Quick Guide

MORE TIME

For Corporate Professionals

7 Easy Steps to Optimize Your Days

And Free Up 10+ Hours per Week

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For every hour you free up per week, you'll win a full-time work week per year.

Getting tasks off your plate?
Time won: 4+ hours per week.

Doing email/messages 30% faster?
Time won: 4+ hours per week.

Having better and fewer meetings?
Time won: 4+ hours per week.

Minimizing procrastination + distractions?
Time won: 4+ hours per week.

Read on to find out how this works.

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 stay energzied and go home in time.

A New Way to Think About Your Time

Stop getting things done. Start making an impact.

You can work less while achieving more.

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

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 need to know what's important and what's not.

1. What are you trying to achieve?
2. Which outcomes/results matter most?
3. Which activities are most impactful in producing those results?

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

Once you know what's the best use of your time,
you'll have a North Star to guide your decisions.

Step #2. Minimize Busywork

Stop doing everything that's on your plate.

Most people spend WAY too much time
on things that don't move the needle enough.

To make an impact in life, you've got to drop some
balls and free up your hands for what matters most.

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

1. How does this serve my 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?

Do less and achieve more.

Step #3. Have better Meetings

Cut meeting times in half and double the 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.

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.

Optimize your schedule to protect your focus and get more high impact work done in less time:

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.

Step #6. Protect Your Focus

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

Stop getting distracted every 3 minutes. It kills your momentum!
Instead, protect your focus and get more done in less time:

#1. Practice single focus
Avoid wasting time by multitasking and task switching.

#2. Identify and 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.
(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.

Stop powering through when you feel stressed or exhausted.

Stop missing out on family time or being constantly available 24/7.

Everyone wants their answer 5 minutes ago.

But things can wait.

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.
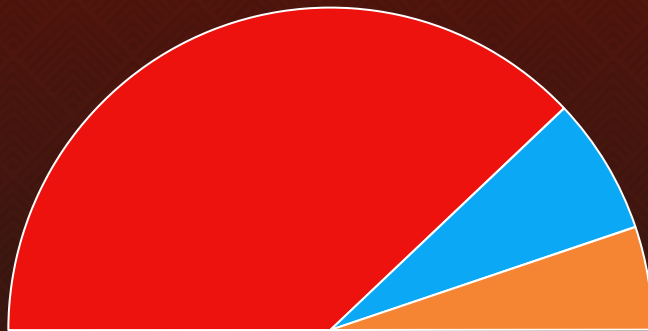
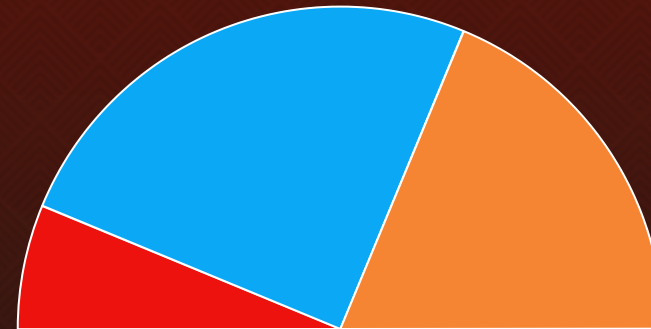Make sure you can bring your A game again tomorrow.

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✓ A personalized plan based on your specific needs.
✓ The exact steps to free up 10+ hours per week.

And of course you'll be able to ask me all of your questions.

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