

Video 1: 4 Steps to getting more done in less time

Glad you joined us at the PivotMe Academy! Use these worksheets for notes on each video.

1

What do you want most from these videos?

2

What is the payoff for getting more done in less time?

Example, more time to work out, feeling more accomplished in a day, more time with family.

Notes on this Video:

Problem: Too much distraction?

How have you struggled with too much distraction?

How will “Managing Distraction” change your day? What could be possible with these tools?

Solution: Manage Distraction: Time-Blocking, a Timer, and Communication.

How can you Time-Block for a more effective day?

How can you Communicate Time-Blocking to your people to minimize distraction during key hours?

➤ Recap

Managed Distraction through:

1. Time Blocking
2. Setting a Timer
3. Communicating to your people What, How long, and Why