

PRODUCTIVITY POWER HOUR:
CRACK YOUR PERSONAL TIME
MANAGEMENT CODE

FACILITATED BY MELISA MERAL

let's do this!

I spent TEN years running a home organization company in San Diego and also wrote an **Amazon Best-Selling book**, created a **Udemy Course** (400+ students), **YouTube Channel** (75,000+ views), and **Podcast** (30,000+ downloads). I've been **facilitating workshops** on time management for the past FIVE years and I'm excited to be with you today!

My goal in this session is to share several time management & organization strategies that you can add to your personal and professional toolbox - ***take what resonates and leave the rest.***

Please engage in the chat, post reactions, and ask questions to keep us going - let's do this!



reflect

"What is the feeling. I want to experience when I get started at my desk each day?"

setting intentions and checking in on goals is a DAILY practice

TO-DO LIST OR NO TO-DO LIST? (THAT IS THE QUESTION)

GIVE ME A THUMBS UP

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MMHM...

Crossing things off actually gives us pleasure! And we tend to feel more accountable when a list is in our own handwriting.

"A goal without a plan is just a wish." -Antoine de Saint Exupery

so how do you know
what goes on that
list every day?



Rocks, pebbles, and sand... where do YOU stand?

POMODORO

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UTILIZE ONLINE TIMERS

Toggl and TomatoTimer are free tools to help you train your brain to truly FOCUS!



GET MOTIVATED

... and curb your procrastination while you're at it

- **Celebrate mini wins**
- **Break up the day with music, walks, podcasts, time with pets / friends / family**
- **What motivates YOU?**

87% of Professionals Believe That Taking Breaks Increases Productivity
-- Korn Ferry Study, 2019

what! got you here
won't get you there

what are some MICRO habit changes you can make to set yourself up for more WINS?



WORK SMARTER NOT HARDER.

- **SMART(ER) GOALS**
- **80/20 RULE - WINS & TASKS**
- **SWOT ANALYSIS**
- **CHAT GPT/AI & PM TOOLS**

SET YOURSELF UP FOR SUCCESS

- Morning Routines
- Evening Routines
- Reduce Decision Fatigue



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We make 35,000-50,000 choices per DAY! Of this number, 227 choices daily are made on just food alone according to researchers at Cornell University (Wansink and Sobal, 2007)





THE AVERAGE ATTENTION
SPAN OF A HUMAN IN
2000

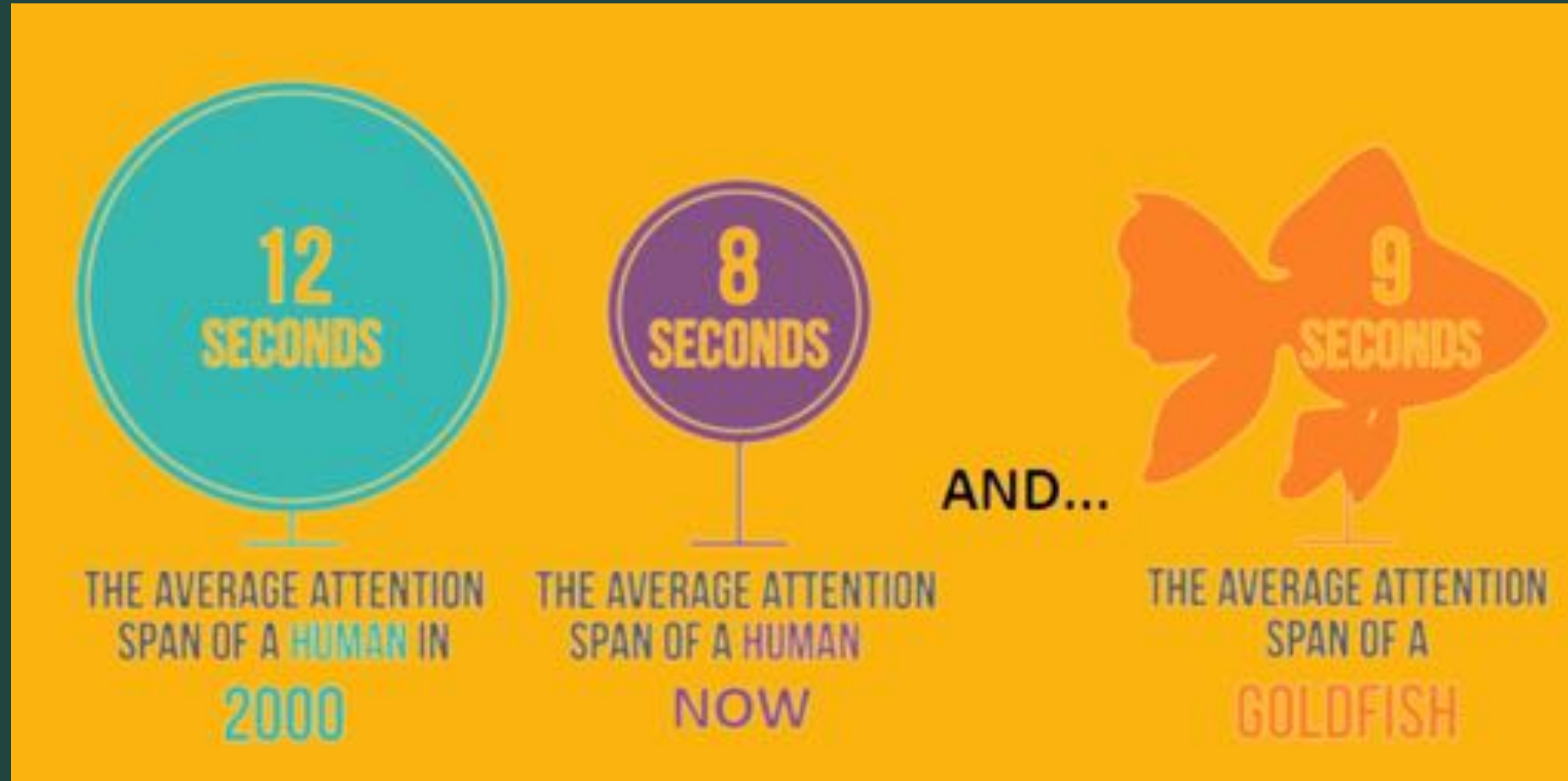


THE AVERAGE ATTENTION
SPAN OF A HUMAN
NOW

AND...



THE AVERAGE ATTENTION
SPAN OF A
GOLDFISH



email

Writing: Stay succinct with short bullet points and clear action items
(280 hours [7 weeks] per year are lost by workers seeking clarification due to poor communication)

Reading: Conduct a "quick-read" to determine which can be filed (use clearly labeled folders & categories!) + which need a follow up (utilize starring, flagging, or color coding!)

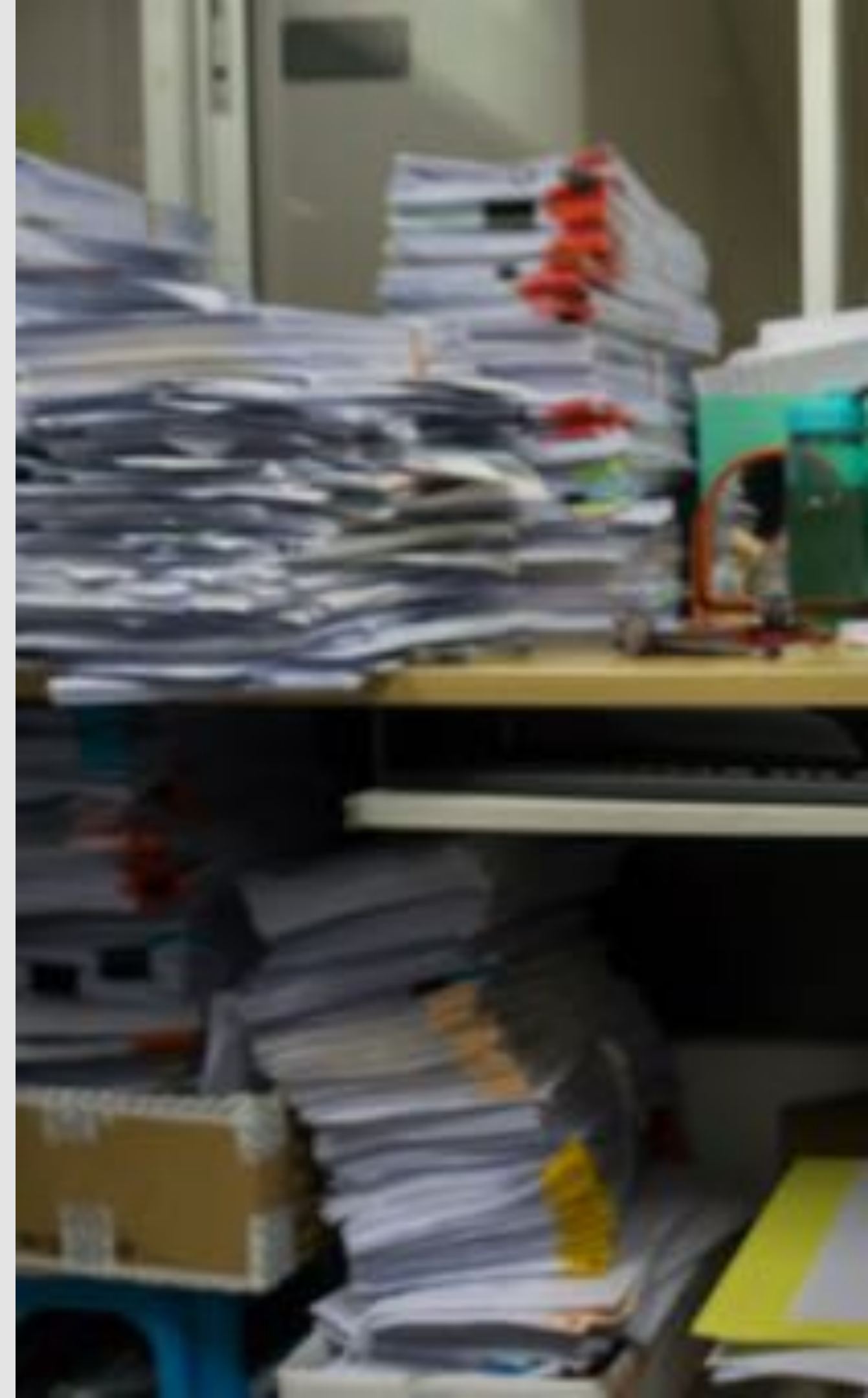
PRODUCTIVE, OR JUST BUSY?

- Have you tried the **20 or 50 minute meeting**? Commit to action and make each meeting outcome time-bound to drive accountability!
- Are you setting an example by including an **Agenda in every invite** you send? Prepare ahead of time- what do you & participants need to walk away with?
- Is the meeting host taking 60 seconds at the end of each meeting to **summarize key actions of WHO will do WHAT by WHEN?** Take better notes!
- Before setting a meeting- ask yourself "could this be a Teams message, email, or a quick 5-minute direct phone call?" Where possible, try **cutting out** at least 1 internal meeting per week.



ORGANIZE YOUR WORKSPACE

what can you declutter physically & digitally?



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- **28% said they would save over 1hr/day**
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study conducted by NAPO, 400 surveyed



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The average American spends one year of their life looking for lost or misplaced items at home and in the office

-US News and World Report



**SO TELL ME,
HOW MANY
TIMES HAVE
YOU LOOKED
AT YOUR
PHONE OR
EMAIL DURING
THIS SESSION?**



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Change your settings, change your life.



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TASK-IRRELEVANT THOUGHTS = DAMAGED TASK PERFORMANCE

People who **multitask** decrease their productivity by 20-40% are **less efficient** than those who focus on one project at a time. Time lost switching among tasks increases the complexity of the tasks.

-University of Michigan Study



An office worker, on average, will check their email inbox

30 TIMES

every hour.



The average user picks up their phone more than

1,500

times a week – taking up an average of 3 hours, 16 minutes a day.



email

According to the Wall Street Journal, it takes **23 minutes to get back on track after checking email**. Try implementing 5min checks at the top of each hour, or carve out 3 main checks (start of day, after lunch, and end of day) throughout the workday.

phone

Check out your **weekly screen time reports** on your cell phone. You might be shocked as to where you've been spending all that precious time!

- What can you cut out?
- Where can you get more time back?
- Which apps can you delete?



ADDITIONAL RESOURCES AND HACKS.

**SHARE YOUR FAVE BOOKS,
PODCASTS, AND TOOLS WITH US!**

Books:

Atomic Habits, Eat That Frog,
Deep Work, The 5 Second Rule

Podcasts:

“It’s About Time” by Anna Kornick, “Getting
Things Done” by David Allen, “Before Breakfast”
with Laura Vanderkam

closing reflection

Reflect on this after today's session or feel free to share your key takeaways with us:

What are your “golden nuggets” or “lightbulb moments”?

What are you going to STOP doing?

What are you going to START doing?

*our CHOICES compound into RESULTS -
it takes 21x of doing things to make it a habit*

Thank You

for participating

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