

MAXIMIZE EFFICIENCY

Routines, Time Blocking, & the Eisenhower Matrix

A QUICK GUIDE

Efficiency and
effectiveness are all about
...TIME.

People make time for what they want.

Habits Routines Rituals

- **Habits**
 - Things we do automatically – good or bad
 - Put keys in the same place when you get home
 - Drive to work the same way
- **Routines**
 - Collection of habits or actions done on a regular basis to bring order to the day
- **Rituals**
 - Like routines but the motivation/attitude is more focused on self care.
 - Walk at lunchtime
 - Soak in tub or spa

ROUTINES

Personal & Work

- **Personal: Morning & Evening**
 - **Morning**
 - **Measure:** Take blood pressure, blood sugar, morning meds and supplements
 - **Center:** Intentional breathing, exercise, meditation
 - **Prep:** Make coffee/tea, shower, shave, skin-care routine, teeth, hair, dress, make bed, breakfast, care for kids/pets, clean one thing, pack lunch(es)
 - **Evening**
 - **Dinner,** dishes, straighten main rooms (or chore, repair), kids/pet care and play, walk, lay out clothes for tomorrow
 - **Personal Time**
 - **Measure:** Take blood pressure, blood sugar, evening meds and supplements
 - **Center:** Stretch, read, TV
 - **Prep:** skin-care routine, teeth
 - **Disconnect:** Turn phone to "Do Not Disturb"

ROUTINES

Personal & Work

- **Work: Start-up, Mid-day, & Shut-down**
 - **Start-up (+/- 30 minutes)**
 - Light candle, make coffee, set up desk & planner
 - Alexa routine – date, greeting, weather, joke of the day, current events, day in history, review scheduled appts, music, etc.
 - Read – 15-20 minutes
 - Connect: Review planner schedule, to-do list, prioritize
 - Check and respond to communications: email, texts, social media
 - When working on a project, set phone to "Do Not Disturb - Work"
 - **Mid-day (10-30 minutes)**
 - After Lunch – go for a walk, stretch
 - Review to-do list, check and respond communications
 - Adjust to-do list
 - **Shut-down (+/- 30 minutes)**
 - Set phone to "Do Not Disturb"
 - Check and respond to communications
 - Review to-do list and schedule for tomorrow
 - Disconnect: Stop answering work emails and messages

TIME BLOCKING

A productivity technique for personal time management where a period of time (day/week) is divided into smaller segments or blocks for specific tasks or to-dos.

Calendar and to-do list integration.

MORNING

AFTERNOON

MONDAY **27**

	<input type="checkbox"/> Start Up Routine
7am	<input type="checkbox"/>
7:30	<input type="checkbox"/> Start up Routine
8	<input type="checkbox"/>
8:30	<input type="checkbox"/> New task review, Eisenhower
9	<input type="checkbox"/> Important Emails
9:30	<input type="checkbox"/> Check in w/ board president
10	<input type="checkbox"/> Delegate tasks
10:30	<input type="checkbox"/> Flex
11	<input type="checkbox"/> Emails & Calls
11:30	<input type="checkbox"/> Lunch & Errands
NOON	<input type="checkbox"/> Flex
12:30	<input type="checkbox"/> Flex/Review PM Schedule
1	<input type="checkbox"/> Super Productive Focus Time
1:30	<input type="checkbox"/> • DO Tasks
2	<input type="checkbox"/>
2:30	<input type="checkbox"/>
3	<input type="checkbox"/> Emails & Calls
3:30	<input type="checkbox"/> Focus Time
4	<input type="checkbox"/> • SCHEDULE Tasks
4:30	<input type="checkbox"/>
5	<input type="checkbox"/> Flex
5:30	<input type="checkbox"/> Shut Down Routine
6	<input type="checkbox"/>

TUESDAY **28**

	<input type="checkbox"/> Start Up Routine
7am	<input type="checkbox"/>
7:30	<input type="checkbox"/> Start up Routine
8	<input type="checkbox"/>
8:30	<input type="checkbox"/> New task review, Eisenhower
9	<input type="checkbox"/> Important Emails
9:30	<input type="checkbox"/> Focus Time
10	<input type="checkbox"/>
10:30	<input type="checkbox"/>
11	<input type="checkbox"/> Emails & Calls
11:30	<input type="checkbox"/> Lunch & Errands
NOON	<input type="checkbox"/> Flex
12:30	<input type="checkbox"/> Flex/Review PM Schedule
1	<input type="checkbox"/> Meeting Day
1:30	<input type="checkbox"/> • Schedule as many meetings as possible during this afternoon
2	<input type="checkbox"/>
2:30	<input type="checkbox"/>
3	<input type="checkbox"/> Emails & Calls
3:30	<input type="checkbox"/> Meeting Day
4	<input type="checkbox"/> • Schedule as many meetings as possible during this afternoon
4:30	<input type="checkbox"/>
5	<input type="checkbox"/>
5:30	<input type="checkbox"/> Shut Down Routine
6	<input type="checkbox"/>

WEDNESDAY **29**

	<input type="checkbox"/> Start Up Routine
7am	<input type="checkbox"/>
7:30	<input type="checkbox"/> Start up Routine
8	<input type="checkbox"/>
8:30	<input type="checkbox"/> New task review, Eisenhower
9	<input type="checkbox"/> Important Emails
9:30	<input type="checkbox"/> Focus Time
10	<input type="checkbox"/> • SCHEDULE Tasks
10:30	<input type="checkbox"/>
11	<input type="checkbox"/> Emails & Calls
11:30	<input type="checkbox"/> Lunch & Errands
NOON	<input type="checkbox"/> Flex
12:30	<input type="checkbox"/> Flex/Review PM Schedule
1	<input type="checkbox"/> Super Productive Focus Time
1:30	<input type="checkbox"/>
2	<input type="checkbox"/>
2:30	<input type="checkbox"/>
3	<input type="checkbox"/> Emails & Calls
3:30	<input type="checkbox"/> Focus Time
4	<input type="checkbox"/>
4:30	<input type="checkbox"/>
5	<input type="checkbox"/> Flex
5:30	<input type="checkbox"/> Shut Down Routine
6	<input type="checkbox"/>

Eisenhower Matrix

A decision making/time management tool to help prioritize workloads and priorities, increasing efficiency and effectiveness.

	URGENT	NOT URGENT
IMPORTANT	<p style="text-align: center;">DO Do it now</p> <p>This is crisis management. Reduce the time spent in this quadrant by doing more work in "SCHEDULE" blocks.</p> <p>-----</p> <p>Example:</p> <ul style="list-style-type: none"> • <i>Finish a grant due this week.</i> • <i>Prepare for a meeting later today.</i> 	<p style="text-align: center;">SCHEDULE Schedule a time to do it later</p> <p>Work ahead. Spend as much time here as you can. It will require planning and strategic thinking.</p> <p>-----</p> <p>Example:</p> <ul style="list-style-type: none"> • <i>Attend a networking event</i> • <i>Put together a civic presentation for next week.</i> • <i>Start on a grant due next month.</i> • <i>Respond to new requests to manage expectations</i>
NOT IMPORTANT	<p style="text-align: center;">DELEGATE Who else can do it? Board? Volunteer?</p> <p style="text-align: center;">Empower others!</p> <p>-----</p> <p>Example:</p> <ul style="list-style-type: none"> • <i>Transcribe last week's meeting notes</i> • <i>Fold and mail stakeholder updates</i> • <i>Organize files</i> • <i>Take photos for social media</i> • <i>Thank you notes to sponsors and donors</i> 	<p style="text-align: center;">LIMIT or eliminate</p> <p>Limit or eliminate ideas and tasks that do not align with your organizations mission and goals. They may be worthwhile, but not a good choice if they stretch you too thin. Learn to say no!</p> <p>-----</p> <p>Example:</p> <ul style="list-style-type: none"> • <i>Sales emails / calls</i> • <i>Request for copies of files on your website</i> • <i>Serve on a planning team for a project outside of the district.</i>

A red speech bubble graphic with a white outline, containing contact information. The bubble has a tail pointing downwards.

Robyne Beaubien

575.693.0814

robynebeaubien@gmail.com

