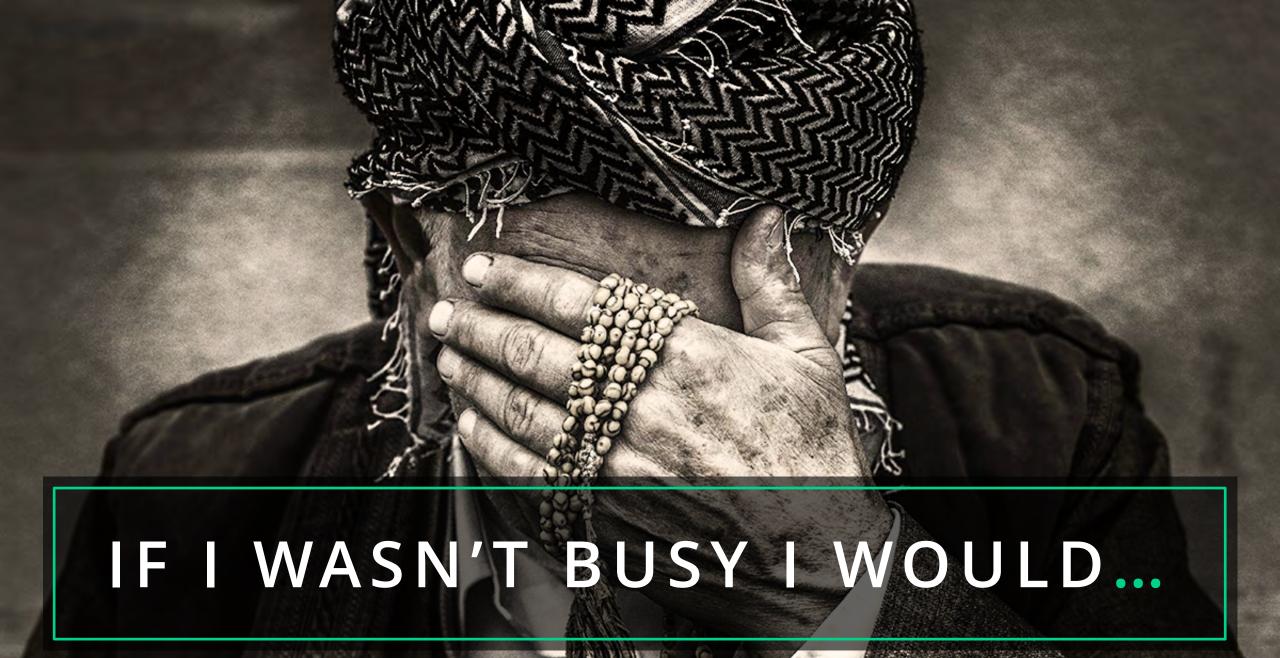


#### THE BUSY BLUEPRINT

- What is busy & why it's a problem?
- Creating space
- The power to change
- The plan of attack









"We're too busy to be vulnerable."

- Anonymous Executive





#### WHY IS BUSY A PROBLEM?

# BUSY = BULLSHIT

- Catch all for overwhelm
- Barrier to creating space for what matters
- Lack of prioritisation
- Used to self validate
- Result of technological over stimulation





#### DID YOU KNOW

You check your phone on average 2600 times per day

Every interruption in your day can cost you up to 30 minutes















## SWITCH OFF TO SWITCH ON

Take control of your time

Set the expectation – max. 3 priorities

Turn on out of office

Block time in your calendar

Let go of noise – low impact, low value goes

#### USE YOUR NO

Reframe your mindset around NO

Create your NO selection criteria

Use the NO Sandwich

Practice your NO

Celebrate your NOs



#### DEEP WORK

Set a weekly target

Create an objective

Time block - 2 hour sets

Remove all distractions

Practice. Practice. Practice.

Track your progress





#### PRACTICE PRESENCE









#### THE LETTER

Dear ...

I give myself permission to ...

I will hold myself accountable by ...

I will do this by ...

### "Beware the barrenness of a busy life"

- Socrates



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