

# Personal Productivity Tools



## Time

"This time, like all times, is a very good one,  
if we but know what to do with it."

Ralph Waldo Emerson



1-888-823-1646

[www.learningpointgroup.com](http://www.learningpointgroup.com)



All rights by law are reserved to Learning Point Group.

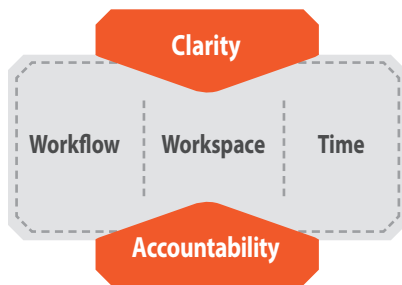
Unauthorized reproduction and distribution of these materials in any form, without written permission from Learning Point Group, is prohibited.

© Copyright 2016 Learning Point Group. All rights reserved.

Learning Point Group. 1-888-823-1646  
[www.learningpointgroup.com](http://www.learningpointgroup.com)

# Optimize Time

---



## What and Why

Time is one of your most valuable resources. Learning to make the most of your time is critical to doing the right things and doing them well. Productivity comes through finding ways to optimize your time.

Optimizing your time means planning your tasks and activities so that you have the best chance to achieve what matters most in the timeframe you have to work with. If you fail to plan, you should plan to fail.

## How

The following key actions can help you effectively optimize your time:

- a. Analyze your use of time.
- b. Structure your time.
- c. Plan your week.
- d. Manage the moment.



# 5S Analysis

For optimizing your team.

---

**S1**

## **SORT**

SORT means to REMOVE all items from your “priority list” and your schedule that are NOT ESSENTIAL.

**S2**

## **SET IN ORDER**

SET IN ORDER means to organize and ARRANGE the essential items left on you list and in your schedule after you sort.

**S3**

## **SHINE**

SHINE means to CLEAN up your schedule (dead time, distractions, disruptions, etc.). It also means to INSPECT your schedule and your decisions to find key time wasters.

**S4**

## **STANDARDIZE**

STANDARDIZE means to put SYSTEMS and PROCEDURES in place so that PRIORITY SETTING, PLANNING, and SCHEDULING happen consistently.

**S5**

## **SUSTAIN**

SUSTAIN means to make a continual EFFORT and COMMITMENT to the process you have set.



# Analyze Your Time

## Overview

---

Take an honest look at how you are using your time.

1. Identify a set of days that you will analyze. Five to ten days are recommended.
2. Make a list of your top five priorities – the things that matter most to you in your role as a leader.
3. For each day, record precisely what you do, how you spend your time, in 30 minute blocks.
4. Look over each day and assess how much time is devoted to each of your top five priorities and how much time is spent on things that are not that important.
5. Identify inefficiencies in your daily schedule and opportunities to improve your time management.





# Structure Your Time

## Overview

---

After analyzing your time, look at your average day, week, and month to identify strategic ways to set patterns and structures that will propel your productivity.

1. Set specific times for planning.
2. Set specific times for connecting.
3. Set specific times for uninterrupted work.
4. Set specific strategies for managing disruptions, crises, and spontaneous events.
5. Set specific blocks of “down time.”
6. Other:



# Time Structure

## Worksheet

### Time Structure

Date:

What MONTHLY patterns do I want to set to ensure that I have time to plan, connect, work, and play?

What WEEKLY patterns do I want to set to ensure that I have time to plan, connect, work, and play?

What DAILY patterns do I want to set to ensure that I have time to plan, connect, work, and play?





# Plan Your Week

## Overview

---

Make it a habit each week to strategically plan your following week. This is much more than calendaring.

1. Set a dedicated time and place to strategically plan your next week (30 minutes).
2. Review what matters most to you (Clarity).
3. Make a short list of what you most need to accomplish next week.
4. Map out a strategy for accomplishing each item.
5. Schedule your week to support your strategy.



# Weekly Plan

## Worksheet

### Weekly Plan

Week Start Date:

Week End Date:

My Theme for the Week

My Key Concerns for the Week

My Top Priorities for the Week  
What do I most need to accomplish  
and how will I accomplish it?

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

My Week - How will each priority fit into my week?

SUN

MON

TUE

WED

THU

FRI

SAT



# Manage the Moment

## Overview

---

Managing the moment means dealing with stuff in such a way that you only have to deal with it once and so that it doesn't hijack your day or week.

Think of the four D's:

**D1** Do it now.

**D2** Do it later.

**D3** Discuss it.

**D4** Delete it.



# Task Analysis

## Worksheet

### Three Troubling Tasks

Task:

What did I do?  
D1 - D2 - D3 - D4

What will I do differently next time?  
D1 - D2 - D3 - D4

Task:

What did I do?  
D1 - D2 - D3 - D4

What will I do differently next time?  
D1 - D2 - D3 - D4

Task:

What did I do?  
D1 - D2 - D3 - D4

What will I do differently next time?  
D1 - D2 - D3 - D4

Operating Principle:

