

OUTPACE!

How to get the most out of your
time and get ahead.



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*“Don’t be fooled by the calendar.
There are only as many days in the
year as you make use of. One man
gets only a week’s value out of a
year while another man gets a full
year’s value out of a week.”*

- Charles Richards (Author, The Psychology of Wealth)

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Preface



“Time Management is often a massive waste of time!”

There! We said it. And we're acutely aware of what that sounds like.

That opening statement, however, is true for most people. Such individuals have come to believe that time management is the magic mantra that will set everything right for them; that it will make them super-productive once they learn to juggle everything on their plate, like work, family life, hobbies, social obligations etc.

Armed with this piece of wisdom(?), conventional time management techniques, free online advice and loads of good intentions, these people set out to become masters at task juggling.

The result? Ironically, increased stress, if anything, coupled with frustration and no change whatsoever to productivity levels.

You might agree.

Many people have tried at least a couple of time management techniques, and at some point decided they were better off without these.

And they reckon that 'time management' is really for borderline obsessive-compulsive personalities or people with superhuman willpower and focus levels.

What we're here to tell you is that the benefits of what is commonly called time management (the term is a misnomer, actually) are real. But you'll need to make some changes to the way you think about and deal with time.

The question then, is 'what should one do, think and know to maximise the limited time that life gives us?'

What's in This eBook for You?

In this ebook, you'll find information that might change your perspective on time management as you know it. You'll also find guidance on how to implement some practical time management techniques in your everyday life to reap noteworthy benefits.

The content you're about to go through:

- Is a series of excerpts from a larger body of our work,
- comes from intensive research, a meta-analysis of academic works authored by experts in the field, and tried and tested methods.

Onwards, then. Time is of the essence, after all!



Chapter 1:

A Big Myth to Avoid to Get the Most Out of Your Time



Danger lurks when we try to divide ourselves with expressions such as “my private life” or even “my best behavior.” If one tries to segment his or her life into such separate compartments, one will never rise to the full stature of one’s personal integrity — never to become all that his or her true self could be.”

- Russell M. Nelson, (Author, Spiritual Leader)

There was a time when people had a fixed compartment for their work or professional life (usually nine to five) and then they would deal with other compartments of their life. That strict compartmentalisation of one’s professional and non-professional pursuits soon gave way to an unhealthy amount of time spent at work. Such individuals accorded little or no time for one’s non-professional work pursuits.

Both are sub-par approaches to the dynamic nature of modern-day life, to managing oneself and the limited time at our disposal.

The term, ‘work-life balance’ didn’t help much. Neither did the categorisation: work and life.

If anything, the work-life balance concept just made things worse and remains a major productivity killer. Because if you think about it, balance is all about being static, fixed. And life is anything but static. The categorisation of professional life and personal life as being two separate, incompatible spheres, somehow seems to denote we lose ourselves in professional drudgery but find ourselves in personal endeavours; that we tolerate or survive the office, but truly ‘live’ only after we are done with our work for the day or week; that work is bad, and life, good.

And so the challenge, as one might misunderstand, is to balance the drudgery and burden of work with the levity and joy of life.

Such a mindset, as we have mentioned above, is the antithesis of a satisfying life – based on a fundamentally flawed premise. Because, as it turns out, our professional pursuits are also sources of deep creative satisfaction.

The big myth we were referring to in the title – the one to avoid if we are to get the most out of our life – is work-life balance.

Professional obligations a.k.a. work isn't the antithesis of life. Rather, it is a necessary part of life — just as other pursuits are — such as family, friends community, spiritual and personal.

This is especially true given that most jobs today have evolved in a cerebral, creative way. Work today isn't about how long you do a job, but how effectively, creatively and innovatively you do it.

However, one can take this insight to its illogical end and make one's profession one's everything. One can allow one's work to take over one's life. Of course, we are talking about people we call workaholics.

What is required then is a better integration of the various roles that one plays in life. 'Integrated living' then is the paradigm we must adopt, rather than the now obsolete 'work-life balance'

What is required then is to look at life as another critical part of your life; as any other of your pursuits, just like your family, your social life, and find time for each.

Rather,

'Work' and 'Life' have their own priorities that pop up unannounced. For instance, If an important client deal comes through that needs you to work on it over the weekend, at the expense of your family time? Wouldn't you rather work on the deal for the benefit of everyone involved at work?

And what if a family emergency crops up while you're in the middle of a typical work day at office? Wouldn't you rather prioritise that over your work duties at that moment?

Bottomline:

*Don't create artificial
compartments for your life.*

Find the best time for you
*-and factor in your body
clock as far as possible -*
**to schedule the tasks that
you must handle.**



Chapter 2:

Fullness of Life, Success and Time Management



“When you’re younger, you have this sense of your own immortality and you’ll always be able to catch up. You’ll make it up to your kid or you’ll make it up to your wife. But your kids are only young once and you can’t get that moment back.”

- Dan Glaser, CEO, Marsh & McLennan Cos.

Many professionals – especially those with grandiose professional and financial ambitions – end up filling their schedules almost entirely with professional pursuits. Their non-work commitments and responsibilities receive short shrift.

And here’s what’s wrong with that.

You. Are. Not. A. Production. Unit.

There is more to you than merely work. Also, it’s not like filling your life with work necessarily translates into better productivity. Studies, seem to state that it is doing *less* work, not more, that translates into peak productivity.

You aren’t a production unit. You cannot grind out the same amount of work endlessly like a machine. Even a machine needs down time to prevent wear out.

Remember that you play multiple roles in life.

Think of these life areas as various balls or spheres that you must juggle. As an analogy, think of all these spheres – except your work sphere – as being made of glass or crystal. On the other hand, think of the work ball as one made of rubber.

If you drop the work ball, it will bounce back. It’s made of rubber, after all. The others, made of glass as they are, will shatter, or at least crack. You could mend them, but the cracks will remain. True of real life too, wouldn’t you say?



Aside from professional pursuits, you have
family and friends –
your personal life.

These matter.

Your health and spiritual pursuits
matter too.

So, factor in every aspect of your life into your plans and daily schedules, and you will have a *'fuller'* life. A 'full' life is one where:

- the various spheres of our life are adequately taken care of
- no single sphere is nurtured at the expense of another

It is the only way that you can achieve fullness of life.



Chapter 3:

Are You Urgency Addicted? (And Why You are So)



“Some of us get so used to the adrenaline rush of handling crises that we become dependent on it for a sense of excitement and energy.

– Stephen Covey (Educator, Author)

There's a world of a difference between *'doing things'*, and *'making things happen'*.

Take a second and let that sink in.

Now, let's take a closer look at those terms, shall we?

Doing Things vs. Making Things Happen

'Doing things' refers to a task or activity *execution* focus. Most appraisal systems at work often – as they should – rate us on how many of our goals we have achieved. This, consequently calls for an intense execution focus.

However, as desirable as a focus on execution is, adopting task execution as one's 'sole and primary' focus is not the smartest thing to do.

Here's why a 'Doing Things' focus alone is inadequate

An execution focus is a preoccupation with what must be done *now*; on what must be accomplished *in the short term*. And that means diving headfirst into immediate deadlines or dousing fires, - at the cost of something very important.

You see, when one is focussed intensely on executing today's tasks, it's usually at the expense of planning adequately for the longer term, thus failing to pre-empt those things that can derail the future. So, the future, when it finally arrives, often does so as a blindsiding emergency.

An over-intensive execution focus often obstructs a leader's perspective and action on the very things that ensure timely execution, work quality and goal achievement i.e. long-term planning, people and processes.



Consequently, people fail to develop into independent, consistent performers.

The fallout of this is a ton of manual work and wasted time. Nothing good.

It's addictive, though.

Fixing issues and successfully dousing fires can be intensely satisfying. Researchers have found that for most people,

Handling emergent challenges leads to the secretion of dopamine, the neurochemical associated with pleasure, in people's brains.

Soon, these individuals begin to crave the high they receive from managing such situations and will seek to continue working in an ad-hoc and unplanned manner, which leads to the generation of the last-minute deadline rush and fire-fighting situations; completing a vicious cycle.

It's a recipe for failure though. The resultant overwork and decrease in productivity being a major consequence. Work crowding out other 'spheres' of one's life and preventing one from experiencing fullness of life, another.

The antidote to this predicament is 'Making Things Happen', which we will explore at length in the next chapter.



Chapter 4:

Outrunning the Urgent -1



“Never let something important become urgent.”

– *Eliyahu M. Goldratt (Business Management Guru)*

The Myth of Prioritisation as the key to doing everything

Truth is, there is more to do than can ever be done. If you're always dealing with emergencies, no amount of efficiency and reprioritizing will allow one to do absolutely everything. You won't be able to juggle emergencies for too long. Eventually, you are guaranteed to drop the ball at some point.

The trick is to managing tasks before they end up becoming urgencies – i.e. to outrun the urgent. And to outrun the urgent requires you to look at conventional time management slightly differently.

But, what does that term 'outrun the urgent' mean, really?

Outrunning the Urgent

It means that the only way to beat being at the mercy of the Urgent is to get ahead of it and prevent it from ever happening in the first place. Because, if no amount of speed or efficiency or prioritization will help tackle all your emergencies any given day, why not spend the time available today anticipating and derailing all the things that could become urgencies tomorrow?

But how exactly does one go about spending time on things today to free oneself from the grip of the urgent tomorrow?

Everyone understands the relevance of *'Urgent'* and *'Important'* in the time management context. There is one more element that needs to be understood and factored in, if one is to decide with conviction what to spend time on today, to outrun the urgent tomorrow. That element is *'Future Consequence'*.

If Urgency is “how soon does this matter?”, and Importance is “how much does this matter?”, then Future Consequence is “how long is this going to matter?”

Ultra-productive people don't just make decisions based on the here and now; they make decisions based on a perspective of how it will affect the future.

Which means that as you factor in a calculation for Future Consequence, it begins to offset some of the weight and pull of Urgency. Absent the Future Consequence calculation, the only remaining choice is to work faster and faster and to attempt to switch back and forth between different things. The faster one works, the more elements they can fit in, but the more they fit in, the more the things that get presented to them as urgent.

But in addition to the Future Consequence calculation, there's something else ultra-productive people do in order to spend time on things today to give themselves more time tomorrow.

Intelligent Consideration! There are five key considerations that enable the super-productive to do what the rest of humanity seemingly cannot. Multiply time by outrunning the urgent. We'll discuss this in the next chapter.



Chapter 5:

Outrunning the Urgent - 2



“Don't mistake activity with achievement.”
– John Wooden (American Basketball Player & Coach)

In the previous chapter, we left you with a thought. That super-productive people manage to create more time tomorrow, by choosing how to spend their time today. We also mentioned there are five intelligent considerations that these outliers undertake to multiply time for themselves. Let uncover them now.

The Five Considerations

The five considerations are essentially five questions, namely:

- 1. Must this be done at all?**
- 2. Must this be done manually?**
- 3. Must this be done by me? Or, am I the best person to do this?**
- 4. Must I do it now?**
- 5. How do I protect/maximise time on what is my absolute priority?**

...and they follow that exact sequence.

Let's start with the first one.

- **Must this be done at all?**

Instead of focusing on what we should add or start doing in our lives, what if we instead focused first on what could be taken away from what we're doing now?

The very first practical step of becoming truly time managed, is asking yourself the question, “What are all of the things that I can just eliminate?”

Sometimes we take on tasks just to feel a sense of accomplishment, appease our guilt, or out of fear of what we might miss out on if we don't do the task.



These self-impositions are the first sets of activities that we can get rid of.

Assuming your answer to this first consideration is ‘Yes’ however, let’s move on to the next consideration...

- **Must this be done *manually*?**

Consider this case:

With most organisations, one common misconception with accounts receivable software is that it’s costly and will not realize returns on investment. But, most companies only focus on the direct costs of

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invoicing (printing, postage, etc.) and do not understand the true cost of preparing invoices and collecting outstanding receivables.

On average, according to a 2016 (American Productivity & Quality Center) report, the cost for a company to prepare an invoice manually can be as high as \$11.50 or more per invoice.

With Accounts Receivable (AR) automation, a company can bring the cost closer to the best level (Top – \$0.71 per invoice). That's 17x less costly.

Clearly, in this case automating the AR process will significantly reduce costs, but the benefits don't stop there – it makes it easier for customers to do business with the company.

This is sometimes overlooked in calculating costs but by making it easy for customers to view, dispute and pay invoices – byproducts of automation - they can pay up faster.



Each moment that you don't do the things you ought to be doing, because you're too busy doing what you ought to automate, is stealing from your own future well-being

This example can be generalized to include almost any industry in a wide spectrum of scenarios where manual work is the norm, and the findings/benefits would be very similar. One thing that is always more expensive than a good system is not having a system at all.

Another aspect to this consideration is custom work, i.e. creating something from scratch, which takes time and effort. Leveraged work on the other hand, is creating something once that can be used repeatedly. Whenever possible and prudent, eliminate the time you spend on creating custom work - things that you will never use again, like for instance - creating canned responses to generic emails, so that you aren't required to script custom emails for each mail that arrives in your inbox.

If the answer to this second consideration, Must this be done manually? is ever 'No', it's well worth the time, effort and if required, a business case for finances to invest in automation avenues.

However, assuming that the task at hand just has to get done, and that there is no way to automate the task, we can move on to the next consideration, which we'll cover in the next chapter.



Chapter 6:

Outrunning the Urgent – 3



“You have to protect your time with your life –

because it is your life.”

– Bert Jacobs (Author)

If you’ve gotten to this point on the list of considerations, the task before you has to get done and automation is not an option.

Let’s look at how super-productive people would proceed from here. On to the third consideration...

Must this be done by me? Or, am I the right person to do this?

Most people are generally shocked at their own responses to the question “Does what I’m doing right now require my unique skill set; or is it possible that there are other people better capable of doing this?”.

Shocked at how much time is being spent doing things that someone else could/should be doing instead.

In response to this consideration, if your response to the task at hand, perchance, is ‘No’, how should you tackle this task that

1. Must be done
2. Must be done manually?



The answer could well be intelligent delegation.

You could look at spending some time teaching someone else such task nuances, and delegating such tasks to them in future. Remember the Future Consequence example?

So, what tasks are you hanging on to that you need to let go control of?

Assuming you have said yes to all the three considerations thus far, it's time to look at the fourth consideration...

Must I do it *now*?

Here's what you might consider if you run into an adhoc task must be done manually by you.

- Firstly, when is it due really? And second,

- Can you complete the task in three to five minutes? If yes, go for it and finish it off.

If no, you must reschedule that task for later in favor of other tasks you're working on that have been planned for.

So, it pays to take a hard look at a task that comes at you out of the blue that has passed the first three considerations, and ask,

Does this task really need to happen now? Can I complete the task in three or five minutes?

If the answer here is 'Yes', we arrive at the last question on the consideration list...

How do I protect/maximise time on what is my absolute priority?

You now have a task that has to get done, manually, by you and now. That makes it a genuine, absolute priority.

It is time to do that very thing that you know you should be doing. And now you know for sure that it is precisely the thing you should be doing at that moment.

Your job is simply to do the next most Significant thing and not to worry about anything else. You don't have to worry about everything you have to do. You only have to focus on taking the next step. Everything else is a distraction.

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It sounds simple, doesn't it? Yet it's the one thing most people struggle to do. Remember, you can't really have multiple priorities. Whatever you are choosing to spend your time doing at any given moment is your priority—at that moment. So summon all your focus and do what you need to right now.

And if the thing you are doing now is not what you really want your priority to be, then Eliminate that thing in front of you, Automate it, Delegate it, Park it or Complete it as fast as possible and sprint over to the thing you know you should be doing!

That's how super-achievers function. And that's how they do what few others can do – create more time.



Chapter 7:

Scheduling Your Day - 1

('MITs' and 'Routine Work')



A plan is what, a schedule is when. It takes both a plan and a schedule to get things done.

- Peter Turla (Author, Time Management Expert)

Everyone has goals, dreams and desires driven by ambition. Strangely, however, we often find ourselves moving further away from those goals, *in spite of working harder*.

The problem? We constantly live in fire-fighting mode. We spend more time *reacting* to the day rather than tackling it with enthusiasm.

We get overwhelmed, upset, and, by the evening, we're too drained to do anything else.

What's worse is sometimes when we look back on what has been a really busy day, week or even a year, we can't really recall *what* kept us *that* busy- we just recall being really busy.



Sounds familiar?

Being smart about scheduling one's day starts with realizing one basic fact.

Not All Tasks Are Made Equal

Not every task you are being called upon to perform is equally critical. Now, at first glance, every task in front of you may appear all-important, but the question that you must ask yourself is:

For *whom*, really, is this task important? Is this task really as significant as I being led to understand? Is performing this task going to take *me* closer to those significant results that I want to achieve for *myself*?

By taking a few minutes to identify those tasks that are truly important, you'll know which tasks will take you closer to your goals. That means spending time defining your

Most Important Tasks – or MITs - the tasks related to your goals that absolutely must get done that day.

Applying the five considerations you've learned in the previous lessons proactively will definitely help.

With that in mind, and for the sake of clarity, let's focus on MITs some more.

What Are 'Most Important Tasks (MITs)'?

As you know by now, you have limited time and energy to get things done each day. If you want to make the most of your limited time and energy, it pays to focus on first completing tasks *that will make the biggest difference* – a.k.a MITs.

A. “Most Important Task” (MIT) :

- a. Requires cognitive mental focus and**
- b. Will help you achieve significant results you’re looking to achieve**

B. “Most Important Task” is not:

- a. Everything in your inbox marked Urgent or Top-Priority**
- b. Someone else’s emergency that you’re being asked to step into.**

We’re not saying you shouldn’t help people out. An email marked **urgent** or **someone else’s emergency** could very well be an opportunity that furthers your goals, or links to your MITs. Just don’t deceive yourself into thinking everything marked urgent is *your* MIT.

So, how do you correctly identify MITs?

How to Identify Your MITs

Here’s how you determine if a task is an MIT:

- 1. An MIT the task with the MOST IMPACT on your goal(s)**
Rate your tasks according to the impact they have on achieving your goal. Your MIT is the one with the highest (potential) impact.
- 2. It’s the task that endeavors to make other things on your To-Do list OBSOLETE, FASTER or EASIER**
This one requires you to screen your task list for long, inefficient and tedious tasks and then think of a way to eliminate them, make them faster or easier.

Here is an example: You are an executive spending 5hrs a day entering data, and making reports. Investing time in automating report-making will free up some or all of the 5hrs of your day in the long-run. The irony though is that you might feel that you don't have time to sit and automate...don't fall into this trap.

Let's now look at task that are not MITs. We'll call them Routine/Adhoc tasks

Routine or ad-hoc Tasks

Routine work are a professional's everyday tasks, for e.g.:

- answering emails,
- following up with people
- mundane errands
- responding to people's requests and complaints
- formatting documents

Routine work is important in its own right, a necessary by-product of larger responsibilities. However, if you're not careful though, routine tasks can take up your entire day.



So, which would you rather work on in your day? MITs or Routine Work?

Truth is, you must make time for both



There needs to be a balance between MIT's and routine work.

It isn't possible to be at your productive best all day long, so there's no point plotting MIT's that fill out your entire day's schedule. And you realise you must find time for routine tasks too.

So, why not plot routine work around your MITs?

Here's how to schedule your routine work:

1. First, create a timeframe for routine work. Set a certain period of the day aside to do routine work, and, as far as possible, **don't let yourself at it any other time of day**. Whenever adhoc work comes at you, seek to defer it to this time slot.
2. The second step is to create a checklist of all your routine work. Schedule these for the time slot you have identified for routine work.

Now, keep in mind that some days, your carefully laid schedules will go all haywire. That's fine. Being able to do even a small percentage of your MITs a day will get you closer to your goals, as compared to forever being a slave to the urgent, or routine tasks.

Also, you may require to proactively change your schedules sometimes to keep it real. Doable, provided you have a schedule to begin with.



Chapter 8:

Scheduling Your Day - 2

(Chronotype and Ultradian Rhythm)



Luck is being in the right place at the right time, but location and timing are to some extent under our control”.

-- Natasha Josefowitz.(Business consultant, keynote speaker)

So, with your MITs sorted and your routine work planned out, all that's left to do is to get started on them and ticking them off one by one, right?

Not so fast! Quick question. Are you at your best consistently every single hour in a workday? Or are some hours, as a rule, more productive than others for you?

Chances are it's the latter, and there's a scientific explanation for it.

Your chronotype!

Chronotypes

A chronotype is your own personal biological clock that controls your body's rhythms. But, unlike a normal clock, not every person's biological clock keeps the same time or even the same pace.

In other words,

varying chronotypes is why some people are simply more productive in the morning than in the evening, or vice versa.

It now falls on you to figure out what *your* chronotype is. Simply observe your work patterns over three or four days and notice when you're at your productive best – and a pattern is bound to emerge.

Now, how might knowing your chronotype help you schedule your day better?

MITs and Chronotypes

MITs require cognitive, mental focus. So, you'd want to tackle your MITs when you're at your best, wouldn't you? What might happen if you tried to tackle a cognitively demanding task, like a tough negotiation with a stakeholder when you're not at your sharpest? You'd be asking for trouble.

Great. So, once you figure out your chronotype – the time of day when you're at your productive best – you can schedule your MITs in that time slot - a great way to under accomplish what you've set out to do.

What now, you ask?

Well...

Take a Break!

No, seriously.

Research conducted by Tony Schwartz, founder of the Energy Project, shows that humans naturally move from full focus and energy to physiological fatigue every 90 minutes.

It turns out that when we describe ourselves as mentally '*drained*', we are actually being very accurate. We are losing real energy in the form of blood glucose stored (in finite quantities) in the brain.



Our brains, when low on glucose, limit further glucose expenditure. Cognitive tasks and logical decision-making consume a lot of energy, so can cause glucose depletion, making it increasingly harder to perform these tasks.

Once our glucose stores are depleted, we exercise less self-control, becoming irritable, easily distracted, unmindful of what we say and more likely to make mistakes.

What that means is that even though you have successfully identified your MITs for the day, and you have figured out when you're at your productive best according to your chronotype, you'll still hit fatigue/saturation point 75 to 90 minutes into your task.

So, if you look at your schedule and see MITs and/or routine tasks stacked back to back for more 90 minutes at a time, give yourself a break in between, and chances are, you'll be more productive.

How to Use Your Break

It's worth talking about your break time for a minute because as it turns out not all break activities are created equal either!

Some of the most popular break activities—like drinking caffeine, phone activity – especially looking at screens, or venting about a problem—are actually associated with *more* fatigue.

These types of break activities don't address or renew mental energy.

To make a break effective, you need to mentally disengage from work thoughts.

Morning breaks can include meditation, talking to a friend, helping a coworker, or even engaging in goal setting, but afternoon breaks are more important and need certain activities, like a quick power walk.

So, make sure you schedule and plan your break activities at regular intervals.

Now, there's just another thing you need to be mindful of, to be truly efficient. On to the next chapter...



Chapter 9:

Scheduling Your Day - 3

(Using Scheduling Tools)



“Plan your progress carefully; hour-by-hour, day-by-day, month-by-month. Organized activity and maintained enthusiasm are the wellsprings of your power”
— Paul J. Meyer (Entrepreneur)

So, you're now know:

- a. how to outrun the urgent
- b. how to classify tasks into MIT's and Routine Work,
- c. how to schedule your MIT's and Routine Work according to your chronotype - with breaks thrown in for good measure.

Good Job!

But these well-crafted schedules.....how do you track them? You need a scheduling system, of course.

What a Scheduling Systems Must Ensure

Any good scheduling system should help you do six basic things:

1. List Making:

It must enable you to quickly identify the tasks that you must perform in a given period.

2. Task Prioritisation:

It should help you rearrange the tasks that you have listed. Especially, it must allow you to choose to arrange your MITs at the best possible time for you.

3. Time Assignment for Tasks:

It must allow you to assign a time at which you will perform that task.

4. Alerts:

Your scheduling tool must eliminate stress of having to remember things by providing a feature to set alerts so you can set them and then forget about tasks until they're due.

5. Portability:

It must be available to you almost all the time so that whenever a new task pops up, you can schedule it in your calendar right away.

6. Collaboration:

A good scheduling tool must allow you to share your day's schedule with your colleagues, especially your boss. That way they will know when you are available for group tasks and when you must be left alone, say during an MIT.

There is a tool available that checks all these features off. A digital scheduling tool. Adopt one today and make life easier for yourself. There are quite a few task scheduling tools that we, at Citruslearning Systems like.

- Outlook Scheduling Assistant
- Google Calendar
- Digical etc....

...come well recommended. Feel free to use the one that you are most comfortable with.

Which bring us to our last point.

Using Digital Scheduling Tools the Right Way

The following steps hold true, no matter which digital or online tool is used

- **Plot your MIT's and Routine Work time in advance**

Plot out your MIT time at least a day in advance.

Remember to factor in your chronotype. Next, put a start and an end time to each task. Similarly, factor in your routine work time slots too.

- **Schedule in Breaks approximately every 90-minutes**

Take care of your energy and glucose levels. Don't forget to schedule in 15-20-minute breaks, and take your breaks religiously

- **Set alerts and reminders**

Set alerts/reminders about 5-10 minutes before the start of each activity slot

(MIT, routine work or break), to give yourself time to transition between activities. It's easy for a task to spill over into the next timeslot when you're in the thick of things.

- **Keep your supervisor informed**

Ironically, the greatest potential threat to your schedule is also your biggest ally when it comes to protecting it. Your boss!

Share your schedule with your supervisor a week, or at least a day in advance.



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Mention when you will be in the midst of MIT time. Request that they let you know in advance about things they need you to complete, and approach you with ad-hoc tasks later when you're in your routine work interval.

Also, your supervisor will be in a better position to stand by you, if you ever have to refuse work from peers to protect your schedule, if they know in advance what your schedule is.

In the absence of these steps, even the most advanced online tool will become another to-do list.

Remember, smart is as smart does.



Epilogue



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And that's all we had for you in this Time Management piece.

Considering typical learners are very busy people in today's world, you've done well to get to this point. Good stuff!

So, what now? We leave you with a bit of quick advice.

Practice, practice, practice. The more you apply the time management techniques outlined in this book, the better you will get at them – no doubt about it.

Finally - and this is important - expect to fail sometimes.

As time progresses, you are bound to lapse into your old habits – urgency addiction or being a hamster on the wheel.

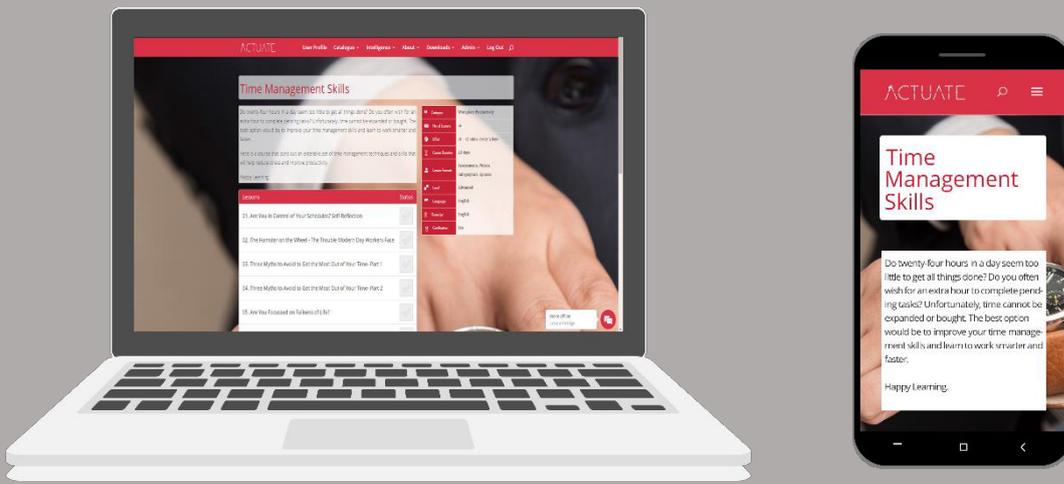
That's fine, as long as you catch yourself doing it and get back to using the techniques as soon as you can.



*Remember, time
management is a habit,
but you can't set yourself
on auto-pilot with it.*

It requires consciously choosing to outrun the urgent and using the right tools to schedule your days to your chronotype strengths.

At the start of this ebook, we mentioned that the content presented here is a derivative of a massive and comprehensive body of work we have developed at Actuate Microlearning on the topic of managing time.



For your information, that body of work is a module aptly titled 'Time Management Skills'. What you'll be interested to know is that the content and stories contained within reflect real-life experiences of clients we work with and our own people at Actuate Microlearning too.

Here's a link to the module, in case you want to pursue it further.

[Click Here.](#)

We also hope you enjoyed our 'Time Management Skills' micro-videos that led you to download this ebook. If perchance, you got a hold of this ebook without getting a chance to see our micro-videos, you can still catch them on the link provided below.

[Click Here.](#)

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We are confident that armed with all this new learning and awareness, you will discover numerous ways to create more value for your employer and find true accomplishment with the time you have. In the end, that's all that matters – and it's all up to you.

Good luck with everything!

So, here's to good choices and decisions, and here's to you!



Video-Format Microlearning from Actuate Microlearning

As you surely know, video-format microlearning courses are perfect to:

1. Engage the modern-day learner (especially the burgeoning millennial and Gen-Z workforce)
2. Create learning journeys for your learners
3. Ensure better course offtake and completion rates

Twenty-Nine Video-Format Microlearning Courses You Could Use Right Out-Of-The-Box

Considering the advantages that video-format courses offer, we, at Actuate, have created a catalogue of twenty-nine courses - a total of 283 video lessons, 52 hours of learning - on behavioural, leadership, cognitive and technical skills topics.

You could procure these off-the-shelf, get them branded for you and have them deployed pretty much immediately for your learners!

Here're a Few Reasons Our Clients Choose Us:

1 Our courses follow a micro-video format (the format of choice for the modern-day learner)

2 Users love our courses
(you should see some of the fabulous feedback we've received!)

3 Users find our courses relatable and relevant

4 Our courses are built for the phone

5 We work closely with you in ensuring people use these courses

Indicative Client List

Over the last nine years of our existence, we've served over seventy organisations across industry verticals. Some of our esteemed clients include Kotak Securities, ICICI Lombard, Zydus Cadila, Edelweiss, Angel Broking, Motilal Oswal, DCB Bank, Lodha, Tata Capital, DESIS, Prudential, to name but a few.

Do Get in Touch!

If you'd be interested in knowing more, please suggest a date and time we could possibly speak/ meet. Thirty minutes should suffice for our discussion.

You could reach us at:

☎ : + 91 9820196121

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