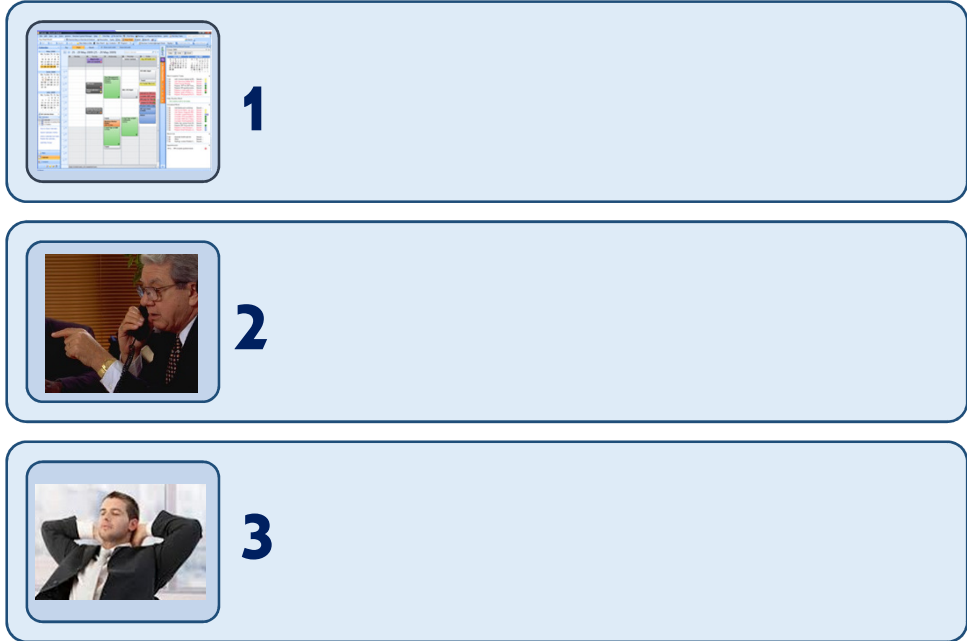
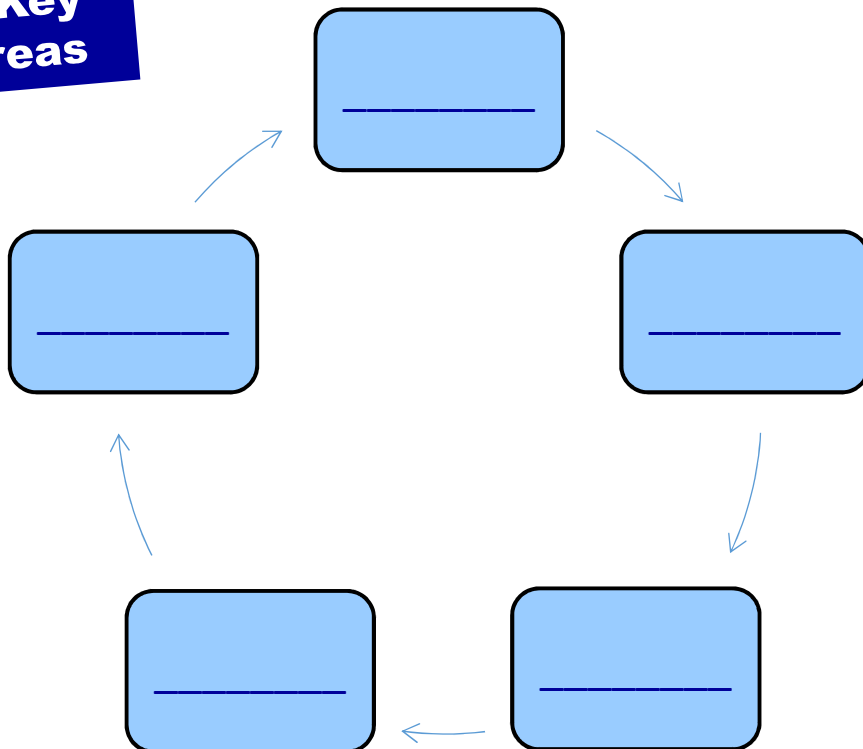


The High Performance Workplace

The 3 Phases of Work



5 Key Areas





Email Strategist

Stuart Snooks

Managing Overload

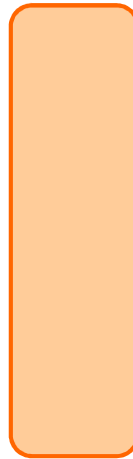
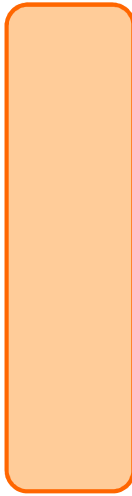
3 Keys to Mastering Email & Information Overload



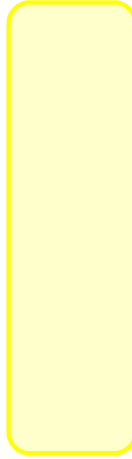
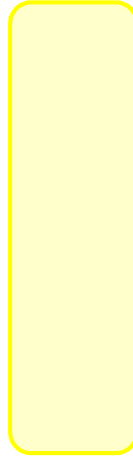
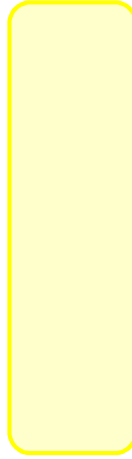
.com .au

www . emailtiger

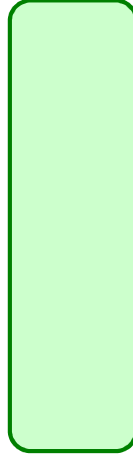
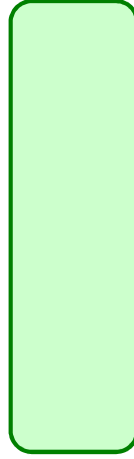
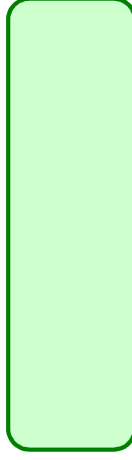
1: Decrease frequency



2: Reduce volume

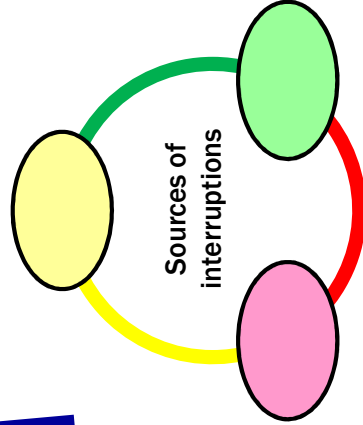


3: Increase speed



Managing Interruptions

Sources of interruptions



00:00:00

Start

Clear

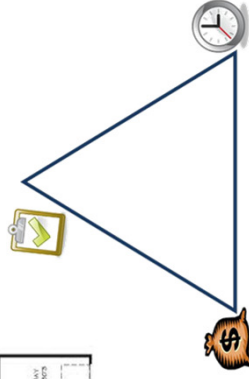
28%

Interruptions by things that aren't urgent or important, like unnecessary e-mail messages — and the time it takes to get back on track.

Source: Baseix



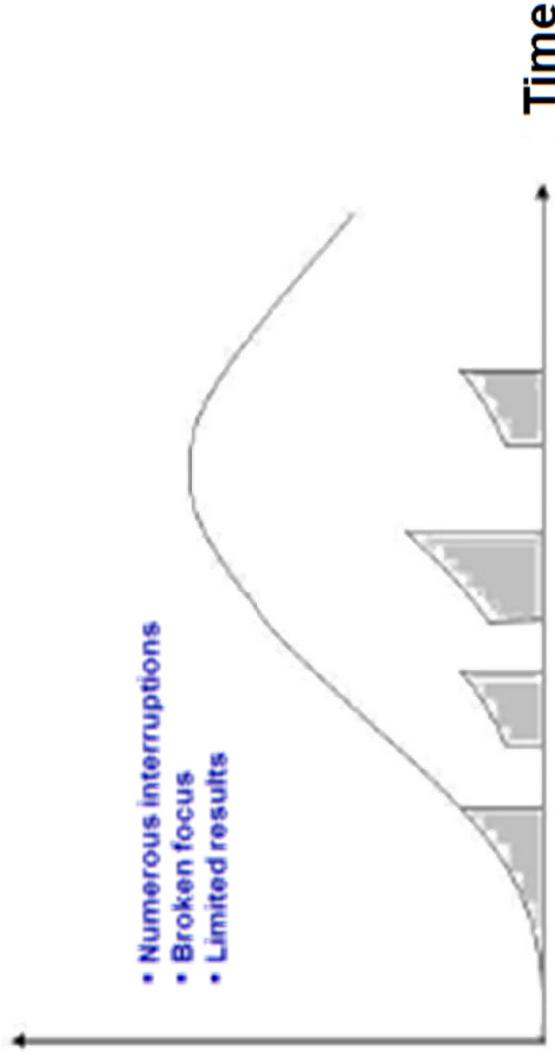
Different space for different thinking



The Myth of Multi-tasking

Results

- Numerous interruptions
- Broken focus
- Limited results



Managing Commitments

3 keys to managing commitments *appropriately*

1: _____

2: _____

3: _____

Make a list of commitments/to-do's

The big issue right now is . . .

It will be finished or under control when . . .

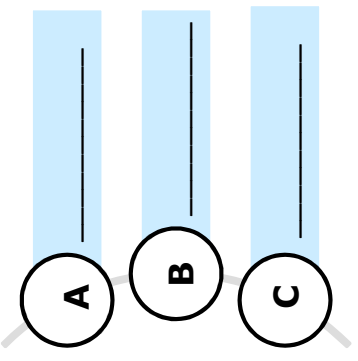
The next action is . . .

The 2 Minute Rule	<i>If the next action on anything can be completed, where you are now, in two minutes or less, do it right then (if you're ever going to do it at all). If you're never going to do it, then delete it . . . right now!</i>
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Managing Priorities



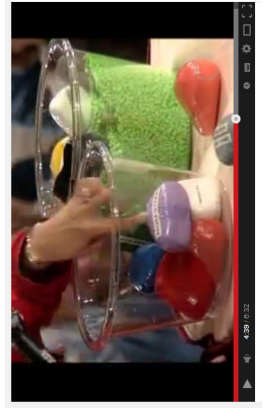
Triage Prioritising Method



critical few
vs
trivial many



Big Rocks – Stephen Covey



Urgent 

Important 

Two
'Quick Wins'

1: _____

2: _____

**5 Areas
of Focus**

1: _____

2: _____

3: _____

NOT to-do list

4: _____

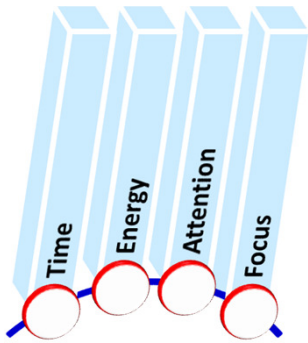
5: _____

Admin/other's projects (5%)

Someday list

Managing Energy

You have limited resources of;



'Peak' & 'Down' Times



	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
10																	
9																	
8																	
7																	
6																	
5																	
4																	
3																	
2																	
1																	

Communications or interruptions

S	Strategic
R	Reserve
T	Time

Peak Time Tasks & Activities	Down Time Tasks & Activities
.	.
.	.
.	.
.	.
.	.
.	.