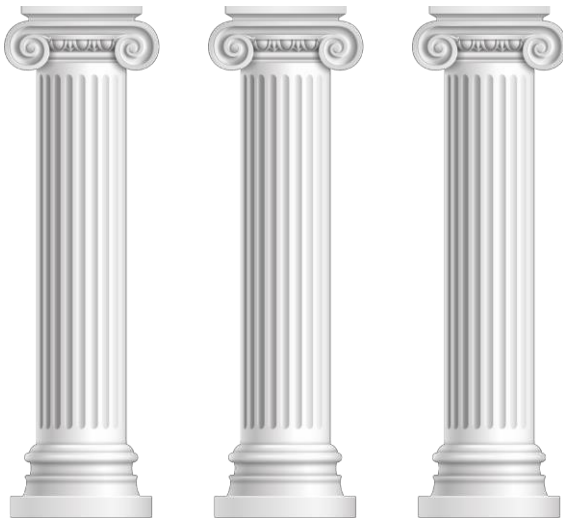


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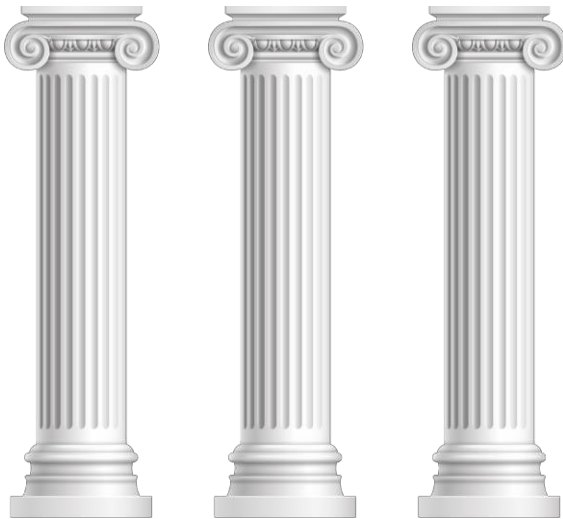


***Do more in a day than
you do in a week***

25 MARCH 2020

The webinar will begin shortly...

Business & Management



***Do more in a day than
you do in a week***

25 MARCH 2020

Business & Management

60 minute webinar: Do more in a day than you do in a week



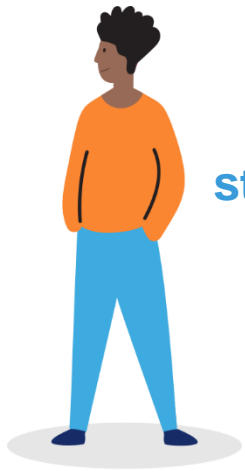
Chris Burton

CABA with you for life

**DO MORE IN A DAY THAN YOU
DO IN A WEEK**

Chris Burton

WHO WE SUPPORT



**ACA
students**



**Former
ICAEW
members**



**Their close
families**



**Current ICAEW
members**

**Career
breakers**



OUR SUPPORT



**EMOTIONAL
SUPPORT**



**HEALTH &
CARER SUPPORT**



**FINANCIAL
ASSISTANCE**



**DEBT
ADVICE**



**CAREER
DEVELOPMENT
SUPPORT**



**LEGAL
ADVICE**

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FAMILY SUPPORT

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AIMS

- To identify your priorities and what stops you from focusing on them
- To share practical productivity tools that will help you transform your effectiveness



AGENDA

- How you spend your time
- Defining your priorities
- Identifying what needs to change
- The Concept of Marginal Gains
- The Concept of Flow – a state of optimal concentration
- Tools and tips for dealing with challenges
- Action Planning

COVEY'S 4 QUADRANTS

Q1 Important and Urgent

Imminent deadlines
Child taken ill
Crises/Firefighting

Deal with it

Q2 Important not urgent

Thinking and planning time
Relationship building
Healthy lifestyle factors

Schedule it

Q3 Urgent not Important

Interruptions
Some meetings/emails
Other people's priorities

Delegate or minimise it

Q4 Not Urgent not Important

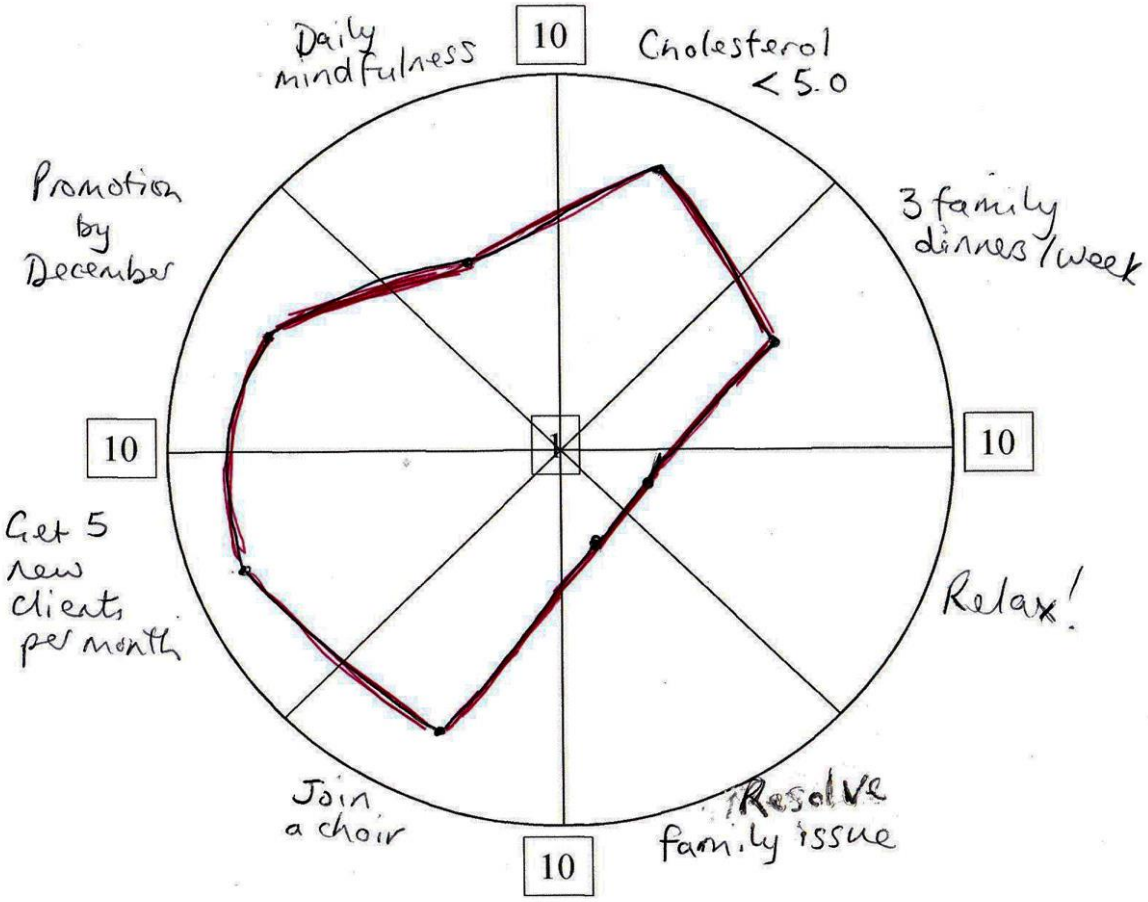
TV/Surfing the internet
Worrying/Procrastinating
Trivia

Eradicate it

KNOW YOUR 'ROCKS'



EXERCISE: LIFE WHEEL



CONCEPT OF MARGINAL GAINS

- Sir Dave Brailsford – doing 100 things 1% better
- Hal Elrod – How you start your day determines the quality of your life! Create rituals by habit stacking
- Peter Bregman – 18 minutes a day to check you're on track

THE CONCEPT OF FLOW

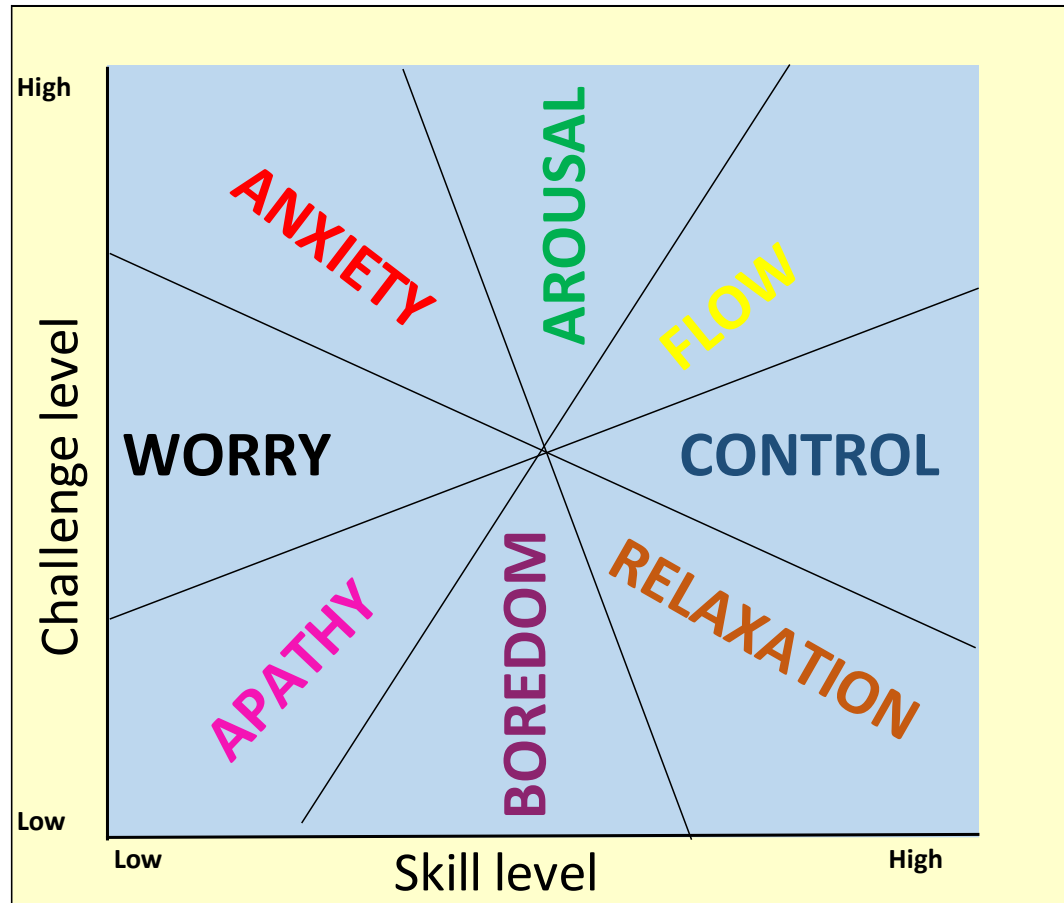


“The feeling of total immersion or concentration in a task” - *Mihaly Csikszentmihalyi, 2008: Flow: The Psychology of Optimal Experience*

IMPACT OF BEING IN FLOW



FLOW MODEL: SKILLS v CHALLENGE



THESE ARE NOT FLOW!

- Facebook
- Instagram
- Video games
- Worrying, blaming, procrastinating
- All other Quadrant 4 distractions



SUMMARY

3 things that must be present to enter a state of flow:

1. Goals



2. Balance



3. Feedback



DEALING WITH INTERRUPTIONS AND EXTERNAL DISTRACTIONS



PRODUCTIVITY HACKS: DELEGATION



PRODUCTIVITY HACKS: HOW TO PUSH BACK



DEALING WITH PROCRASTINATION

Definition: the time wasted between knowing something needs to be done and deciding to do it. It's stressful!

Why we procrastinate:

- Self-Protection
- Lack of Certainty
- Lack of Motivation



PRODUCTIVITY HACKS: PROCRASTINATION



PRODUCTIVITY HACKS: EMAILS AND DIGITAL OVERLOAD



EFFECTIVE MEETINGS

"Make every meeting matter or don't meet at all" - David Allen



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Webinars and events – [icaew.com/bamevents](https://www.icaew.com/bamevents)

Free 60 minute webinars – 10.00am

Covid-19 impacts on supply chain and financial performance
1 April

What happens when everything generates data?
22 April

How to network your way to success
13 May

Economic update
3 June

Better people management
8 July

Strategic thinking for senior professionals
30 September

Leading resilient teams
7 October

Practical Excel tips
7 December

Free 20 minute webinars – 12.30pm

Top tips for securing board level support for counter fraud
18 May

Simple techniques to improve communication
22 June

The net present value of happiness
23 September

Common online frauds and how to avoid them
14 October

Free evening events – 6.30pm

Creating clarity and impact in your reports and talks
10 September

Navigating 'office politics' positively
5 November

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THANK YOU FOR ATTENDING

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