7 Steps to Effective Time and Task Management

Annual planning

- Free Days
- Buffer Days
- Focus Days

Create environments

- Where is your Bunker?

Teams

- 30-minutes a day of team review
- Weekly reflection
- Monthly management
- Quarterly training
- Annual celebration and strategy
- Collaboration
  - Dropbox
  - Slack
  - Asana

Delegation

- Clear Direction
- Deadline
- Don't interrupt
- This is how to tell me you have completed
- Blame a system, not a person

Make a list

- Find some Peace & Solitude time at the best end of your day
- A, B, C & D the list
- Do the A's first
- The Full Focus Planner

Create boundaries

- Create some buffer time each day
- This is when I can be disturbed
- This is when I cannot be disturbed

Understand the difference between urgent and important

- A = Not Urgent but Important
- B = Urgent and Important
- C = Not Important but Urgent
- D = Not Important or Urgent

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