

Aligning Your Time With Your Priorities

Within Your Influence



Within Your Control



Outside Your Control



T A C T I C S

- Access to systems & technology
- Workload
- Other people's actions that impact your time



- Time blocking tasks, whitespace & reflection
- Use of tools to manage distractions
- Scheduling tools & systems
- Energy management



- Natural disasters
- Covid implications

S K I L L S

- Access to clear information to help you prioritize
- Access to education
- Practice opportunities
- Other people's willingness to share feedback
- Other people's ability to clarify roles & responsibilities & set clear expectations



- Delegation - ability to effectively assign tasks & monitor progress
- Communication - ability to clarify priorities & negotiate accountabilities
- Tech-Savviness - ability to use technology & tools to manage time
- Focus - ability to concentrate, manage procrastination & distractions
- Prioritization - ability to identify importance/urgency and rank tasks
- Estimation - ability to accurately estimate how long tasks will take
- Self-Awareness - awareness of time challenges & strengths
- Reflection - ability to efficiently reflect, capture & execute your learnings

- Neurodiversity or differences (e.g. ADHD, autism, dyslexia)



B E L I E F S

- Your level of autonomy to make decisions about time
- The impact that your upbringing & culture has on your beliefs

- Reflection - the value you place on it
- Agency - your sense of who has ultimate control of your time



- Ultimately nothing is out of your control when it comes to choosing your beliefs

