



Reclaim Your Schedule

DON'T LET LABOR COST TRANSFERS AND WORK NOTIFICATIONS OWN YOUR TIME! 🛠️ GET PRACTICAL TOOLS TO MASTER YOUR TO-DO LIST AND RECLAIM YOUR SCHEDULE WITH THIS GUIDE. 📁 ✨



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BY THE END OF THIS
WORKBOOK, YOU'LL HAVE THE
TOOLS YOU NEED TO
**CLOCKOUT AT THE END OF
EACH DAY AT A TIME OF YOUR
CHOOSING WITH CONFIDENCE,
AND WITHOUT GUILT.**





HEY, I'M MINESSA

In the Commitment to Clockout series on YouTube, we've talked about the various ways you can disconnect your mind from work. And, you know I'm a fan of taking control of your day and *not letting the momentum of emails and other people's urgencies derail your priorities.*

In this e-book, I'll walk you step by step through a straightforward process used by people all over the world to create a little more breathing room in their day.

Minessa

LET'S DO IT!



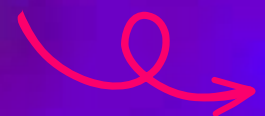


01

WHAT ASSUMPTIONS ARE YOU MAKING ABOUT TIME MANAGEMENT

Lets start by addressing some commonly held beliefs about time. There are a lot of clichés we’ve all tried: to-do lists, delegating, setting boundaries. **But are they enough? (And do they even work?)** When you dig deeper, these cliches rely on a lot of assumptions that don’t hold up to scrutiny.

LIKE.....



ASSUMPTION 01

YOU CAN CONTROL OR MANAGE TIME

There are 24 hours in a day, that's it, and the time is what the time is. No one can *manage* time. There is no calendar control or way for you to squeeze out more. Time flows in one direction, and we flow with it. We can only expect to manage ourselves and how we respond to changing circumstances each day.



WE'RE SELF-AWARE OF OUR ACTIVITIES

Many of us work nonstop but still hit the pillow feeling unclear about what we actually accomplished. 😞(Sound Familiar?)

It's this exhausting cycle of doing tons yet feeling like you haven't done enough that slowly erodes away the joy we used to take in our work. Now it's a whirlwind of emails, meetings, and tasks, leaving you wondering if any of it really mattered at the end of the day.

ASSUMPTION 02

ASSUMPTION 03

WE HAVE A CODIFIED PRIORITIZATION FRAMEWORK

A while back, I fancied myself a champ at delegating and rerouting tasks. But diving into the art of prioritization showed me I was really just improvising, shuffling tasks around based on my whims and the current chaos. Typically it was a win if I didn't collapse at the end of the day. There was zero strategy; everything was decided in the spur of the moment. It was all a bit of a juggling act, you know?



WE KNOW HOW LONG THINGS REALLY TAKE

Our perception of time can often be unrealistic, leading us to ambitiously overbook ourselves with a mountain of tasks each day. We then end up drowned in tasks, hustling through one just to reach the next, leaving no space for life enjoyment, or sometimes basic life functions like eating, peeing, and walking around. We start living on a hamster wheel of frustration and overwhelm

ASSUMPTION 04



WHAT HOLDS YOU BACK?

We all have ingrained beliefs about how to manage time. Often, these age-old notions hinder our progress. The key to lasting change? Rethinking our approach and questioning assumed truths. Reflect on common time management myths. Do any ring true for you or did you think of something that gets in your way that I didn't mention? 🤔🙋

reframe your approach

YOUR NOTES:



02

SO WHAT DO YOU DO EVERY DAY?

The first step to creating space is to figure out exactly what you do all day, so you can get an understanding of **how much you truly accomplish (it's a lot)**, and how much of your time is spent on things you don't consider priorities, or you wish you hadn't spent any time on at all.

**HOW DOES YOUR
DAY
START?**



THE GREAT DE-RAILER OF DAYS.. E-MAIL

At work, we often let emails dictate our day, causing us to lose focus on our initial priorities – I've been there, with the best-laid plans getting bulldozed from the moment I open my inbox. 😞

I used to lose the prime hours of my morning just reacting to the influx of messages, trapped in a whirl of random meetings and urgent-not-urgent emails.

This isn't just me; clients have shared their days spiraling the same way, consumed by endless notifications, chats, and that tempting pull to do "just one more thing," **only to find their main goal for the day untouched as the sun sets.**

It can seem like there's no way out of this cycle, but trust me, peeps, **it's not an inevitable work reality—it's what we've allowed work to become.** Just like a cluttered garage, it spiraled out of control over time.

Step 1 to reclaim that space? **Catalog every task that's eating into your time.** It might feel tedious and your inner voice might resist, but stick with it. Identifying these time-suckers is crucial to **steering your day in a direction that feels fulfilling and productive.** Trust in the process; it's a game-changer! ✨



DAYTIME CATALOGING

Your first task is to dive into detailed cataloging of your day, making note of each and every thing you do and how much time you're giving it. This isn't just about work tasks; it's about all the stuff in between too. Whether it's sorting out some HR stuff, taking a meeting, making lunch, dealing with a crisis with your kids, or tackling financial recon, jot it down on the activity log sheet. (If you wanna get a real gold star, do this for a full week.) It might sound like a lot but it's the fast track to getting to know your real daily rhythm.



EVENING REFLECTIONS

As the sun sets and you're winding down, grab that catalog of yours and let's do some reflecting. Sit down for a bit and think about which tasks felt like a total win and which ones were just busy work that didn't really push any big goals forward. It's about spotting the moments where you felt like a champ and the times you might've felt stuck in the mud. This isn't just busy work, it's your chance to figure out what makes you tick and how to get more of those win moments in your day. It's all about moving with purpose and ditching the stuff that drags you down.

ACTIVITY CATALOG SHEET

Date/Day

Keep track of it by time. e.g. Financial Recon, HR. You only need to do this for one day, but if you wanted to catalog a week then you would use this same sheet, one for each day. One week will give you better data, but one day is enough to give you an idea of how you spend your time for real.

MORNING

AFTERNOON

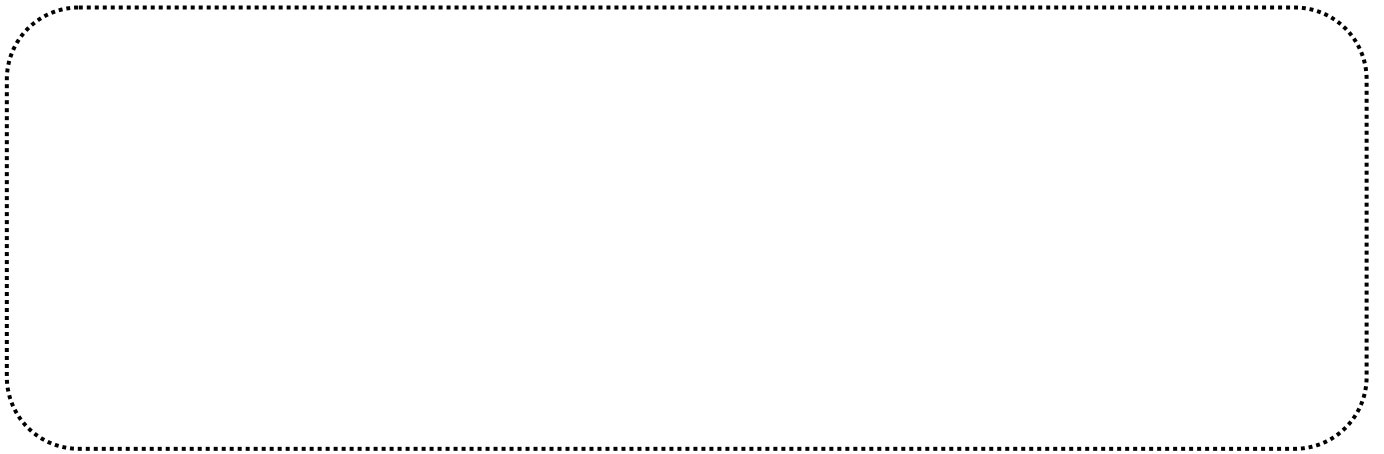
EVENING

REFLECTION

Date/Day

Often, we go through our day without paying much attention to what we do or what we got done. The day ends, and we wonder where it went, and if we did anything at all. Take a few moments to look back on your daily catalog and reflect on what you accomplished and how you feel. Before you can figure out how to reclaim your schedule, you need to know how you feel about specific parts of your schedule right now.

HOW DO YOU FEEL ABOUT HOW YOUR DAY WENT?



WHAT WERE SOME PRIORITIES YOU DIDN'T GET TO?



WHAT ARE THINGS YOU DID THAT YOU COULD HAVE SKIPPED?





PRIORITIZATION

Your activity log shows **life's curveballs—unexpected emails, urgent needs—often hijack your day.** That leaves very little time to do the things that you had on your to do list in the first place, which makes it hard to feel like you're making progress. 📅

Next up, let's cull that list down, by establishing a framework for prioritization. **Instead of adapting on the fly, a well-thought-out system allows you to allocate tasks based on their actual urgency, not just perceived urgency.** ✨

Ultimately, you'll create your own framework for prioritizing tasks. But starting off, consider using Dwight Eisenhower's tried-and-true method. He lived a highly productive life by employing a simple yet effective strategy for task organization. Utilizing the decision matrix provided, you'll sort your tasks into one of four categories. ✨

Despite what your instincts and panicked emails in your inbox say, **not everything is an emergency, and not everything needs your immediate attention.**

As you review your activity list, label each task. Is it a) core to your job, b) replaceable by automation, or c) distracting you from key tasks? Aim to ditch or delegate the 'c' tasks. 📌

HELPFUL HINT

EISENHOWER MATRIX

URGENT/IMPORTANT

This needs to be done, and often it has to be done by you or someone of your experience. These are high priority tasks.

URGENT/NOT IMPORTANT

This is stuff you do NOT need to be doing, but often do because it's urgent so it feels like it's important, but it isn't. Delegate these.

NOT URGENT/IMPORTANT

You need to do these, but they don't need to be done now. Schedule these in Asana, Trello, or another similar project management tool.

NOT URGENT/NOT IMPORTANT

This is just trash masquerading as something someone needs to do because it was important once upon a time. Delete it, burn it, put it out of your mind.



Eisenhower Matrix (Printable)

	URGENT	NOT URGENT
IMPORTANT		
NOT -IMPORTANT		

1

Urgent & Important

These tasks need be done right away. Do now or soon.

3

Urgent & Not Important

These do need to get done, but they don't need to be done by you. Delegate

2

Not Urgent & Important

These tasks do not need be done right away. Schedule them.

4

Not Urgent & Not Important

You don't need to do these tasks at all, eliminate them



DESIGN YOUR DAY WITH INTENTION

Craft your day with intention and joy as your compass, not just tasks to tick off. ✨ Prioritize what personally enriches you before diving into work. To master this joy-centric scheduling, you'll need:

1. **Master To-Do List:** Keep track of all your tasks so you can ease your mind from the fear of forgetting. 📝
2. **Eisenhower's Matrix:** Sort your list items. Anything that's not urgent or necessary? Consider dismissing or delegating it. 🎯
3. **Create your Schedule Blueprint:** Use one of two tools in this workbook. One's hour-by-hour, and the other gives you wiggle room if you're not into rigid timelines. 🕒

Mindful Scheduling 🌈

Ask what will fulfill you as a person, not just as an employee. Maybe it's a grant deadline or that gym session you've been looking forward to. **Remember, you're a human first; putting work first long-term erodes your productivity.**

We work to live meaningful lives, not the other way around. Schedule with that ultimate goal in mind. 🌍

Rule of 3

Lastly, each day pick just three major tasks to conquer. Our bandwidth is limited. Trying to juggle more than that can lead to burnout. If you surpass three, consider it a win, but three is your sustainable average. Day-to-day activities will naturally fill the rest of your time. ✨

DESIGN YOUR DAY - LOOSE

Date/Day

Keep track of it by time. e.g. Financial Recon, HR. You only need to do this for one day, but if you wanted to catalog a week then you would use this same sheet, one for each day. One week will give you better data,

MORNING

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AFTERNOON

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EVENING

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QUICK NOTES

DESIGN YOUR DAY - TIGHT

Date/Day

Keep track of it by time. e.g. Financial Recon, HR. You only need to do this for one day, but if you wanted to catalog a week then you would use

6:00

7:00

8:00

9:00

10:00

11:00

12:00 PM

1:00

2:00

3:00

4:00

5:00

6:00

7:00

8:00

9:00

10:00

11:00

12:00

**QUICK
NOTES**

NEED SOME HELP?



This exercise saved me from collapsing into a pile of snotty tissue more times than I care to count. I've heard from others that they have it bookmarked to go back to whenever life gets too chaotic.

Sometimes, it's easy. You make your list, you prioritize, you get everything in order, and you're off to the races. Other times, the volume of work is so great, and the overwhelm has gone on for so long, it's easier to do it with a guide.

If you're having one of those types of reclaiming experiences, head over to my YouTube Channel or click on one of the videos on the right. There are a ton of free resources there to help guide you through the process.



SPECIAL EPISODE

RECLAIMING YOUR SCHEDULE



Lets go over the steps in the Reclaim Your Schedule workbook, and talk through any challenges. The exercise may be simple, but the emotional and intellectual work you'll do can sometimes generate questions. In this video we navigate the bumps and bends that show up when you're making real change

EPISODE 4

HOW TO USE THE EISENHOWER MATRIX



In this video, we explore the Eisenhower Matrix as a tool for Research Administrators. We break down step by step how to categorize tasks by urgency and importance, enabling effective prioritization and better work-life balance. © ⌚



Research Administration

Done Differently

EVERY
MOMENT IS AN
OPPORTUNITY
TO CHANGE
YOUR WORLD

get started at

minessa.ink



RECLAIMED SCHEDULES



I FELT LIKE I COULD TAKE A BREAK, I WAS WORRIED THAT I WAS DOING SOMETHING WRONG, BUT I KNEW EVERYTHING WAS UNDER CONTROL. NOW I TAKE NIGHTS OFF, I STOP THINKING ABOUT WORK AND I DON'T FALL BEHIND. I TRUST MYSELF MORE – THAT I CAN STOP WORKING, BUT I CAN ALSO GET WHAT I NEED TO DONE.



I WOULDN'T EVEN GET UP TO PEE. I WOULD SIT AT MY COMPUTER ALL DAY, MY BACK HURT, MY NECK HURT, I JUST COULDN'T STOP DOING. WHEN I CATALOGUED I WAS SURPRISED AT HOW MANY THINGS I HAD STARTED TO DO THAT I DIDN'T WANT TO DO, OR DIDN'T EVEN NEED TO. NO WONDER I HATED MY JOB. IT WAS HARD TO CUT THINGS OUT, BUT IT'S MADE LIFE SO MUCH EASIER.



IT WAS VERY HELPFUL TO ME IN MY JOURNEY GETTING MY ONLINE BUSINESS OFF THE GROUND. I JUST STARTED OUT AND I ALREADY HAVE TRAFFIC COMING TO MY WEBSITE. THANK YOU FOR THE GREAT WORK!

NOW GO RECLAIM YOURS!



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