST	28
PM	Home			Home		5p KR/TN	WDW		K	roc / Hom	ne		Play			
wk5 AM	Bizcatio	29		Bizcation	30		Bizcation	31								
after noon	ABWT Work		ABWT Work		ABWT Work											
PM	Home			Home			Home					© Co	pyright 2	024 Orgar	nization Solution	ıs, LLC



Don't Schedule
more than ½ your
Day (or Week)



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

Janet Jackson



Stop Multitasking



Multitasking vs Productivity

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1 2		

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



Stop Multitasking

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



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

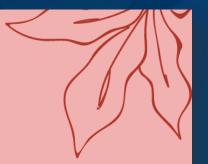
Once interrupted, it takes workers 25 minutes to return to the original task, if they return at all.

 According to Mark & Victor Gonsalez of the University of California, Irvine



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





To access this presentation, articles & resources



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