

HOW TO BECOME LESS BUSY AND MORE BRILLIANT - 3 KEY STEPS

Time Blocks

- Deep-work: one single focus
- Mobile devices turned off/on silent
- Avoid notifications
- Avoid distractions and interruptions
- Total focus on what matters most

30 Min Meetings

- Hour in Diary
- See Illustration below



Clarity of HVA/LVA

- Prioritise HVA action
- Ensure this goes in diary first
- Ensure you match HVA to when your energy is at its best
- Remember 100% perfect vs 66% awesome
- Decide where you need to be perfect (high value!)

ONE HOUR

30 min meeting

1. Clear purpose
2. Clear agenda
3. Clear action points

30

20 min post meeting high value activities

1. Meeting debrief
2. Do meeting actions
3. Schedule deep-work from meeting
4. Communicate any actions with your team.
5. Capture any other follow-up
6. Set-up for next meeting

20

10 MIN
BUFFER

10