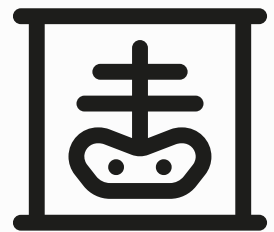


Time Management with Michelle Flynn

A practical playbook for recruiters
who want to work smarter.



Meet Your Trainer



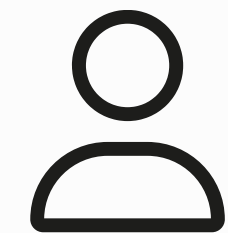
Health & Performance Coach

Specialised in helping recruiters



Former Top Biller

At Computer Futures



Strategic Partner

Worked exclusively with clients, scaling teams to exit with a 100% success rate.

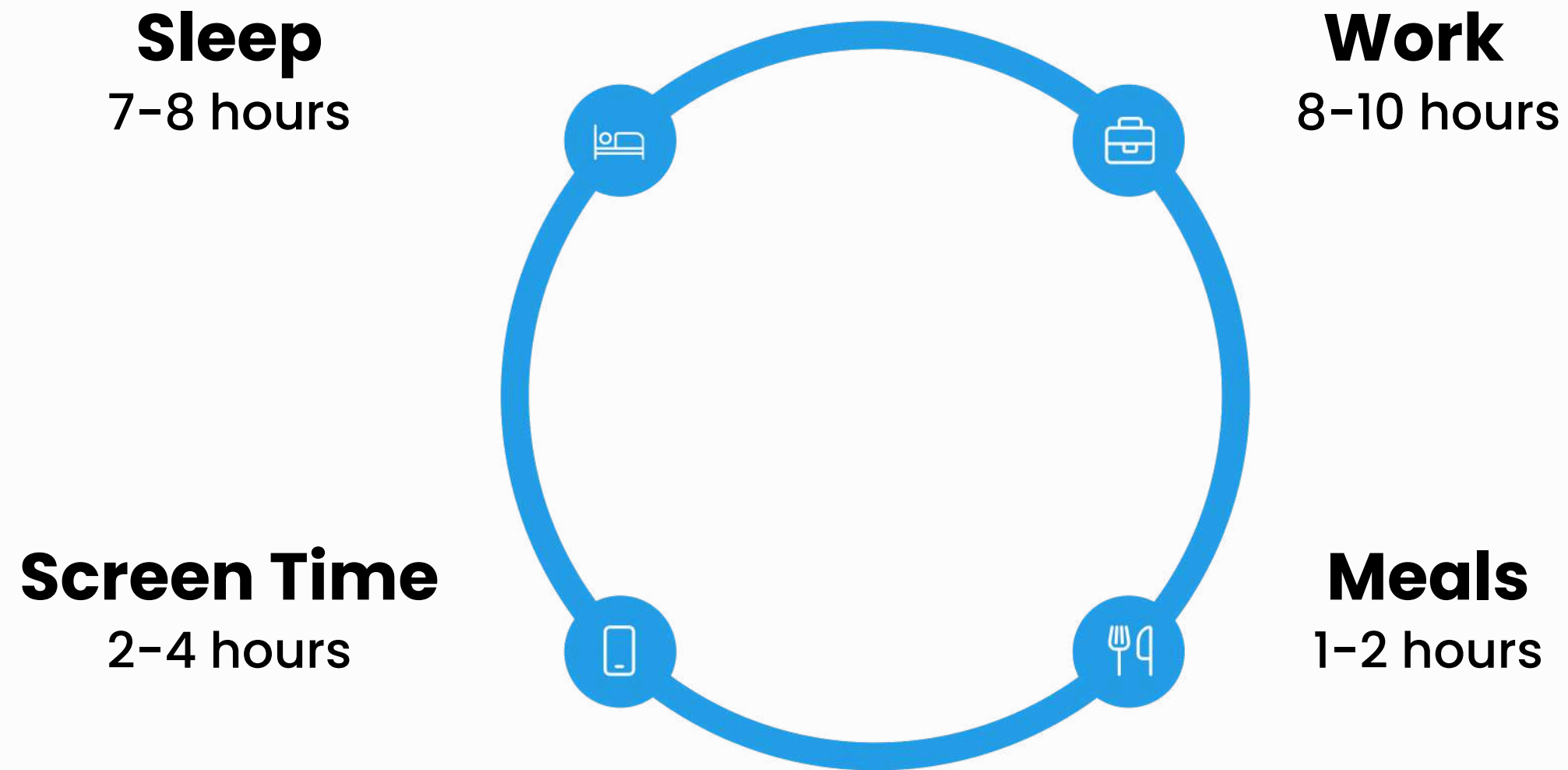




What You'll Learn:

- **Spot Time Waster**
Identify and fix inefficiencies
- **Purposeful Planning**
Structure days for maximum impact
- **Focus Techniques**
Complete tasks without distractions
- **Recruitment-Specific Tools**
Practical solutions for your workflow

HOW ARE YOU REALLY SPENDING YOUR TIME?



Awareness is everything. You can't optimise what you don't measure.

Your Screen Time Reality Check

3.4h

Daily Average
Phone screen time

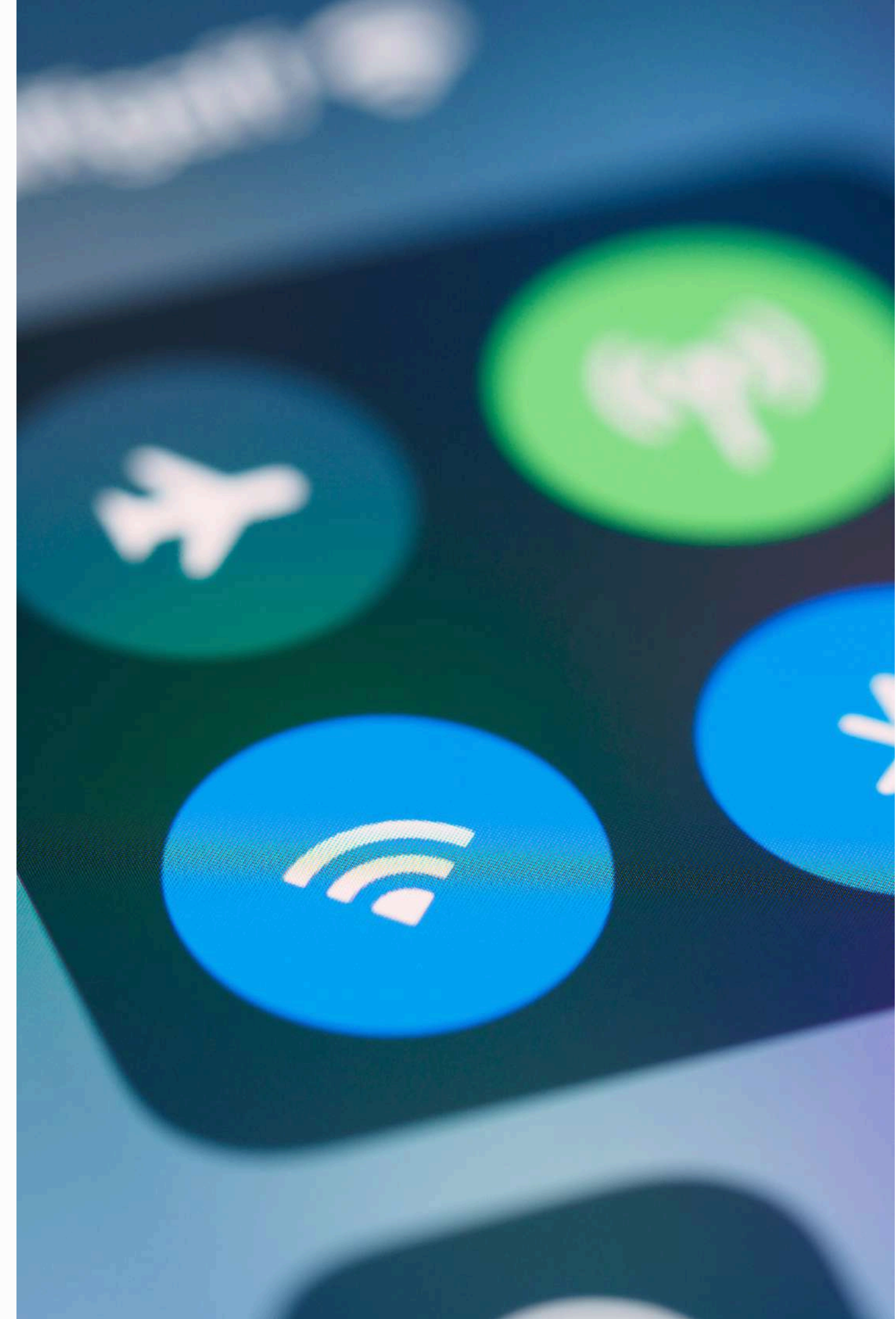
58

Pickups
Daily phone checks

145

Notifications
Daily interruptions

Not every scroll is a break.
Be intentional, not just reactive with your time.



The Admin Time Trap



2-Minute Rule

Do it now if it's quick



Update CRM

Right after calls



Schedule Admin Time

Block specific periods

If it takes less than 2 minutes, do it now. You're not 'saving' time by putting it off.

Eat the Frog

Identify Your Frog

The task you dread most

Do It First

Before anything else

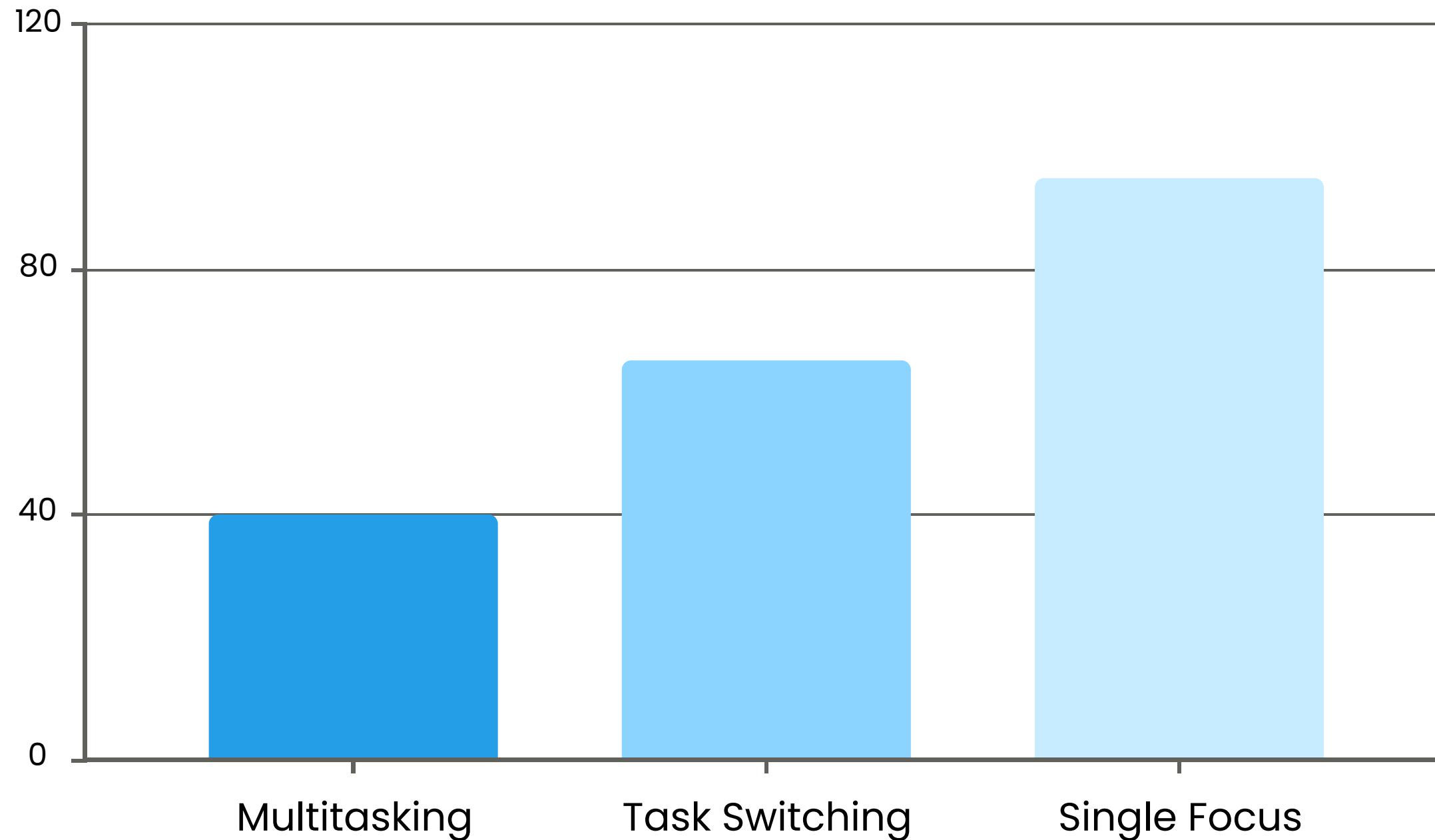
Feel the Relief

Enjoy increased energy

Your 'frog' won't taste any better later.
Do it first, then move on.

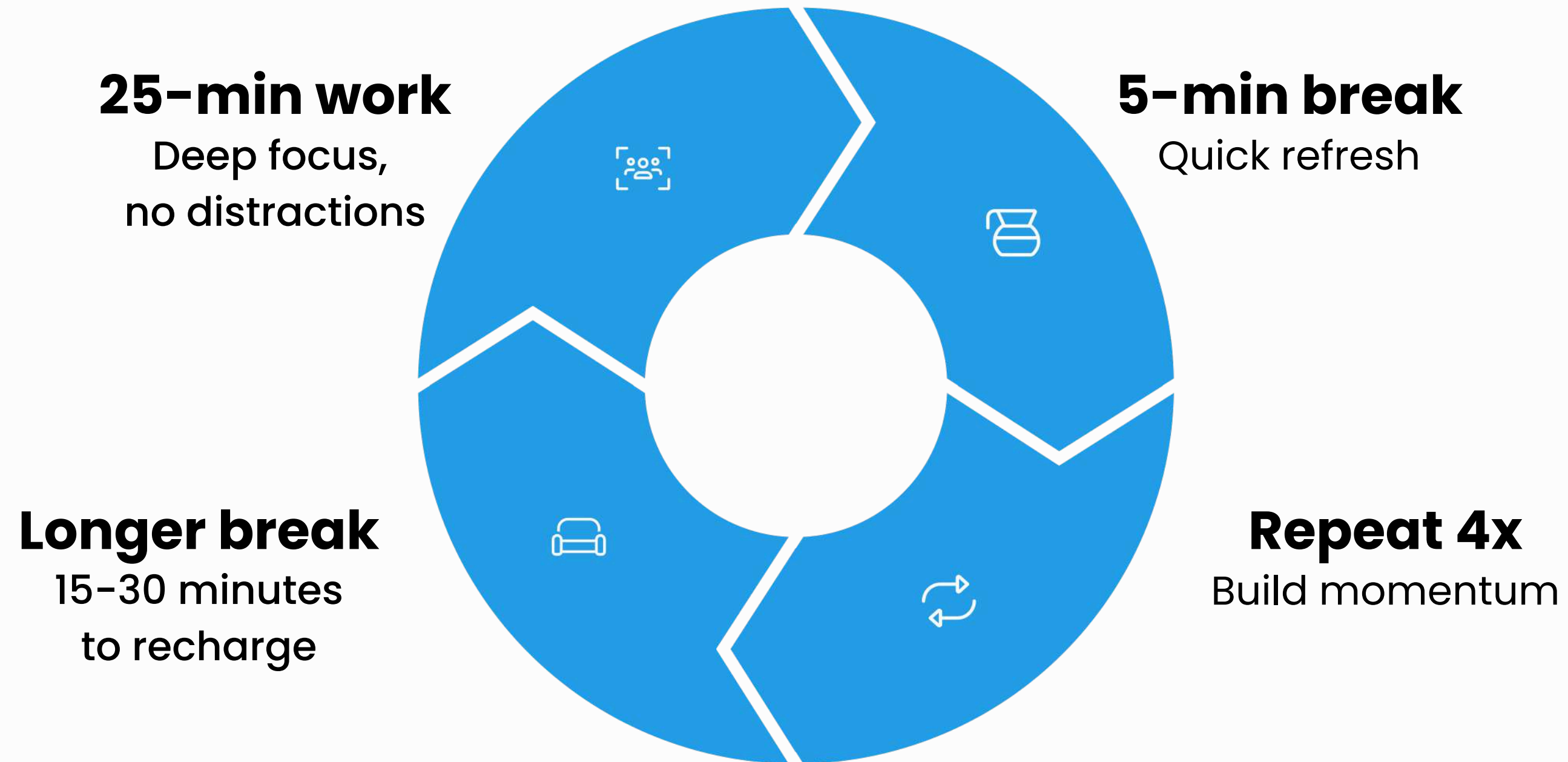


The Myth of Multitasking



Focus on one thing, finish it well, then move on.
You'll get more done in less time.

THE POMODORO TECHNIQUE



25 minutes of true focus beats 2 hours of half-focus. Protect your flow.

KILL THE DISTRACTIONS

Notification Audit

Turn off all non-essential alerts

Focus Mode

Use Do Not Disturb settings

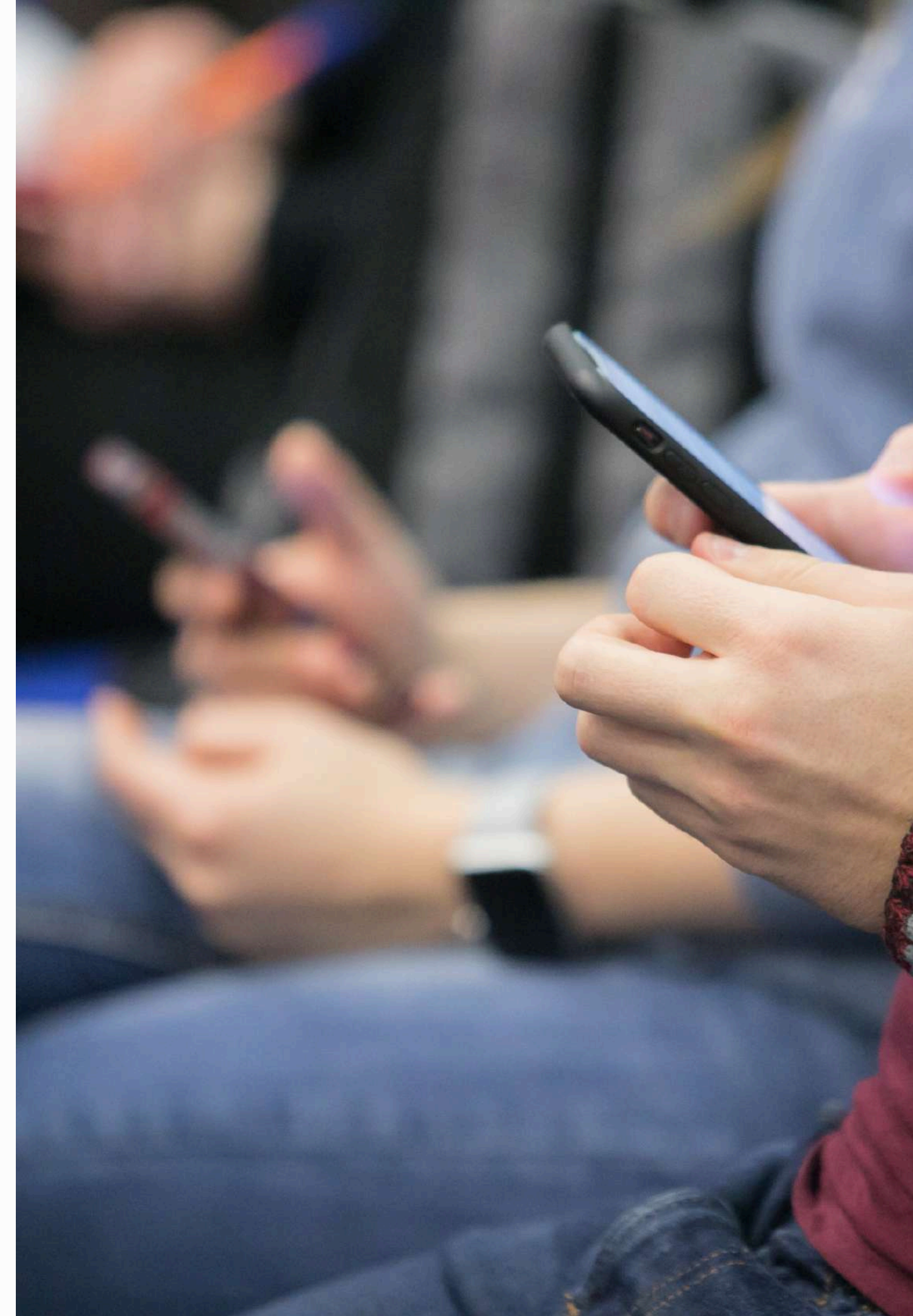
Physical Space

Signal "focus time" to colleagues

Digital Cleanup

Close unused tabs and programs

**Your brain isn't a browser.
Stop leaving 20 tabs open.**



PLAN OR BE PLANNED



Morning Planning

Set daily priorities



Call Blocks

Dedicated outreach time



Research Period

Focused candidate sourcing



Admin Hour

Updates and organisation

**If it's not in your calendar, it doesn't exist.
Make time visible.**



URGENT VS IMPORTANT

Do First Urgent & Important • Client calls • Interview prep	Schedule Important, Not Urgent • Business development • Candidate pipeline
Delegate Urgent, Not Important • Emails • Basic admin	Eliminate Not Urgent or Important • Excessive meetings • Distractions

**Busy doesn't mean productive.
Prioritise what actually moves the needle.**

WHEN IT ALL FEELS TOO MUCH



Pause

Stop what you're doing



Breathe

Two deep breaths



Reset

Calm your nervous system



Continue

Return with clarity

If nothing else is working, pause.
Two deep breaths can shift everything.

*reset
your
mindset*

MAKE TIME WORK FOR YOU



Protect your habits

You don't need more hours in the day. You need to protect the ones you already have.



Build habits

Start with one tip today.



Find balance

Make it sustainable.

KEEP LEARNING



Access the full course



**Access our platform
for more content**