

A stylized graphic on the left side of the cover. It features a large, semi-circular clock face with a vertical line for the hour hand and a horizontal line for the minute hand. Below the clock face is a circular gear with eight teeth. The entire graphic is rendered in shades of red and orange, matching the background.

Quick Guide

MORE TIME

For Corporate Professionals

7 Easy Steps to Optimize Your Days

And Free Up 10+ Hours per Week

Frank Oppedijk



LET'S FACE IT...

You have too much to do.

Your to-do list is too long.
And there's never enough time to do everything.

Getting real work done is challenging when you constantly have to deal with distractions, urgencies and communication overload.

And because you're working long hours, it's hard to be home in time, to keep the balance and to stay energized.



A New Way to Think About Your Time

Productivity isn't about getting things done.
It's about maximizing your impact.

It is entirely possible to work less hours,
while making a bigger impact at work.

This Quick Guide for time-starved professionals will show you
the 7 steps to optimize your days and free up 10+ hours per week.

More free time. More impact. Let's go!





Step #1. Prioritize Ruthlessly

Working hard doesn't mean you are efficient and productive.

To make the most of your time, you have to be 100% clear on 2 questions:

1. What am I trying to achieve? (vision and goals)
2. What activities are the very best use of my time?

Once you know the answer to these questions, you can now be strategic about the best use of your time. You can maximize doing high value things and actively get the rest off your plate (see Step #2).

But if you don't know exactly what the best use of your time is, you'll just drift around, finding stuff to stay busy.

So get clarity first. Maximize the high impact stuff.
And minimize the rest.





Step #2. Minimize Busywork

Stop trying to do everything that's on your plate.

I get it. Work is never finished and your plate is too full.

But that doesn't mean you should DO everything that's on your plate.

Drop some balls. Get the lower value things off your plate and free up your hands for what matters most.

So go through your to-do list now and ask for every item:

1. How does this serve the big goals and vision?
2. What would REALLY happen if this wouldn't get done?
3. Can I eliminate this, scale it down, delegate or outsource it, automate it, or do it more efficiently somehow?





Step #3. Have better Meetings

Cut the time of your meetings in half and double their impact.

Tip #1 – Clearly define the purpose of the meeting.

Tip #2 – Decide if this purpose is REALLY worth your (or anyone's) time.

Tip #3 – Pick the most efficient medium to achieve the purpose. Email? Call? Meeting?

Tip #4 – Prepare or ask for a clear (and timed) agenda for the meeting.

Tip #5 – Book in less time than usual for the meeting.

Tip #6 – Send around agenda + pre-work well in advance.

Tip #7 – Implement meeting rules to ensure efficiency.





Step #4. Process Email Efficiently

Don't let email dictate your priorities or waste your time.



The average professional spends 68 full days per year doing email. By reducing your email processing time by just 20% you can win back 15 full days per year. To get started, try these 3 tips:

Tip #1 – Schedule 1–3 time blocks per day for email.

Don't let email get in between you and your top priorities. Turn off notifications and let other people know how to reach you when needed.

Tip #2 – Ditch complicated filing systems.

Instead, simply use 'Archive' and advanced search.

Tip #3 – Implement an email processing strategy.

With the right strategy email time can often be cut by 25–50%. Now you can focus better on getting real work done.



Step #5. Optimize Your Schedule

Plan for success. Your calender will never magically clear up.

Once you optimize your schedule, you can get more high impact work done in less time. You can move the needle faster at work, and still go home in time. But you'll have to plan for it. So once a week, have a look at your schedule for the upcoming week and take these steps:

- #1.** Eliminate or minimize unimportant meetings and to-do's.
- #2.** Block time in your calendar to get your top priorities done.
- #3.** Batch similar tasks together to protect your focus.
- #4.** Schedule breaks and buffers to stay energized and in control. Also schedule the end time for your work days.





Step #6. Protect Your Focus

Focus like a laser and cultivate the habit of deep work.



Deep focused work can be up to 500% more productive. Still, the average professional is distracted every 3 minutes. So stop getting distracted all the time and cultivate the habit of deep work with these 4 tips:

#1. Practice single focus

Avoid wasting time by multitasking and task switching.

#2. Minimize Distractions

Proactively remove distractions before starting work.

#3. Set clear communication boundaries (co-workers, clients, ...).

#4. Say NO to ad hoc requests more often.

Say NO more often, so you can say YES to the things that matter most.



Step #7. Boost Your Energy Level

Sometimes taking a step back is the most productive thing to do.

Work is never finished. But pushing past your limits for too long can lead to underperformance and eventually burnout.

So stop powering through when you feel stressed or exhausted.
Stop missing out on family time or being constantly available 24/7.

Instead, take a step back regularly to stay energized, focused and efficient.
Take a break, have some days off, sleep, relax, and enjoy your life.

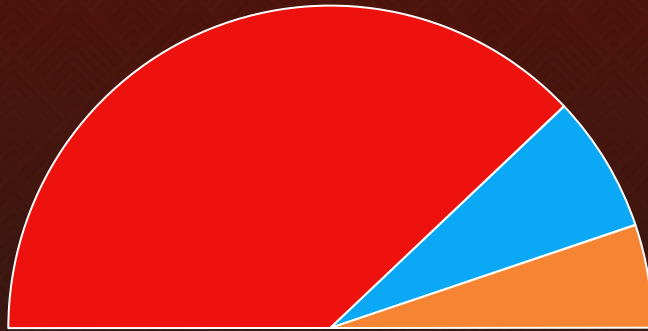
Make sure you can bring your A game again tomorrow.

Both you and the company will benefit.



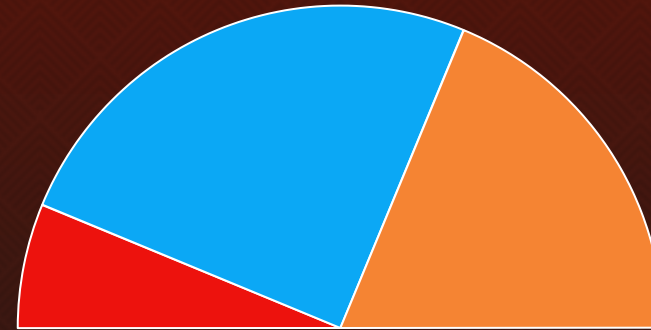
Do your days already look like this?

Before



● Busywork ● High Impact Work ● Free Time

After



● Busywork ● High Impact Work ● Free Time

Would You Like Some Help?

Freeing up 10+ hours per week is much easier than you think.

Most people I've been working with can do it within 12 weeks.

And the benefits of having more time for your career, health, family, or whatever is important to you will last a lifetime.

If you'd like some help with the steps to get there (or if you're just curious), simply shoot me a message and I'll get back to you right away to answer your questions and see if and how I can help you.

Email: frank@moretime.coach

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What My Clients Are Saying:



I managed to cut back from 50 hours to just 32, while getting more done than before. Home at 5:30 every day and Fridays off for the kids. Colleagues keep asking me how I do it!

Maurits Dorlandt - Netherlands



I was working 140-hour weeks for almost a year. With Frank's dedicated help I managed to cut back to 90 hours already within just two weeks.

Jose Rojas - Peru



These are priceless lessons you NEED in your life and business.

Danielle Abelow - USA



This guy is a real pro. You'll find yourself getting better merely within days! Highly recommended.

Lewis Hill - Australia

About

I'm Frank Oppedijk, helping corporate professionals all around the world to optimize their days and free up 10+ hours per week within 90 days.

Global 1:1 high performance coaching:

- ✓ Optimize your days, free up 10+ hours per week.
- ✓ More impact at work.
- ✓ Achieve big goals faster.
- ✓ More free time.

Contact me to find out if and how I can help you.

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