



Riding the Wave: 4 Basic Steps to Harness Your Time & Catch Your Best Work

1. Capture Get it out of your head.	2. Assign Give it time to get done.	3. Align Schedule it for optimal timing.	4. Focus Get it done by taming distractions.
<p>HOW: Every time you think up or receive a new task to do, write it down.</p> <p>WHY: Blame biology: our brains suck at remembering competing tasks.</p> <p>TOOLS: Notebook or Notes app</p> <p>TRICKS: Simple: Keep your note-taking system simple. Use one new page or one new note per day.</p> <p>Specific: Assume you'll forget the details – capture clear and specific information.</p> <p>Actions: Tasks are actions. Use imperative action verbs (e.g. Call, source, find, email, schedule, review).</p>	<p>HOW: At the start or end of the day, spend 15 minutes blocking time in your calendar for the to-do's you captured.</p> <p>WHY: What doesn't get scheduled doesn't get done.</p> <p>TOOLS: Calendar app</p> <p>TRICKS: Visual cues: Set up separate color-coded calendars (e.g. Focused Work, Calls/Meetings, Breaks).</p> <p>50% more: Give yourself 50% more time than you think you need (e.g. 45 minutes instead of 30 minutes).</p> <p>Mundane tasks: Pencil in the mundane but unavoidable (e.g. travel time to a meeting, prep time for a call, checking email).</p>	<p>HOW: Move tasks in your calendar to times that take advantage of circumstances.</p> <p>WHY: Working smart beats working hard.</p> <p>TOOLS: A little self-awareness and foresight</p> <p>TRICKS: Work ahead: Send InMails and emails Thursdays so your inbox is full Mondays.</p> <p>Put #1 first: Schedule challenging and important tasks for the start of your day, when you're freshest.</p> <p>Easy downtime: Schedule easy, rote tasks for mid-afternoon, when your energy is lowest.</p>	<p>HOW: Get tasks done by giving yourself 14-minute on, 1-minute off tech-free sprints.</p> <p>WHY: Multitasking is a myth and devices are designed to distract.</p> <p>TOOLS: Do Not Disturb setting, Timer app, RescueTime software, Moment app</p> <p>TRICKS: Tech-free sprint how-to: (A) Set your phone and Slack to Do Not Disturb. (B) Turn on a 14-minute timer. (C) Place your phone upside-down out of arm's reach. (D) Focus! Work! (E) When the timer sounds, let yourself check anything for up to 1 minute. (F) Start again.</p> <p>Auto-DND: Schedule Do Not Disturb to automatically turn on at preset times.</p> <p>Auto-track: Apps like RescueTime and Moment track how and when you use your devices. Install them to learn your habits and take back control of your time.</p>

