

On Priorities & Delegation

How to beat procrastination
distractions.



_For you, if...

Time management is a challenge: Are you running behind schedule frequently?

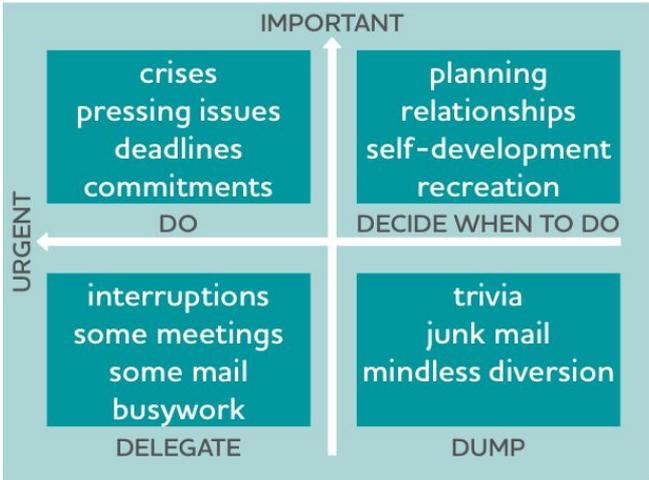
If you want to remind your team of how to be more efficient and reduce stress.

Try This! _Quickies

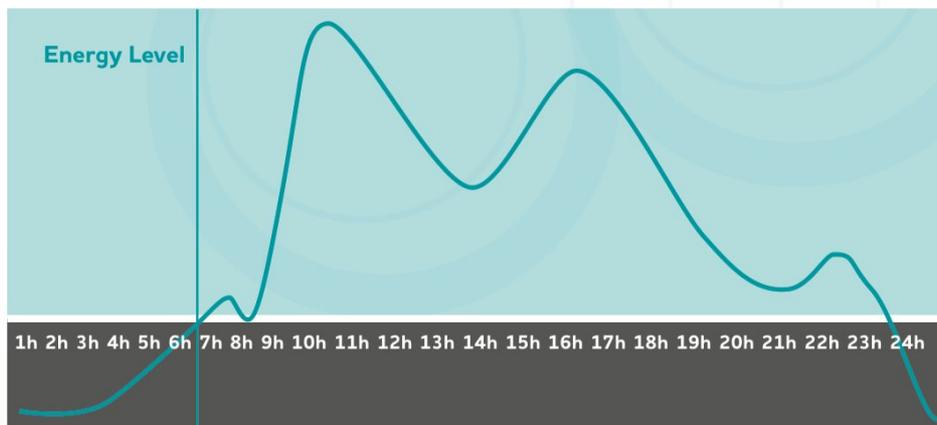
3min

A The Eisenhower Matrix is a simple, yet useful tool to remember.

The idea is to organise your tasks by deciding whether they are urgent or important, both or neither. Once you have segmented them, you place them in your daily routine accordingly.



B How do you decide what to do “when”. Again, this goes beyond simple time management. It’s about your own biorhythm. When are you at your best? When are you at your lowest, most tired point? We recommend you reflect on your daily rhythm and draw a chart to get clarity. Then you decide what tasks (administrative, creative, strategic, communication, etc) to do in which time slot.



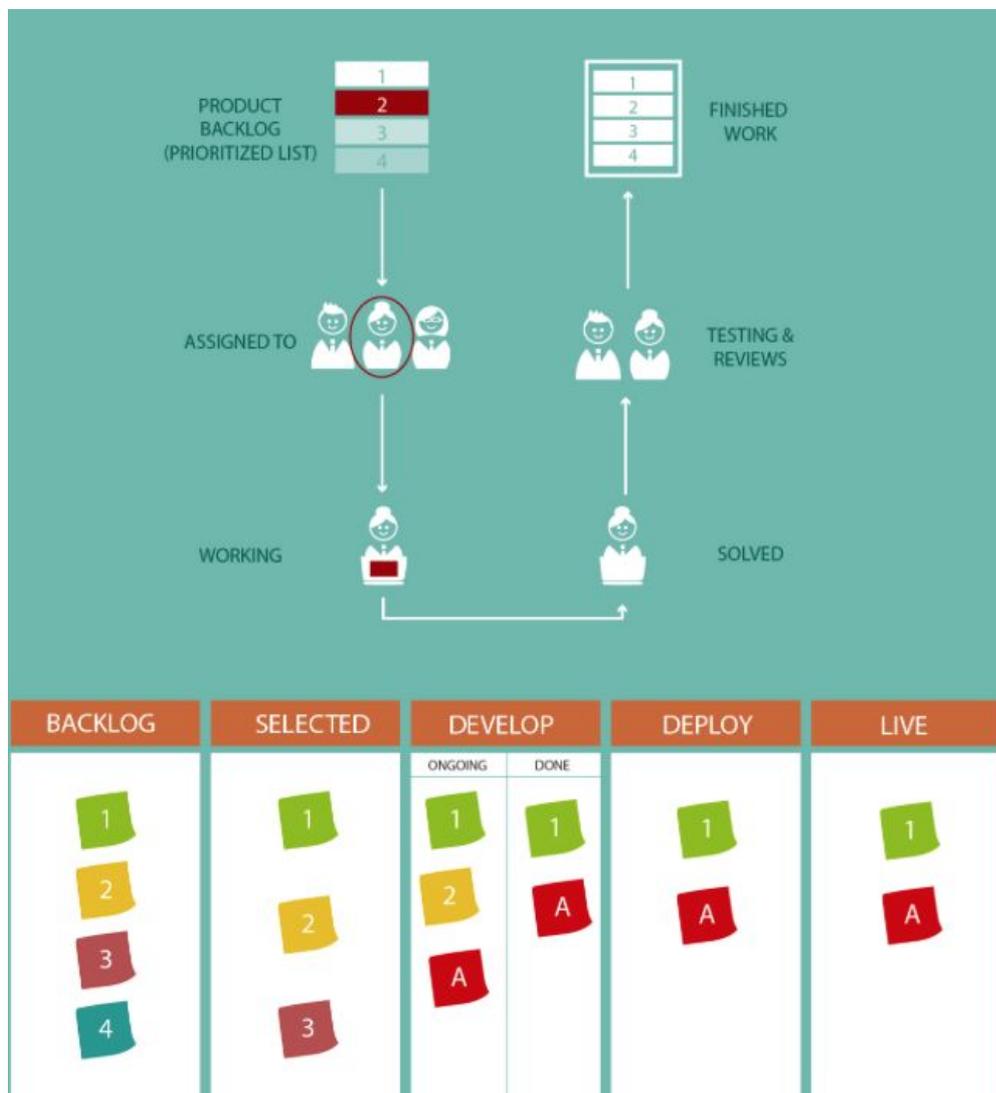


As a Bonus:
Switch off your mobile and have a meeting with yourself! Minimise distractions, take your work seriously. Commit to results.

_Take it further!

10min

If you feel like you have multiple things to do that somehow tie in together and/or imply team work, I would suggest trying an Agile Coaching Tool. KANBAN can be a great visual support for your own projects (i.e. to get organised in your mind), or with a small team. This is for you, if you like to be flexible in your approach and use a visual tool.





► Your TakeAways

_What do you know now?



Let me know how you are getting on!

For more advice and solutions check our [worksheets online](#), and watch some videos from our [Bounce Back Video Series](#).



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