Reclaim Your Workday

Accelerate performance, navigate distractions, drive results!

busyness
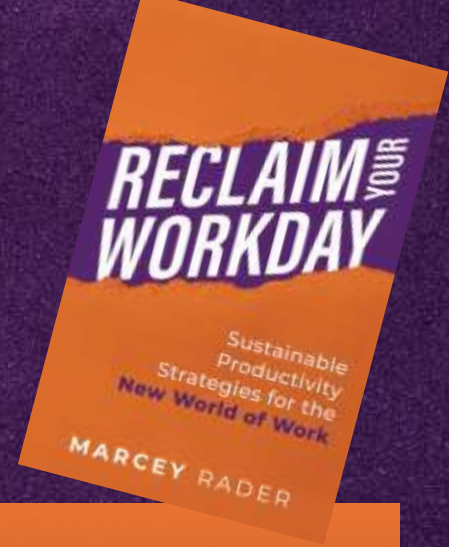
or

business

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.**

Async Wins

Use when tone or visuals matter

Use as pre-meeting review

Skip meetings – keep connection
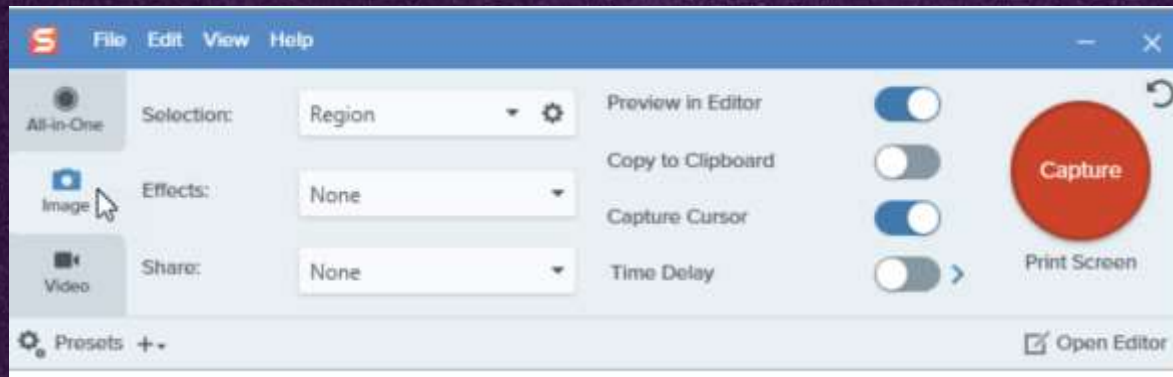
ROI of Async Tools

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

$75/hr = $1950 per person/year!

Action

Replace one weekly status meeting by next Friday.
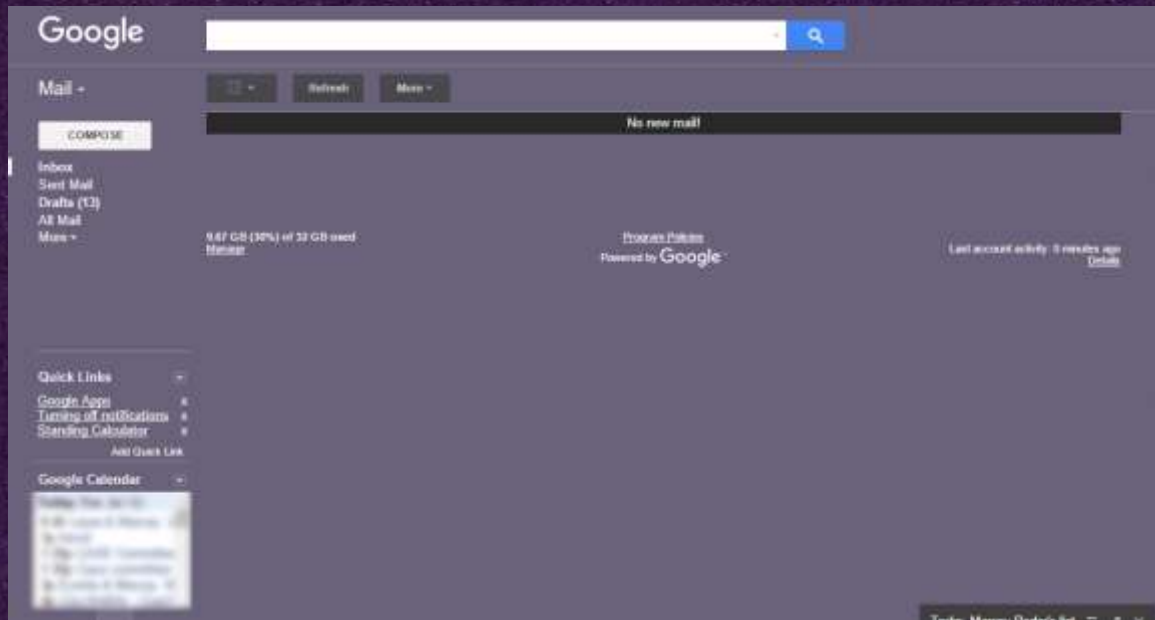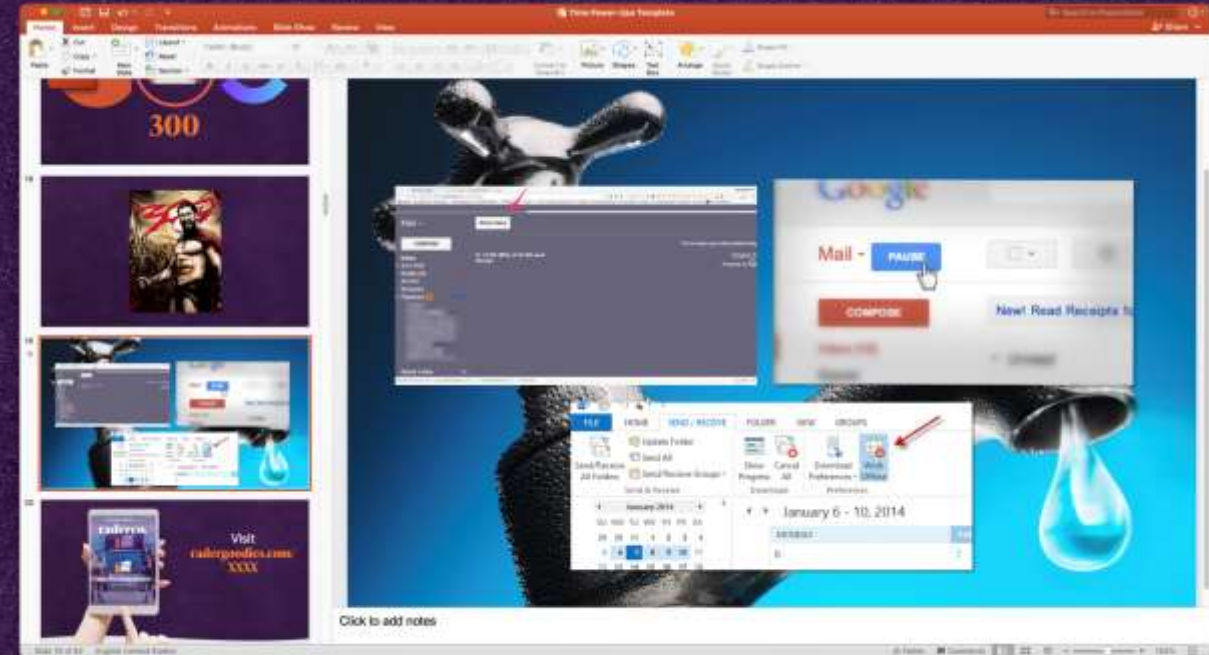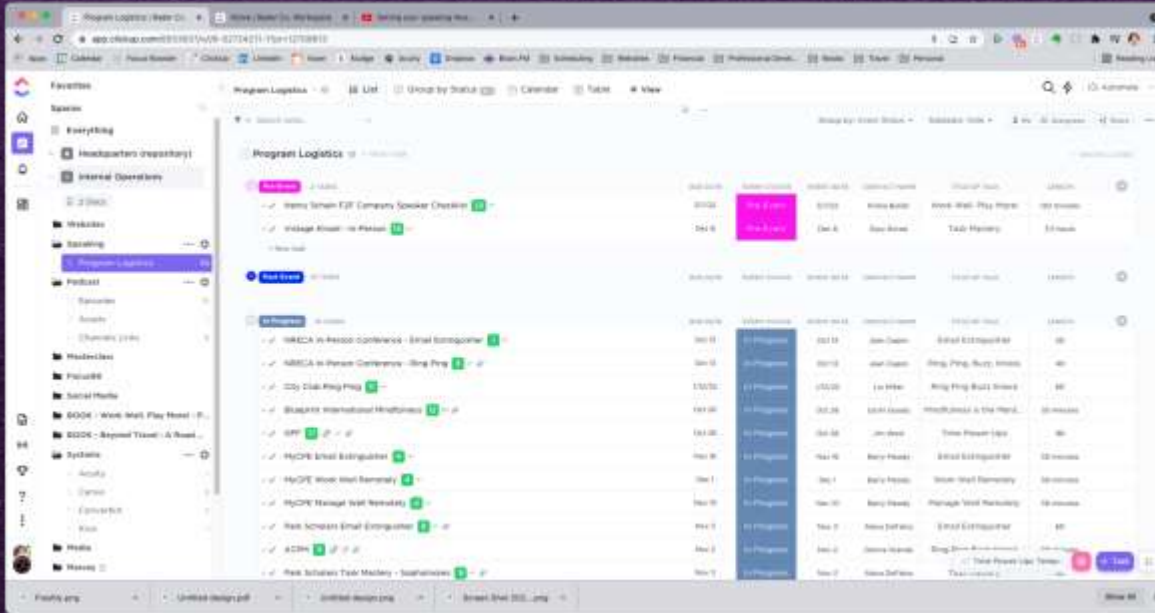
Schedule time to focus today

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

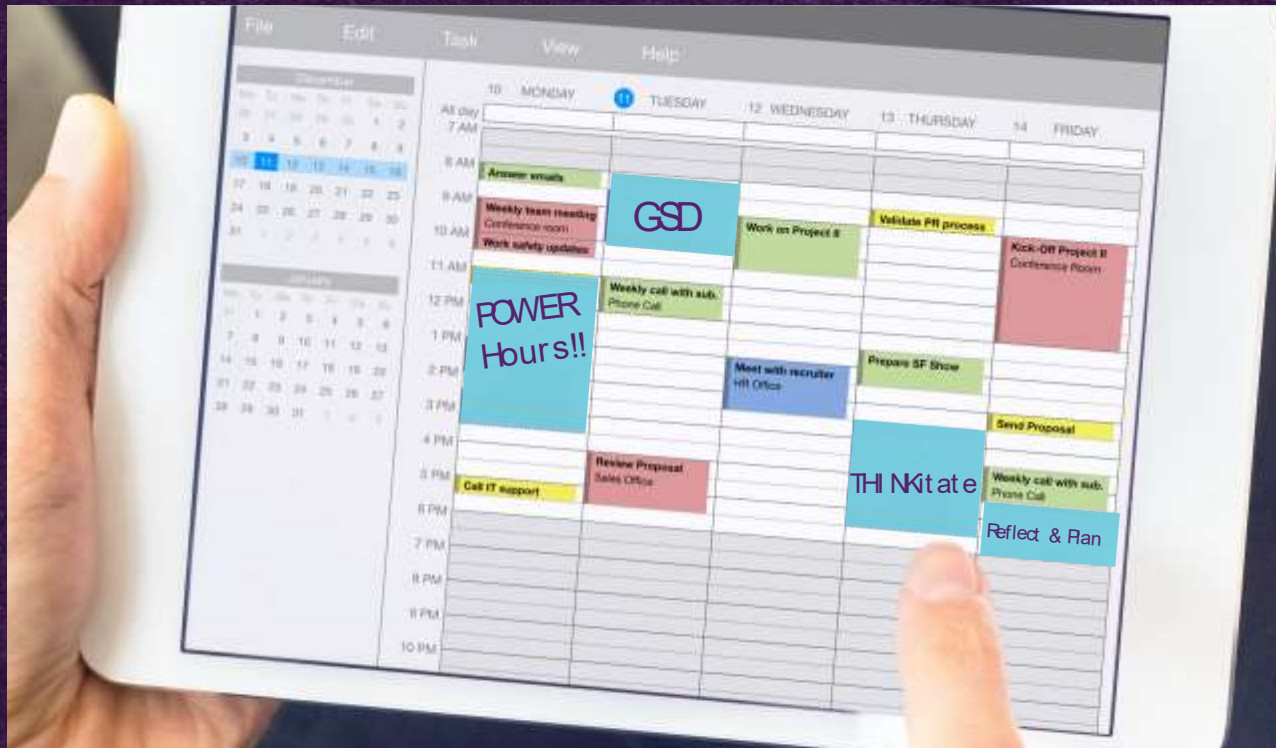| Issue	CEO 1	COO 2	IT 3	HR 4
Opportunity > $1m	T	C	N	N
Key vendor or Client complaint	T	T	N	N
Immediate health concern	N	T	N	T
Cyber security incident	C	C	T	N
Recognition	N	T	N	T
Status Updates	N	T	N	N

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.
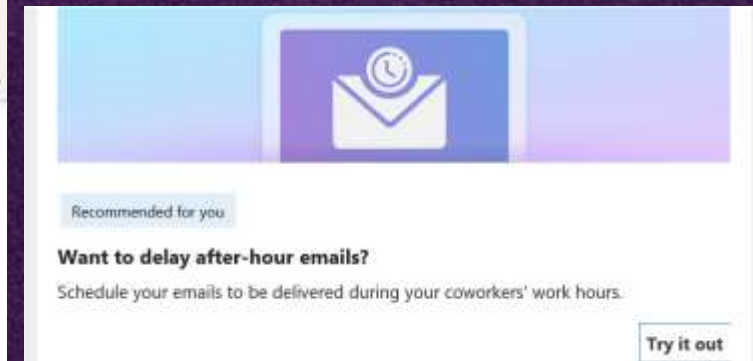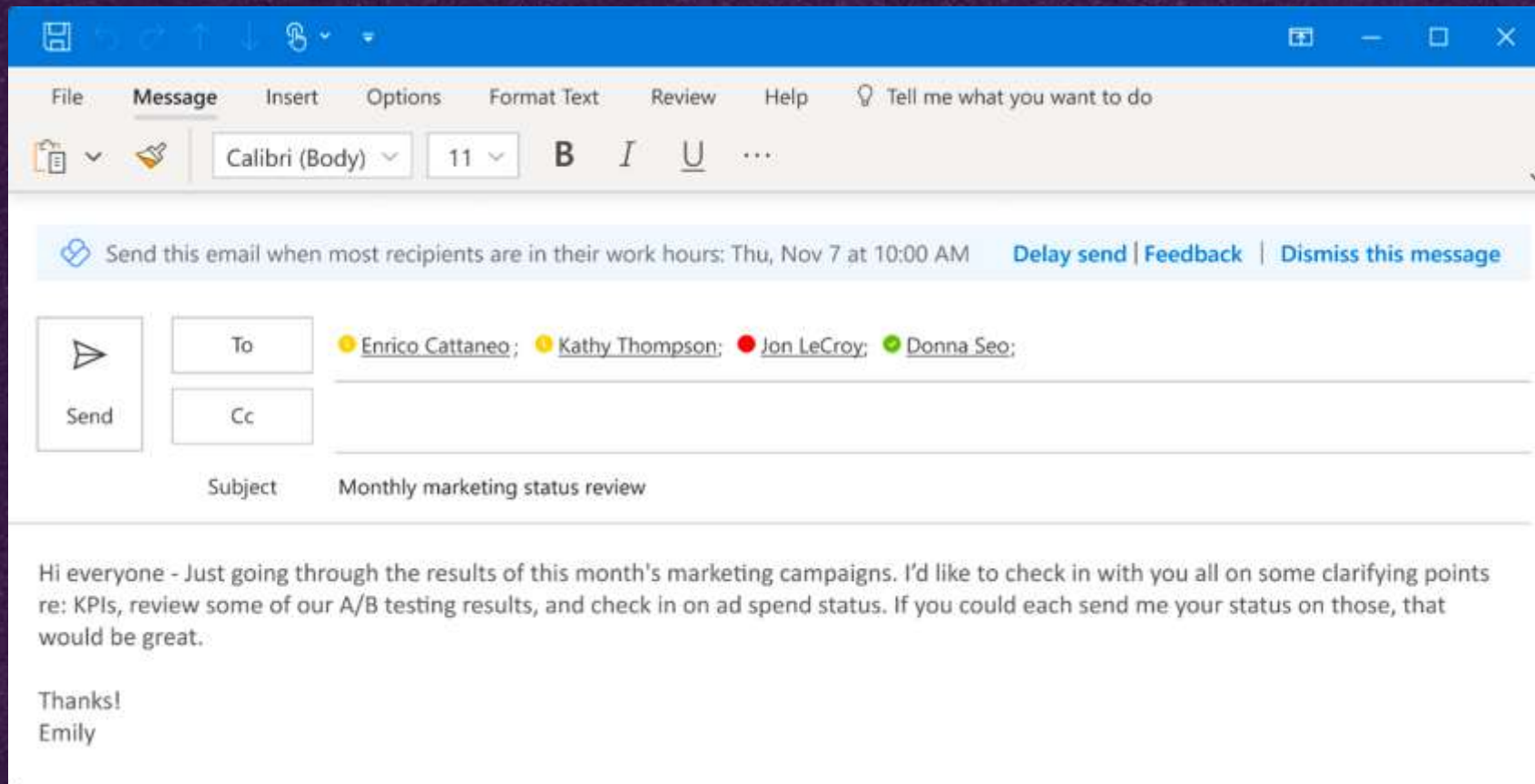
Group Norm - Copy

NORMS

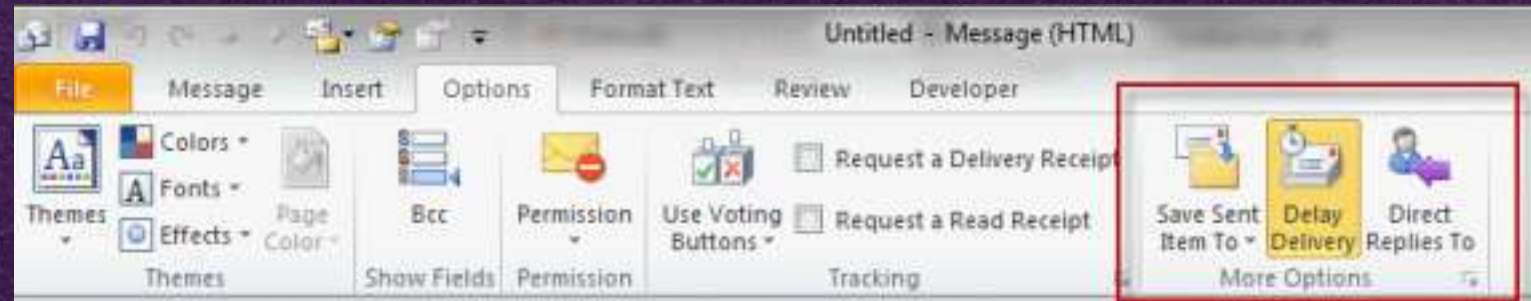**When should we copy?**

When should we bcc?
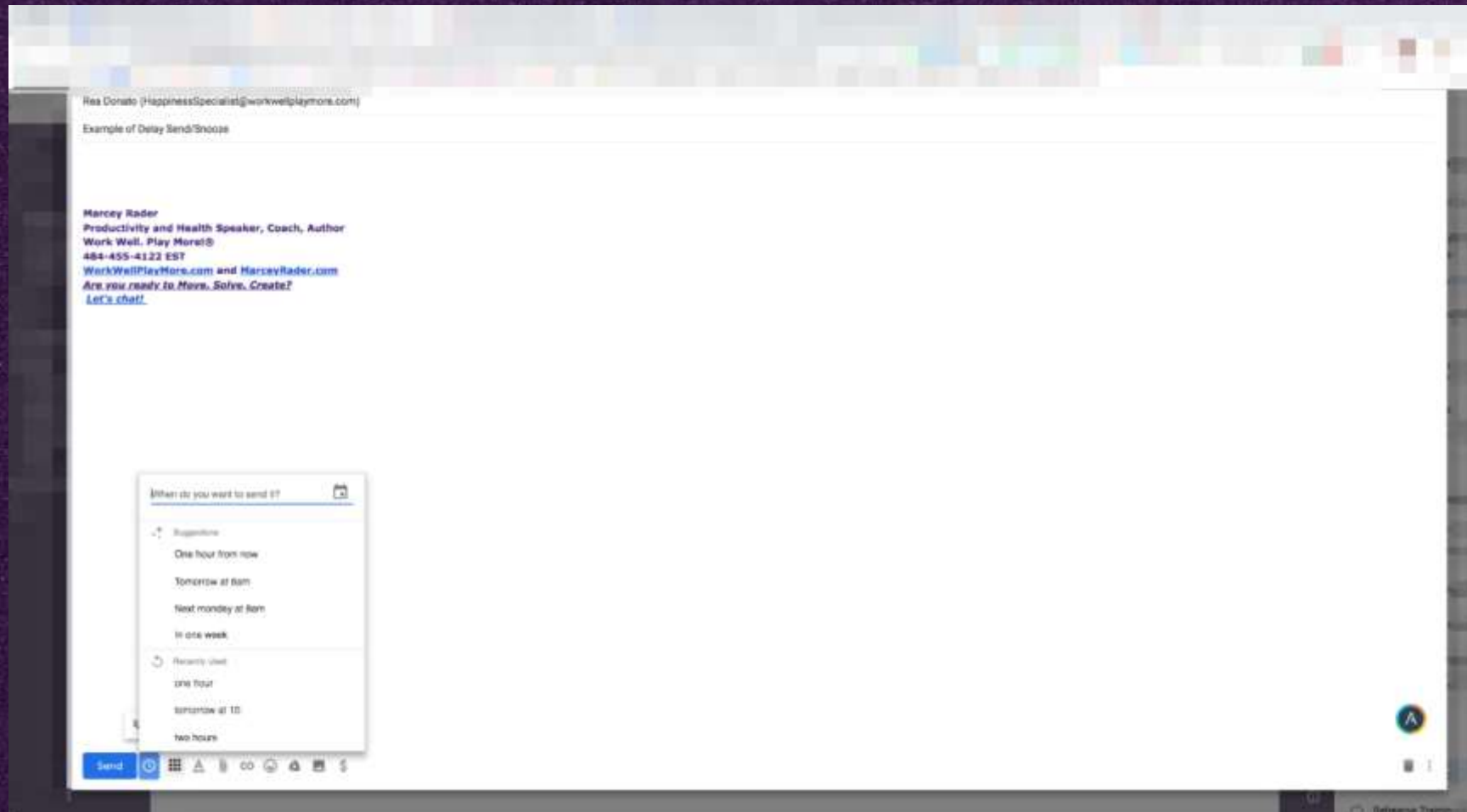
How do we share we don't need copied?

delay send

Action

1. First Step