











Productivity & Prioritization Toolbox



Category	If you notice one of these challenges...	Then try one of these tools:
<p>Chronemics</p> <p>Being aware of time passing in the past, present, and future</p>	<ul style="list-style-type: none"> • Losing track of time or deadlines • Inaccurate time estimates • Meetings starting and ending late • Highly reactive work patterns or mindset • Lack of start and stop work rituals 	 <p>Time Integrity: Use precise time language to elevate time awareness (“In our last 10 minutes...” “Should we extend by 15?”).</p> <p>Ask self or team: Am I speaking cleanly about time? What’s the time estimate? Was it correct?</p>
		 <p>Time Audit: Track how you spend your time for one week to spot patterns. (Check out this sample template.)</p> <p>Ask self or team: How much planned vs. reactive time is there? Can the workflow be optimized?</p>

<p>Prioritization</p> <p>Spending time on the things that matter most</p>	<ul style="list-style-type: none"> • Shifting priorities • Overdependence on managers • Lack of trade-off conversations • Disconnect to team/org priorities • Feeling of being overwhelmed 	 <p>MIT Method: Write down the three most important things to get done each day to identify the top priorities.</p> <p>Ask self or team: What are the MITs? What are the decision criteria?</p>
		 <p>Quadrant Method: Categorize tasks across the quadrants using the 'importance' and 'urgency' criteria to decide what to work on.</p> <p>Ask self or team: What quadrant am I in? Is it urgent? Is it important?</p>
		 <p>Bucket Method: Visualize how tasks fall across your three main buckets to understand which priorities get your attention.</p> <p>Ask self or team: What bucket am I in? What percentage of time do I spend in each bucket?</p>

<p>Organization</p> <p>Creating streamlined processes and systems for common tasks and behaviors</p>	<ul style="list-style-type: none">• Lack of follow-through• Miscommunication and delay• Feelings of confusion• Tracking tasks and information in multiple places	 <p>Consistent Capture System (CCS): Create a capture system for the 3 primary areas (to-dos, appointments, and notes) to keep things organized and easy to find.</p> <p>Ask self or team: How is this being captured? What is my system for to-dos, appointments, and notes?</p>
		 <p>Closed Loops: Identify who and when will things get done to free up brain space for higher-order processing.</p> <p>Ask self or team: Who will own this? Who is capturing it? How/when should we follow up?</p>

<p>Focus</p> <p>Working in uninterrupted chunks of time with few to no distractions</p>	<ul style="list-style-type: none"> • High volume of distractions • Multi-tasking or fragmented work • Procrastination or perfectionism • Lack of feelings of progress • Constant email/app checking 	 <p>If-then Cues: Create environmental cues (the 'if') that triggers a certain focused behavior (the 'then') instead of a distracting one.</p> <p>Ask self or team: What are the biggest distractions? How can I automate my response to distractions?</p>
		 <p>Pomodoro: Work uninterrupted for a set chunk of time - and then take a short break - to train your focus muscle.</p> <p>Ask self or team: How often do distractions happen? Am I working in uninterrupted chunks of time vs. fragments of time?</p>
		 <p>Kanban: Organize your tasks in 'backlog,' 'doing,' and 'done' lanes to track workflow progress and spot bottlenecks.</p> <p>Ask self or team: What are the tradeoffs or bottlenecks? What is the focus for today/tomorrow?</p>

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