

Time Strategies Workshop

WHOSE AGENDA IS THIS ANYWAY?



Tom Lemanski



January 22, 2026



QUIZ
TIME

A neon sign with the words "QUIZ" and "TIME" stacked vertically. The text is rendered in a stylized, outlined font. The sign is mounted on a dark brick wall. The neon tubes are colored in a gradient of pink, purple, and blue. The sign is framed by a neon border that is also in the same color gradient. The overall effect is a vibrant, glowing display.

What's Getting in YOUR Way?

I would have given myself a 9 or 10,
except...



3 Recommendations for Making the Most of this Workshop

- ▶ Take Notes
- ▶ Keep an Open Mind
- ▶ Embrace Change

Keep an Open Mind

What is “IKTA”?

- ▶ I
- ▶ Know
- ▶ That
- ▶ Already

BUT...

Am I utilizing my
knowledge
effectively?

Time is Money

- ▶ Which is more scarce?
- ▶ Are you Investing or Spending?



A Magic Number?

168

Possibility Thinking vs. Necessity Thinking

1. Possibility Thinkers

- ▶ Driven by pursuing a gain

2. Necessity Thinkers

- ▶ Driven to avoid a loss

Which are you?

Necessity vs. Possibility Thinkers



Tom's Three C's of Success

1. Clarity
2. Confidence
3. Commitment



Clarity



"You've got to be very careful if you don't know where you're going, because you might not get there."

— Yogi Berra

Clarity



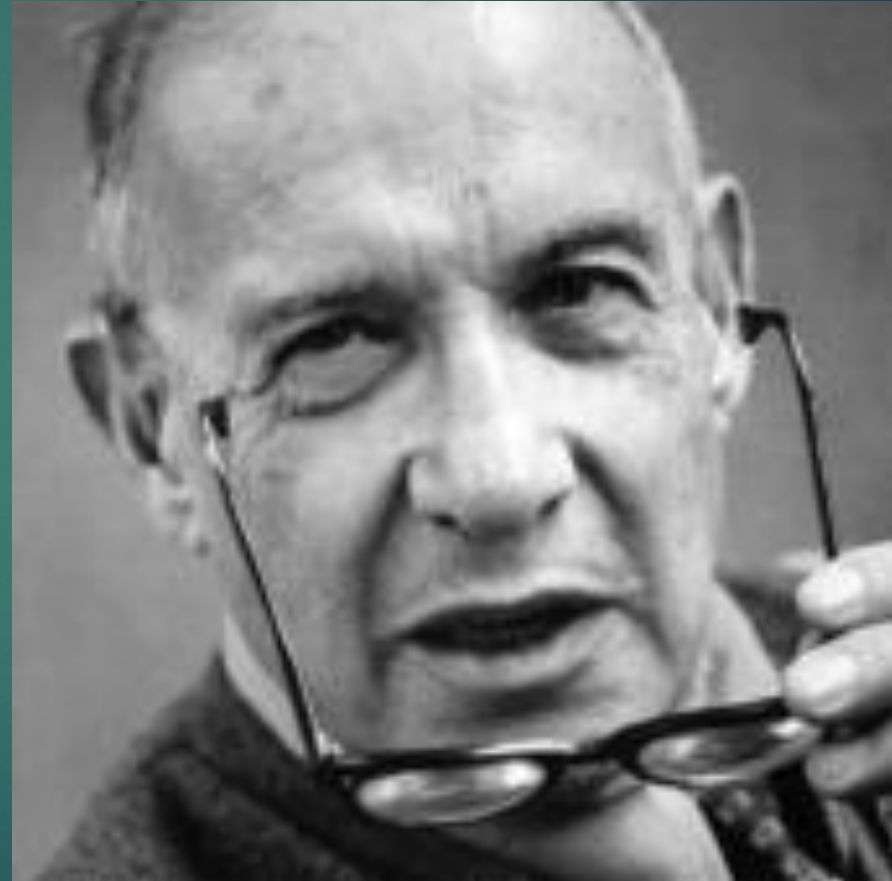
“Vision without action is a daydream.
Action without vision is a nightmare.”

- Japanese Proverb

Clarity: Effectiveness vs. Efficiency

“Doing the right thing
is more important
than doing things
right.”

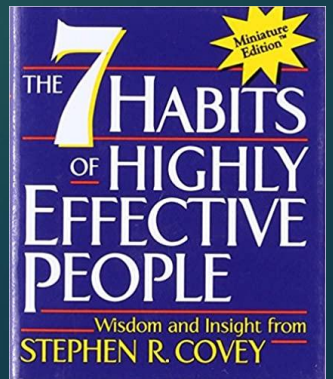
Peter Drucker



The Jungle



- Producers
- Manager
- Leader

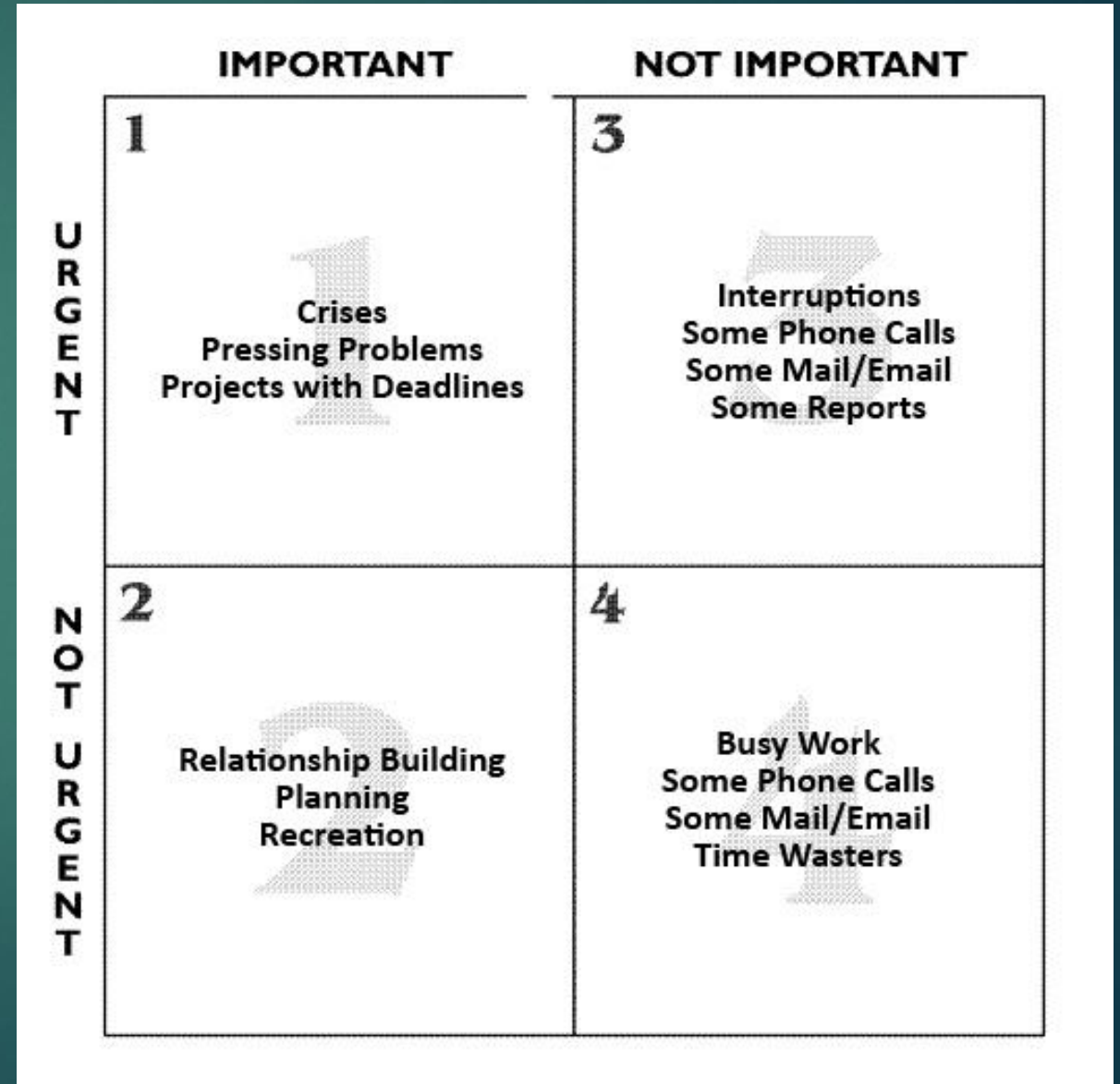


The Essence of Effective Time Management

Effective time management
is **more** about
gaining *clarity, consistency,*
and *commitment* to **your prioritized**
goals and **less** about tactics and
techniques.

Steven Covey's Time Matrix

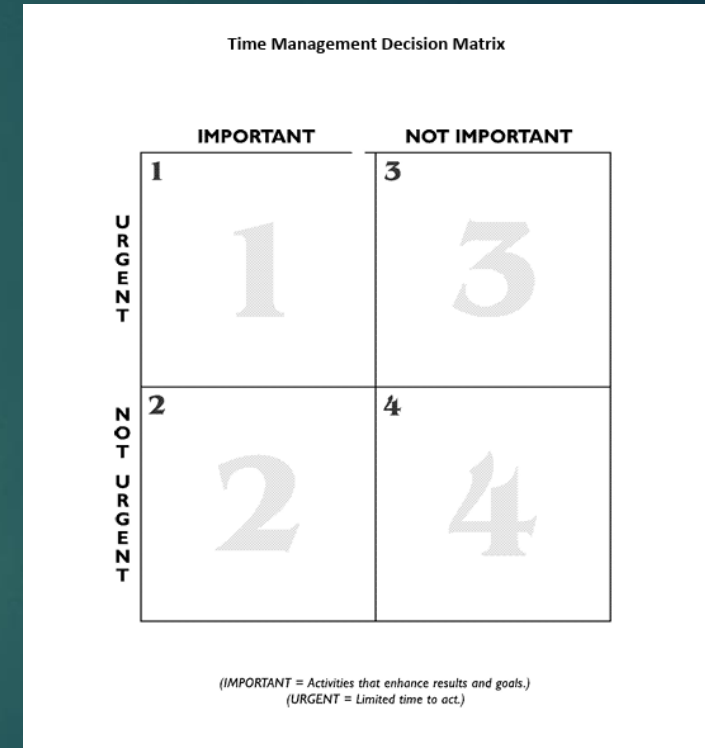
- ▶ **IMPORTANT:**
Activities that enhance **your** results and goals
- ▶ **URGENT:**
Limited Time to Act



Break Out

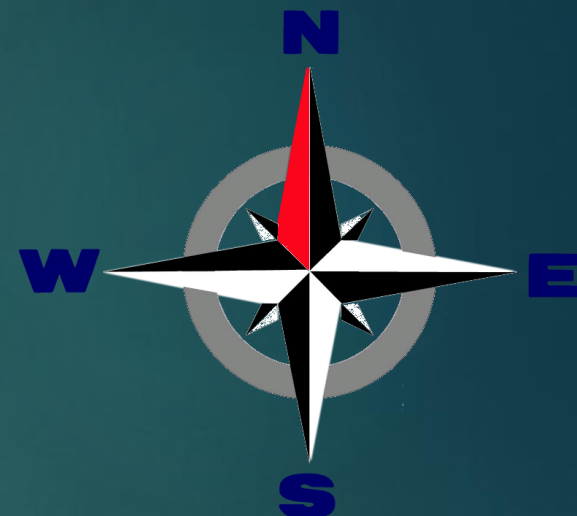
Classify and place your routine workday activities into the four categories.
Notice...

- ▶ In your role, what situations tend to become urgent very quickly and demand immediate attention?
- ▶ What work is critical for long-term success, but easiest to postpone when the day fills up?
- ▶ What requests or interruptions *feel urgent* in your role, but don't meaningfully improve outcomes?



“Whose Agenda is This Anyway?”

When your agenda isn't
clear, other people's
agendas fill the space.



What's Truly Important?

Clarity: Your Agenda

12-Minute Activity

- ▶ List your 3 most important professional goals.
- ▶ List your 3 most important personal goals.
- ▶ Assign an overall priority (1–6) across all six goals
- ▶ Review how concisely these six goals are written and prioritized

Goals Clarification & Prioritization Worksheet

What's Truly Important?

Purpose: This exercise helps you clarify what matters most so you can make better daily decisions about where to invest your time and energy.

Professional Goals

List the **three** professional goals that matter most to you right now. Write them as clearly and concisely as possible, then assign an **overall priority rank (1–6)** to each.

1. Professional Goal:

Overall Priority (1–6): _____

2. Professional Goal:

Overall Priority (1–6): _____

3. Professional Goal:

Overall Priority (1–6): _____

Personal Goals

List the **three** personal goals that matter most to you right now. Assign an **overall priority rank (1–6)** to each.

1. Personal Goal:

Overall Priority (1–6): _____

2. Personal Goal:

Overall Priority (1–6): _____

3. Personal Goal:

Overall Priority (1–6): _____



ChicagoExecutiveCoaching.com

The Ultimate Time Strategies Question to Ask Yourself...



*“Is what I am about to do,
taking me closer or further away
from what I clearly know is
important? “*

Let's Take 10!



Interruptions: Top Time Takers

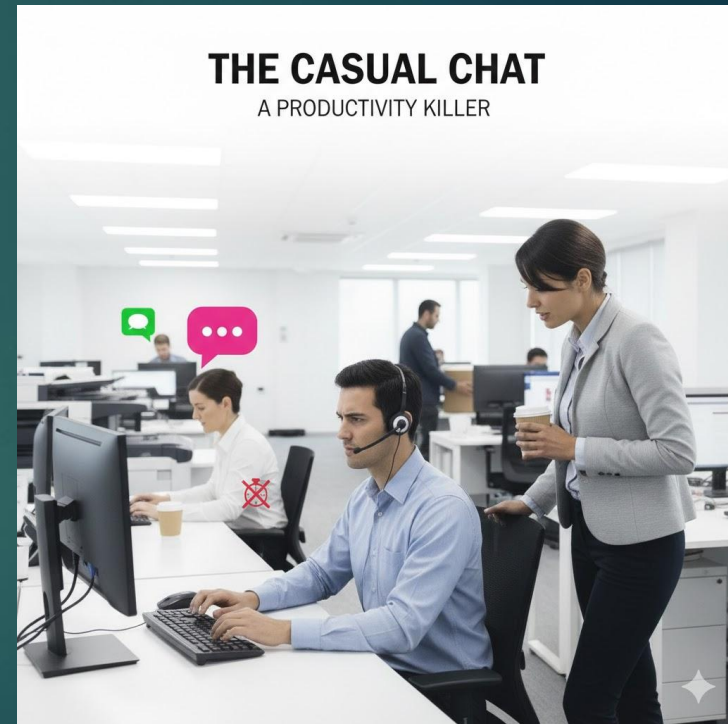
- ▶ Dealing With Phone Interruptions
- ▶ Dealing With Personal Interruptions (Drop-In Visitors)
- ▶ Firefighting – Dealing With Unexpected Crisis



Interruptions

2 Questions to Clarify Your Priorities

1. What Tasks or Projects am I involved in right now?
2. How **Important** or **Urgent** is this interruption?



Rising Above Workplace Noise

Workplace noise can be audible or inaudible

Noise By Definition

- ▶ sound, especially of a loud, harsh, or confused kind: deafening noises.
- ▶ a sound of any kind: to hear a noise at the door. loud shouting, outcry, or clamor.
- ▶ a non-harmonious or discordant group of sounds.

Two Dimensions of Time Management



Hours



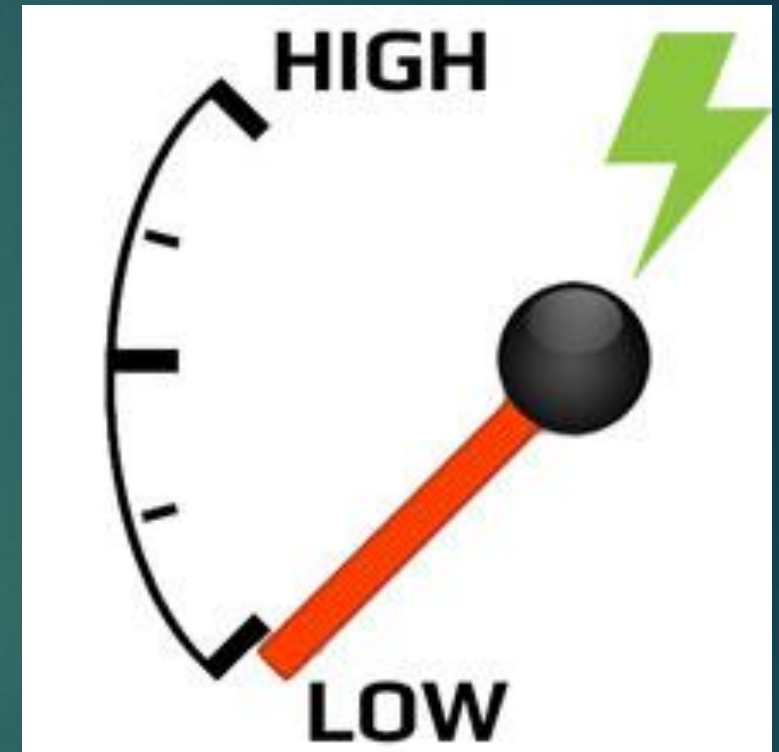
Energy

Managing Your Energy

Four Simple Questions

To effectively manage Your Time's Two Dimensions (Hours & Energy), answer these four introspective questions.

1. What time of day do I have the most **mental** energy?
2. What time of day do I have the most **physical** energy?
3. What time of day am I most **creative**?
4. When am I most **tired**?



Personal Energy Meter

Managing Your Energy

How can you align high-value work with peak energy windows?

What will that do for your productivity?



Personal Energy Meter

The 3 D's of Time Management



► **Do it**



► **Delegate it**



► **Dump it**

► Just say NO

DO IT!

The One-on-None Appointment



Book some calendar time with yourself.

DELEGATE IT!

Is Delegation a **skill** or an **attitude**?

Common **Self-Limiting** Beliefs about Delegation

- ▶ No one will care about this like I do.
- ▶ No one else has my expertise.
- ▶ It will take too long to get someone else up to speed.

DUMP IT

Just Say “NO”

- ▶ *“Whose Agenda is This Anyway?”*
- ▶ When should you be selfish?
- ▶ When others steal your time, how is it different than stealing money?
- ▶ Instead of ‘NO’, when might you say ‘NOT NOW’



The Time Bandit

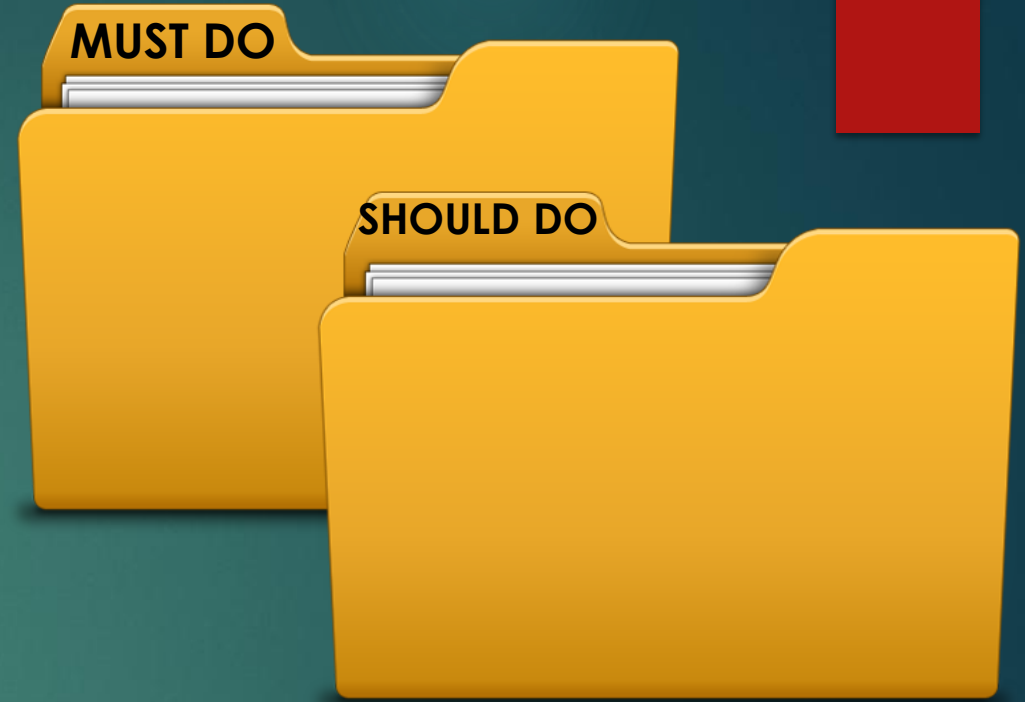
Which is YOUR Desk?



To Do Lists

Key Categories

- ▶ Must Do
- ▶ Should Do
- ▶ When I Have Time



Where does the time go?

Time for an Audit?

- ▶ Track your time each day for a week
- ▶ What categories require the most?
- ▶ How Urgent or Important are they?

Time Use Grid Day/Date _____

Time	Meetings	Phone Calls	Personal																
Morning																			
8:00																			
8:30																			
9:00																			
9:30																			
10:00																			
10:30																			
11:00																			
11:30																			
Noon																			
12:30																			
1:00																			
1:30																			
2:00																			
2:30																			
3:00																			
3:30																			
4:00																			
4:30																			
5:00																			
Evening																			
Totals																			

New Tools for Automation

*"You won't be replaced
by AI."*

*You'll be replaced by
someone who knows
how to use AI"*



Tony Robbins

NEW Time Audit Takeaway

Armed with your answers for time usage. ask yourself...

- ▶ Where are the best opportunities for automation?
- ▶ How might I use **AI** to shorten my tasks?
- ▶ How much time might be saved?

Ask Yourself...

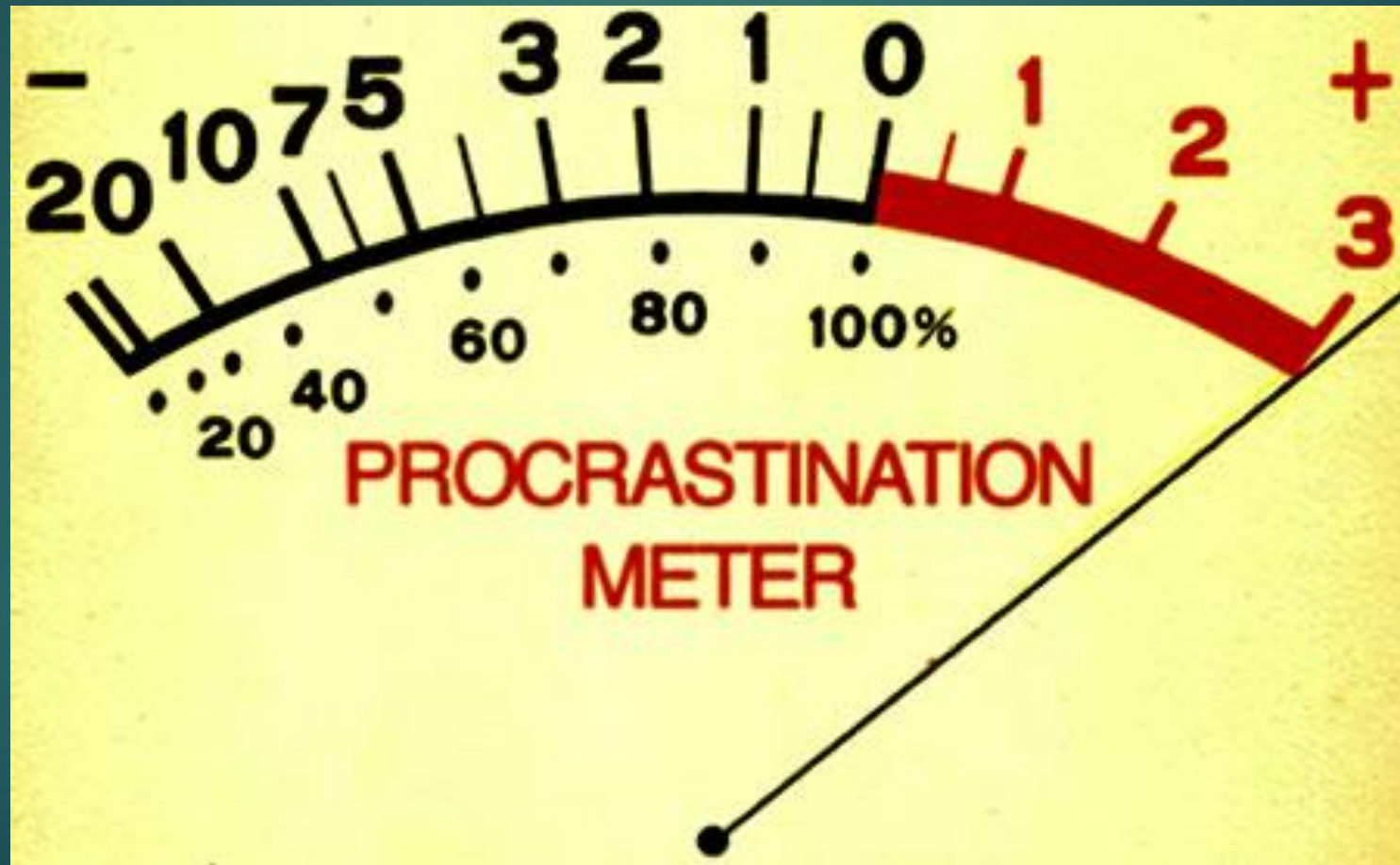
- ▶ What will this newfound time enable me to do that I can't do now?

Time Use Grid Day/Date _____

Time	Meetings	Phone Calls	Personal																	
Morning																				
8:00																				
8:30																				
9:00																				
9:30																				
10:00																				
10:30																				
11:00																				
11:30																				
Noon																				
12:30																				
1:00																				
1:30																				
2:00																				
2:30																				
3:00																				
3:30																				
4:00																				
4:30																				
5:00																				
Evening																				
Totals																				

Compliments of Chicago Executive Coaching
ChicagoExecutiveCoaching.com

Procrastination



This Photo by Unknown Author is licensed under [CC BY-NC](#)

Limiting Beliefs that Drive Our Actions

Common (but not all-inclusive) **Self-Limiting Beliefs** that derail our productivity

- ▶ *There will be time tomorrow*
- ▶ *I'll do it when the time feels right*
- ▶ FoMo
- ▶ *I can't throw it away, I might need it*
- ▶ *The project is too big to start today*
- ▶ *Setting SMART goals is for other people*
- ▶ *If I say "no", it will _____*
- ▶ *I'll remember. No need to write it down*

3 + 3 + 3 = Positive Habits: Turning Insight into Action

Your Action Plan

Based on today's discussions...

- ▶ Identify three things to **start**, three things to **stop**, and three things to continue doing
- ▶ Choose actions you can begin within the next 7 days
- ▶ Keep it simple and realistic

Time Strategies Action Plan

Based on our topic today:

List three things you should **START** doing (or do more of) that you're not doing now?

1. _____

2. _____

3. _____

List three things you should **stop** doing or do less of?

1. _____

2. _____

3. _____

List three things you should **continue** doing that you're doing now?

1. _____

2. _____

3. _____

*The WISE know what needs doing;
The PROFICIENT know how it can be done;
The SUCCESSFUL do it!*

 CHICAGO
EXECUTIVE
COACHING

ChicagoExecutiveCoaching.com
PHONE 312-566-7707

What else?



Hand Outs & Resources

- ▶ Action Plan: Start, Stop, Continue
- ▶ Clean Desk Handout
- ▶ Four Quadrant, Urgent/Important Model
- ▶ 21 Techniques to Overcome Procrastination
- ▶ Daily Time Use Grid Form

<https://chicagoexecutivecoaching.com/time-management-resources/>

Contact

Tom Lemanski

e: tom@ChicagoExecutiveCoaching.com

PH: 312-566-7707

Web: ChicagoExecutiveCoaching.com

Blog: Leadership-Breakthroughs.com

