



# Time • Tasks • Tools

A practical approach to tame chaos, protect focus,  
and deliver reliably

# Why Time Gets Away

## Unplanned Fires

Context switching destroys productivity and drains mental energy throughout your day.

## Overbooking

Promising more than your true capacity creates stress and missed deadlines.

## Missing Systems

Without repeatable processes, every task feels like starting from scratch.



# Three Roles You Play



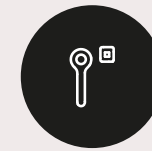
## CEO

Pricing strategy, partnerships,  
monthly numbers review.



## Manager

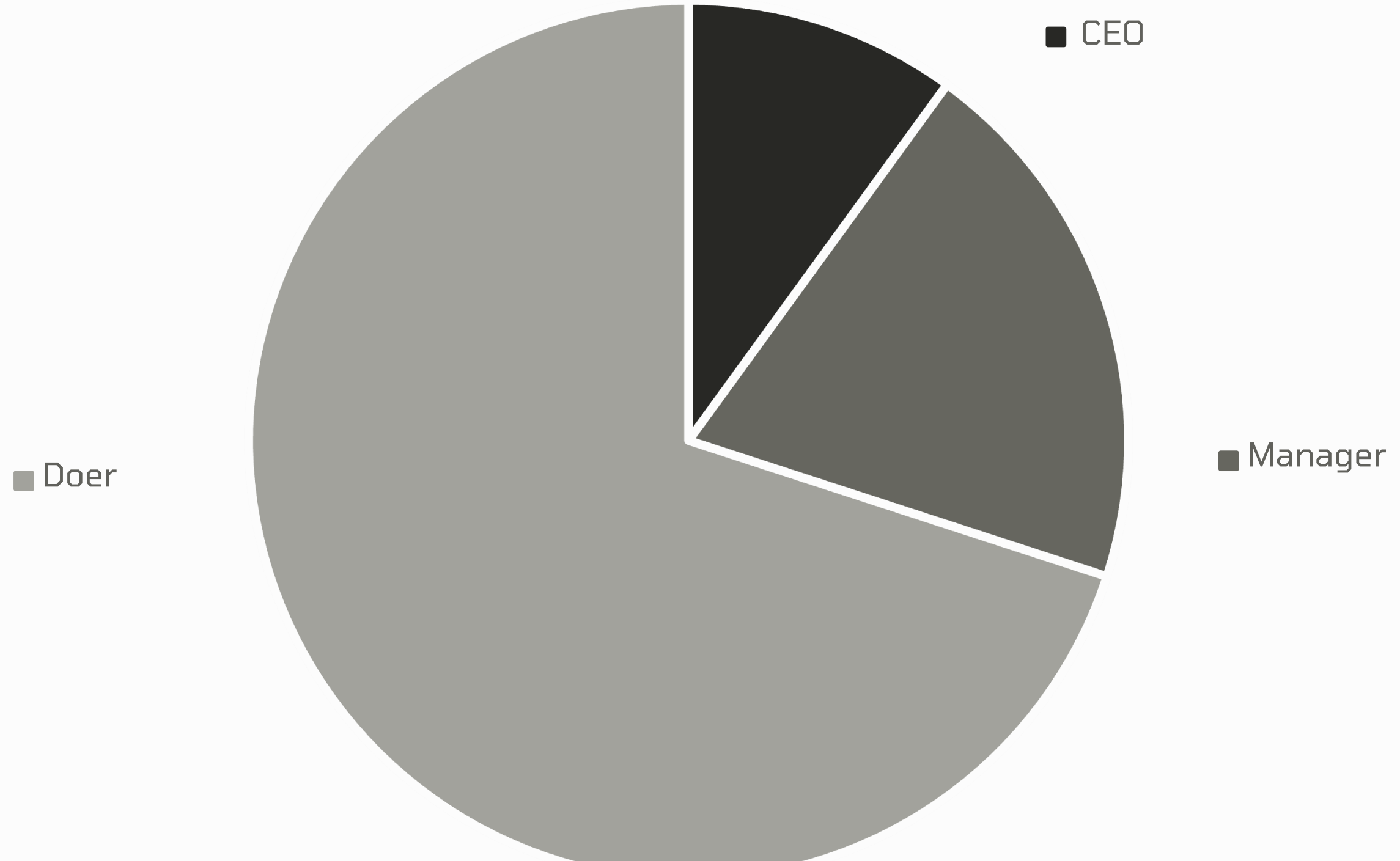
Scheduling, supplier coordination,  
SOP upkeep.



## Doer

Service calls, fulfillment, customer  
follow-ups.

# Time Distribution



# The 5-P Framework



Purpose

What outcome matters this week?



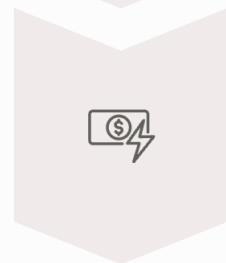
Plan

Block time before it gets stolen.



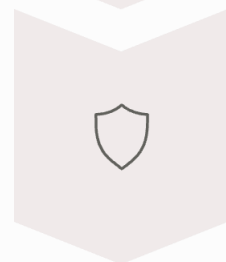
Prioritize

Pick the day's MITs.



Perform

Single-task, batch, or pomodoro.



Protect

Boundaries, tools, automation.

# Managing Most Important Tasks

## 1 Tied to Revenue or Risk

Call warm leads. Send quotes.  
Document returns process .

## 2 Schedule in Focus Blocks

Place MITs in your first  
protected time slot each day.

## 3 Limit to Three Daily

More than three dilutes focus  
and reduces completion rates.

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# Time Blocking: Your Daily Structure

## Establish Time Focus Blocks

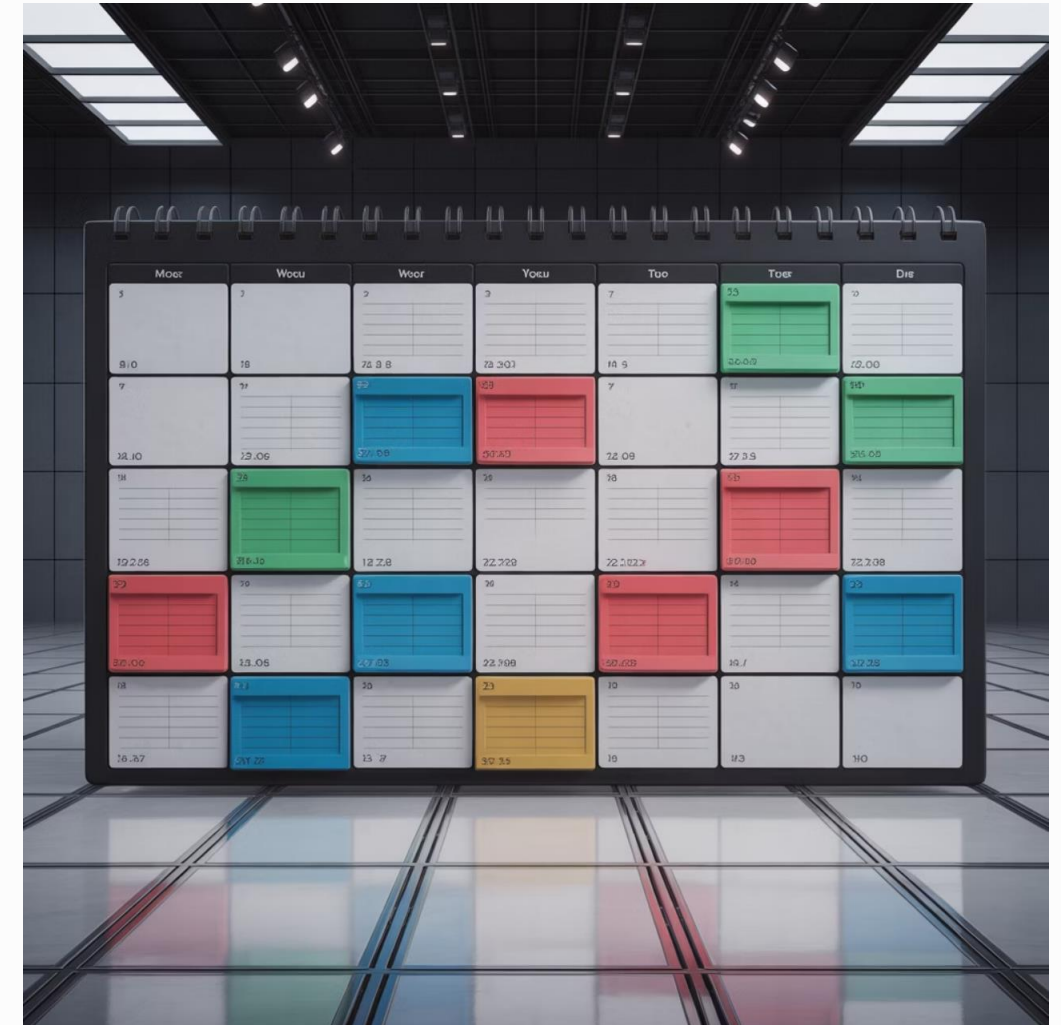
Schedule one in the morning and one in early afternoon for deep work.

## Anchor Blocks

Lock in appointments, fulfillment windows, and cash-critical tasks.

## Calendar Over To-Do List

Put work where it fits—time blocking beats endless task lists.



# Time Allocation and Capacity Math

01

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Start with Total Hours

40 hours per week available.

02

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Subtract Admin Time

40 hrs – 12 admin = 28 hrs real capacity.

03

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Plan at 65%

28 hrs × 65% = ~18 hrs/week to absorb surprises.

04

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Calculate Job Capacity

If average job = 2 hrs → max 9 jobs/week.

Quote and schedule against true capacity. Don't sell 12 jobs if you can deliver 9.



# Protect Your Focus

## Fixed Response Windows

Reply to messages only during 10–12 AM and 3–4 PM windows.

## Silence Notifications

Turn off non-critical alerts during your 90-minute focus blocks.

## Set Public Expectations

Post response times on your website and email footer.

# Email & Messaging Hygiene

Inquiry Triage

"Thanks—reply by 3 PM today."

Quote Request

"Need photos, timing, budget—  
pricing by 11 AM tomorrow."

Scope Guardrail

"Happy to add that—sending change  
order now."

Create canned replies for action like these.

# Perform: Pick ONE Method



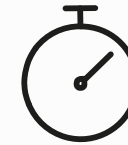
## Single-Tasking

One task to completion. No switching until done.



## Batching

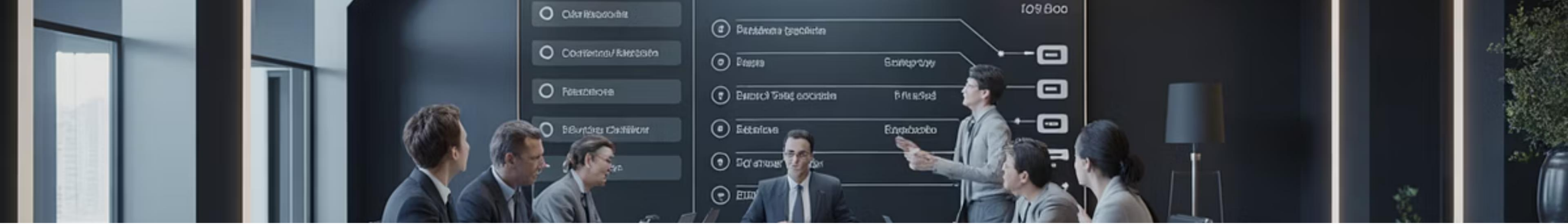
Group similar tasks together. Process all at once.



## Pomodoro

25-minute work cycles with 5-minute breaks. 3–4 cycles per focus block.





## Delegation: The 4Ts

1

Describe The **Task** in detail

2

Establish completion **Target** Date and Expected Result

3

Make sure all appropriate **Tools** are available

4

Define the required **Timeline**

# Time Management: The SOP Framework

The SOP framework offers a structured approach to effective time management, ensuring clarity, organization, and timely completion of tasks. :

1

## Define

Clearly identify tasks, goals, and objectives. Understand what needs to be done and why.

2

## Organize

Group related tasks, break down large projects, and gather necessary resources. Structure your work for efficiency.

3

## Prioritize

Determine the order of tasks based on urgency, importance, and impact.

Focus on what truly matters first.

4

## Schedule

Allocate specific time slots for prioritized tasks in your calendar or daily plan.

Commit to execution.



# Default Tool Stack

## Tasks & Projects

Trello: one board, four lists.

## Scheduling

Google Calendar + booking link.

## Documentation

Google Drive: folder per process.

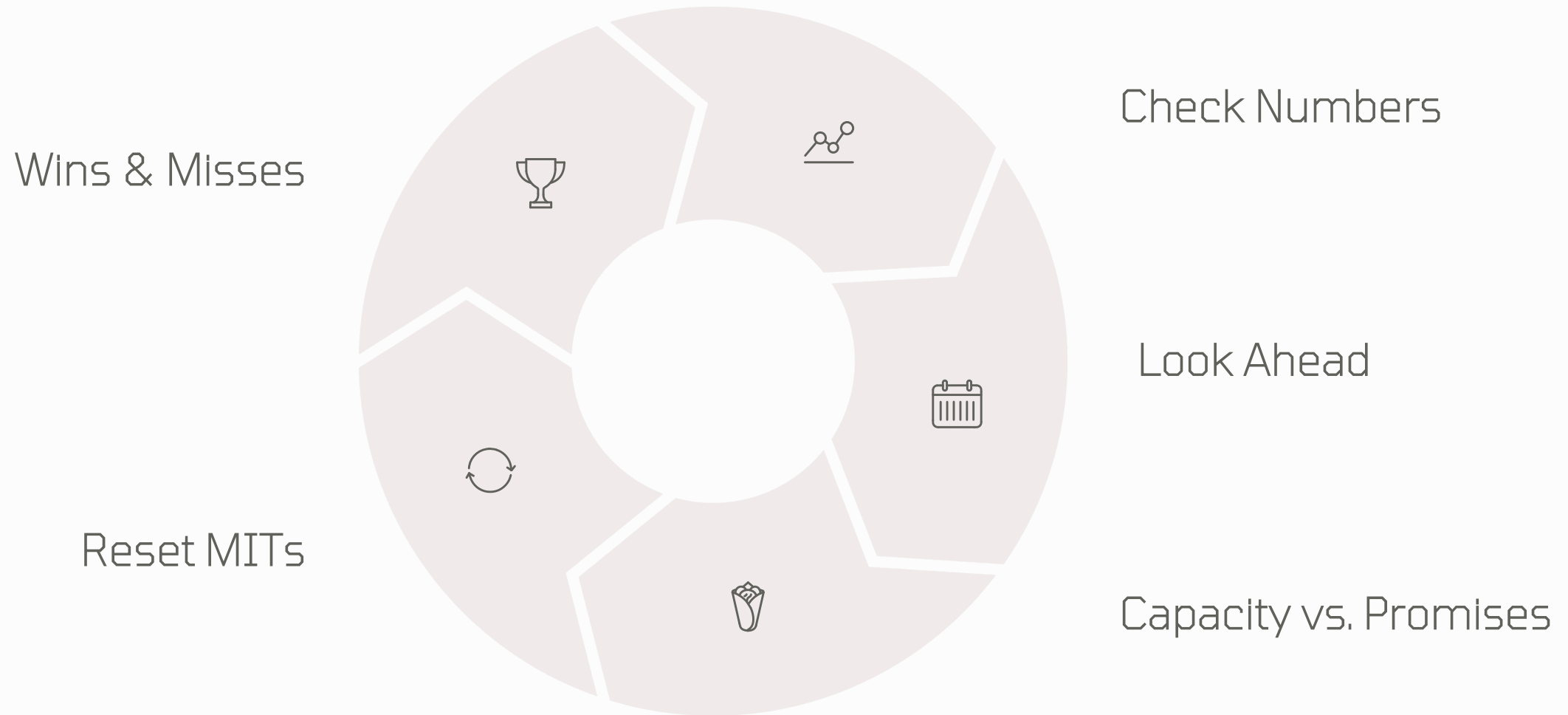
## CRM & Leads

HubSpot Free or spreadsheet; Gmail + 3 canned replies.

## Money

QuickBooks Online Simple Start.

# Weekly Review Rhythm



**Schedule as a standing appointment—to make sure you stay on track.**



# Your Mini-Pitch Template: A Strategic Framework

## Select a Time Management Problem You Have

**Describe A time management problem and how it is affecting your business**

## What We'll Implement

**State the specific tool, method, or change. Describe its core function and how it integrates into the workflow.**

## Why It Works (Business Impact)

**Explain tangible business benefits. Focus on key metrics (productivity, cost savings, efficiency, reduced errors). Quantify impact.**

## Our Customer Wins

**Detail how the change benefits your customers (product quality, faster service, satisfaction, new features). Address customer needs and loyalty.**