Use the POMODORO technique of allocating 25 minutes for any task.

Hint:
Keep a timer for 35 mins for a concentration task. One extension of 5 mins allowed. After that a mandatory 5 min break even if incomplete.
The break has to be physical - no devices!

Choose where you spend your energy. Articulate why you're choosing one over the other.

Hint:
Pay/ request people to do the tasks that must be done, but that don't spark joy in you.

Be very specific with ask
of time and date

Why?
Lowers coginitive load

Hint:
You can ask them to
reach out a specific date
to remind you

Block time on your calendar for tasks.
e.g. Write Linkedin Post on x date

Block your me-time, holidays in advance

BUILD THE ABILITY TO SAY NO

Use monthly view on Google calendar.

Why?
Helps to visually notice how busy or easy a week is.
Why not diary?
Phone is always at hand to note tasks

Hint:
use colour codes for categories of commitments

Create a master to-so list where all jobs are dumped.

Every week pick out what is possible/ important/ urgent to do.

Create a rule that syncs with your needs and energy.
e.g. "no work before 10 am"

Hint:
Have clarity on what the benefit of the rule is and
Revisit the rules as needed.

Focus time using the option on the laptop

Do what can be finished in two minutes - NOW!

Why?
Small tasks pile up

Create different kinds of lists - TO DO, Time Allocation lists, Top 3 Tasks of the Day, Must Do and Good To Do.

Hint:
Write only those tasks that have been completed vs. seeing a long list of undone things

Find someone to do the work with you :)

FOCUS ON PROGRESS
INSTEAD OF PERFECTION

KEEP PHONE AWAY FOR A WHILE

LET GO OF GUILT WHEN IDENTIFYING PRIORITIES FOR YOURSELF

Use an app. e.g. TODOIST
Notability: helps you make notes, categorise, weekly and daily planner

Why?
So you don't forget anything

Make your taks visual.
E.g Using post its framed in the Covey matrix.
Listing tasks on a glass board

Why?
Out of sight can be out of mind.

Set up and share a Calendly link for calls with clients and colleagues

Why?
It eliminates the headache of trying to find slots and auto genrates meeting links

Put down everything in a planner/ diary

Why?
Writing things down clears (even if temporarily) the buzz in my head.

LIFE IS TOO SHORT TO SPEND ON THINGS I DON'T LOVE

Request friends to be accountability partners.

Why?
The cognitive load of having to remember everything reduces.

Schedule annual or quarterly conversations with self.

Questions to think on:
Where do I want my energies to go?
What would bring me and the peope that matter happiness?
Where can I make the most meaningful/ required impact?

Have a stand up call/ ritual at the beginning and end of the day.

Why?
To set intention and then to take stock?

With someone else?
For stating intention and being accountable

TRUST/ LISTEN TO YOUR HEART IN WHAT IT CHOOSES TO SPEND TIME ON

Cross items off a list.

Hint:
Make it whimsical. End each item with an apple. Then draw an arrow through when you're done./

Use only one calendar or space for all your tasks

Hint:
Push undone things to another free slot when it pops up

Review the next week and edit tasks as needed

Create a time slot to work on your tasks in silent companionship with a buddy