

WEEK 3: PERFORM

Now that you have planned where your time goes and prioritized the order in which to accomplish each task, the next step is to perform each task until it's complete.



MANAGE VOLUME: Take care to manage your workload and not over commit yourself, which could increase stress. While selecting and prioritizing tasks, be sure to refer back to your goals to ensure each activity fits within this framework.



IT'S OKAY TO SAY "NO": Keep in mind, your time is valuable and irreplaceable. Time spent in low-priority activities can detract from your ability to complete more important activities. Buy time by postponing making an on-the-spot commitment whenever possible to allow yourself time to think carefully about whether this commitment fits with your goals and priorities.



MINIMIZE "SWITCHING COSTS": Switching back and forth between projects can waste a significant amount of time and energy by causing you to refamiliarize yourself with a prior project in order to recall where you left off. Although this is inevitable in some cases, it is important to minimize the "switching costs". The best strategy for this depends upon your personality. Some prefer to devote entire days for certain activities (i.e., Wednesdays are 'meeting days', Thursdays are 'writing days', etc.). Others prefer switching tasks after shorter periods of time. Be sure to take into account your optimal productivity time (OPT) from week 1 when starting and stopping work on an activity.



MINIMIZE INTERRUPTIONS TO INCREASE FOCUS: Turn off all computer and phone notifications (email, text, team messages, etc.). Rather than responding immediately, block off a morning and an afternoon time in which to respond. If you are easily distracted by thoughts, consider keeping a list of those thoughts and tasks that you can tackle during your down time.



CALENDAR TIME FOR YOURSELF: All work and no play is not a healthy balance. Each day, set aside time for a person or activity that brings you joy. Schedule time for self-care, such as exercising at the gym, taking a walk with a good friend or reading a book.

