

**OVERCOMING
HURDLES
OF
DISTRACTION**

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PMI NORTHERN UTAH CHAPTER**

HAVE I DONE ANYTHING
IMPORTANT WITH MY TIME
TODAY?

In the midst of chaos, there is also opportunity (Sun Tzu, The Art of War)

DO YOU FIND IT DIFFICULT TO OVERCOME DISTRACTION?

Yes

Somewhat

Not really

Only 9% of 1,500 executives said they were "very satisfied" with how they spend their work time.*

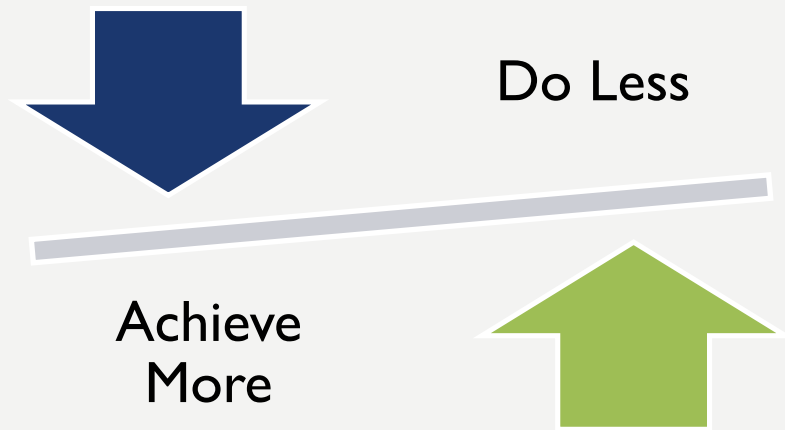
WHAT IS TIME MANAGEMENT?



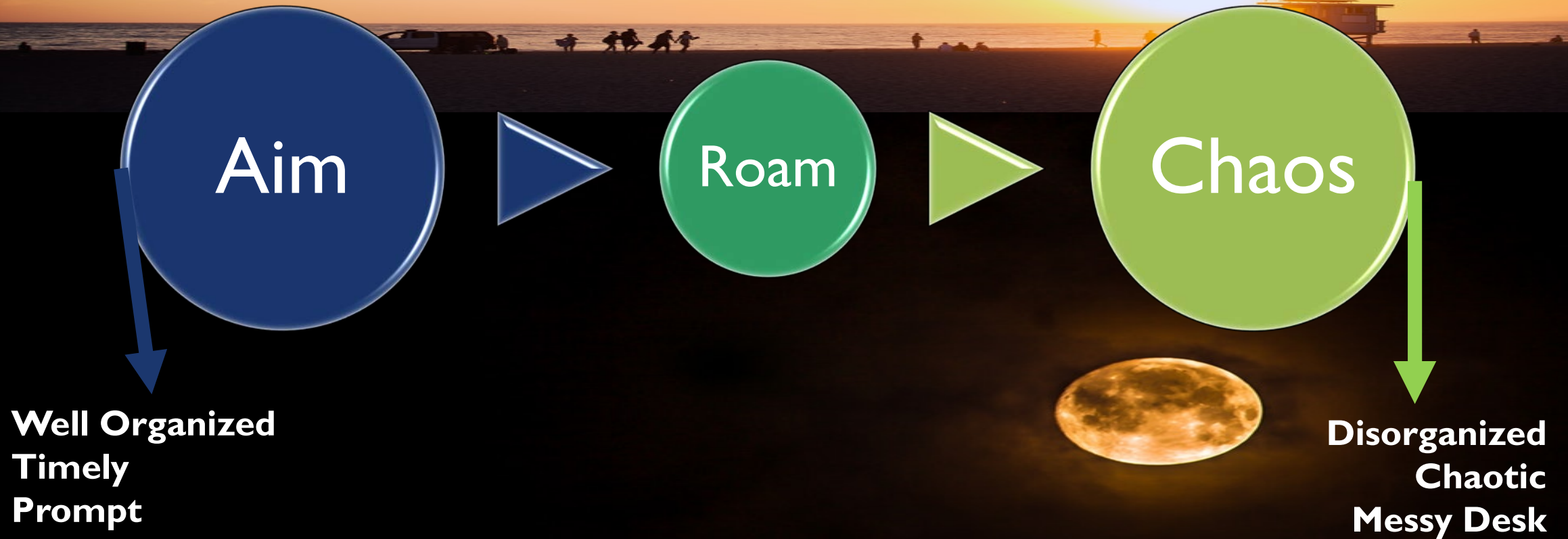
SELF MANAGEMENT!



DO MORE IN LESS TIME



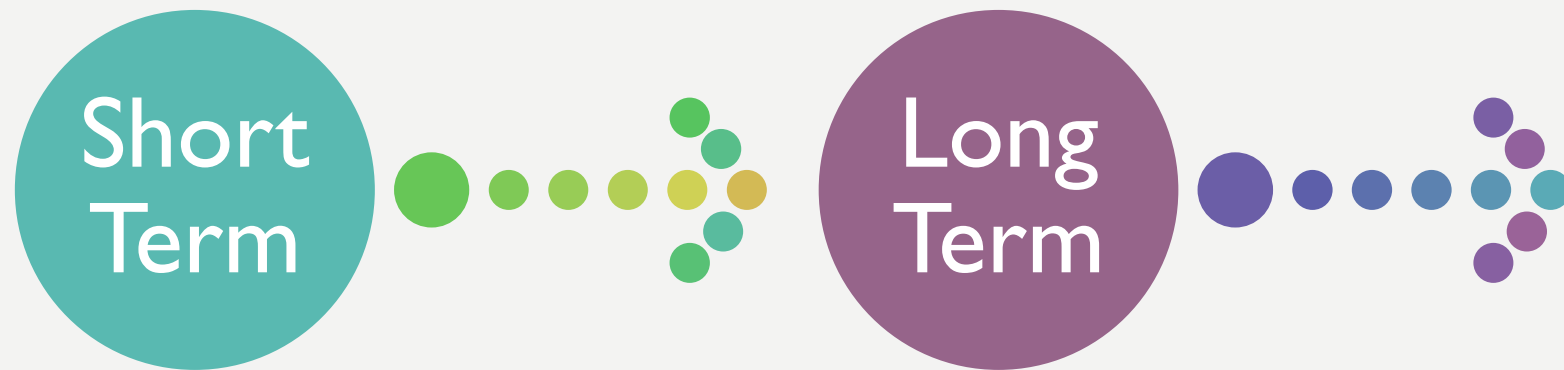
PRODUCTIVITY STYLE



GOALS

KNOW YOUR GOALS

What would you do with an extra 10 hours per week?



With an extra 10 hours per week, I will _____

TOOLS

Identify your goals



Prioritize your goals



Break goals into tasks



ORGANIZATION

PRIORITIZING

“**A**” Tasks **ABSOLUTELY** must get done now

“**B**” Tasks **BETTER** get done soon

“**C**” Tasks **COULD** wait for now

“**D**” Tasks Can be **DELEGATED**, but require support and follow up

“**E**” Tasks **ELIMINATE** whenever possible

Necessity

URGENT

Productivity

NOT URGENT

NOT IMPORTANT **IMPORTANT**

I **27.6%**

- Crises
- Pressing problems
- Deadline-driven projects, meetings, reports

II **30.8%**

- Preparation
- Prevention
- Planning
- Relationship building
- Re-creation
- Values clarification

Q2: Where you take charge of your life and do things that will make a real difference in terms of results

III **23.6%**

- Needless interruptions
- Unnecessary reports
- Unimportant meetings, phone calls, mail, email
- Other people's minor issues

IV **17.9%**

- Trivial, busywork
- Irrelevant phone calls, mail, email
- Time-wasters
- "Escape" activities
- Excessive TV, Internet, relaxation

Distractions

Time Wasters

TOOLS

Log your daily activity



Identify time-wasters



Evaluate time wasters



To-do list





FOCUS

DISTRACTION

Multitasking

Avoid unnecessary
conflicts

Interruptions

Paperwork

Procrastination

Meetings

Travel

Anything that keeps you from doing things that have more importance and value to you.

10 FANTASTIC TO-DO LIST APPS



LiquidPlanner



Wrike



Zoho Projects



ProWorkflow



ProjectPlace ToDo



Asana



Trello

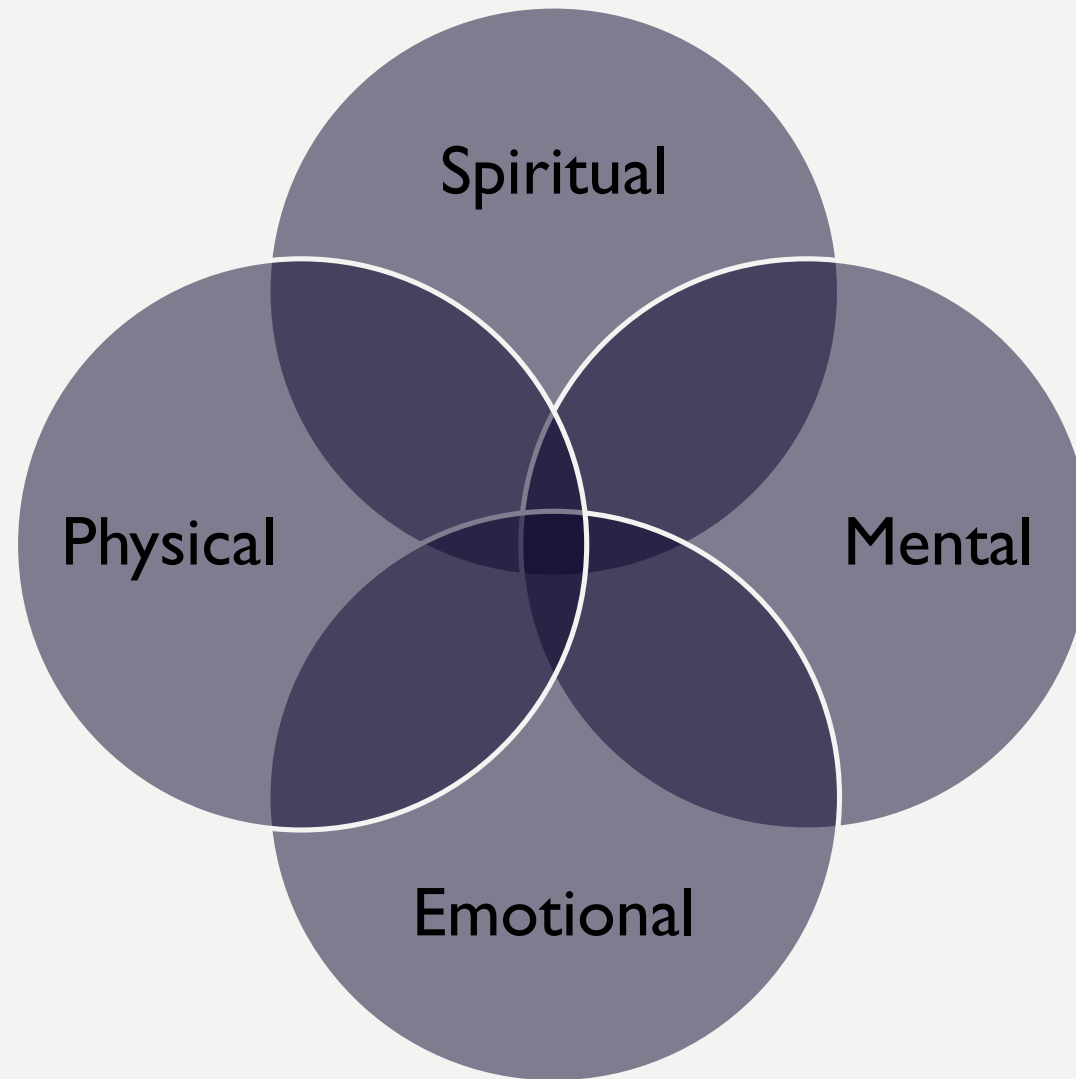


Wunderlist



Evernote

OWN YOUR TIME



The energy of the mind is the essence of life
- Aristotle

CALL TO ACTION

What would you do with an extra 10 hours per week?

We are what we repeatedly do. Excellence then, is not an act, but a habit.

- Aristotle