

# TIME MANAGEMENT AND SCHEDULE PRIORITIZATION

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In an era when the average office worker receives over 100 emails per day, determining how to prioritize work and how to make time for bigger projects is increasingly difficult. This session introduces four models that help participants figure out **what** to do, **when** to do it, and **how** to get started on the most important tasks.

We begin our section on **what** to do by introducing a simple matrix – inspired by the great president and general Dwight Eisenhower – that helps us sift through the noise to identify the critical tasks.

Having identified what to do, we turn our attention to **when** to do it. Science presents irrefutable evidence about our body's circadian rhythm and, therefore, how we should organize and pace our day.

Lastly, we identify two nearly contrasting methods that allow us to get started on those most important tasks. One provides a way for moving forward even when we have little time to dedicate to a project, while the other introduces a method that allows us to make significant progress in big chunks.

The final segment helps participants put these four models together into one, coherent structure that will work for them.

