AIM Deep Dive: Creating More Time

Pre-work 1:

Time is finite. The more demands we have on our time, the more essential it is to prioritize what matters most.
Please carve out 10-minutes to complete this process @ least once (ideally, do it twice).

COLLATE:
Take a blank paper and create two lists of everything on your mind. On the left hand side, put anything work-related, and on the right, anything personal. Anything that is on your mind, goes on the list regardless of what it is. Once you are done, sit with it. There will likely be another wave, and another wave after that…

ELIMINATE:
Draw a line through anything that does not bring you joy, is not important to you or the bottomline, and is not important to others in your life. Anticipate that this will be hard, but stick with the process. If you can't cross it out, move it to a back-burner list.

AUTOMATE:
Looking at these tasks, note where there are repeat tasks. How can these be stacked together? How can you build once and use many times to streamline at least some of these tasks?   Monthly reports, hosting meetings, launching events, etc.

DELEGATE:
For the remaining tasks, think about the critical outcome?
What does success look like?
(e.g., X done, in Y time, for Z $).

ELIMINATE   DELEGATE   INNOVATE

CELEBRATE

COLLATE   AUTOMATE   ACCELERATE
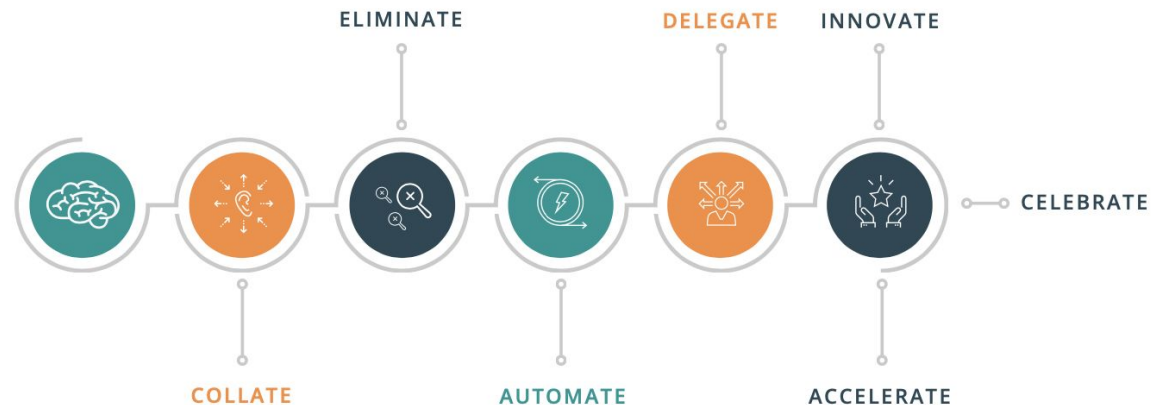
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Pre-work 2:

What did you notice in yourself, while running this process?
      What was hard?
      Where did you have energy?
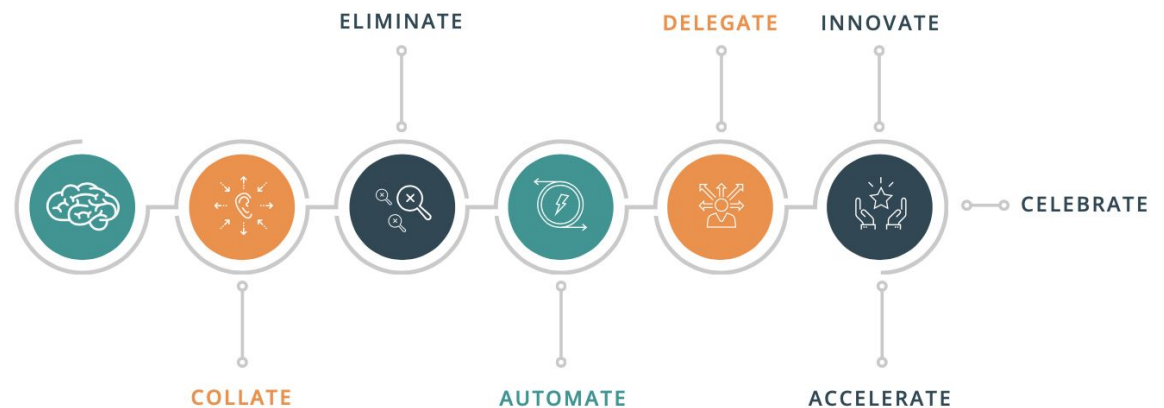   Where did you feel depleted?

What are the barriers to managing your time and energy?

1 - What did you notice when collating?
2 - What was easy / hard to eliminate?
3 - What made it easier? What do you need to be focused on to make it easier?
4 - What are easy things to automate?

ELIMINATE   DELEGATE   INNOVATE

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Small Groups:

What gets in the way of better managing time?

What gets in the way of collating?

What gets in the way of eliminating? (where is your "B" List)

What helps you automate?

If you ran, the process, share what you noticed…

1 - What did you notice when collating?
2 - What was easy / hard to eliminate?
3 - What made it easier? What do you need to be focused on to make it easier?
4 - What are easy things to automate?

Commitments (what can you commit to changing):

Ideas → Action
Identify a priority (revisit your priority map for ideas):
➔   How much time do you need to apply more heat to this priority?
➔   Use this week's tool to create time.

SELF-CORRECTION

INTENTION =?= RESULT

ERROR DETECTION

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