

# **IT'S ABOUT TIME**

My Capacity Savings Plan

**Queensland Association of  
State School Principles**

**August 17<sup>th</sup> & 18<sup>th</sup> 2003**

**What are my declarative statements about  
time management, productivity and my  
own capacity?**

**Things I know to be true.**

**What does the research say?**





Rest  
Fuel  
Movement





WHAT DO THEY HAVE IN  
COMMON?



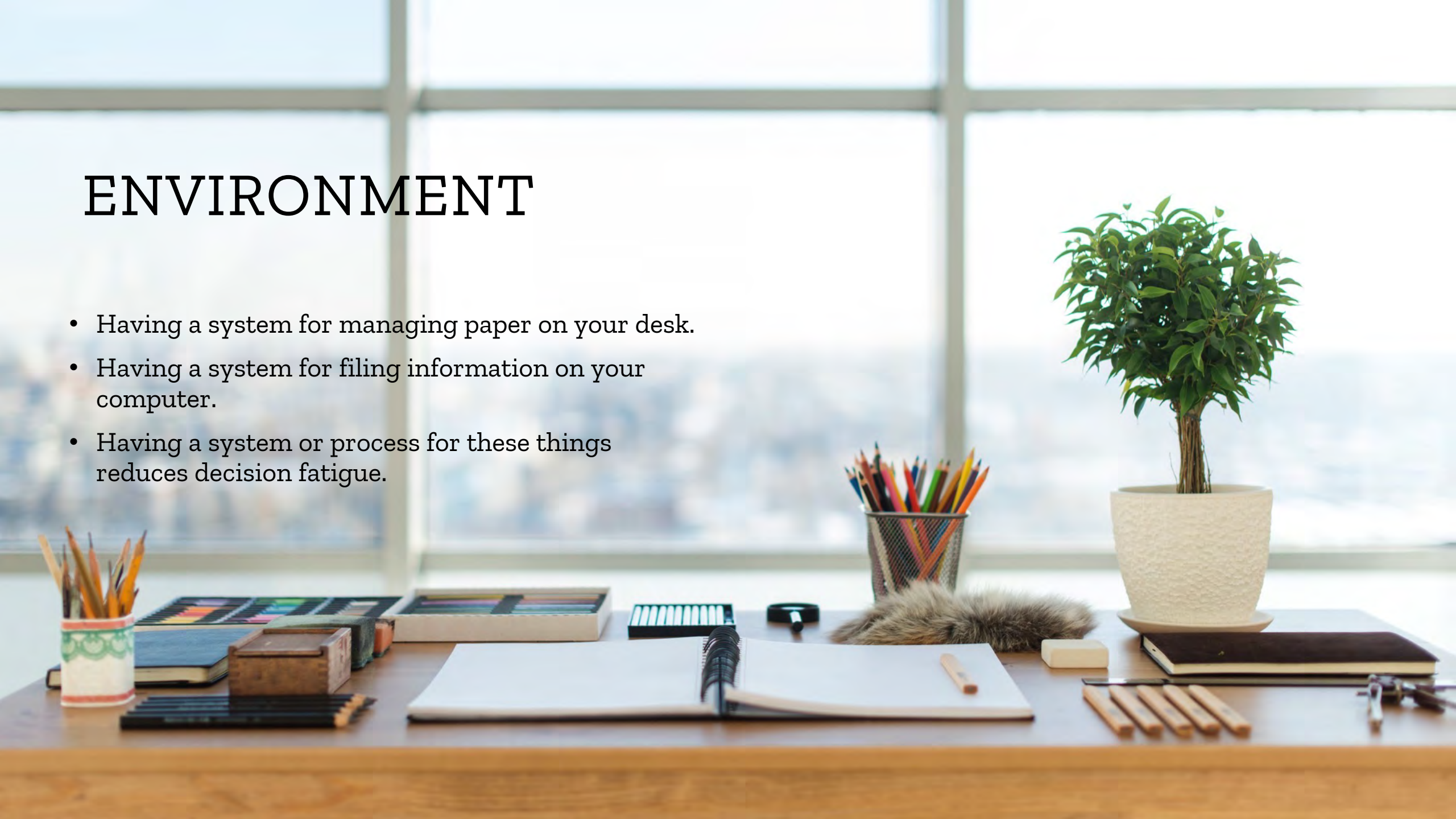
# Decision Fatigue





# ENVIRONMENT

- Having a system for managing paper on your desk.
- Having a system for filing information on your computer.
- Having a system or process for these things reduces decision fatigue.

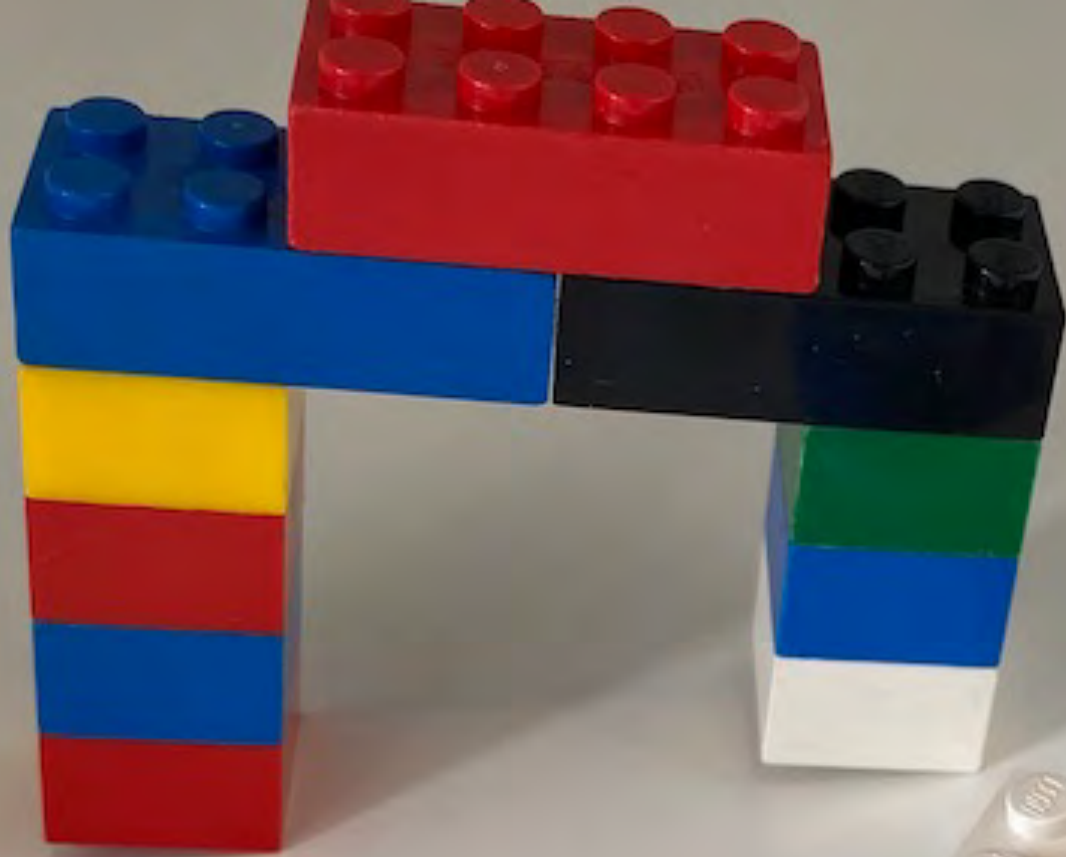




# DISTRACTION

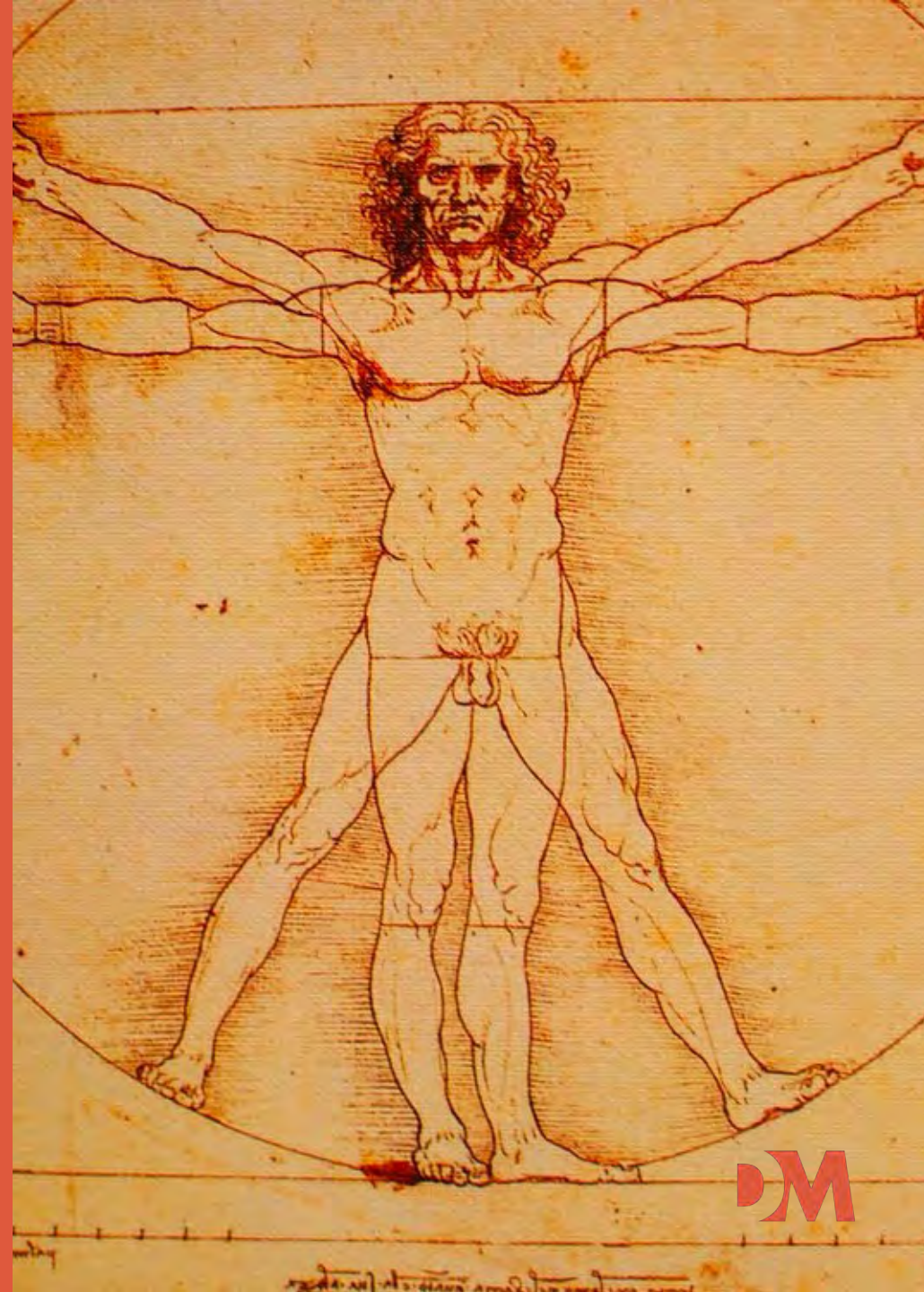
- Watching TV – 7 minutes
- Chatting on the phone with a family member – 9 minutes
- Reading – 15 minutes
- Engaging in moaning or gossiping – 6 minutes
- Listening to a chatty colleague – 9 minutes
- Listening to someone speak in a meeting – 13 minutes
- Listening to something finance-related in a meeting or conversation – 10 minutes





Perfection is achieved, not when there is nothing more to add, but when there is nothing left to take away.

Leonardo da Vinci





To attain knowledge,  
add things every day.

To attain wisdom,  
subtract things every .

Lao Tzu



Before you leave the house, look in the mirror and take one thing off.

Coco Chanel





A photograph of a garden path. The path is made of light-colored stones and is surrounded by lush green grass and numerous small purple flowers. In the background, there are dense green trees and bushes, some with red and white flowers. The overall scene is bright and vibrant.

**URGENT & IMPORTANT  
HARD WORK  
STRETCH GOALS  
DOING MORE**

**ENERGY & IMPACT  
EFFORTLESS FLOW  
PROGRESS GOALS  
DOING LESS**





**WHAT WOULD YOU DO IF YOU HAD  
ONE EXTRA DAY EVERY WEEK?**





**I HAVE NO TIME TO  
THINK**

**I'M BEING PULLED IN  
ALL DIRECTIONS**





**I JUST DON'T HAVE  
THE BANDWIDTH**



**I'M ON A NEVER ENDING CYCLE I CAN'T BREAK OUT OF**





**I NEED MORE SPACE**



















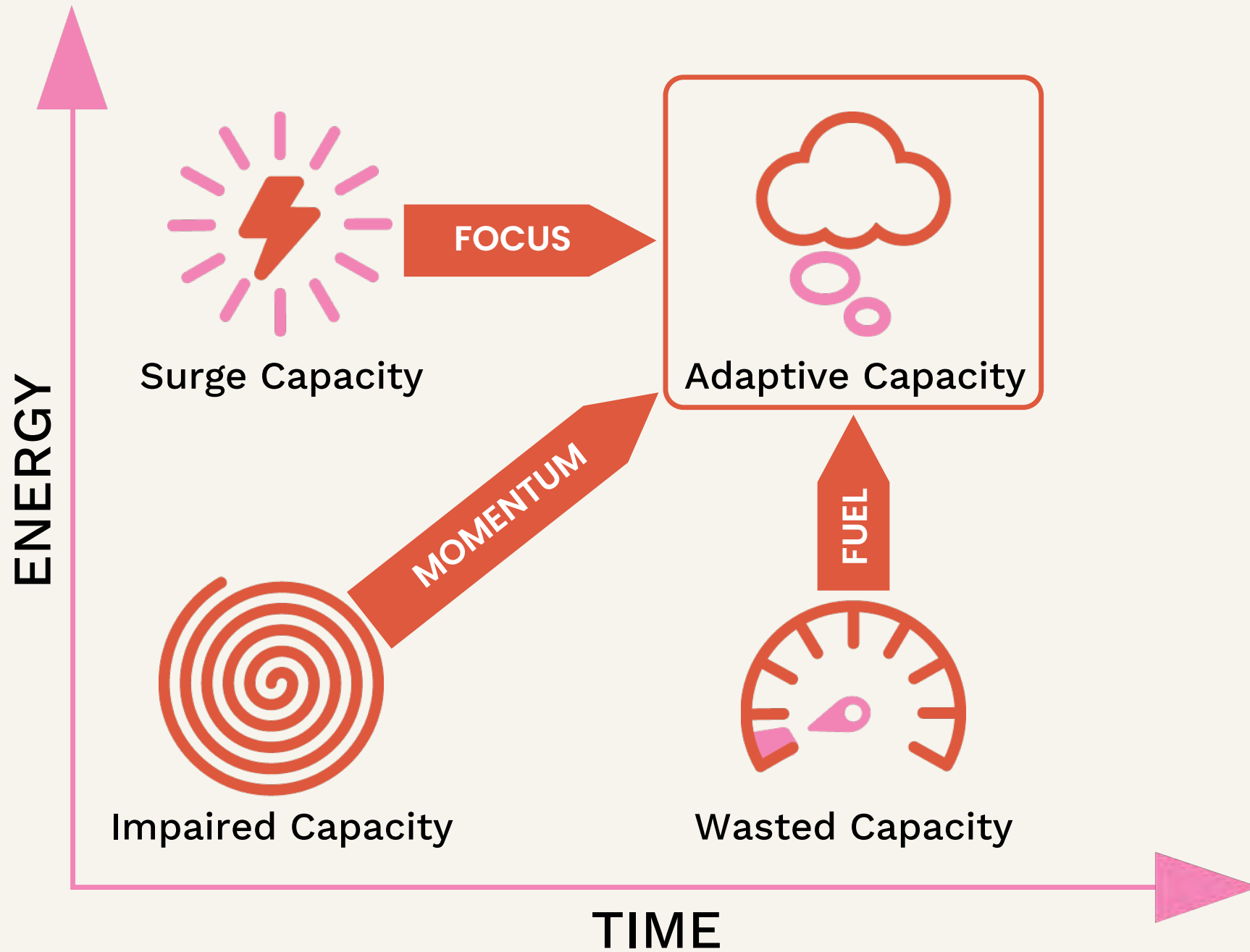












**WHAT FUELS YOU?**

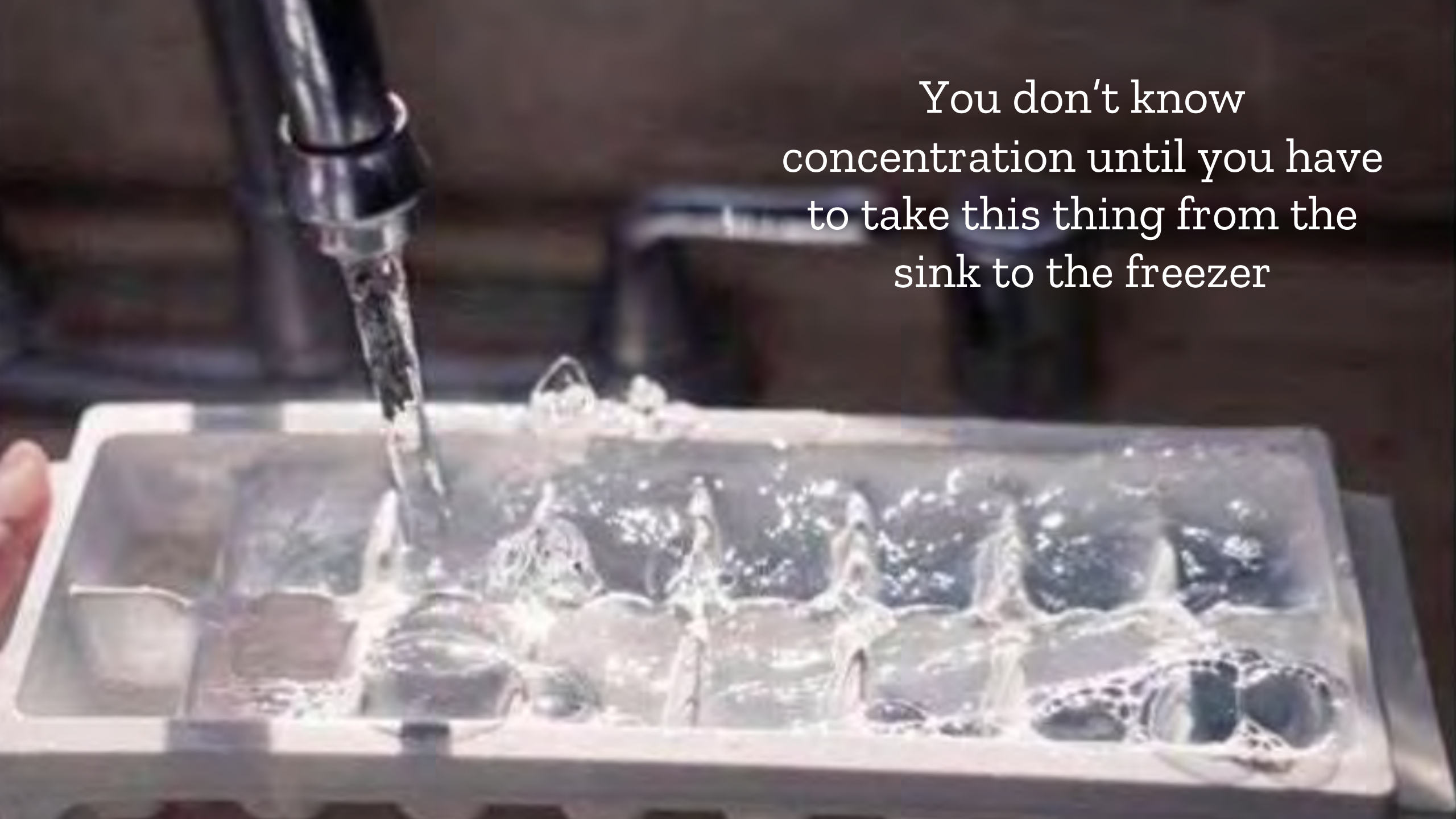








You don't know  
concentration until you have  
to take this thing from the  
sink to the freezer









IT'S ABOUT *time*





# THE 15% RULE









# OZAN VAROL

Think like a **rocket scientist**







Then what happens?

How often do you get a . . .

- Curve Ball
- Unexpected turn
- Surprise twist
- Unforeseen complication
- Sudden deviation
- Out-of-left-field surprise

**This is the essence of  
Adaptive Capacity**



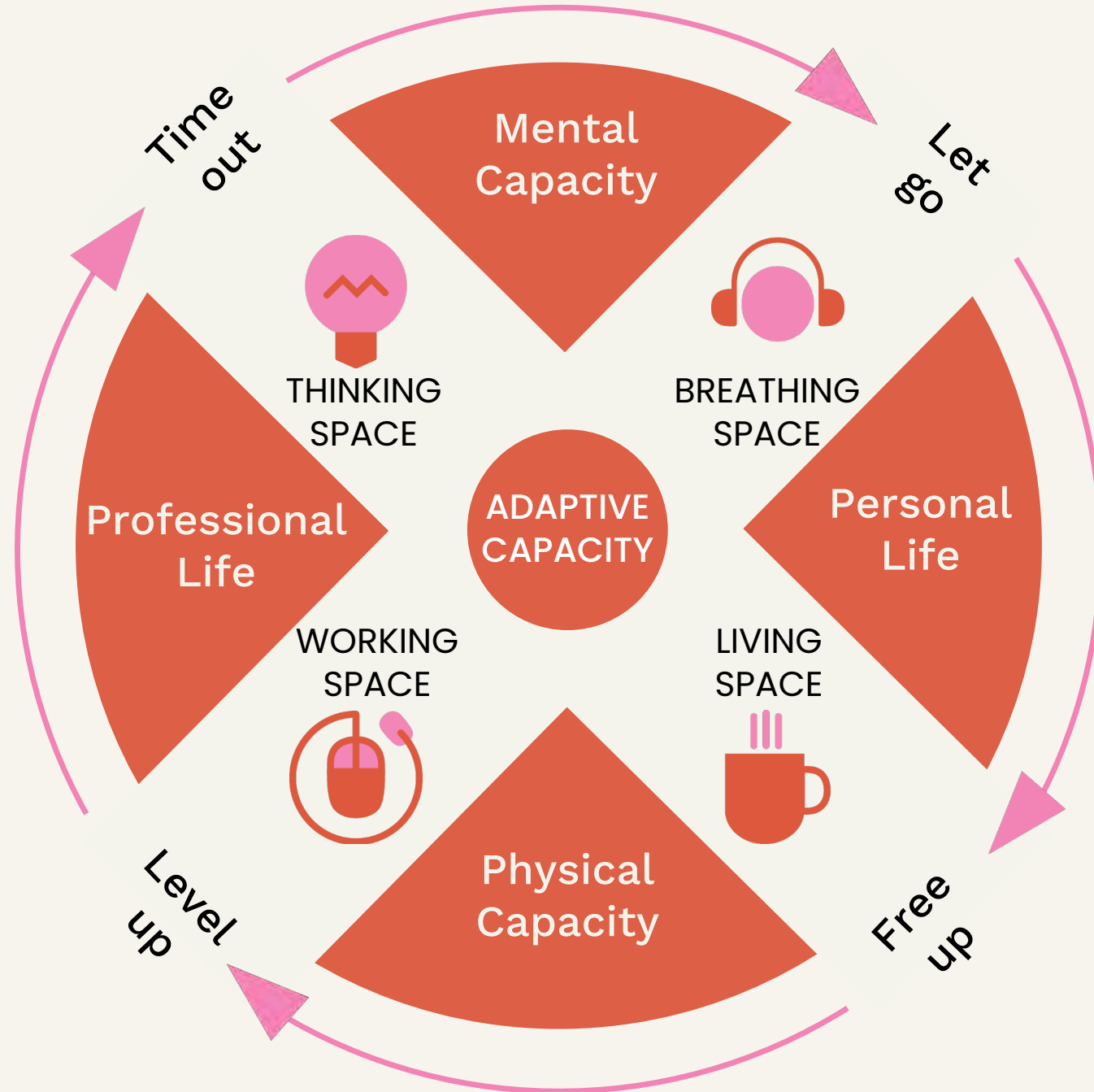


**STAGEKINGS**

CREATIVE STAGES & STRUCTURES

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decelerate  
decompress  
decide



disengage  
disconnect  
devote

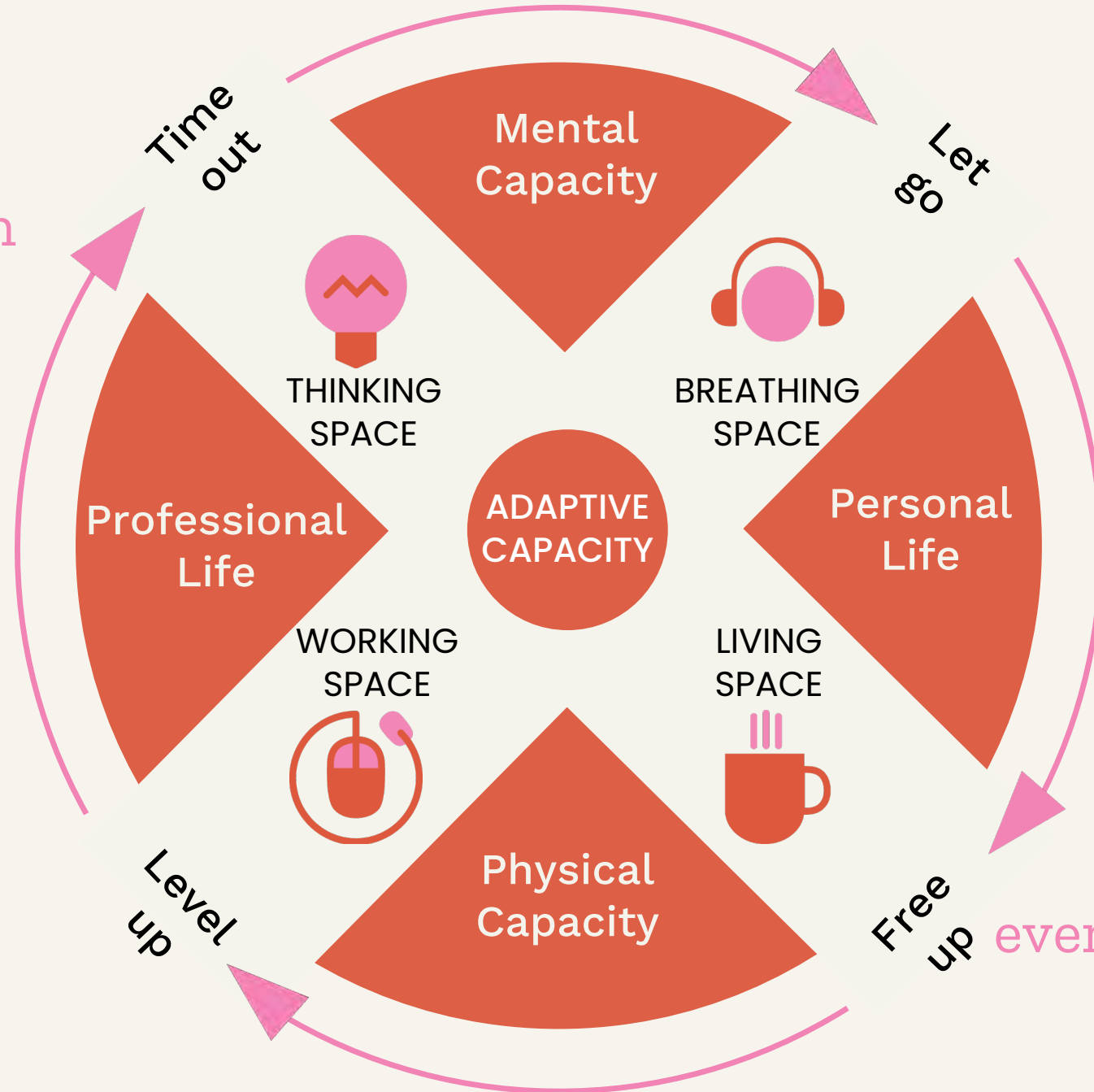
define  
defrag  
delegate

design  
declutter  
decomplicate





purple patches  
wipe the mind  
personal kan ban



activity audit  
tech shabbat  
trust account

personal vision  
batching  
delegating

design checklist  
30-day challenges  
everything has a home



Which space is going to give me the  
best return on my attention?  
What activities?





# QUIZ

DESIGN – MOSTLY E

DEFINE – MOSTLY D

DECIDE – MOSTLY C

DEFAULT – MOSTLY B

DENIAL – MOSTLY A





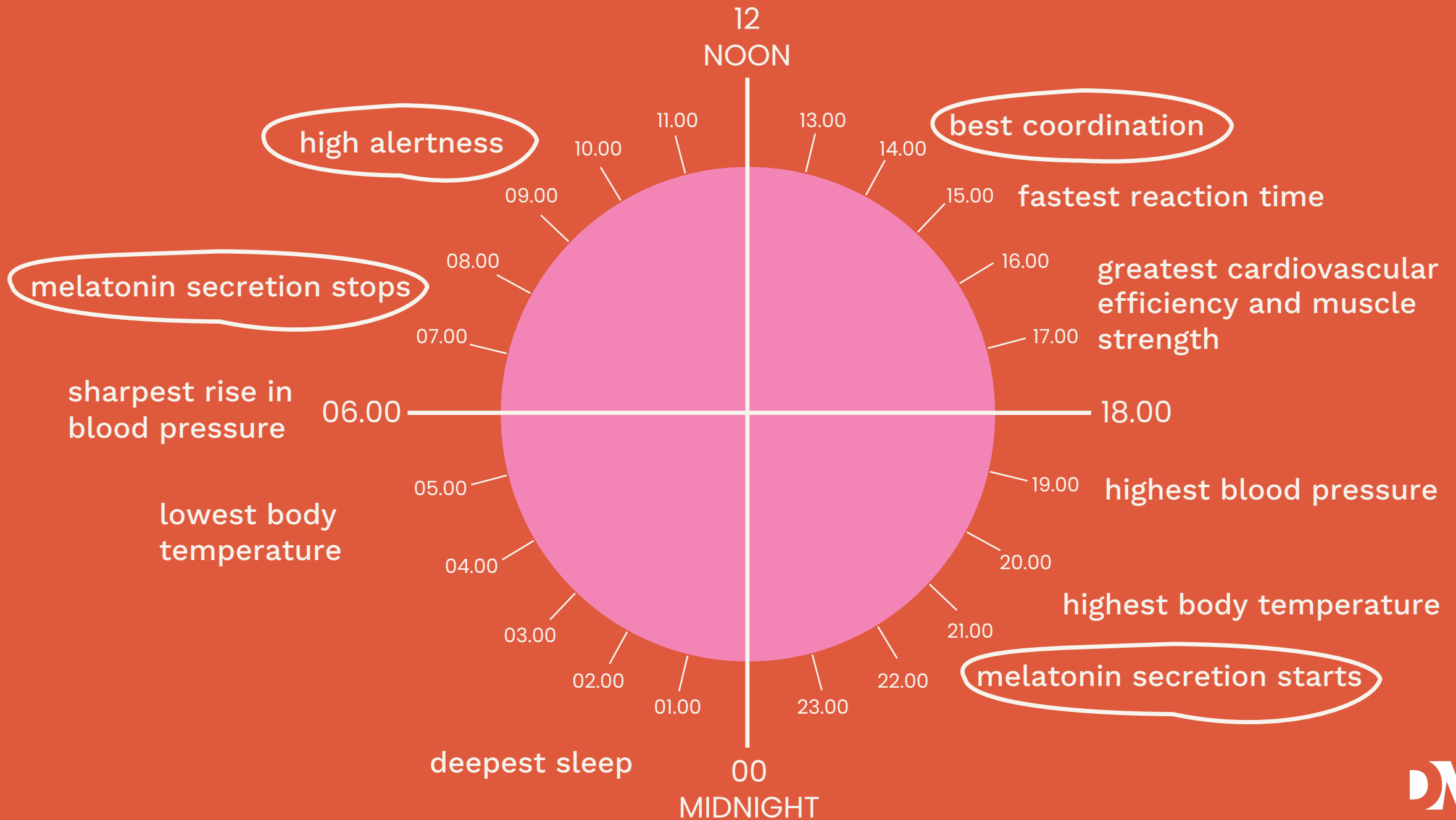














**FIRST  
2  
HOURS**

Important email responses  
Preparing for a presentation  
Reviewing detailed  
spreadsheets/reports  
Problem solving  
Decision making  
Conflict resolution

**SECOND  
2  
HOURS**

Meetings with others  
Other people's priorities  
1:1 meetings with team members  
Open door/Catch up time

**HIGH IMPACT**

**LOW IMPACT**

**FOURTH  
2  
HOURS**

Finish up your inbox  
Review next day To Do's & Meetings  
Add to tomorrow's To Do list  
Prepare clothing/meals for the next  
day

Routine emails  
Filing  
Regular report production  
Take a break  
Go for a walk

**THIRD  
2  
HOURS**

**HIGH INTENSITY**

**LOW INTENSITY**



## SET UP

# 1. purpose

By the end of this meeting, it would be great if . . .

# 2. people

Who are the minimum amount of right people I need to achieve my purpose?

# 3. process

SCAN | FOCUS | ACT





# SHOW UP

## 1. prepared

Give people notice of what's expected. At least 48 hours.

## 2. punctual

Start on time every time.

## 3. present

Low tech, high focus

# SPEAK UP

## 1. participate

Build rapport with a check in question or activity

## 2. produce

Get the bulk of the work done in the meeting itself

## 3. proceed

WHO | WHAT | WHEN





# WHICH SPACE DO YOU NEED THE MOST?



THINKING  
SPACE



BREATHING  
SPACE



LIVING  
SPACE



WORKING  
SPACE



# THE CAPACITY QUIZ





**FIRST  
2  
HOURS**

**SECOND  
2  
HOURS**

HIGH INTENSITY

HIGH IMPACT ← **WHICH 2 HOURS WILL  
GIVE YOU YOUR EDGE?** → LOW IMPACT

**FOURTH  
2  
HOURS**

**THIRD  
2  
HOURS**

LOW INTENSITY



HOW MANY OF  
YOUR CURRENT  
MEETINGS COULD  
YOU DO IN  
25 MINUTES?





**DONNA**  
**MCGEORGE**  
defining space

THANK YOU

