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MANAGING SELF, LIFE & WORK

The Big Idea

Use your energy / focus more effectively; you do this by managing your energy and / or focus **not** time.

The Three Concepts

1. We are Unique! therefore our individual solution/s will be unique too!
2. We all Operate to a Pattern. Understand your pattern, then use it for great effect!
3. Rocks & Rules. Focus on the "big stuff"! Set Rules to help your energy/focus management standards and be successful.

The Order of Our Focus is Important!

1. Self
2. Life
3. Work

Manage Self

- Know when are we at our Best?
- Minimise cognitive load shifting by minimizing swapping between task types.
- Divide up your focus time into 20-to-40-minute sections. For most people 25 to 30 minutes is the sweet spot
- Take Breaks during "focus time" to refuel, and rest mind & body.

Key Message: Manage yourself first!

Mapping Your Patterns

- We're visual beings, map them out on paper!
- Stand in the spaces between the patterns to find insight on how you work at your best.
- Daily Rituals & Routines, use them to **serve you**, rather than you serve the rituals & routines. One way to think about these is, how do you plug into work, unplug from work and recharge?

Where to Focus when Planning?

- Become a time activist; Big Rocks First
- Schedule Time Blocks each day / week. Connect Blocks of Time to your "Working at my Best" Pattern.
- Set Rules for the time blocks. The key here is "most of the time."

Experiment Often

We can only find the optimum for ourselves through experimenting to find out what works.

Add Reflection to your Daily practice: What Went Well?

Each week (or day if you prefer) spend a few minutes answering this question; what went well this week (today)? The rule of thumb is that you must write down 3 to 4 positive things before writing 1 negative. This ratio matters to help us stay in a positive mindset!

Actions that Matter

- Becoming a Time Activist! Create "slack" in your daily schedule, unplanned stuff happens!! Be effective **and** efficient.
- Reflection Matters Reflect often, note your thoughts and actions.
- Breaks & Lunch times are Important!! We need to refuel both mind & body.
- Task prioritization. Techniques to identify your most important tasks and complete them first.
- A "Rolling" Plan. Break your goals down into action steps over time, choose a method e.g.: weekly, monthly quarterly, yearly.
- Experiment set a realistic timeframe for experiments; change doesn't happen overnight.
- Don't be bashful about Boundaries! Choose to have Boundaries! Tell others what they are.
- Minimise cognitive load shifting by blocking time to stay in one mode you will be more effective. Don't forget to take breaks!!
- Create a unique schedule; let your schedule reflect your patterns!

We are Unique! therefore our individual solutions will be unique too!