

# Chameleon

CONSULTANCY & TRAINING

ADAPT • EVOLVE • SUCCEED

W: [chameleon-training.co.uk](http://chameleon-training.co.uk) E: [justin@chameleon-training.co.uk](mailto:justin@chameleon-training.co.uk) M: 07877 883023

# Working smarter, not harder

Justin Smith

Chameleon Consultancy and Training

Justin@chameleon-training.co.uk

[www.chameleon-training.co.uk](http://www.chameleon-training.co.uk)

# Chameleon

CONSULTANCY & TRAINING

ADAPT • EVOLVE • SUCCEED

# Working smarter, not harder

‘You can’t add time.  
But you can repurpose  
it.’





## Our Time Thieves

*Arrest our time thieves, lock them up and sentence them to solitary confinement!*

*Every day, they gang up on you and work to take some of that precious time away from productive use.*

Dr D Wetmore, 'The Time Thieves'

Is this the worst one?!

## Interruptions

*'Can you just...?'*

*'Oh, just quickly...'*

*'Do you mind if...?'*

*'Quick question, ...?'*

We accept it because we want to be liked.

We accept it because we want to help.

**BUT**

**Who suffers the most?**



Or this one..?!

## Procrastination

- Putting off the tricky tasks
- The 'shuffling blues'



# What about this one?

## An untidy work environment

- Poor physical set up  
(comfort/work within reach)
- Inefficient or failing technology



Or this..?

## Bad attitude and negative people

- Radiators vs Drains
- Starting the day positively
- Negativity = procrastination and stagnation



# Tackling the Thieves



What are our top 3 Time Thieves?

What solutions can we come up with?

Be creative but realistic. Try to solve these issues we all face!

# What can we do about it?

Some strategies to try:

**Timeboxing/Timeblocking** - reserve time in calendar for specific tasks.

**Pomodoro Technique** - 25min focused on a task, 5 min break. Repeat 3 times, then longer 20-30 min break.

**Eating the Frog** – tackle big or complex tasks first. Get them out of the way, don't procrastinate and delay!

or

**Pareto Principle** – 80/20 rule – spend 20% of your time tackling 80% of your workload, quickly!





**Parkinson's Law** states that..

**‘Work expands so as to fill the time available for its completion.’**

Parkinson's law is not a scientific principle. Instead, it is an observation of a phenomenon that many people have experienced.

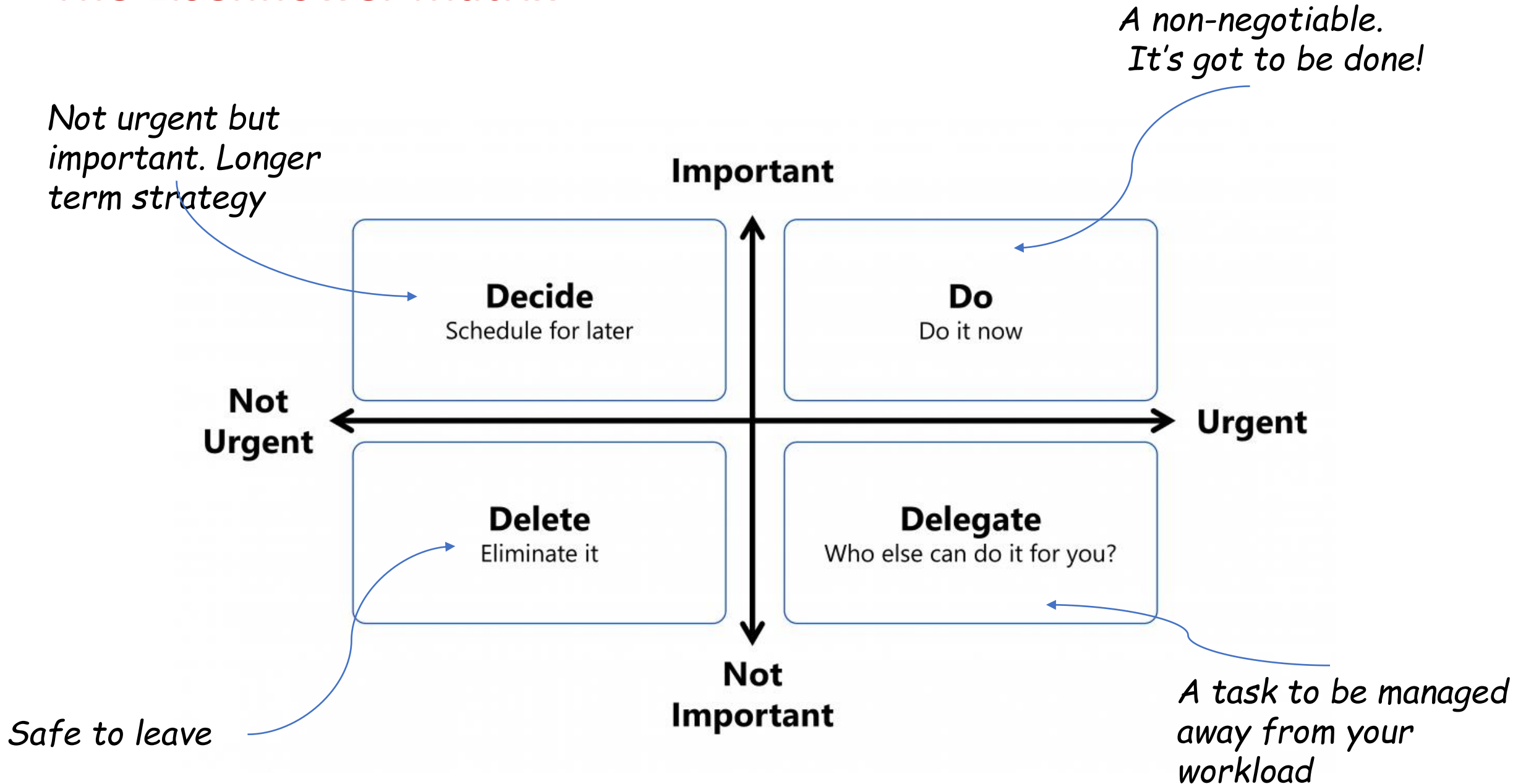
# What can we do about it?

Some quick wins:

- ✓ **Prioritise** workload and organise workspace
- ✓ **Snooze notifications** – avoid distractions
- ✓ Learn to say “**NO!**” (politely but firmly)
- ✓ **Multitasking is a myth** – it burns energy and time
- ✓ **Group similar tasks** together, in batches
- ✓ Take a **break**



# The Eisenhower Matrix



**£86,400**

Imagine you receive £86,400 every day  
But you can't bank it or spend it tomorrow  
The money that's unspent simply disappears

**What would you do?**

What's your plan to maximise your daily allowance?

*'Every second counts'*





Something to think about..

**What I did yesterday**

**What did you spend your time working on yesterday?**

Can you write a list of the **top 5 things** you did at work?

Is there anything you would do **differently** now?

- 1 thing you would **prioritise higher**
- 1 thing you would **prioritise lower**

*Thank  
you!*

# Chameleon

CONSULTANCY & TRAINING

ADAPT • EVOLVE • SUCCEED

W: [chameleon-training.co.uk](http://chameleon-training.co.uk) E: [justin@chameleon-training.co.uk](mailto:justin@chameleon-training.co.uk) M: 07877 883023