

Time Management Tips

Chunk activity time – don't multi-task. Do your best not to jump from one activity to the next. The easiest way to chunk activity is to do like activities in dedicated blocks of time. Examples include:

- » Email Handling
 - Only review email three times per day – beginning, middle and end. Don't leave it open all day. This doesn't mean that you ignore important emails, just don't let them control your time.
 - Most people are easily derailed or distracted by problem emails. Wait to review your inbox until after you've completed your most important activity for the day.
 - Periodically, do a complete email clean-out.
 - Empty your trash!
 - Use templates for repeated responses for both short (I received your email and will respond later today) and longer (e.g. procedure to log into online account) responses.
 - Handle e-mail in groups: Use Outlook rules or tools like Zapier to manage email – move things automatically, flag things that are important, etc.
 - » Delete
 - » Unsubscribe
 - » Respond immediately if it will take less than one minute
 - » Emails requiring some work to respond.
- » Outgoing prospecting calls
- » Listening to and responding to voice mail.
- » Case preparation
- » Any other activities that you tend to do 1-15 minutes at a time, but normally several times a day.

Control Distractions

- » Non-work social media.
- » Non-work conversations
- » Random web-surfing
- » Organize your workspace.

- » Avoid opening non-work process websites, especially ones that are most distracting to you.
- » TURN OFF NOTIFICATIONS – EMAIL, TEXT, ETC.
- » Use daily team huddles and weekly planning meetings to avoid “You got a minute?” drop-ins.

General Tips:

- » Unless you have a job that requires immediate email or phone responses, turn on DND and turn off auto send/receive on email while you focus on a task
- » Check out this email post from Michael Hyatt: <https://michaelhyatt.com/yes-you-can-stay-on-top-of-email/>



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