

the
**Heart
Projects**
by
STEFANIE KRIEVINS

**HOW TO FIND MORE HOURS
IN THE DAY**


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THIS WORKSHOP IS FOR YOU!

- Discuss productivity vs. time management
- Discover the resources you must manage to be productive
- Why saying, “No,” is incredibly freeing
- Share a planning tool you can begin using this week

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A LITTLE ABOUT ME . . .



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IF YOU COULD BE YOUR MOST
PRODUCTIVE, WHAT WOULD THAT
MEAN FOR YOUR WORK AND LIFE?

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PRODUCTIVITY ≠ EFFICIENCY

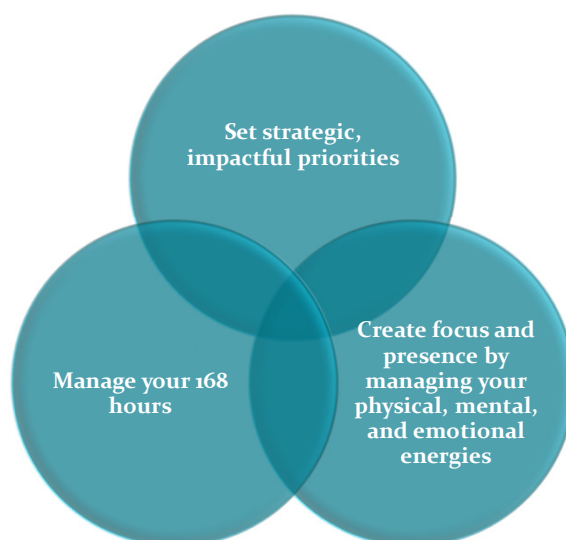
Productivity = Focus

- **The freedom to focus**—where all the important work is done
- **The freedom to be present**—instead of thinking about work or other things when you're with your family.
- **The freedom to be spontaneous**—to have room on your calendar for the fun and interesting opportunities that crop up.
- **The freedom to do nothing**—to shrug off the unrelenting busy-ness of life and just be.

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Source: michaelhyatt.com/purpose-of-productivity.html

PRODUCTIVITY + IMPACT ≠ TIME MANAGEMENT + CHECKLISTS



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DECIDE TO BE PRODUCTIVE

1. Develop self awareness about why you're being unproductive.
2. Find Your Optimal Level of Productivity
3. Plan ahead to be productive.
4. Stick to the plan

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CHOOSE TO IGNORE THE DISTRACTIONS AND BE PRODUCTIVE

Urgent and Important	Not Urgent and Important
Urgent and Not Important	Not Urgent and Not Important

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USE BLOCK SCHEDULING TO FIND FREEDOM

- Schedule the important and not urgent work
- Schedule the important and urgent work
- Delegate or schedule the urgent and not important work
- Remove the not urgent and not important work from your plate (and mind)
- Minimize people's ability to hold of you and the number of times you check email
- Minimize meetings and decisionmakers

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THANK YOU!

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