

Get Focused and Get Things Done

6 Principles of Time Management

Presented by
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Principle 1

One Thing At A
Time



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Activity – Round 1

- Get out a piece of paper, pen, and a timer
- Create Three columns, label them Numbers, Letters, and Roman Numerals
- Start your timer, starting with the number 3, fill in the **ROWS**
- When you get to 15th roman numeral, stop and write down your time

Numbers	Letters	Roman Numerals
1	A	I
2	B	II

Go this way →

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Activity – Round 2

- Get out another piece of paper
- Create Three columns, label them Numbers, Letters, and Roman Numerals
- Start your timer, starting with the number 3, fill in the **COLUMNS**
- When you get to the
 - 15th number write down your time and restart your timer
 - 15th letter write down your time and restart your timer
 - 15th roman numeral write down your time and stop your timer
- Add all three times together

Numbers	Letters	Roman Numerals
1	A	I
2	B	II

Go this way ↓

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Principle 2

Narrow Your Focus



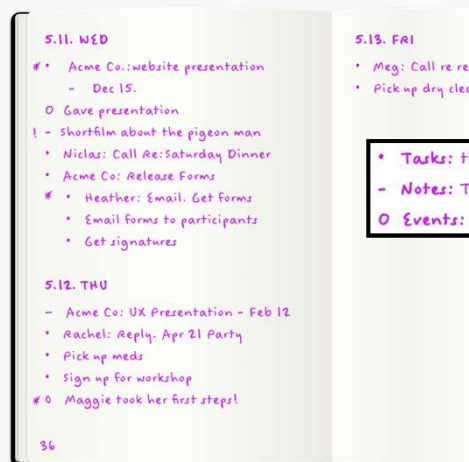
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Rapid Logging

Capturing information as Bulleted Lists

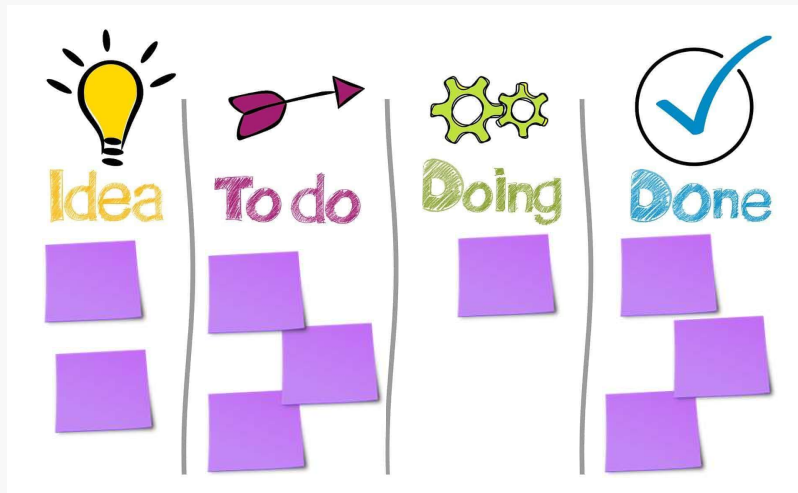
- Bullets
 - Tasks (dots)
 - Events (circles)
 - Notes (dashes)
- Ways to use them:
 - Mix and Match
 - Nesting
- Signifiers
 - Priority (asterisk)
 - Inspiration (exclamation point)

Source: [Bullet Journal System](#)



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Kanban Process



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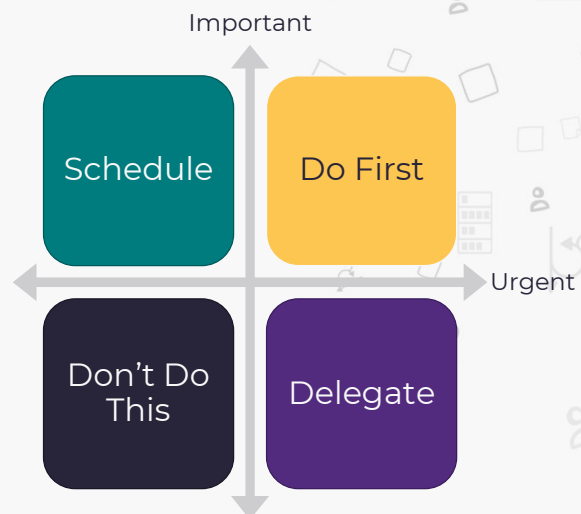
Eisenhower Matrix

Urgent

Requiring immediate attention

Important

Having relevant and crucial value



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Principle 3

Pick the Right
Time



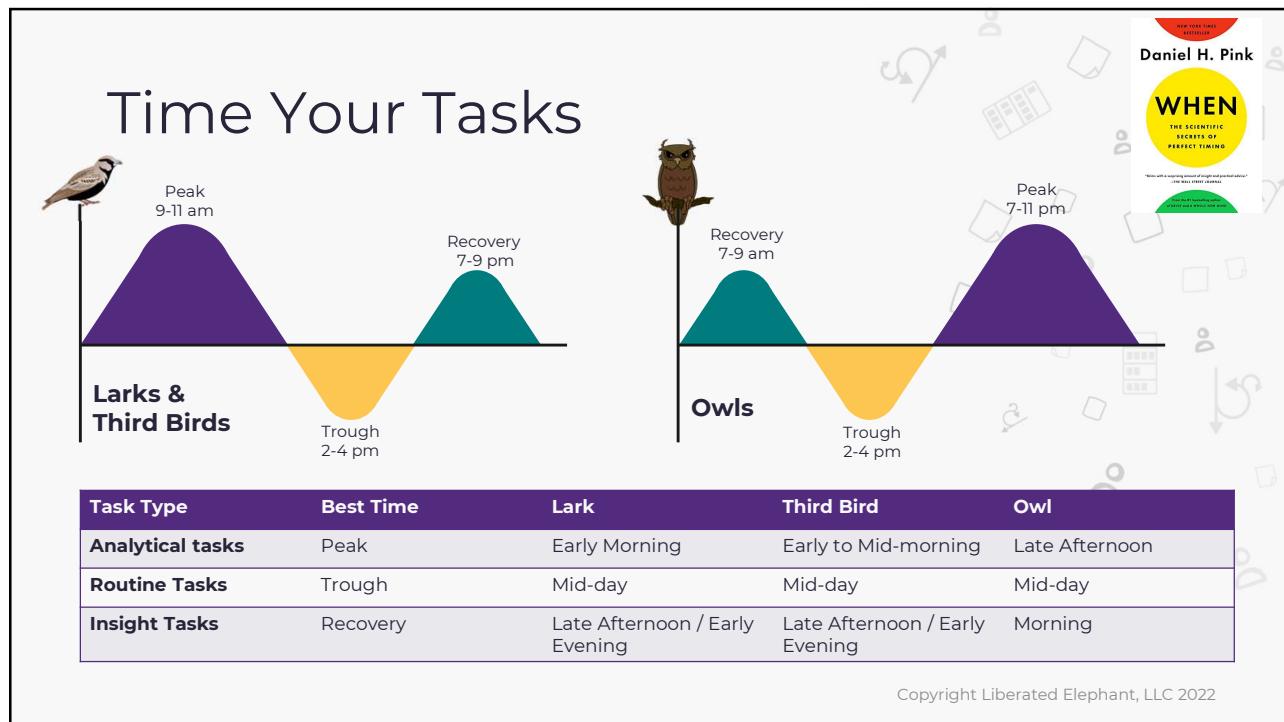
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Chronotype Line-up

If you had no alarms or obligations, when would your mid-point of sleep be?

Example: If you go to bed at 9 pm and wake up at 6 am, the mid-point is 2 am.

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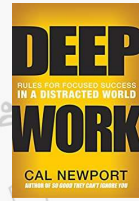


Principle 4

Make a Habit

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Make a Deep Work Practice



Shallow Work

- Random Emails
- Social Media
- Drive-by conversations
- Administrative Work



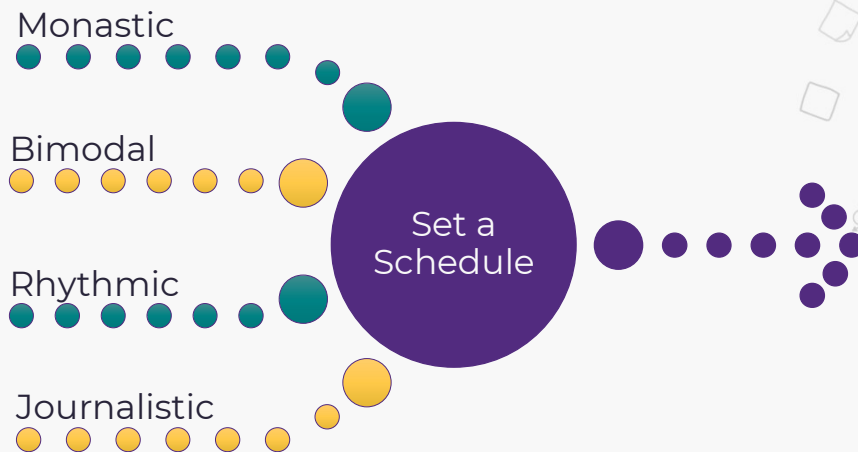
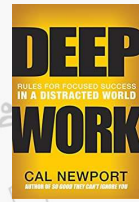
Deep Work

- Cognitively Demanding
- In the Zone
- Coding
- Writing



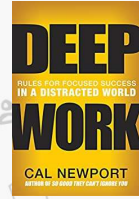
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Helpful Habits



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Create a Ritual



Where will you work?

- What would it look like?
- What would it sound like?
- What would it feel like?

How will you work?

- What structure is needed?
- How will you know you've achieved deep work?

How will you support your work?

- What indicates it's time to start?
- How will you remember to eat and take breaks?

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Principle 5

Rest and Recharge



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Burn-out Happens

During a work-day, we only have

3 to 4 hours of productivity

and

No more than 6 hours*

**When we work at our upper limit, we borrow time from our life outside of work.*



Read more about this in a Blog Post by Christina Willner:
<https://christinawillner.medium.com/how-many-hours-can-you-actually-be-productive-in-a-day-d183b7797144>

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Take Regular Breaks



The Pomodoro Technique

1 2 3 4 5

Decide on the task to be done.

Set the timer to **25 minutes**.

Work on the task until the timer rings.

Take a short **5 minute break**.

Take a **15-30 minute break**.

repeat 4 times

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Take a Nappuccino



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Other Options for Recharging

Walk the Dog

Read a Book for Fun

Take a Walk

Get Sunshine

Do Brief Exercise

Change your Environment

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Principle 6

Say No

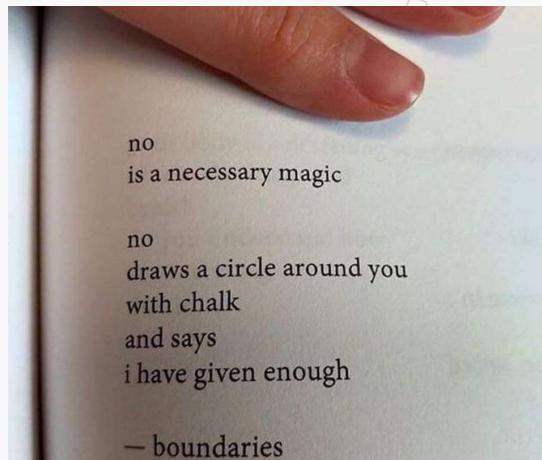


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Protect Your Time

When we say no, we build trust by ...

- Setting clear expectations
- Protecting what is most valuable
- Getting our commitments done



no
is a necessary magic

no
draws a circle around you
with chalk
and says
i have given enough

— boundaries

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Recap: 6 Principles



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SOFT
ED

8foldPros

Make the elephant in the room work for you