E26
AI ENGAGE FALL SUMMIT
ONLINE EVENT

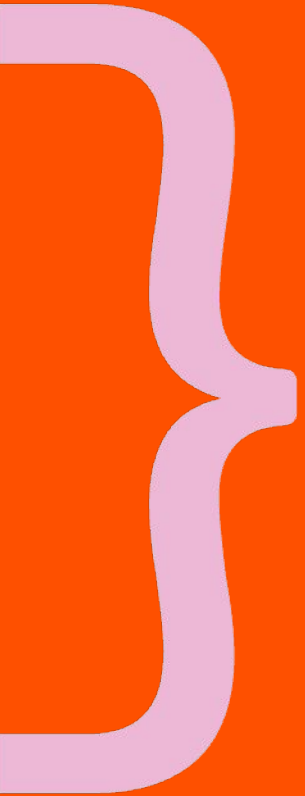
Get a Game Plan:

How to Stay AI Engaged by Building Your Best Week Ever

Anna Dearmon Kornick, It's About Time
Author, *Time Management Essentials*

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Element451

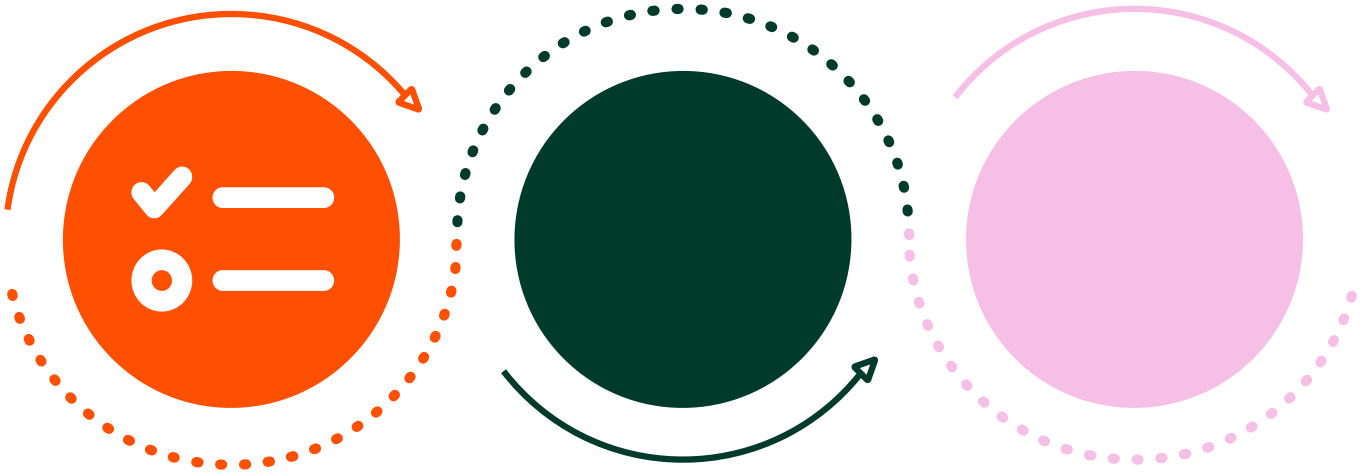


How we spend our days is how we spend our lives.

ANNIE DILLARD

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Get a Game Plan



DECIDE
WHAT MATTERS MOST

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Get a Game Plan



DECIDE
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DESIGN
YOUR BEST WEEK EVER

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Get a Game Plan



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DEFINE
YOUR WEEKLY GAME PLAN

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Anna Dearmon Kornick

Congressional Scheduler



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Anna Dearmon Kornick

Congressional Scheduler
Crisis Comms Pro



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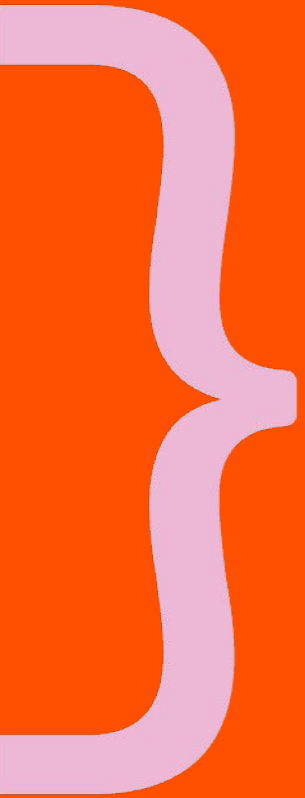
Anna Dearmon Kornick

Congressional Scheduler
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Time Management Coach



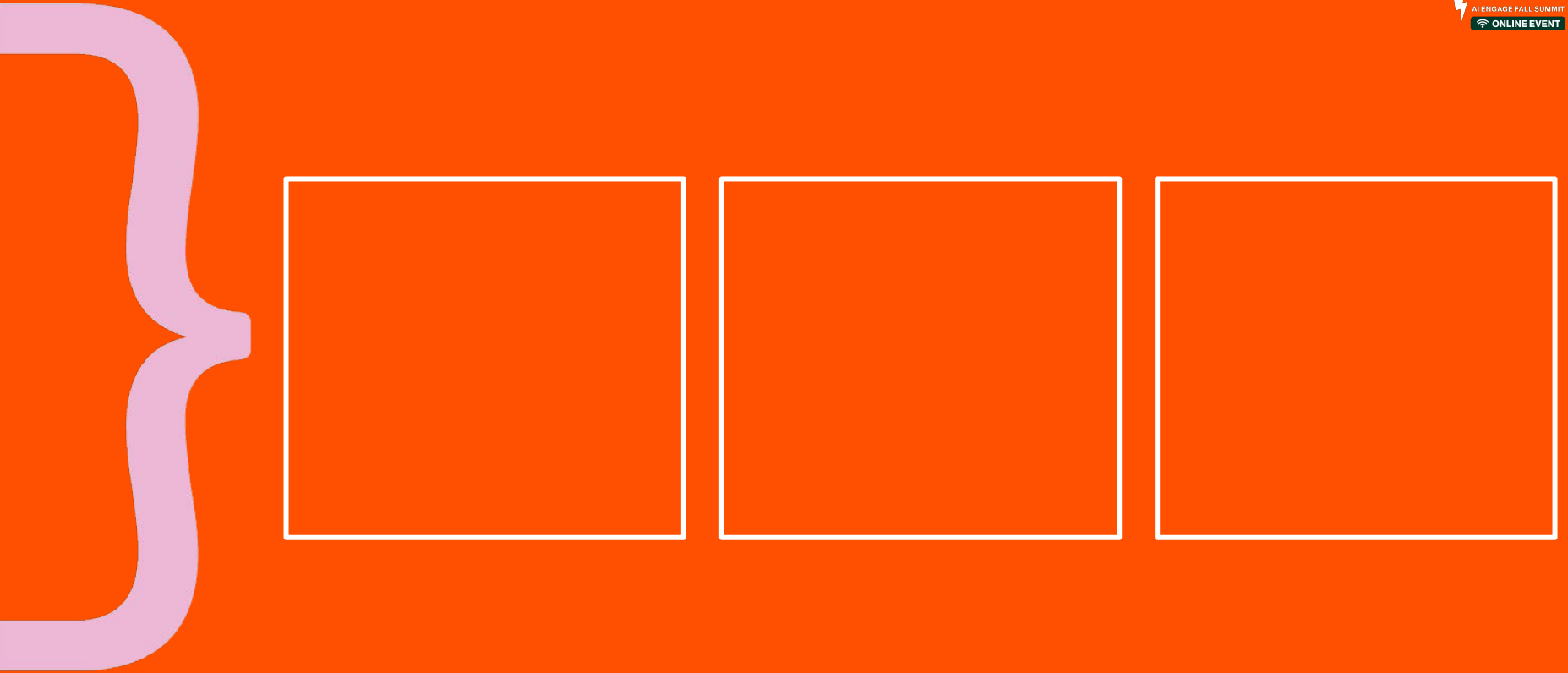
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DECIDE WHAT MATTERS MOST



priorities

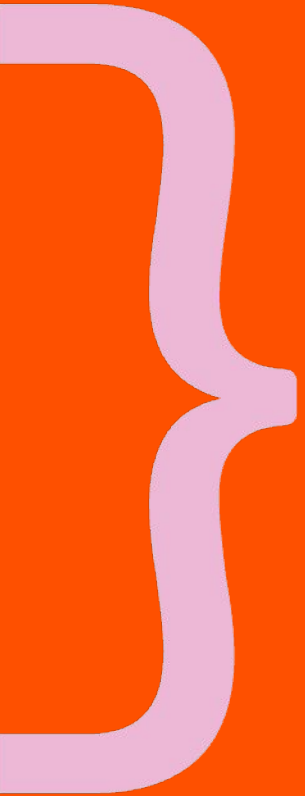
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BOULDERS

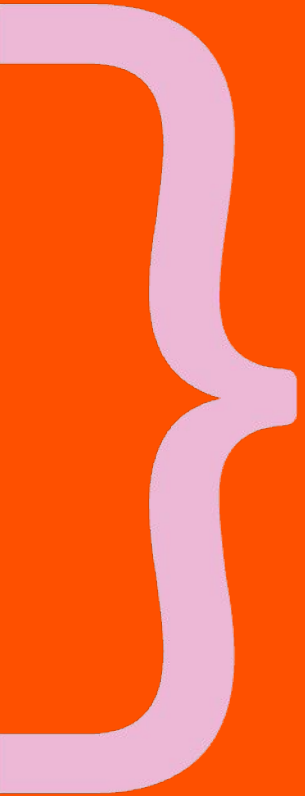
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BOULDERS

BIG ROCKS

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BOULDERS

BIG ROCKS

PEBBLES

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BOULDERS



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BOULDERS

HELP YOU BE YOUR BEST SELF

The foundation beneath your roles and responsibilities



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BOULDERS

HELP YOU BE YOUR BEST SELF

The foundation beneath your roles and responsibilities

IMPORTANT + NOT URGENT

Tend to get saved for last or given the scraps of our time



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BOULDERS

HELP YOU BE YOUR BEST SELF

The foundation beneath your roles and responsibilities

IMPORTANT + NOT URGENT

Tend to get saved for last or given the scraps of our time

EXAMPLES

Morning Routine, Date Night, Exercise, Professional Development



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Big Rocks



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Big Rocks

Aligned Projects

Move you closer to your goals or your vision for the future



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Important + Urgent

Time bound, deadline based, and we tend to spend most time here



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Important + Urgent

Time bound, deadline based, and we tend to spend most time here

Examples

AI Engage, strategic plan, board presentation, renovation, vacation



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PEBBLES



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PEBBLES

EVERYTHING ELSE

Small tasks & to-do's associated with admin & maintenance



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PEBBLES

EVERYTHING ELSE

Small tasks & to-do's associated with admin & maintenance

NOT IMPORTANT OR URGENT

Ideal candidates for delegation, but easy to "knock out real quick"



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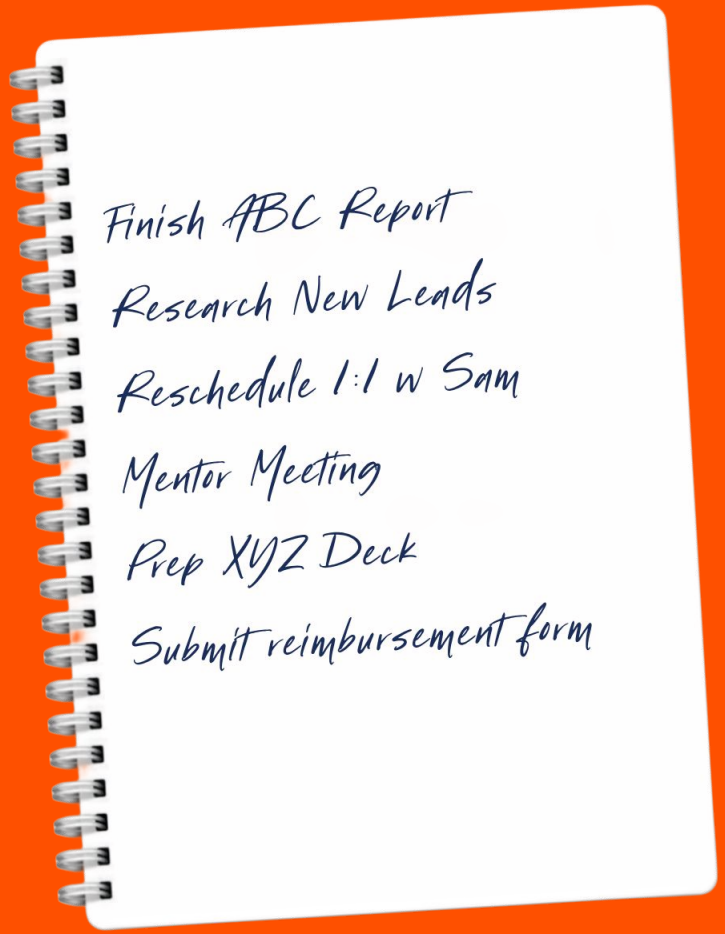
EXAMPLES

Reimbursement forms, scheduling, email management, booking travel

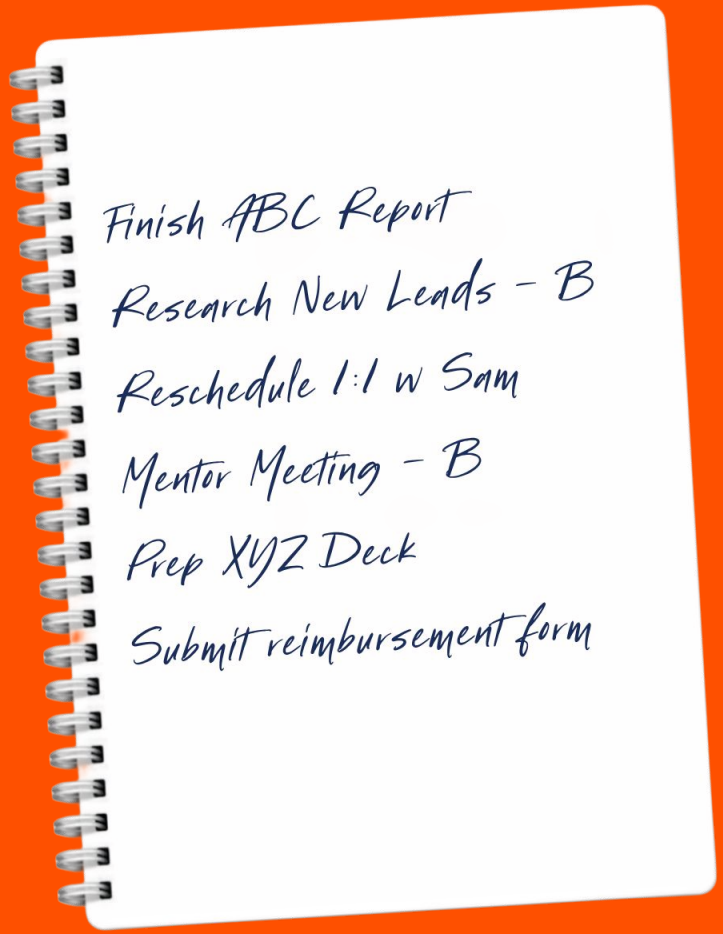


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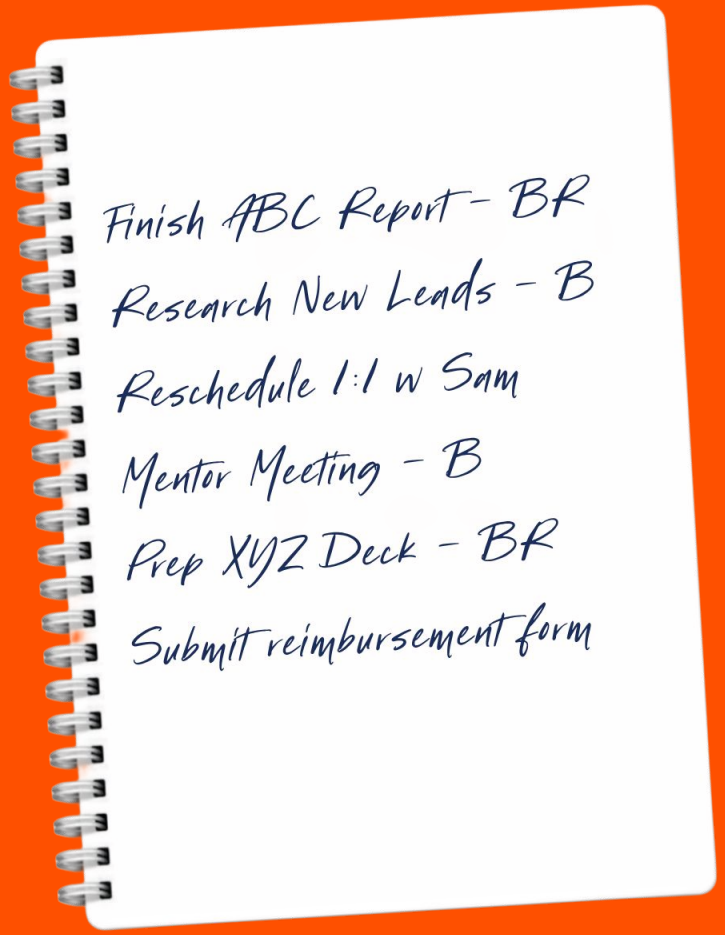
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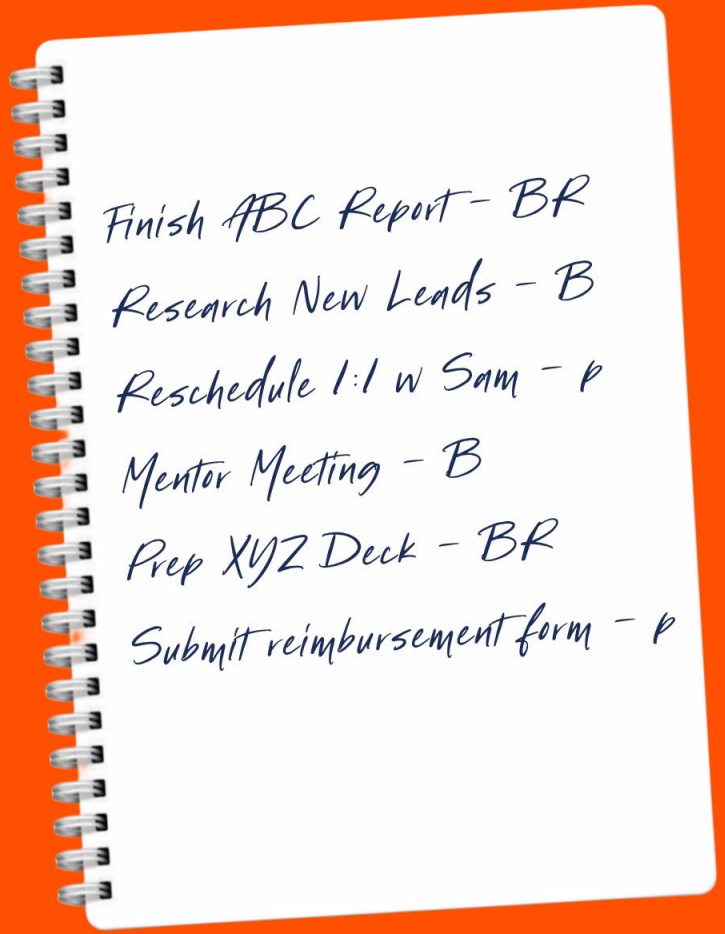
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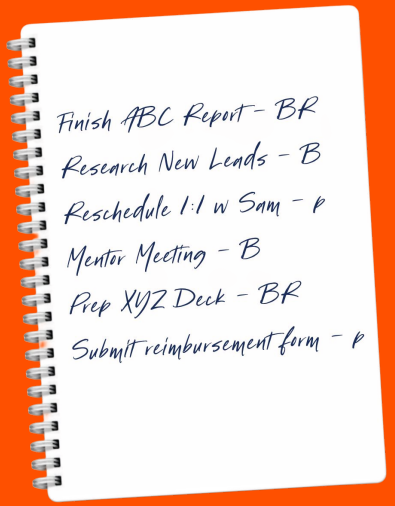
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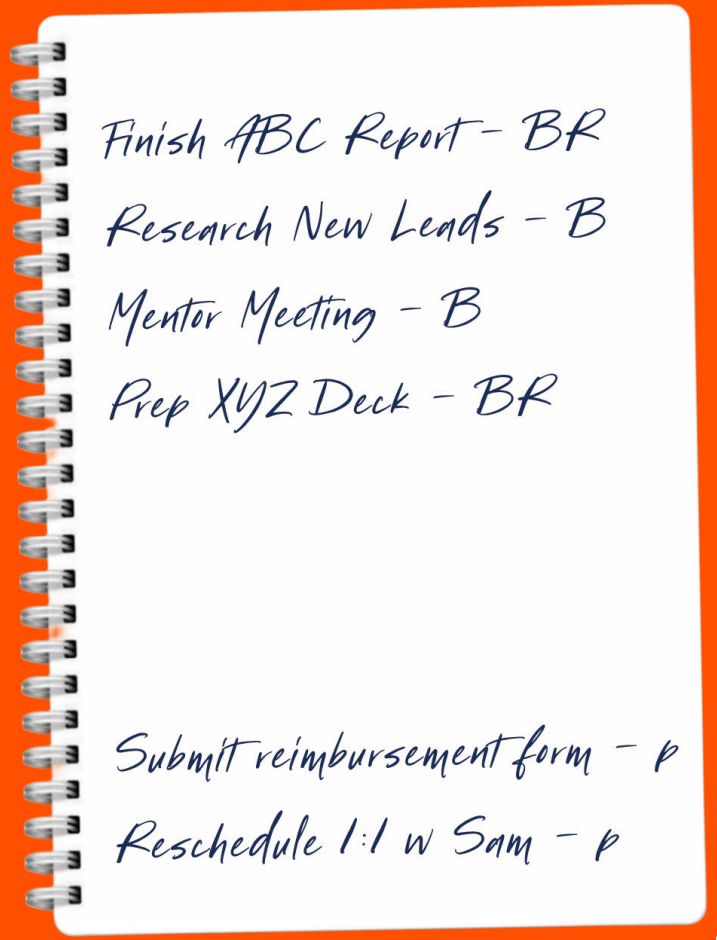


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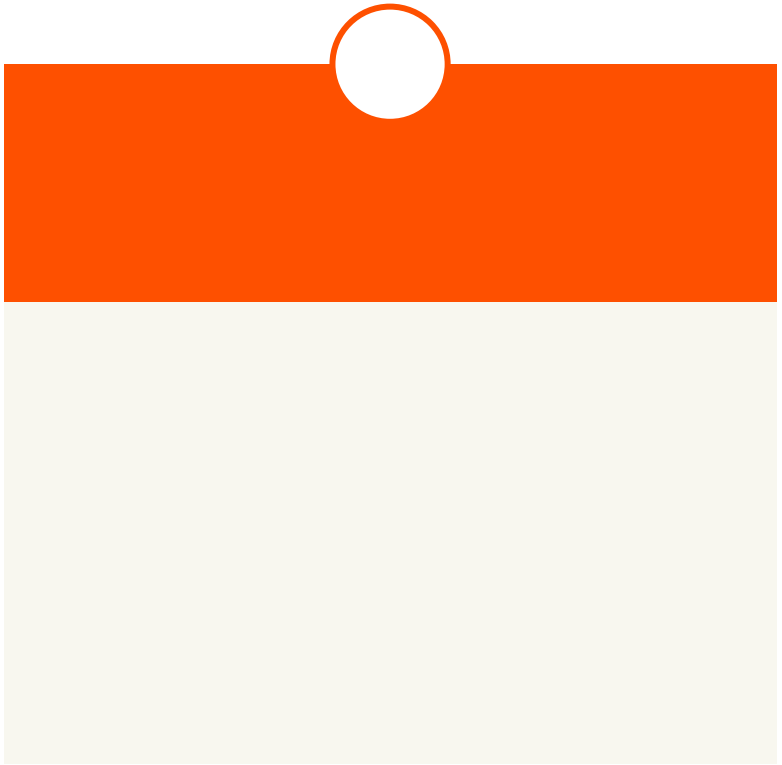
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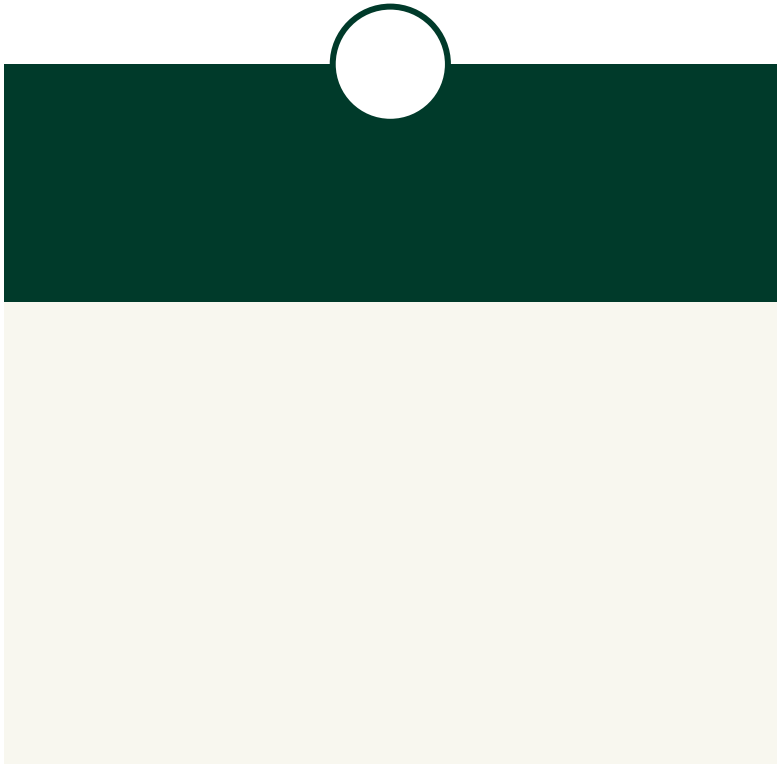
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DESIGN YOUR BEST WEEK EVER

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Productivity Pitfalls





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Productivity Pitfalls



Parkinson's Law

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Productivity Pitfalls



Parkinson's Law

- Work expands to fill the time available

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Productivity Pitfalls

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- Without boundaries, we could keep working forever

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Productivity Pitfalls

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- This is why you work well under tight deadlines

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The Planning Fallacy

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Productivity Pitfalls

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The Planning Fallacy

- We consistently underestimate how much time is needed

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Productivity Pitfalls

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- We consistently underestimate how much time is needed
- You're not alone. Literally everyone is bad at this.

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Productivity Pitfalls



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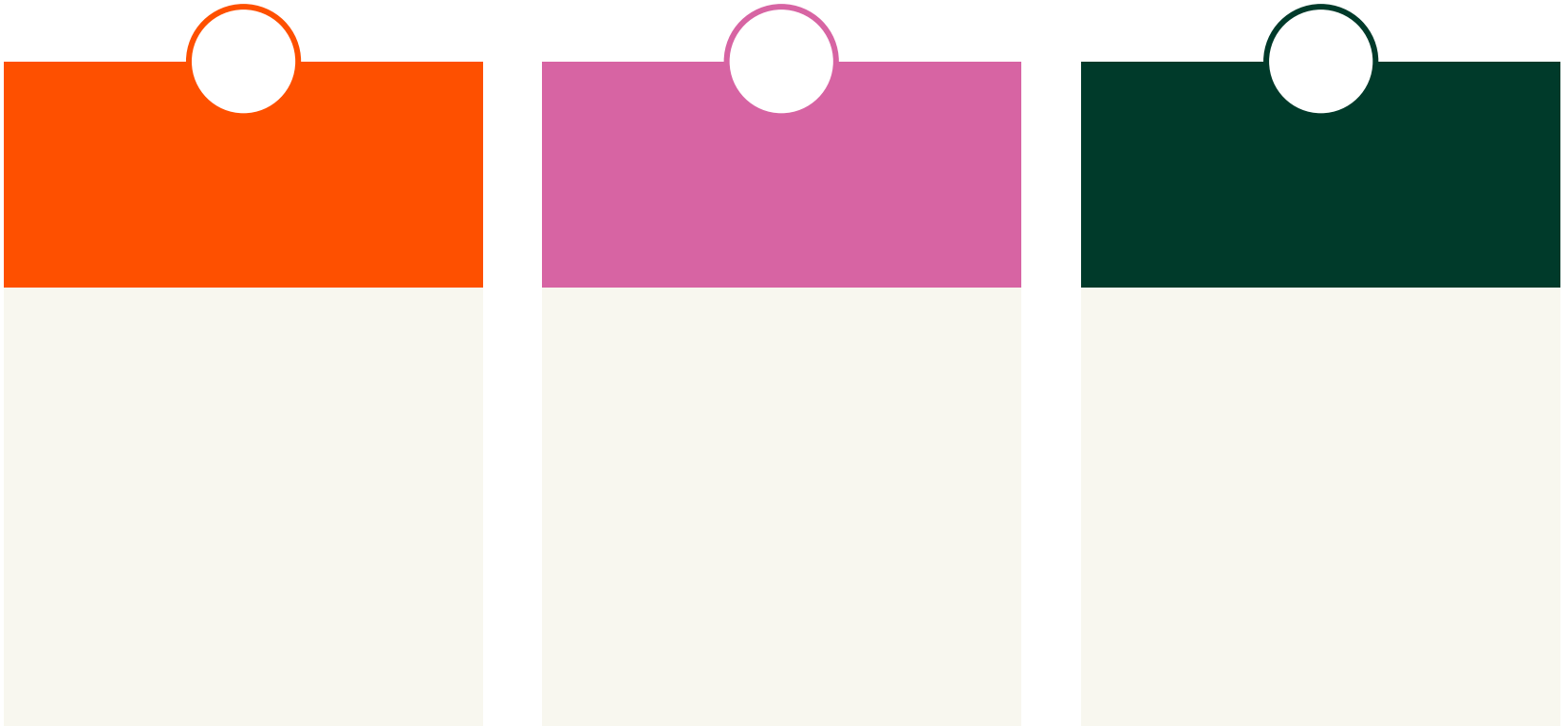


The Planning Fallacy

- We consistently underestimate how much time is needed
- You're not alone. Literally everyone is bad at this.
- This is why things feel like they take much longer than expected.

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Time Tactics that Save the Day



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Time Tactics that Save the Day



Time-Blocking

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Time Tactics that Save the Day



Time-Blocking

- Creating blocks in your schedule to represent your tasks

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Time Tactics that Save the Day



Time-Blocking

- Creating blocks in your schedule to represent your tasks
- Calendar appointments are for more than just meetings

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Task-Batching

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Theme Days

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Theme Days

- Giving each day or some days of the week a purpose

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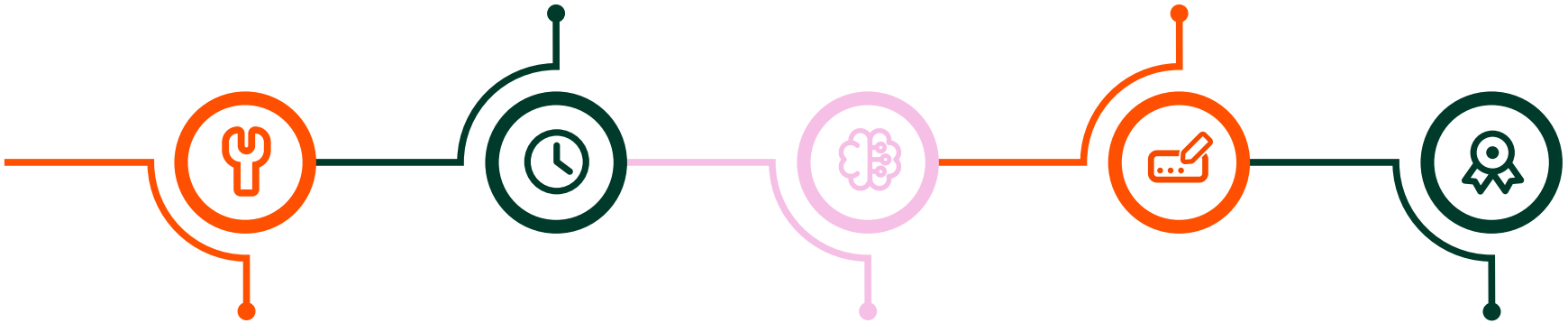
- Grouping similar tasks together and performing them in chunks, or batches
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Theme Days

- Giving each day or some days of the week a purpose
- If you prefer flexible structure, this will feel great

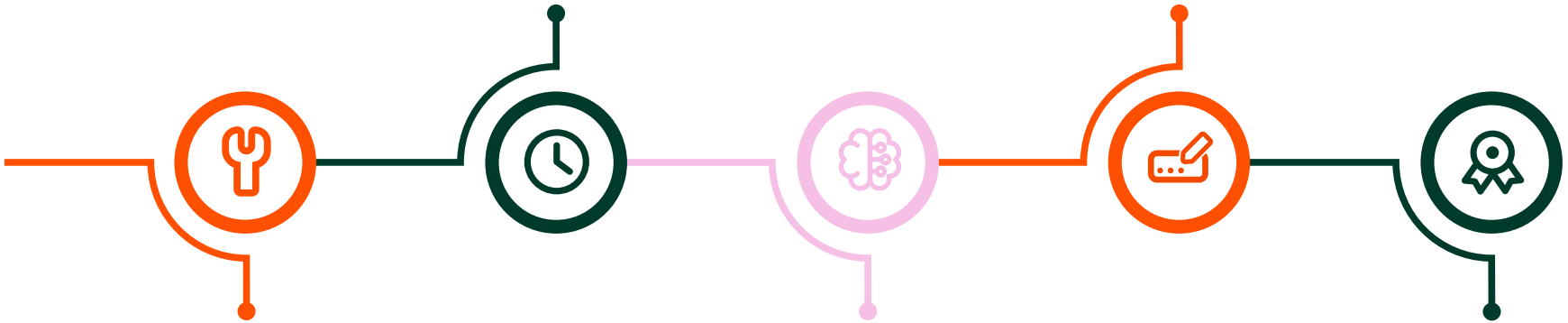
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BEST WEEK EVER



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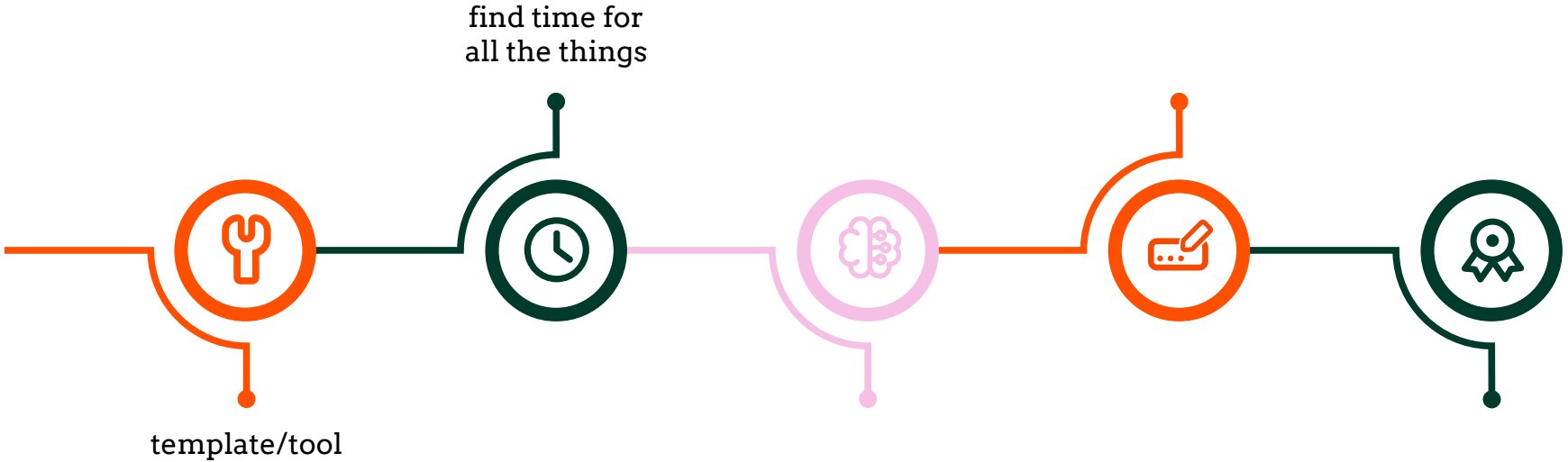
BEST WEEK EVER



template/tool

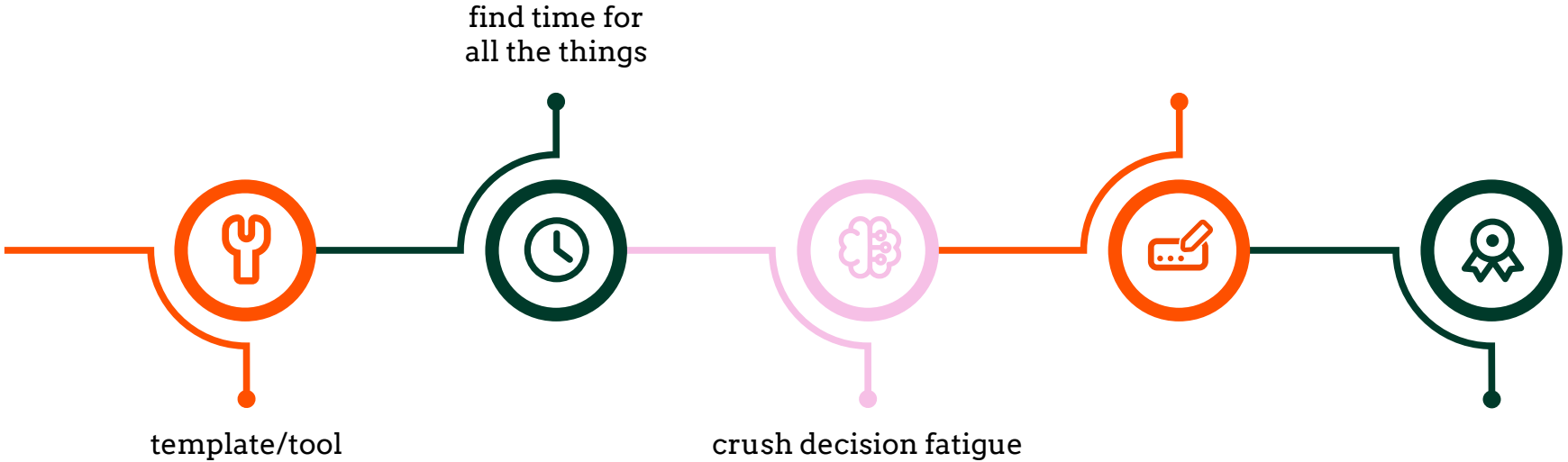
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BEST WEEK EVER



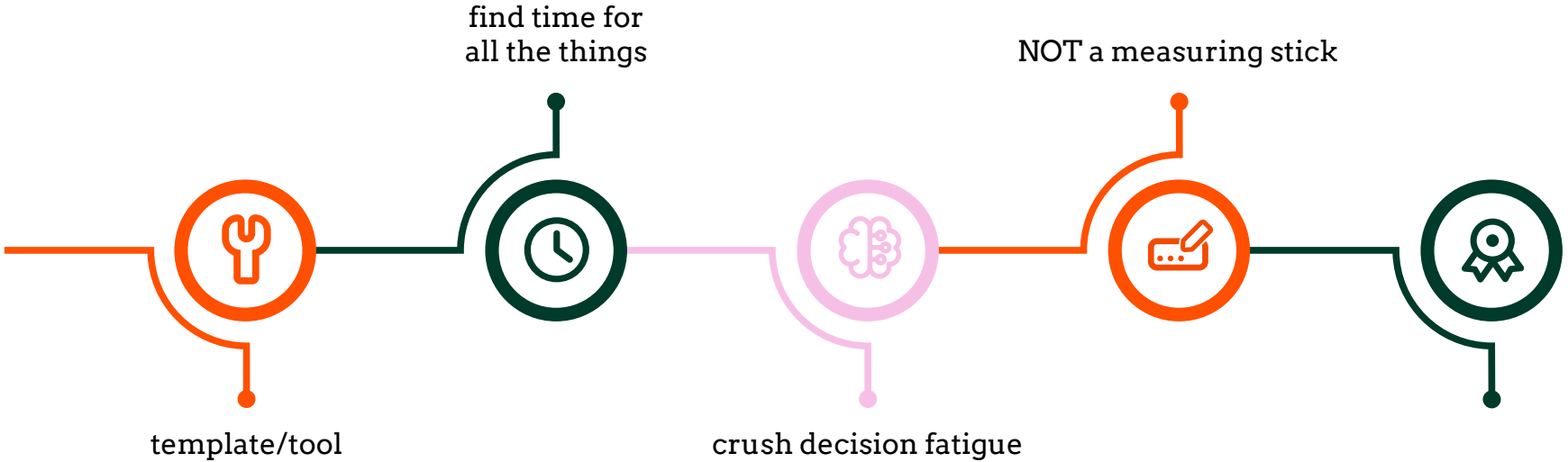
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BEST WEEK EVER



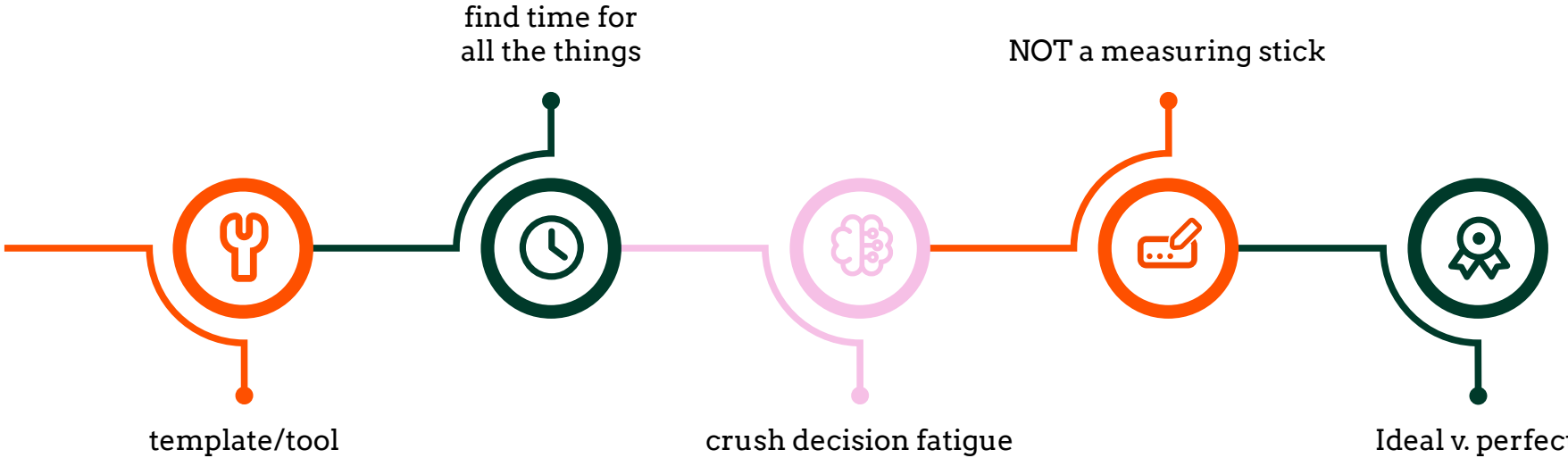
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BEST WEEK EVER

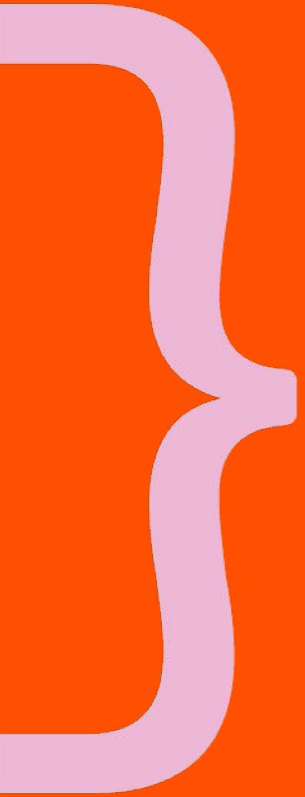


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BEST WEEK EVER



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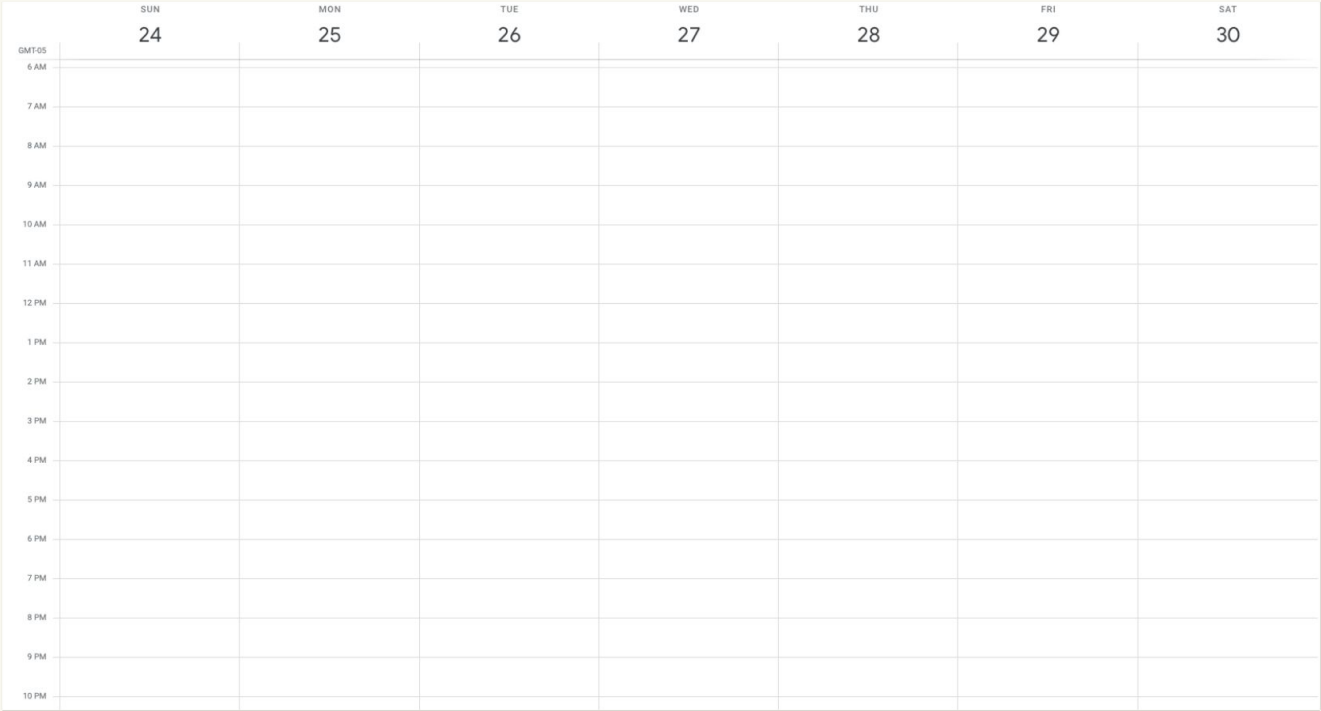
BOULDERS

BIG ROCKS

PEBBLES

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START WITH A CLEAN SLATE



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BLOCK YOUR BOULDERS



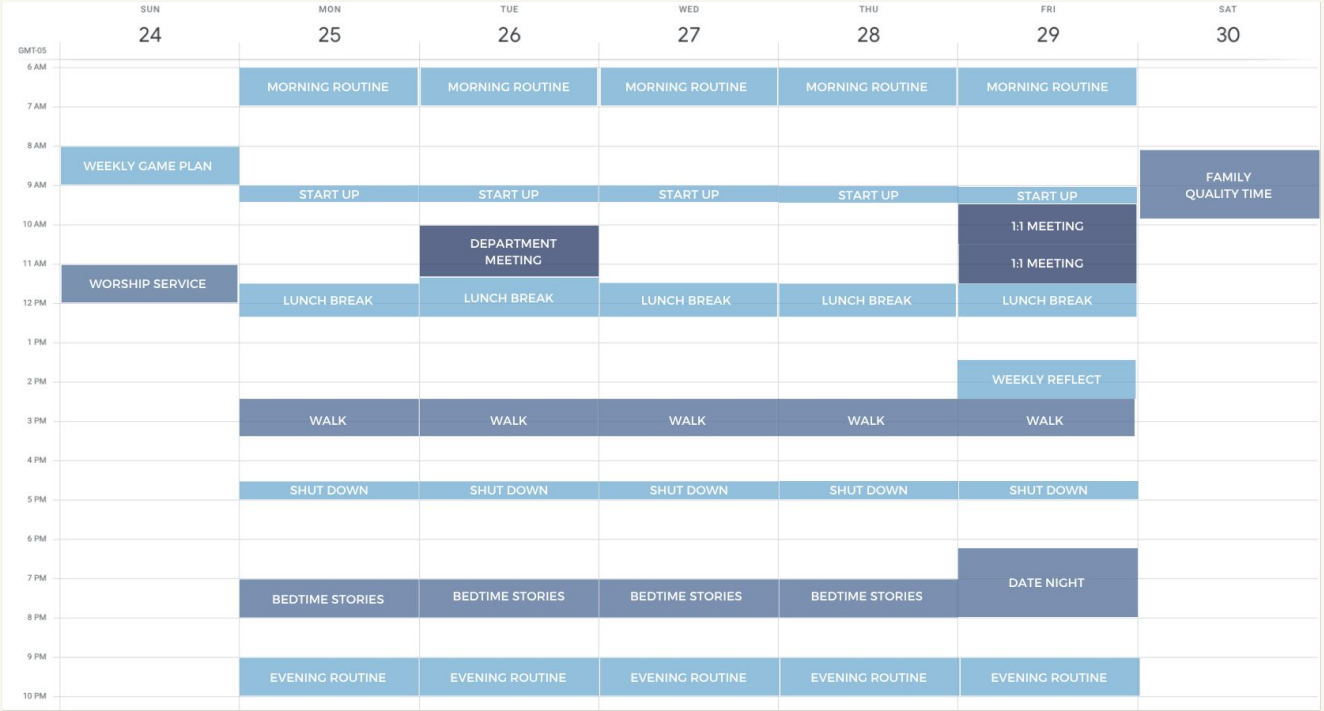
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ADD STANDING MEETINGS



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ADD YOUR ROUTINES



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IDENTIFY YOUR OPEN SPACE



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BLOCK YOUR BIG ROCKS



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SPRINKLE IN PEBBLES



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But wait!

WHAT IF

WHAT IF

WHAT IF

WHAT IF

WHAT IF

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But wait!

WHAT IF	I create this and never get it perfect?
WHAT IF	
WHAT IF	
WHAT IF	
WHAT IF	

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But wait!

WHAT IF	I create this and never get it perfect?
WHAT IF	my schedule isn't consistent?
WHAT IF	
WHAT IF	
WHAT IF	

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But wait!

WHAT IF	I create this and never get it perfect?
WHAT IF	my schedule isn't consistent?
WHAT IF	my schedule cycles?
WHAT IF	
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WHAT IF	I create this and never get it perfect?
WHAT IF	my schedule isn't consistent?
WHAT IF	my schedule cycles?
WHAT IF	a week isn't enough for my boulders and big rocks?
WHAT IF	

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But wait!

WHAT IF	I create this and never get it perfect?
WHAT IF	my schedule isn't consistent?
WHAT IF	my schedule cycles?
WHAT IF	a week isn't enough for my boulders and big rocks?
WHAT IF	the week I'm heading into isn't a typical week?

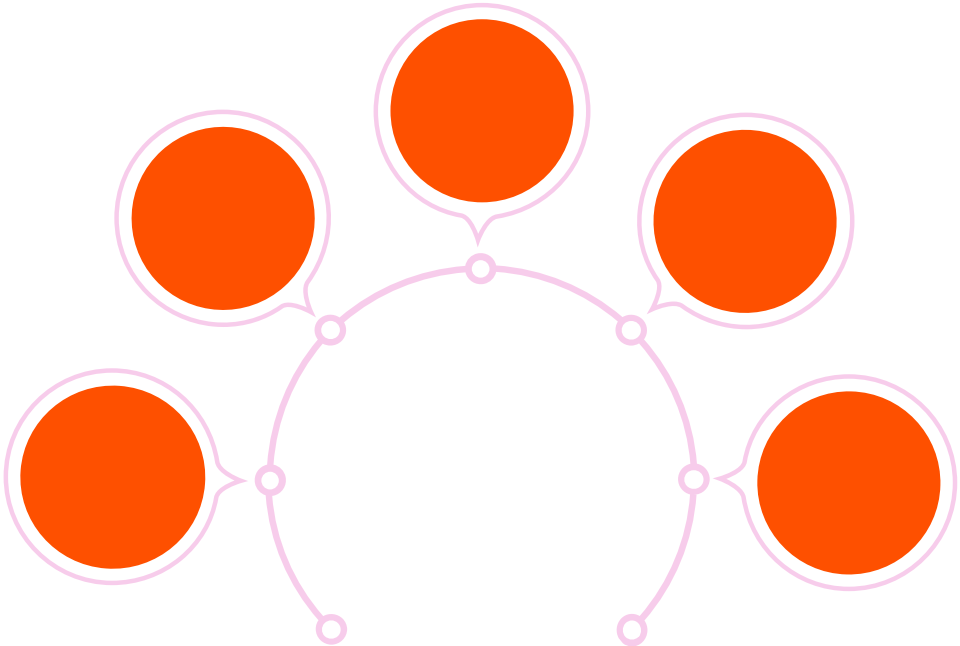
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DEFINE YOUR WEEKLY GAME PLAN

THE SINGLE MOST IMPORTANT THING YOU CAN DO EACH WEEK

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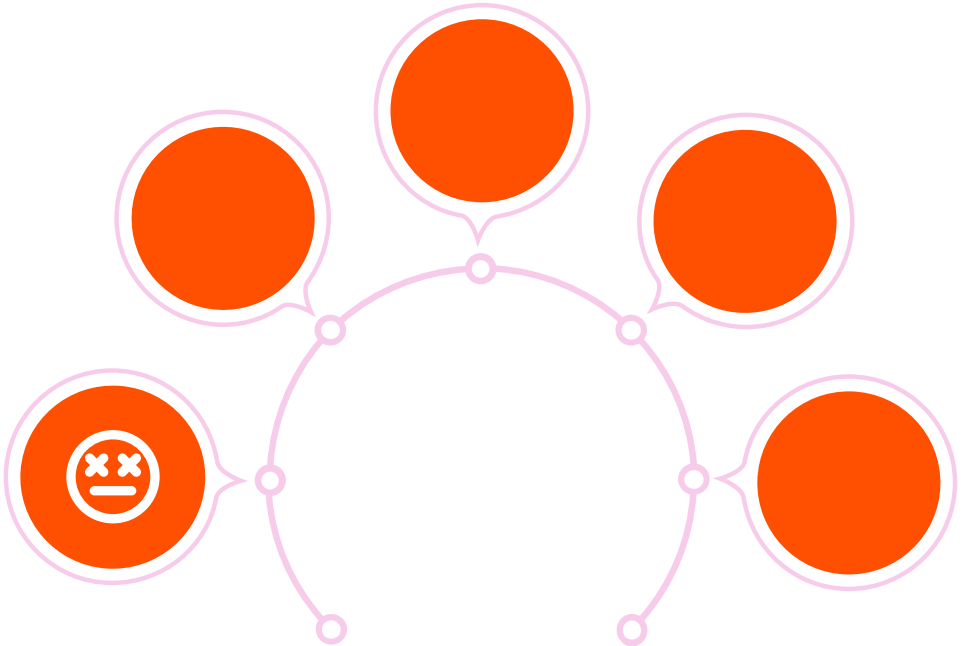
Weekly Planning Enables you To...



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Weekly Planning Enables you To...

Combat overwhelm + decision fatigue

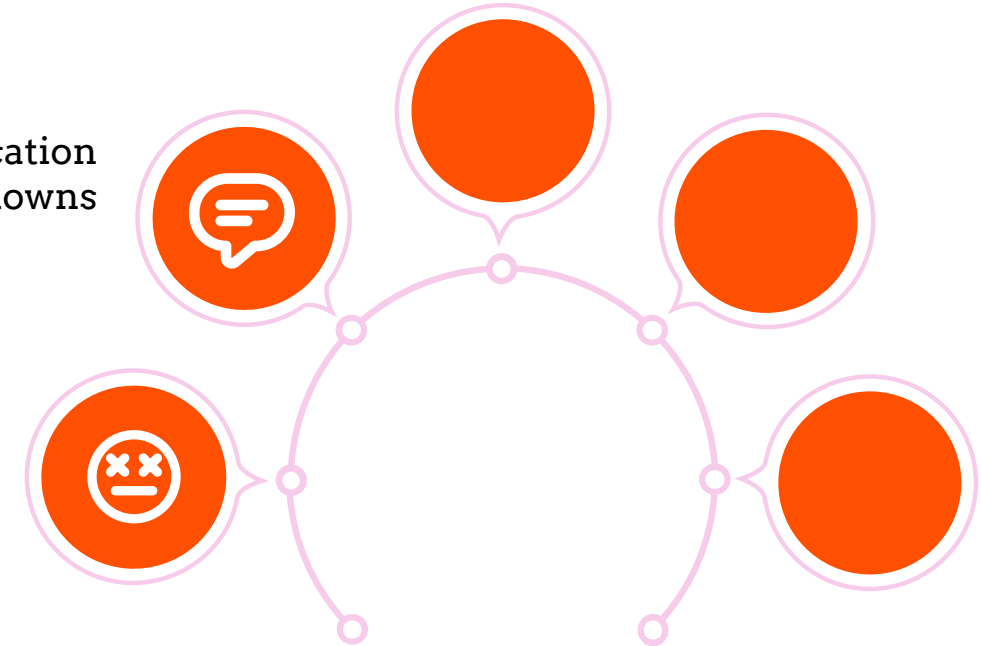


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Weekly Planning Enables you To...

Catch communication breakdowns

Combat overwhelm + decision fatigue



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Weekly Planning Enables you To...

Set boundaries before they're pushed

Catch communication breakdowns

Combat overwhelm + decision fatigue



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Weekly Planning Enables you To...

Set boundaries before they're pushed

Catch communication breakdowns

Identify obstacles and create solutions

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Weekly Planning Enables you To...

Set boundaries before they're pushed

Catch communication breakdowns

Identify obstacles and create solutions

Combat overwhelm + decision fatigue

Get a Game Plan for the week



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Game Plan your Game Plan

1. **What** your game plan will include
2. What **tools** you need to make it fast
3. **When** you'll make your plan
4. How you'll make it **fun**

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Game Plan your Game Plan

1. **<u>What</u> your game plan will include**
2.
3.
4.

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What You'll Plan
Calendar review
Time block transitions
Travel arrangements
Kids' activities
Budget review
Meal planning
Grocery list / Grocery order
Goal review
Project deadlines
Relationship building
Workouts
Weather & Wardrobe



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Game Plan your Game Plan

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3.
4.

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What Tools You Need
Laptop
Journal
School calendar
Sports schedules
Recipe list
Goal list
Family budget
Calculator
Grocery list notepad
Partner’s schedule
Nutrition/Training Plan
Trackers & Analytics



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Put It On Your Calendar



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Game Plan your Game Plan

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3. **When** you'll make your plan
4. **How you'll make it fun**

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How You'll Make it Fun
Favorite coffee/drink
Sit outside
Favorite snack
Favorite playlist
Listen to a podcast
Enjoy a sweet treat
Plan something after
Make is social
Use colorful supplies
Beat the clock
Eat pizza



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You did it!

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What's Next?

1

Finish building out your Best Week Ever

2

Do your first (or next) Weekly Game Plan Session

3

Stay AI Engaged!

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Anna Dearmon Kornick

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It's About Time Podcast



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