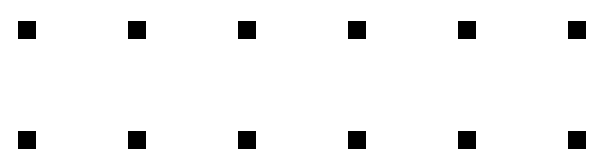




TIME HACKS

Maximizing Your Schedule with Easy to Implement Systems

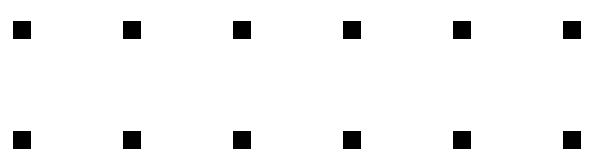


Anna-Vija McCloud

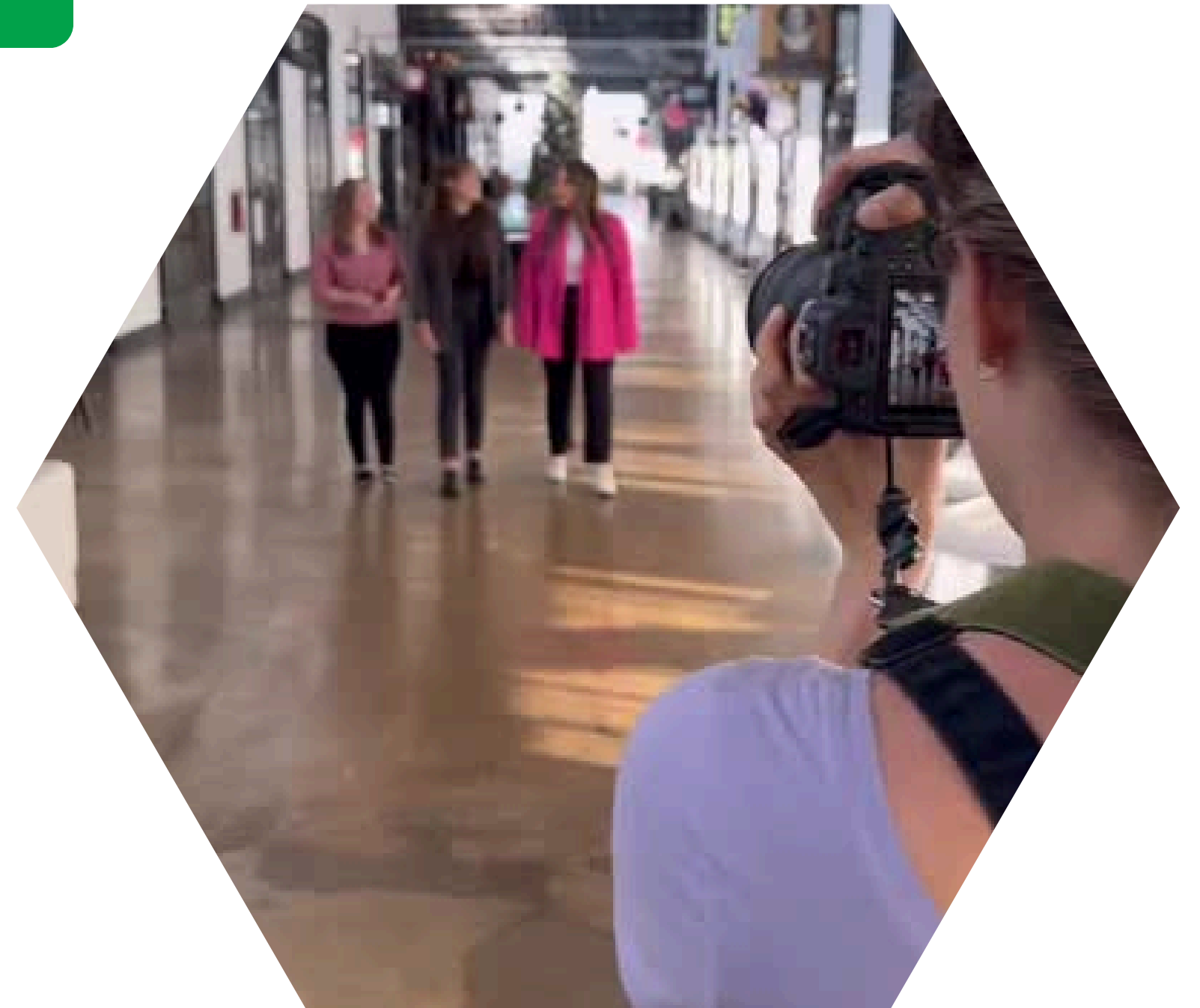
WELL, HELLO THERE!

Piccolo is genuinely interested in helping our clients become more efficient, profitable, and confident.

We work with businesses, nonprofits, and entrepreneurs in marketing, project management, and systems development to SCALE their results!



piccolosolutions.com



TALKING POINTS



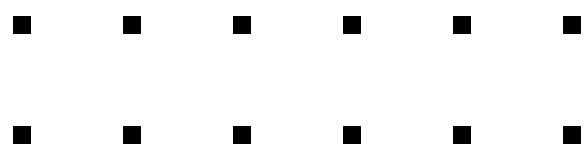
**MANAGE YOUR CALENDAR
FOR OPTIMAL PRODUCTIVITY**

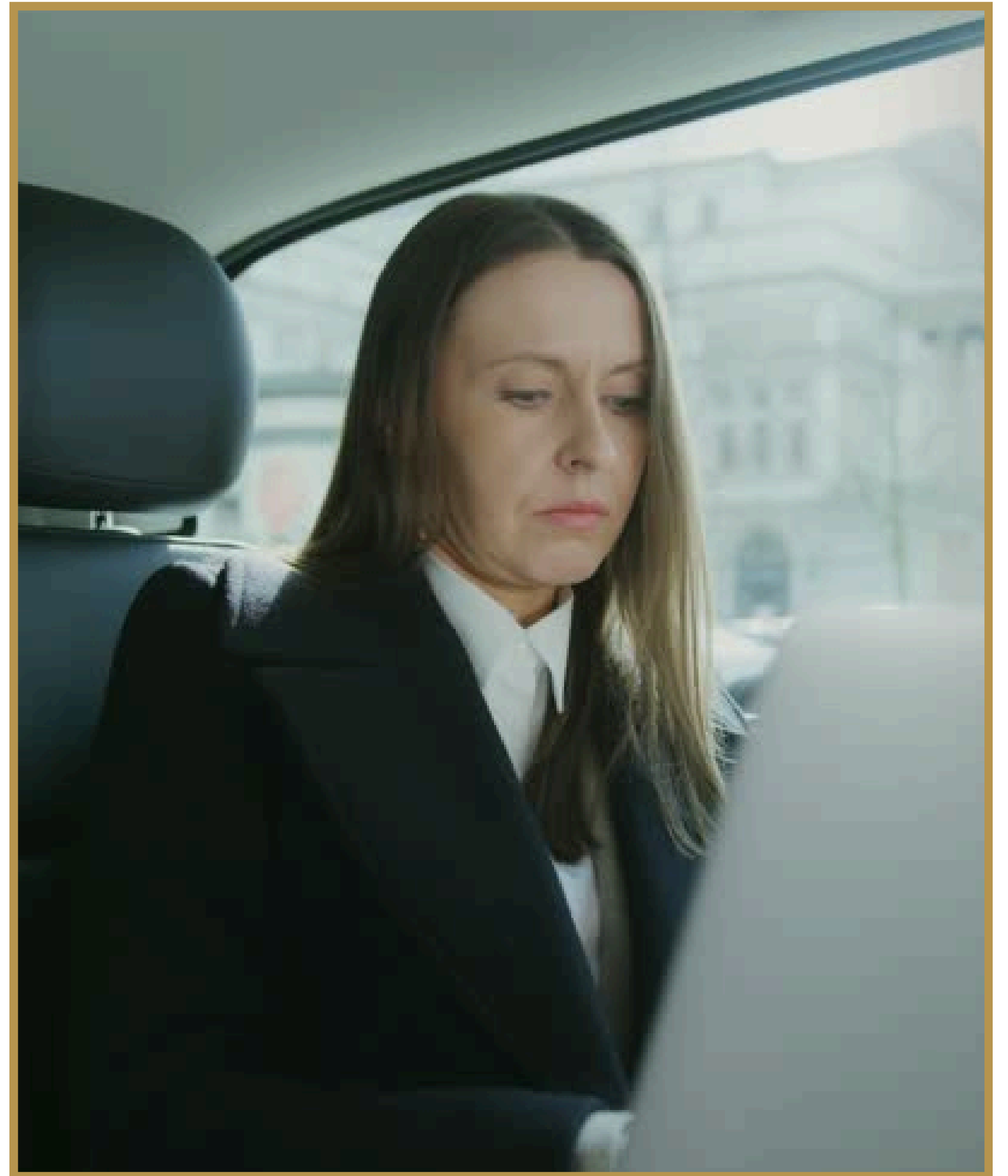


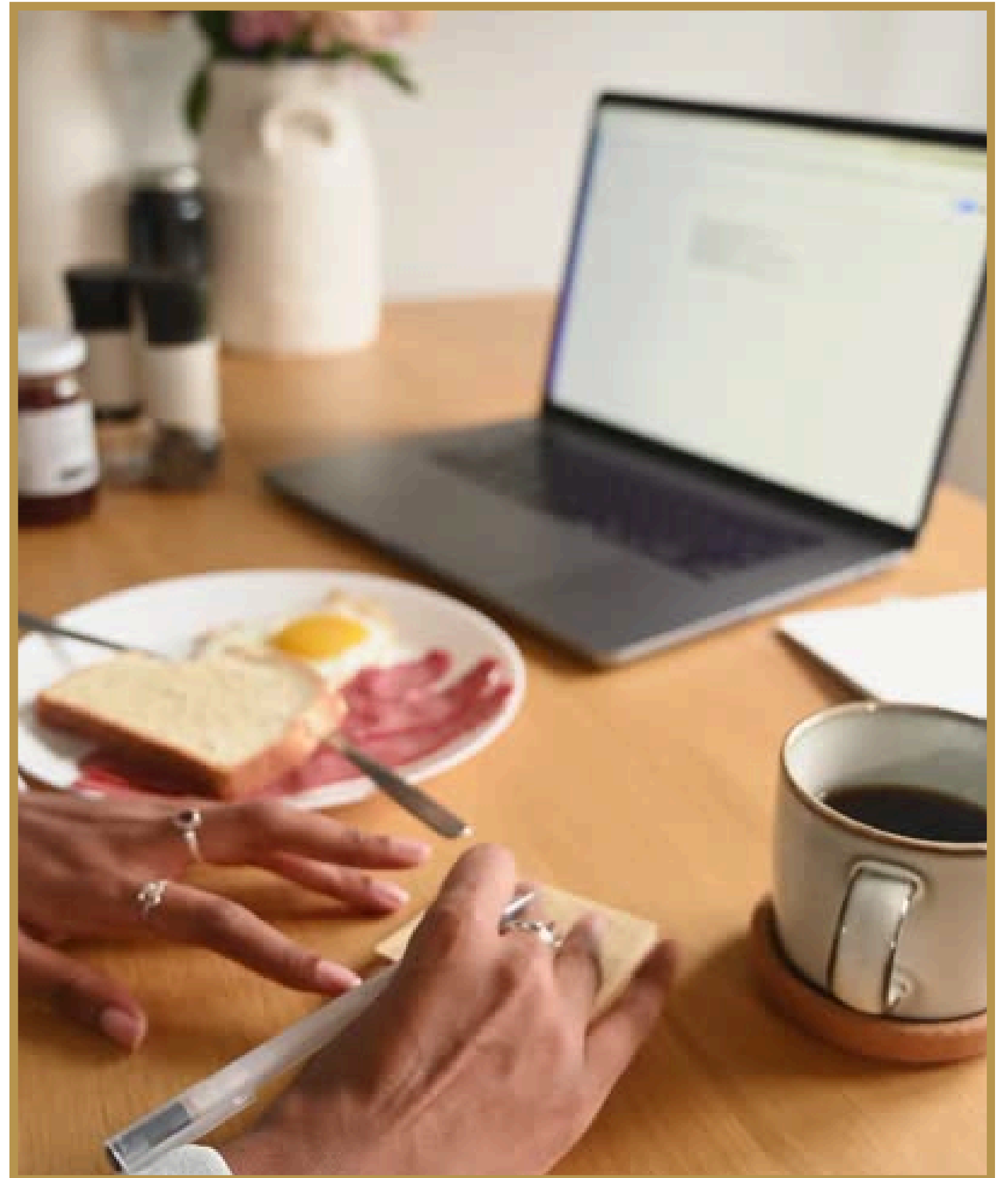
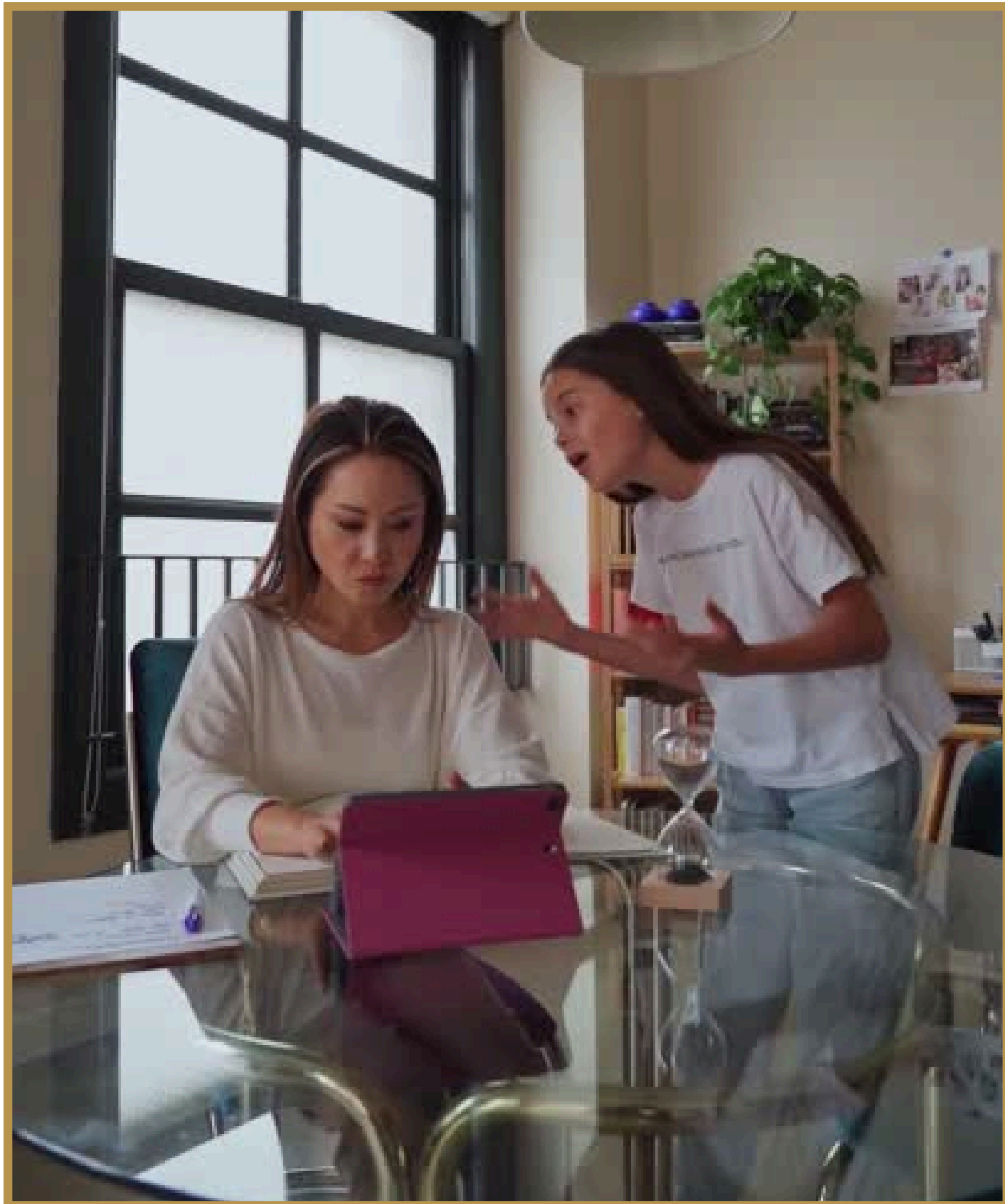
**MANAGE YOUR INBOX BY
PRIORITY AND WORKFLOW**



**USE TECHNOLOGY TO
SCALE YOUR EFFORT**







40%

OF PRODUCTIVITY TIME IS LOST

“MULTI-TASKING!”

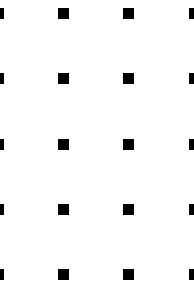
It can take an average of 23 minutes to regain focus after a distraction, such as answering a question while working on a report.

This includes a "resumption lag," which is the mental reboot it takes to get back into the original task.



CALENDAR MANAGEMENT

- **Multitasking KILLS Productivity**
- **Having Unscheduled Work Time Is Confusing**
- **We Put Off the Most Important Things**



TIME BLOCKS



Personal Care

Morning / Night



Calls + Meetings

SET Times



Admin Time

Uninterrupted

day



September 2024



W

SUN

MON

TUE

WED

THU

1

2

3

4

5

05

M

M

M

M

M

M

M

M

Call/Meeting Time, 1

Call/Meeting Time, 1

Call/Meeting Time, 1

Call/Meeting Time, 1

Call/Meeting Time, 2

Call/Meeting Time, 3

Meeting Time
9:30 - 10:30am
Call/Meet

Meeting Time
11am - 12pm
Call/Meet

Meeting Time
12:30 - 1:30pm
Call/Meet

Internal Team Calls
2 - 3pm

Call/Meet

Call/Meet

Call/Meet

Call/Meeting Time, 9

Call/Meeting Time, 1

Call/Meeting Time, 1

Internal Team Calls
2 - 3pm

Meeting Time
9:30 - 10:30am

Meeting Time
11am - 12pm

Meeting Time
12:30 - 1:30pm

Internal Team Calls
2 - 3pm

SCALE YOUR TIME

Controlling your time maximizes your ROI!

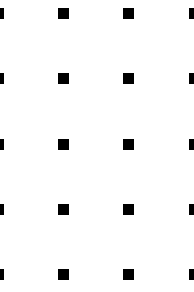


- **Pick your favorite place on each side of town, suggest it in the invitation**
- **Offer SPECIFIC times to meet, not a window / block of time**
- **Invite others to join you at events you already plan to attend**



START SMALL

- **Consider follow ups in this order:**
 - **Calls (Use this as an opportunity for movement!)**
 - **Virtual Meetings**
 - **In Person Meetings**
- **Offer 15-30 minutes, not an hour**





Chat with Anna-Vija McClain

< August 2024 >

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Meeting duration

30 mins

What time works best?

Showing times for **August 19, 2024**

UTC -05:00 Central Time

9:15 am

9:30 am

9:45 am

10:00 am

10:15 am

10:30 am

10:45 am

Clear

Is

Kind

I'd love to help, but I can't.

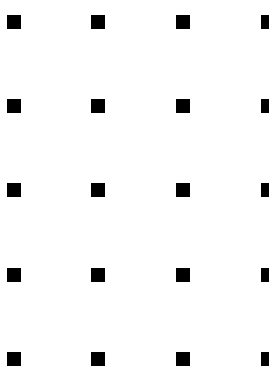
My schedule is already full.

Sounds like a great idea, but I can't right now.

Thanks, but I'm not taking anything else on right now.

I'm booked up right now.

**JUST SAY
"NO."**



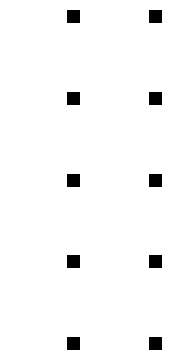
YES, AND...

For Your Boss...

Sure! How would you like me to prioritize this with my other projects?

Got it! I can have this back to you by _____.

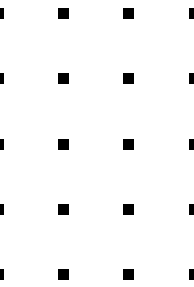
I can take care of this. I'll need to adjust my other projects to next week.





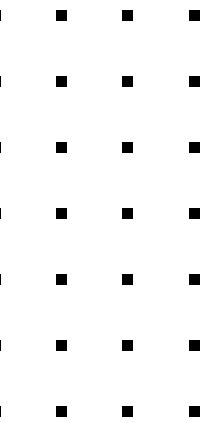
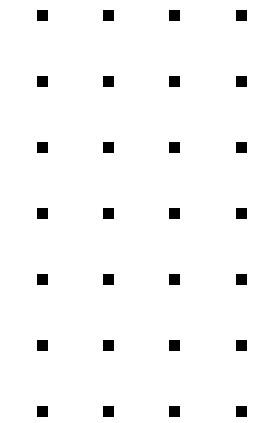
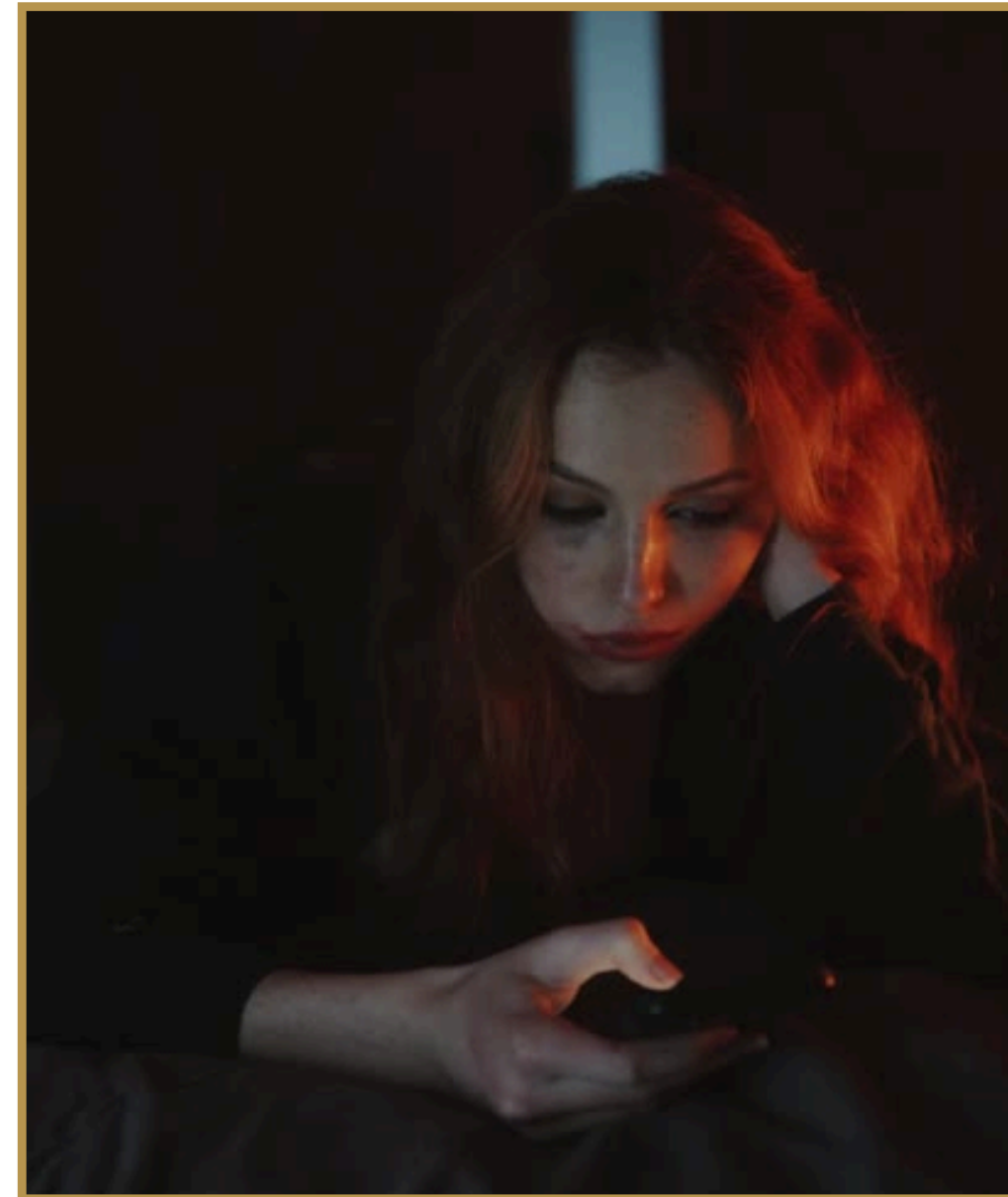
EMAIL MANAGEMENT

- Too Many New Emails KILLS Motivation
- Email Should Facilitate Work, Not Be ALL of our Work
- Your Work Reputation Depends on Being Efficient
- Checking email 2–3 Times Per Day is ENOUGH



IS IT “URGENT?”

**How fast do you need to
reply to an email?**





**No.
Really?**

Set Expectations.

Stick to them.

"NORMS"



Call / Text

URGENT



Email

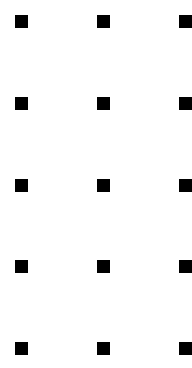
1-2 Business Days



Meeting

Scheduled

UN. SUB. SCRIBE.



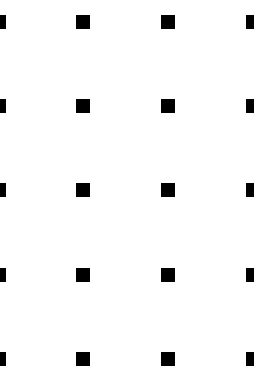
- Do I REALLY need / want this?
- Do I need / want these messages this often?
- Is there another place I could get this information when I need it?
- How much time is it costing me to sort / delete / “ignore” this?

UNSUBSCRIBE.

- **Keep vs. Delegate**
 - **Do it Now**
 - **Reply and Archive/Delete**
- **Save for Admin Time Slot**
- **File in Folder or Tab for Reference**



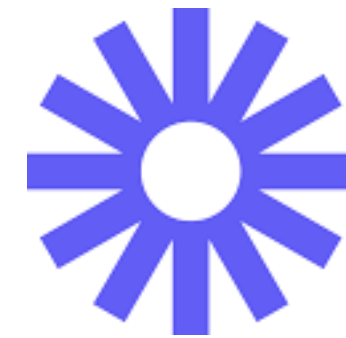
**MAKE A
PLAN**



TECH TO SCALE



ChatGPT



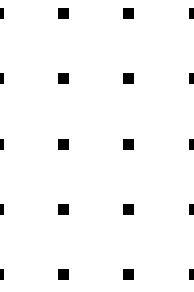
loom

HubSpot



Calendly

FELLOW



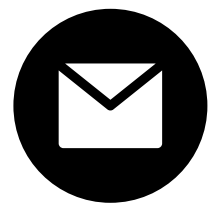
THANK YOU



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@annavija

