



Reclaim Your Workday

Accelerate performance, navigate
distractions, drive results!



busyness

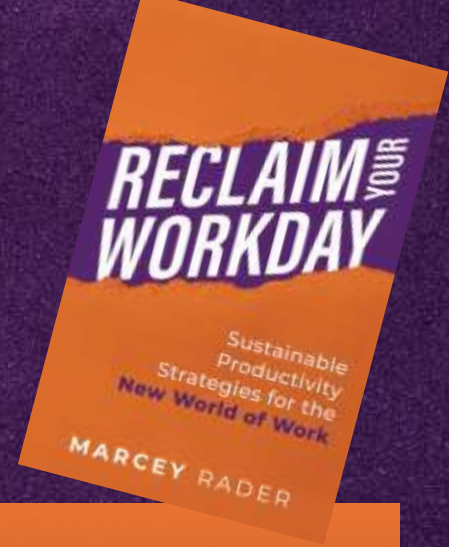
or

business



Three Roles. One Goal.

Reclaim your workday – at any level.



Individual Contributor



Focus on
doing work
that matters

Manager



Guide teams
to work
smarter

C-Level / Business Owner



Lead with
clarity and
vision

Break Free!



Busy to Intentional

Prioritize Deep Work

Create Guardrails

Our Itinerary

Meetings



Focus



Communication



Should This Be a Meeting?

Does it need real-time discussion?

YES

Synchronous

Can it wait or be documented?

Yes

Asynchronous

Does it require multiple opinions?

MAYBE

**Async first,
escalate if needed.**

Why a
meeting?



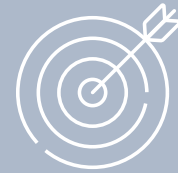
Who to
invite?



How
long?



What's
our goal?



Outlook

Gmail

Outlook Options

General
Mail
Calendar
Groups
People
Tasks
Search
Language
Ease of Access
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center

Change the settings for calendars, meetings, and time zones.

Work time

Work hours:
Start time: 8:00 AM
End time: 5:00 PM
Work week: ☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat
First day of week: Sunday
First week of year: Starts on Jan 1

Calendar options

Default duration for new appointments and meetings: 1 hour
☒ End appointments and meetings early
Less than one hour: 5 minutes
One hour or longer: 10 minutes
☐ Default reminders: 15 minutes
☒ Allow attendees to propose new times for meetings
Use this response when proposing a new meeting time: Tentative
Add holidays to the Calendar: Add Holidays...
Change the permissions for viewing Free/Busy information: Free/Busy Options...
☐ Enable an alternate calendar
English Gregorian
☒ When sending meeting requests outside of your organization, use the iCalendar format
☐ Show bell icon on the calendar for appointments and meetings with reminders

Calendar

Event settings

Default duration
45 minutes

☐ Speedy meetings

End 30 minute meetings 5 minutes early and longer meetings 10 minutes early

Default guest permissions
Add guest permissions

Automatically add invitations
Yes, but don't send event notifications unless I ha... ?

Notifications
Off

☒ Play notification sounds

7





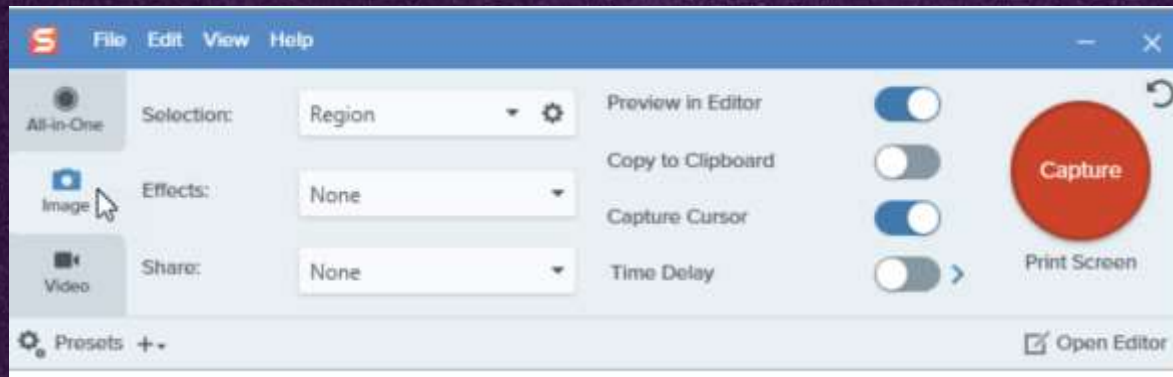
Async Wins



Use when tone or visuals matter

Use as pre-meeting review

Skip meetings – keep connection



ROI of Async Tools

Replace one 30-min weekly meeting with 5-min async video = 26 hours per person/year

$\$75/\text{hr} = \$1950 \text{ per person/year!}$



Action

Replace one weekly
status meeting by
next Friday.

Our Itinerary

Meetings



Focus

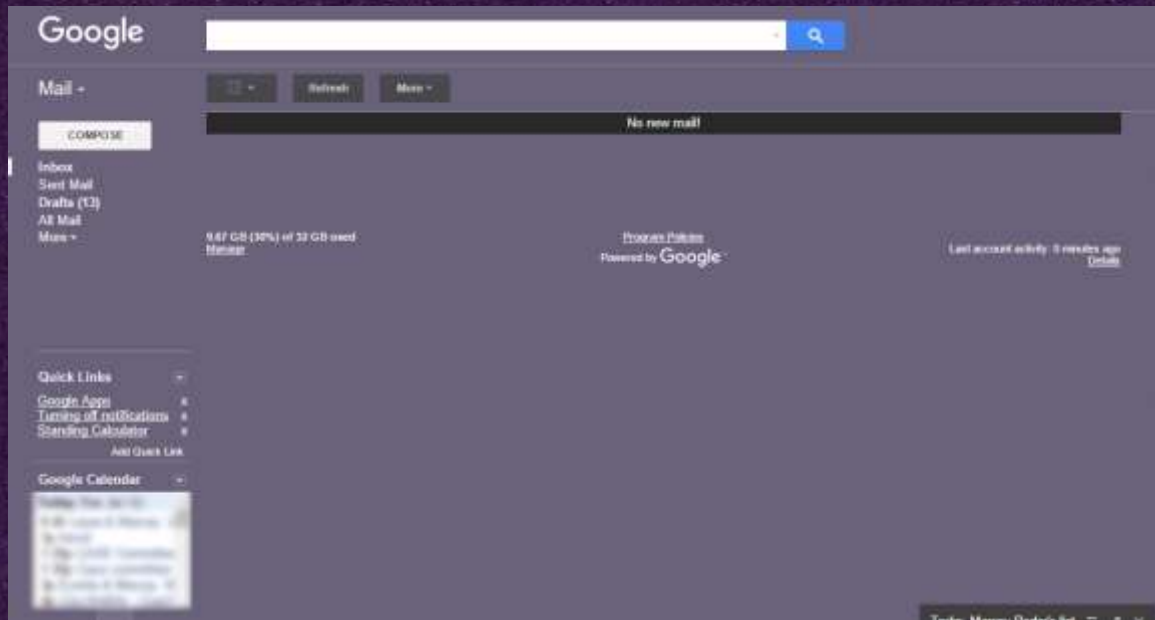
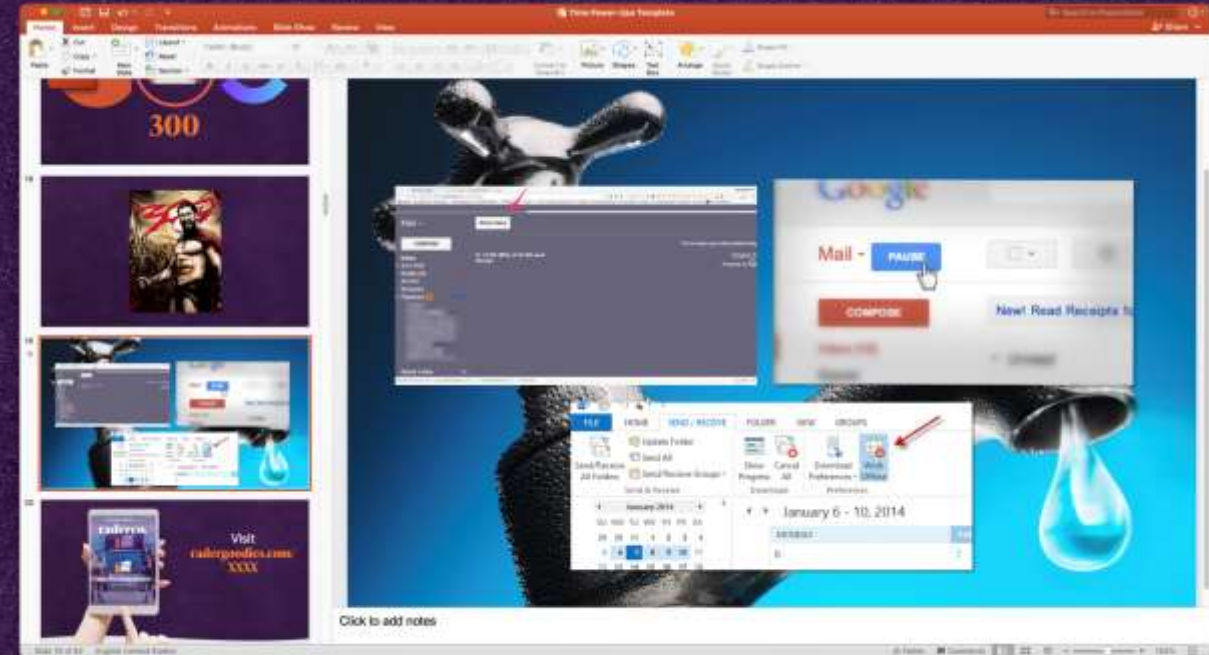
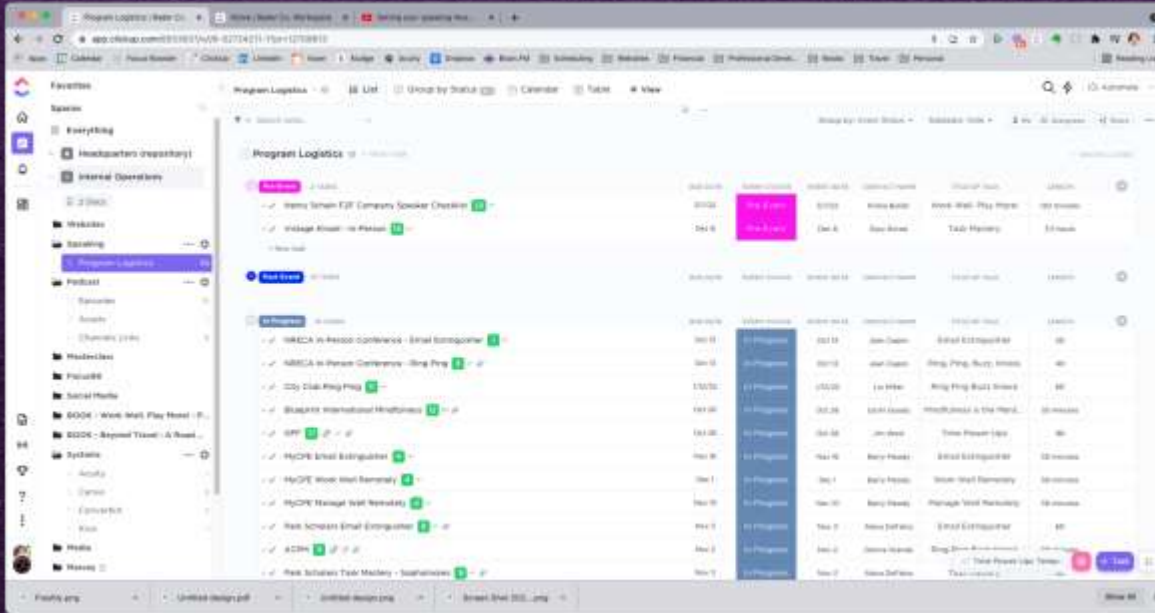


Communication









Cost of Distraction



23 minutes to regain focus

10 interruptions = ~4 hours

\$150/hr - \$132,000 per year

Focus leaks cost you time....and real money.



Schedule time to focus today

1:00 - 2:00 PM

Book

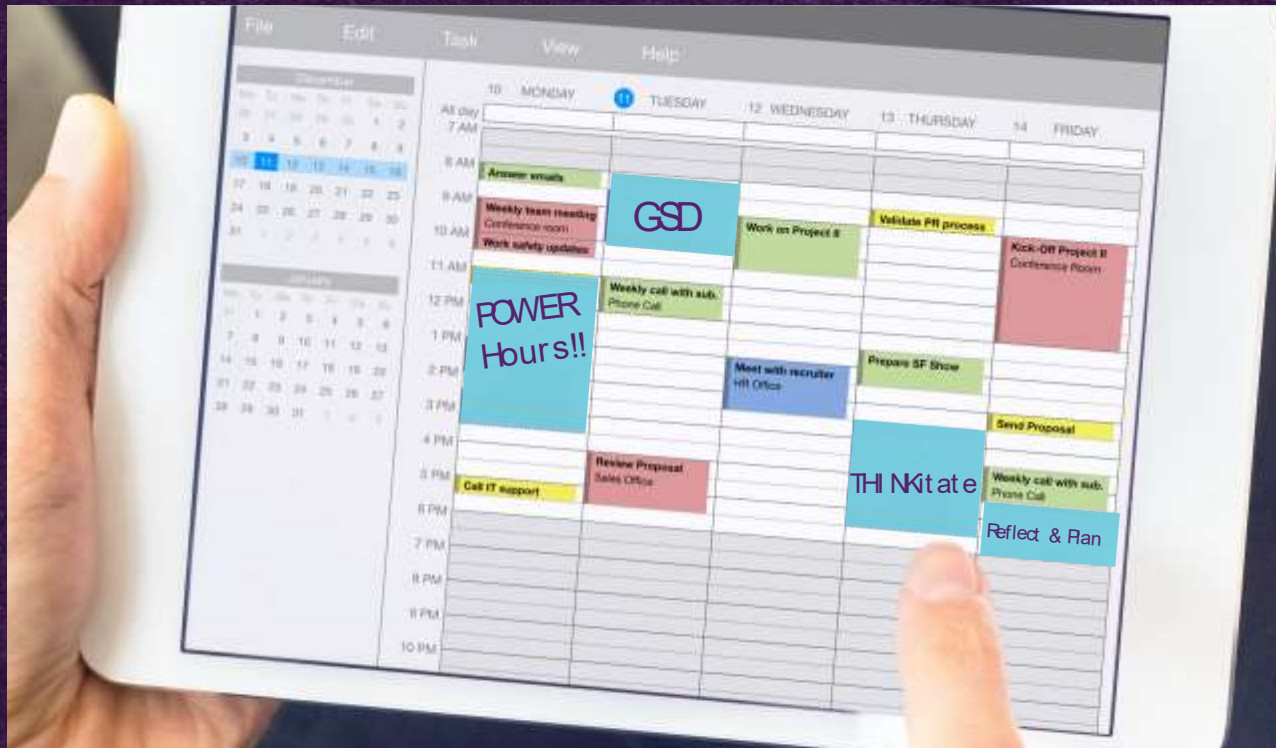
3:00 - 4:00 PM

Book

4:00 - 5:00 PM

Book

Time Anchor: Name it & Claim It



Plan ahead

Be intentional

Give it a name

Action

Label one 45-90 min
block during the next
break.

MATRIX LEGEND

T=Send in the TO line
C=Copied for information only
N=Not required

	CEO	COO	IT	HR
Issue	1	2	3	4
Opportunity > \$1m	T	C	N	N
Key vendor or Client complaint	T	T	N	N
Immediate health concern	N	T	N	T
Cyber security incident	C	C	T	N
Recognition	N	T	N	T
Status Updates	N	T	N	N

Channel	Type
In-Person	Collaborative or decision-making meetings
Email	Digital trail needed or communication with a vendor or client.
Phone	If email thread > 3-4 responses. Response to missed call/voicemail. Client preference.
Video Meeting	Meetings where sharing screens is necessary . Meetings with three or more people. Client preference
Chat Tool	Short messages Group announcements Casual banter (limit, please!)
Project Tool	Task assignments and status updates.

Communication Type	Channel	Purpose	Response Time	Participants
Project Updates	Project management System (PMS)	Status updates and tracking	Update daily	Project Team
Action/Task Requests	PMS Email	Assign tasks or requests for info	Per due date (if email, put into subject line)	Project Team
Quick Questions	Chat Tool	Queries that aren't tasks or don't need to be searchable	1-2 hours (no response expected immediately)	Relevant Teams
Formal Announcements	Email	Company-wide	N/A	All Employees
Meeting	Video or Phone Conferencing	Discussion REQUIRES synchronous communication	Scheduled more than 24 hours in advance	Invited required members (Do not invite optional team members)
Document Sharing	Shared Drive	Collaborative document work	N/A	Relevant Teams
Video Screen Capture	Loom	Feedback on digital or visual content	Per task request	Project Team, Vendors, Clients

to:

cc:

Communication - Simplified



TO = action required

CC = for info

NRN – No response needed

Impact of Over-Copying

- = Slower decision-making
- = Disempowering – trains dependency
- = Creates inbox clutter
- = Reduces accountability

*If you copy your leader on everything,
eventually nothing gets their attention.*

Group Norm - Copy



When should we copy?

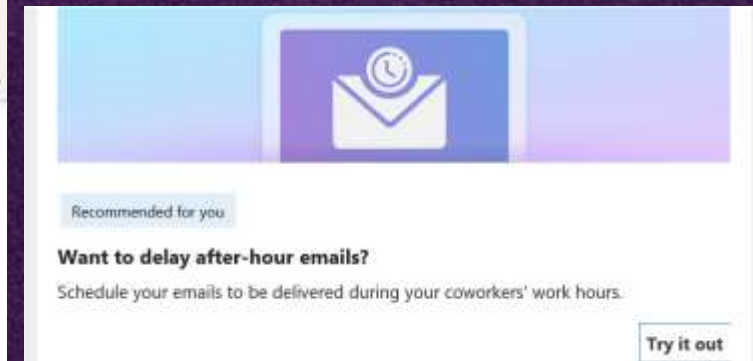
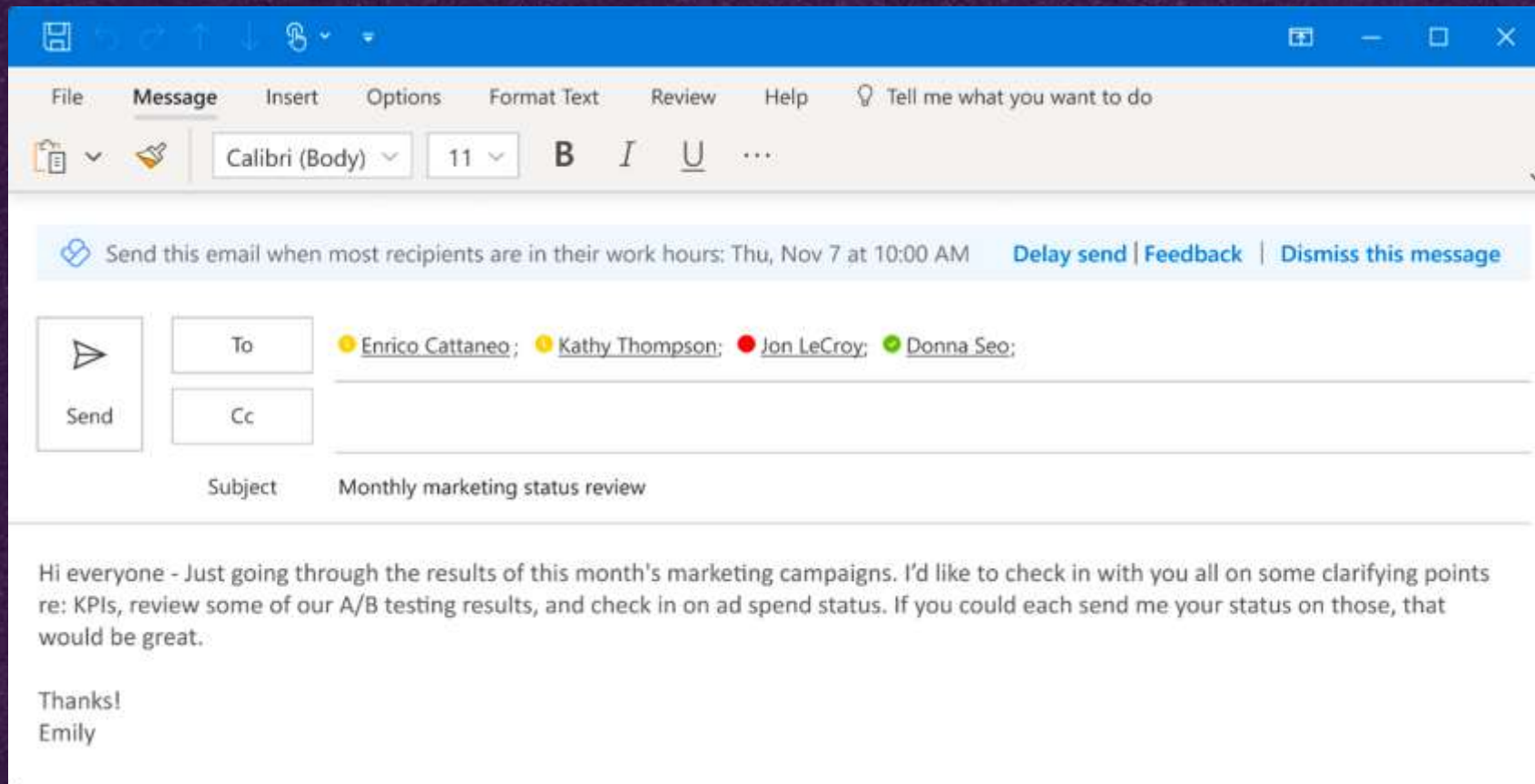
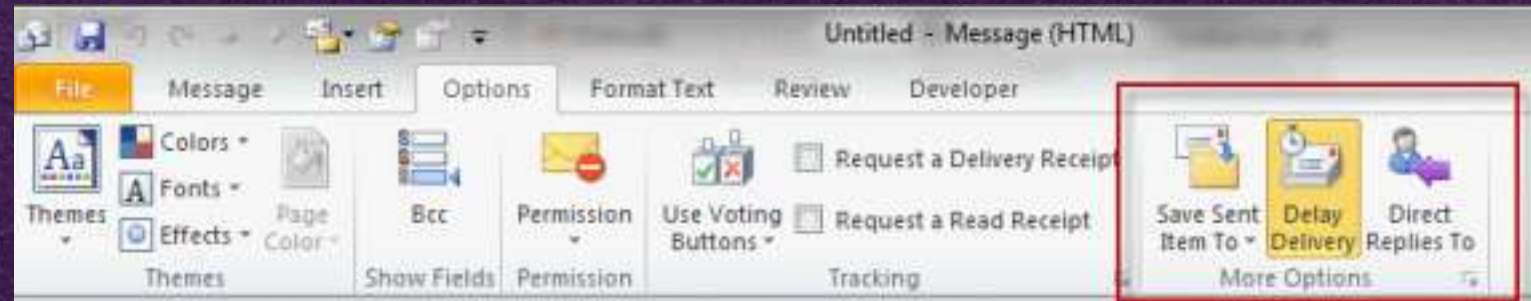
When should we bcc?

How do we share we
don't need copied?

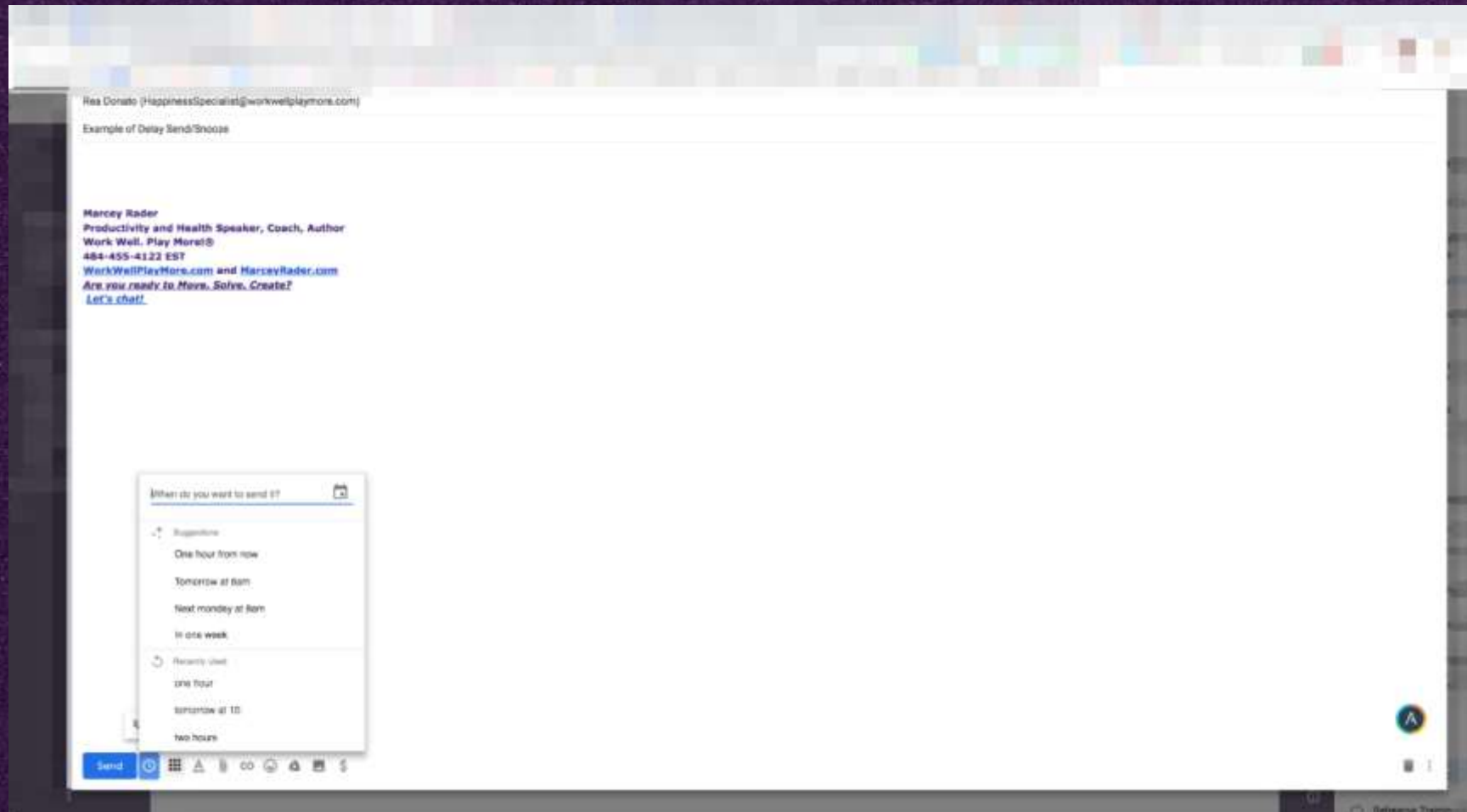
STOP
the sprawl,



Don't
REPLY ALL



delay send







Action

1. First Step

RaderCo Recap



Sync vs. Asyn

Shorten Default Times

Rule of 7



Asyn Tool

Single-Task Priorities

Name & Claim



Comms Matrix

Copy Rules

Delay Send