

**PRODUCTIVITY POWER HOUR:**  
CRACK YOUR PERSONAL TIME  
MANAGEMENT CODE

FACILITATED BY MELISA MERAL

# welcome

For over a decade, I built and led a successful home organization business in San Diego + expanded my impact through an Amazon Best-Selling book, an online course, a YouTube channel, and a podcast.

Today, as a global speaker and workshop facilitator, I empower others with practical strategies to **create order, reduce overwhelm, and implement simple strategies** to get organized.

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 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

Do you prefer the tactile  
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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?**

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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**

# 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.



# SET YOURSELF UP FOR SUCCESS

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- Morning Routines
- Evening Routines
- Reduce Decision Fatigue



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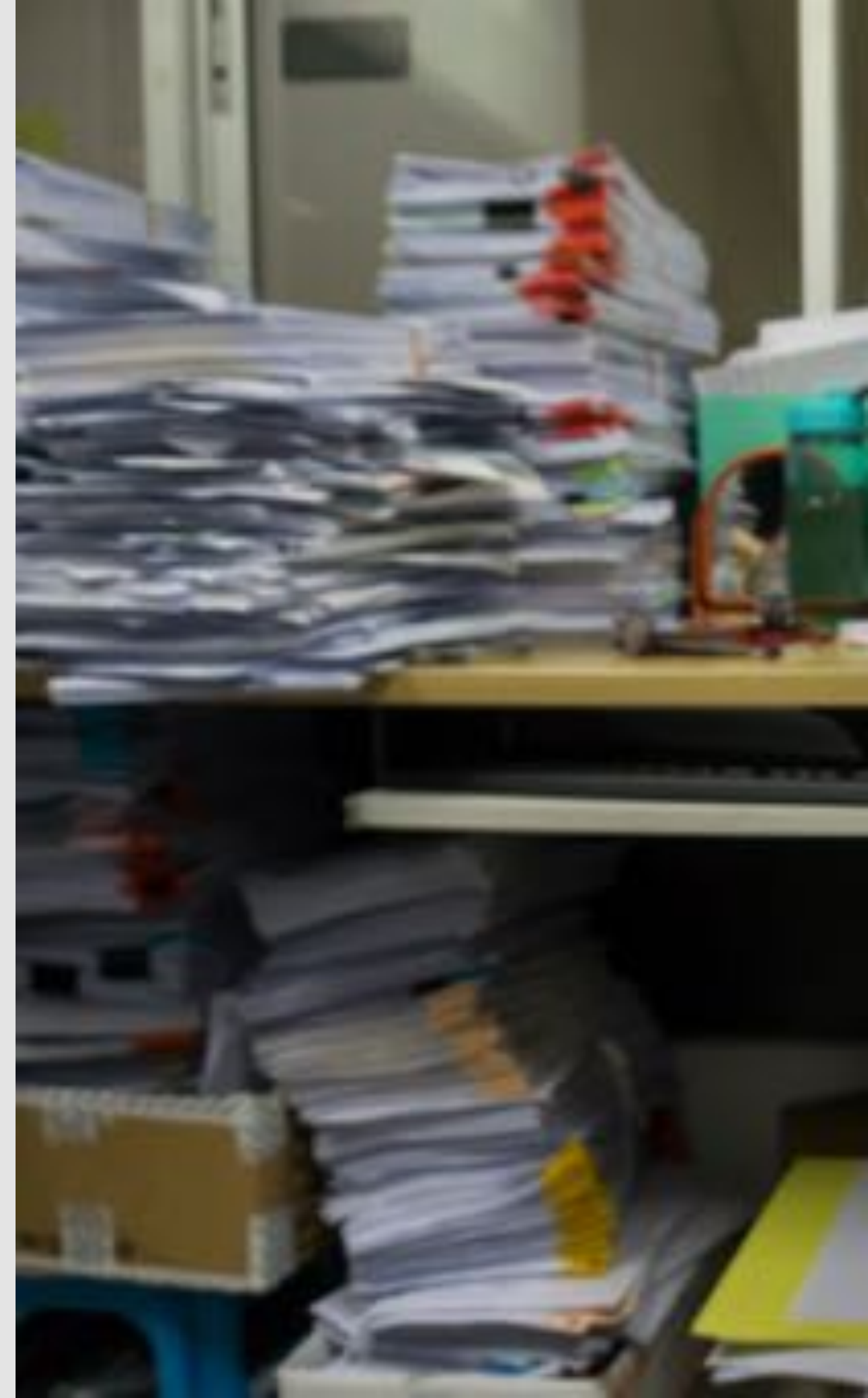
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We make 35,000-50,000 choices per DAY!



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- **28% said they would save over 1hr/day**
- **27% said they would save 31 to 60 mins/day**

*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*



# PEOPLE SCAN. THEY DON'T READ.

## Writing Emails:

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 & Sorting Emails:

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



# WHICH WOULD YOU RATHER READ?



I feel sorry for this ad. It's well written. Lots of short sentences. All flowing into each other. But unfortunately, you're reading it second. Or perhaps, not at all. Let me explain. Before your brain *reads* anything your eyes *scan* it. Your eyes then call up your brain and say either "Hey, this looks easy to read!" or "Don't go there soldier". When you dump a lot of words into one long mega-paragraph it's the latter. Your eyes say, "Stay away". Your brain says "Roger that". And no matter how good the copy is, it won't get read.



## **Everyone scans!**

You see, everyone scans the page before they commit to reading the whole thing.

## **So keep it light!**

They think how does this *feel* to my eyes? "Easy" or "Damn that's a lot of words".

## **And suck 'em in!**

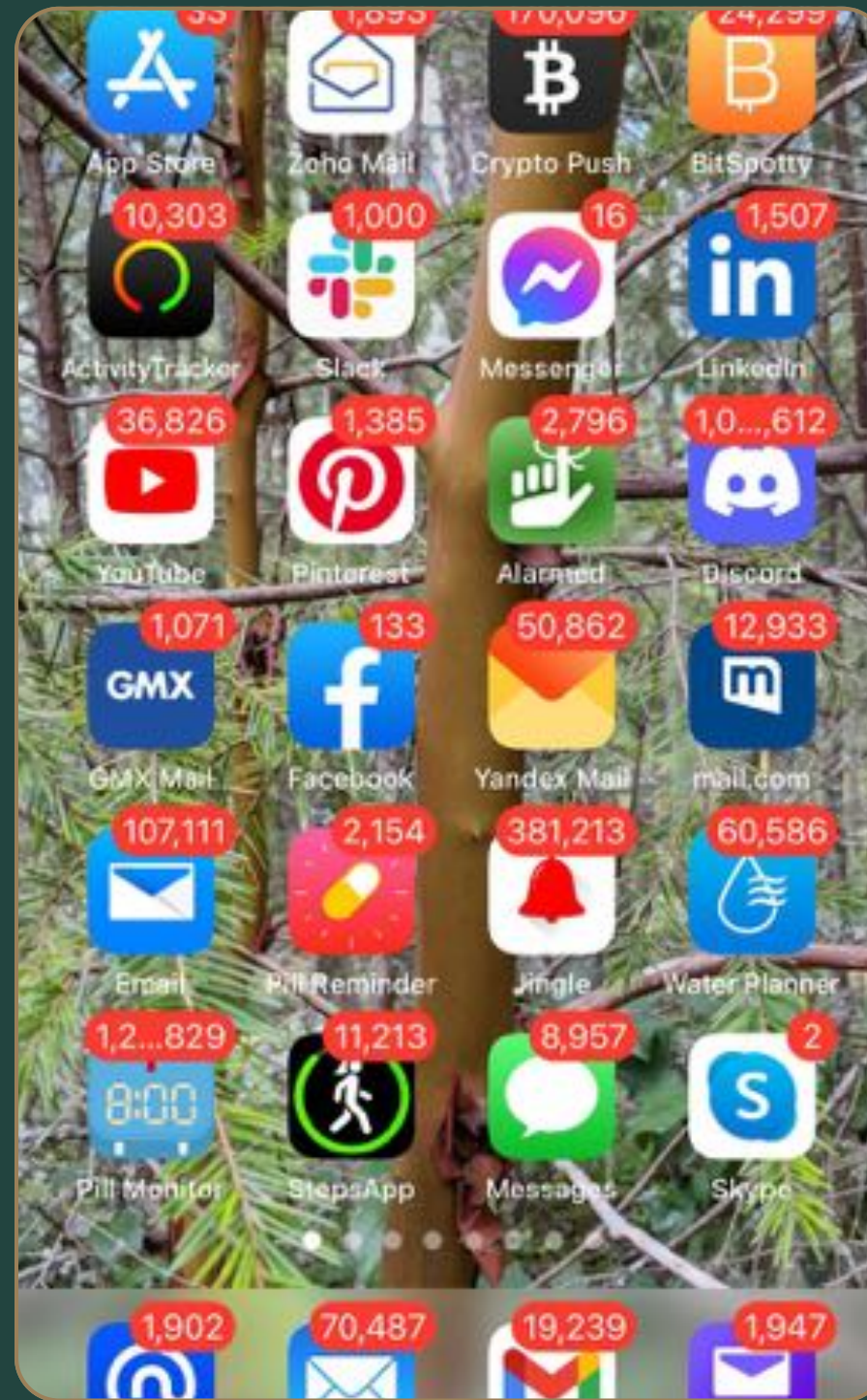
"Easy" sucks you in. And before you know it, you've read the whole ad!



**2000:**  
average 12-second  
human attention span



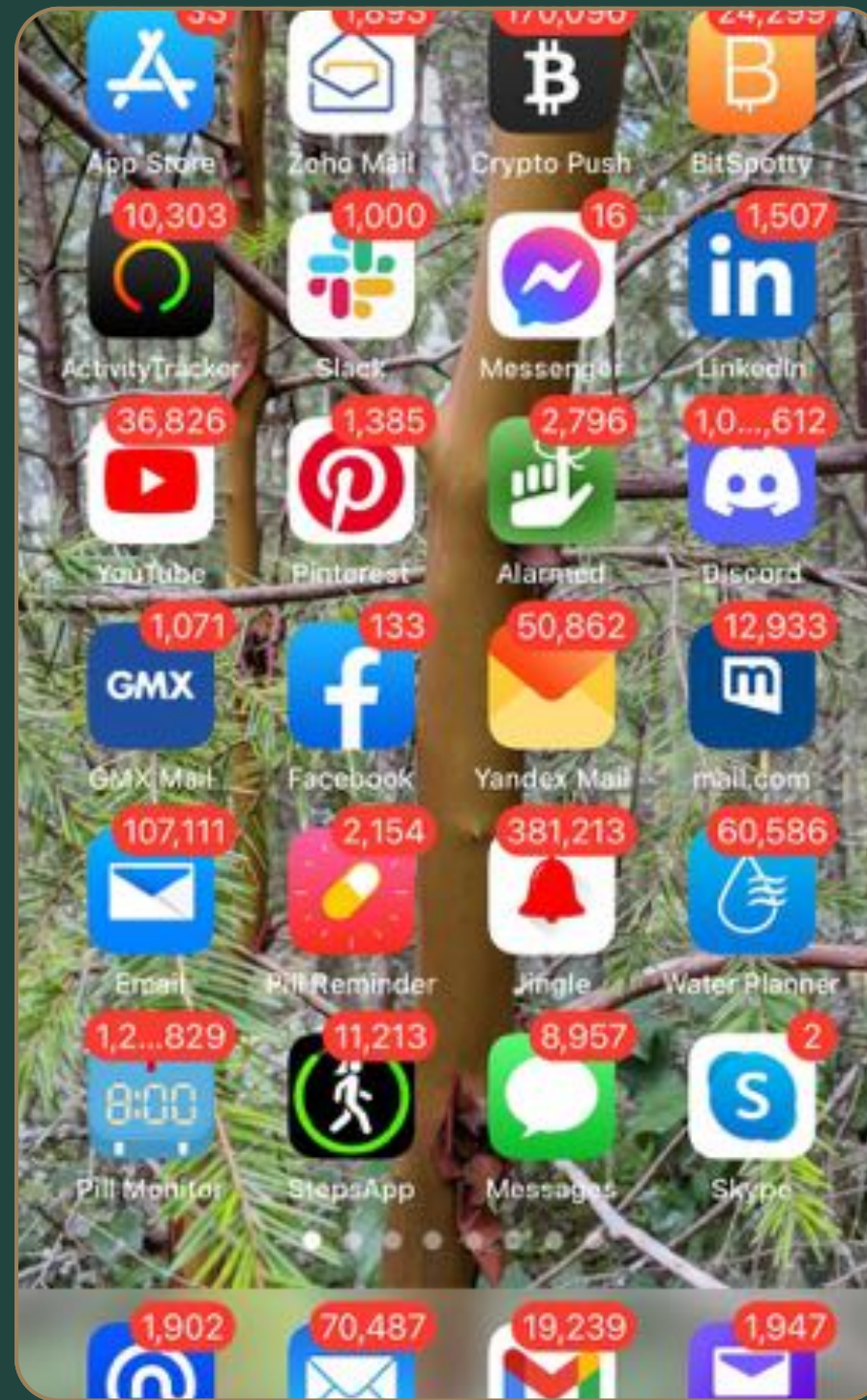
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**2022:**  
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goldfish attention span =  
**9 seconds**

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



# NOTIFICATIONS = DISTRACTIONS

Change your settings, change your life.





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-Inc.



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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



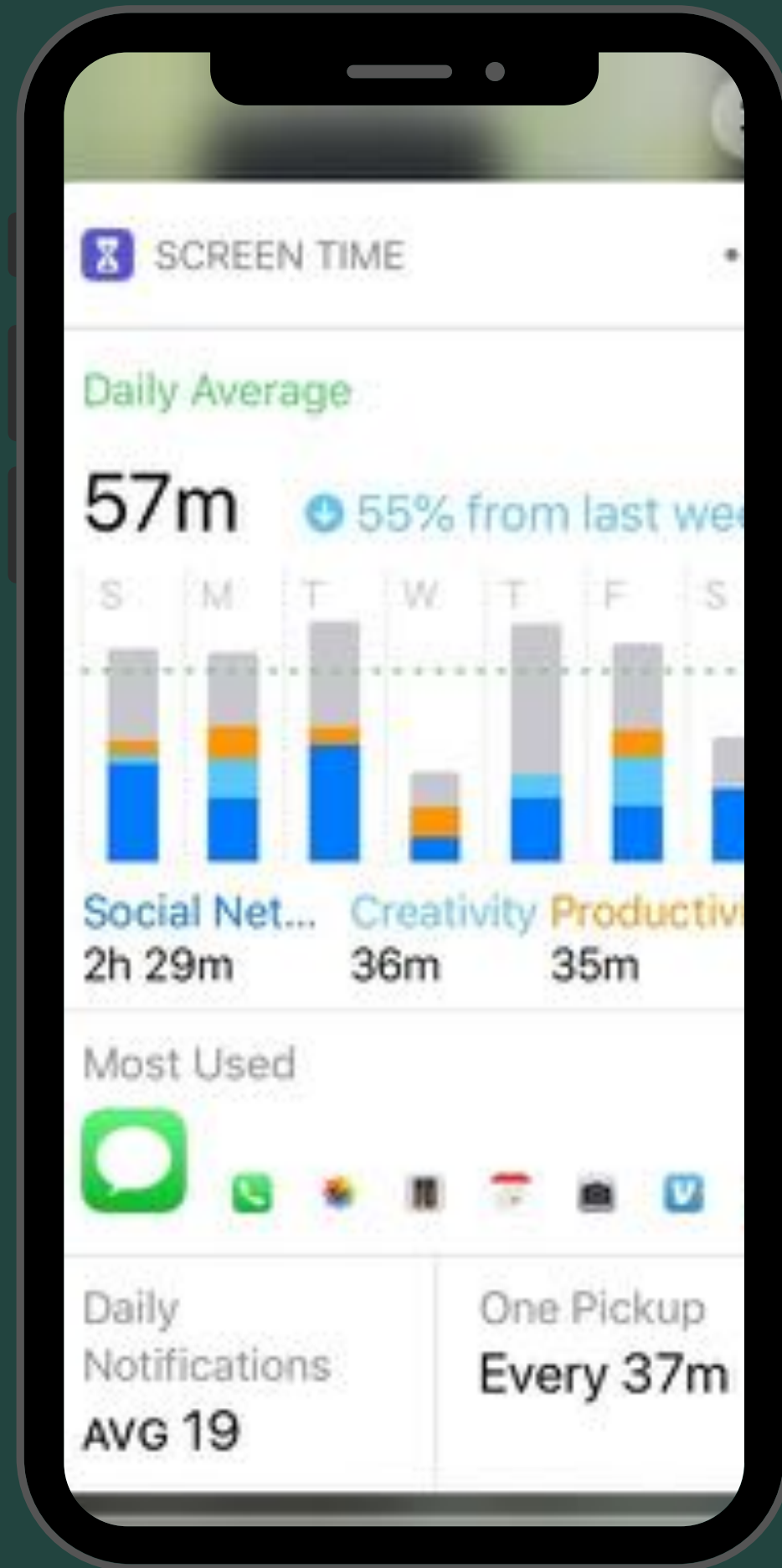
# MULTI-TASKING IS A MYTH.

The average employee checks their email **36 times per hour!**

Studies show that it takes **16 minutes to get back on track with a project or deep focused work after checking email.**

Try implementing 5 minute 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.





# DATA DOESN'T LIE.

Check out the **weekly screen time reports** on your 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

## **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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