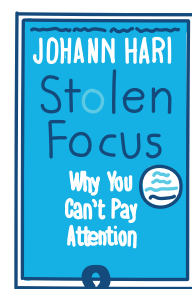
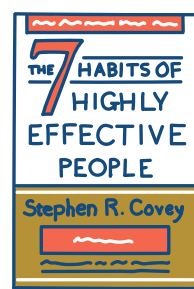


# How to get more done with less time



## Book recommendations



The 5am Club

Eat that Frog

Deep Work

7 Habits for highly effective people

Stolen Focus

Productivi-tree  
Productivity decision tree

Rhiannon Gibbs

NEXT STEPS...



Start doing	Stop doing
Do more of	Do less of

### Effective tasks

### Efficient tasks

1 Does this task further your purpose?

WHY?

- What are you here to achieve?
- Your customers?
- Would anyone miss this task?
- Is spending more time on the task a good thing?

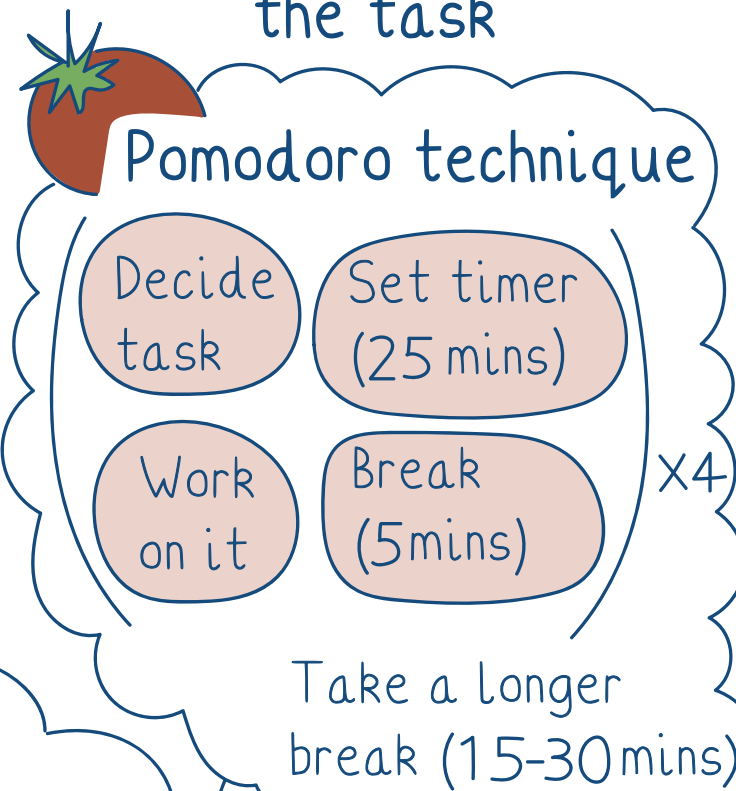
NO — Scrap it

YES — 2 Are you the best person for the task?

NO — Delegate

3 How to stay focused on the task

4 How to complete the task more efficiently



- Remove waste in your process
- Free up time for productivity

1. Overproduction
2. Waiting
3. Excess processing
4. Transportation
5. Inventory
6. Motion
7. Defects

Is it urgent or important?

Stephen Covey in 7 Habits of highly effective people

**Eisenhower Matrix**  
Organising your 'to do' list

	Urgent	Not urgent
Important	✓	
Not important	→	✗

In the flow?  
Don't take break

ADAPT FOR YOU

IDENTIFY & REDUCE

### EXTRA top tips for productivity

- Work when in the ZONE
- Write 'to do' list night before
- Harness 80/20 rule
- Focus on ONE task at a time
- Kanban-style 'to do' list
- Just do tasks <10mins