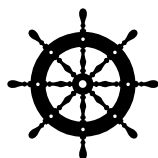


Time Management for the 21st Century

“Tomorrow is often the busiest day of the week.”

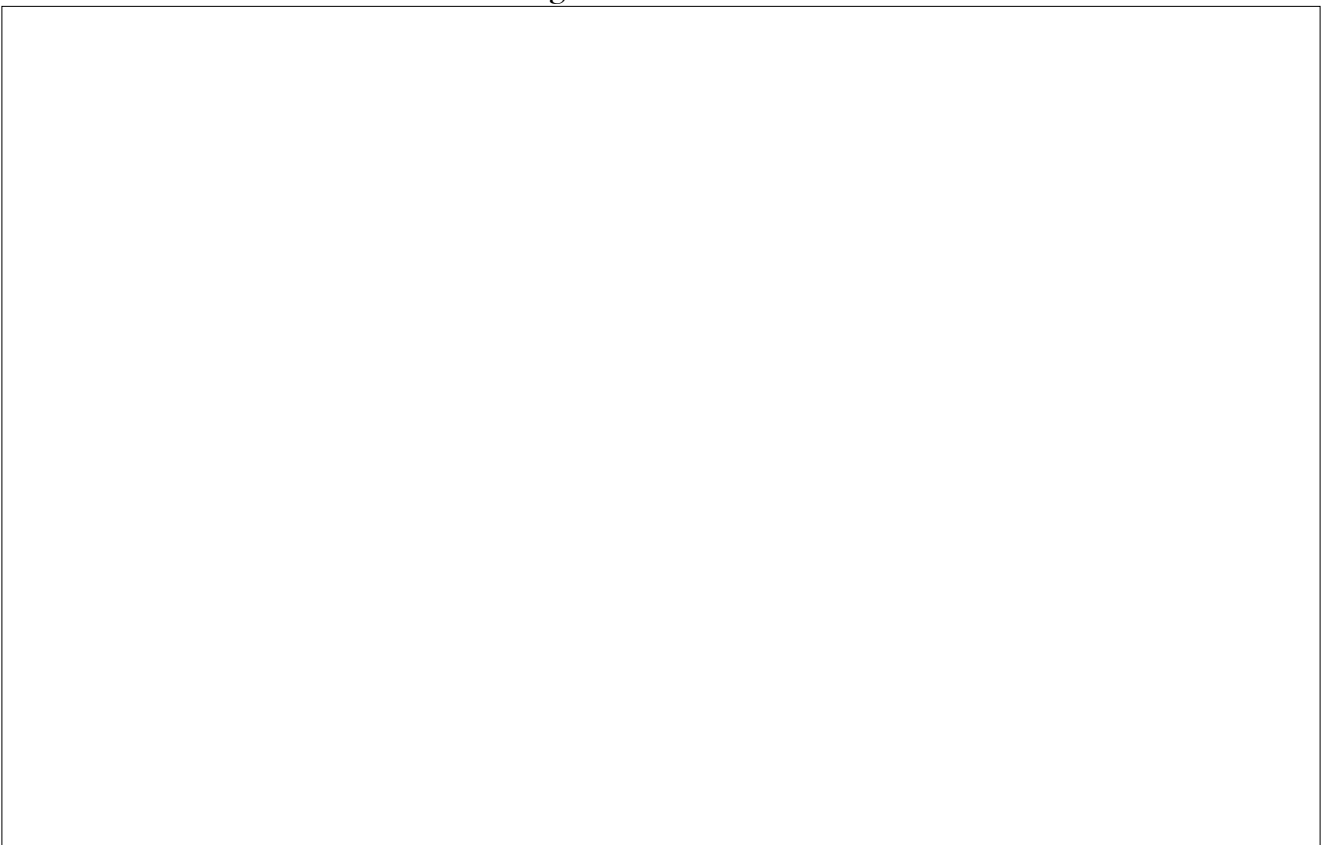
— Anonymous



What are some challenges to our productivity?



How can we counteract those challenges?



Alan's Challenge Activity

Chunking

List all the categories of work that make up your job, e.g. admin, sales, strategy

Decide what percentage of your week you should spend on each category.

Schedule it in to your diary

Who do I need to tell that this is how I'm working now?

Deep Work

What are 10 things that you could be working on in Deep Work time that would be helpful for you and increase your productivity?

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

When could you schedule in some deep work time?

Monday

Tuesday

Wednesday

Thursday

Friday

10 Tips for Maximum Effectiveness

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Time Gained using Technology

Tips and Applications

Lists

Project Management

Focus

Time Tracking

Notes

Calendars

Stepping Stone Goal System

Ultimate Goals

--

Victory Goals

Date

1.	
2.	
3.	

Stepping Stone Goals

Week one:	
1.	
2.	
3.	
Week two:	
1.	
2.	
3.	
Week three:	
1.	
2.	
3.	

What area discussed today will have the biggest positive impact on your time?

How are you going to use the learnings?

What actions are you going to take?

Recommended Reading

- Cal Newport, *Deep Work: Rules for Focused Success in a Distracted World*
- Tim Ferriss, *Tools of Titans: The Tactics, Routines & Habits of Billionaires, Icons, and World-Class Performers*
- Martin Norbury, *I don't work Fridays: Proven strategies to scale your business and not be a slave to it*
- Brian Moran, *The 12 Week Year: Get More Done in 12 Weeks than Others Do in 12 Months*

Read, but make sure it's not at the expense of doing something more important.