



Section 3: Time Management & Productivity

Chapter 1 – Planning Your Day with Purpose

Time management isn't just about filling a calendar; it's about aligning your time with what truly matters. Before diving into techniques or tools, this exercise helps you zoom out and reflect on how your current schedule matches your priorities.

Goal:

To reconnect with your high-level goals and identify one simple shift to align your daily actions better.

Exercise: Priorities vs. Reality Check

Use the prompts below to reflect on what matters most - and how that shows up (or doesn't) in your current schedule.

Step 1: Clarify Your Top 3 Priorities for This Month

(Think long-term impact, not just to-do list items)

- 1.
- 2.
- 3.

Step 2: Review Your Past Week

Look back at the last 5–7 workdays. Where has your time gone?

Common tasks, meetings, or distractions:

Step 3: Compare & Reflect

How well does your schedule reflect your priorities?

What's working well?

Where is there a gap or misalignment?

Step 4: Choose One Small Adjustment

What change can you make in your schedule tomorrow to get closer to your goals?

How will this shift impact your energy, focus, or sense of accomplishment?

Chapter 2 – Time Management Techniques

There's no one-size-fits-all method for time management, but there are proven systems that help. This exercise helps you test one in real life and reflect on how it fits your work style.

Goal:

Try a new time management technique and assess whether it supports your productivity and focus.

Exercise: Test & Learn with Time Techniques

Choose one technique for the next few days, and use the daily check-ins to reflect, adjust, and learn.

- Pomodoro Technique
- Eisenhower Matrix
- Task Batching
- 1-3-5 Rule

Day 1 Check-In

What method did you try?

What worked well?

What was challenging?

Day 2 Check-In

What did you adjust or keep the same?

How did your energy or focus feel today?

Day 3 Reflection

How did this method support your workflow overall?

Will you keep using it or try something else?

What did you learn about your ideal way of working?

Chapter 3 – Beating Procrastination & Maintaining Focus

We all procrastinate - but understanding the “why” behind it helps us break the cycle. This exercise uses practical tools to help you take action on something you’ve been putting off.

Goal:

To take immediate action on one task you’ve been avoiding, and reflect on the internal blocks that might be getting in the way.

Exercise: One Task, One Shift

Use the steps below to tackle a task you’ve been putting off - and build momentum through clarity and action.

Step 1: Name the Task

Step 2: Apply the 2-Minute Rule

What’s one small action you can take right now to start?

Step 3: Identify the Resistance

What’s stopping you? (Fear, perfectionism, lack of clarity?)

Step 4: Curate Your Focus Environment

List two quick tweaks you can make to reduce distractions:

1.

2.

How did it feel to take action?

What shifted once you started?

Chapter 4 – Energy Optimization & Weekly Rhythm

Productivity isn't just about managing time - it's about managing energy. This exercise helps you track when you feel most focused and build a weekly rhythm that matches your strengths.

Goal:

To identify your personal energy highs and lows, and design a weekly workflow that matches your natural rhythm.

Exercise: Energy Rhythm Planner

Use the table below to track your energy levels across 3 days. For each time block (Morning, Afternoon, Evening), rate your **energy level** on a scale from 1 to 5:

1 = Very Low - drained, unfocused

2 = Low - not fully alert, maybe distracted or tired

3 = Moderate - okay energy, but not your best

4 = Good - alert, focused, productive

5 = Peak - full focus, motivation, and energy

Step 1: Energy Mapping (Track for 3 Days)

Time Block	Day 1 Energy	Day 2 Energy	Day 3 Energy
Morning			
Afternoon			
Evening			

Step 2: Reflect on the Patterns

When do you feel most focused?

When are you more likely to feel drained or distracted?

Step 3: Design Your Weekly Rhythm

When should you do deep focus work?

When should you schedule admin or meetings?

What will your weekly “reset ritual” look like?

My Weekly Rhythm Snapshot:

(Monday to Friday structure or weekly theme, if useful)

What’s one thing from this exercise you’ll apply to make your weeks feel more intentional?