

# THE SECRET TO GETTING MORE DONE Workbook



***Calm the Chaos  
for  
Busy Professionals***



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# WELCOME!

**You're about to learn how to add more hours to your day!** It's the very thing you've wished to happen for so long. It doesn't require a magic wand, high-tech software or even a secret handshake (not yet, anyway!).

**It only requires that you commit to following the 3 steps in this workbook.** These are the same 3 steps I use, and the very same 3 steps my top clients have taken to create lives they enjoy and find fulfilling. You'll find more hours in your day if you follow them, too.

Let's turn back time--like Cher!

- Are you **stuck in a cycle of tackling low-priority tasks** because they come at you the fastest and loudest?
- **Feeling exhausted from doing too much**, and simultaneously dismayed by a hollow sense of achievement?
- Have you promised, "I'm not going to work over the weekend/family vacation/camping trip," only to **feel guilty for breaking your word?** Perhaps, again?



## IS IT ME? NOPE.

The **good (and bad)** news is that **you're not alone!** In a survey\* of more than 6,000 knowledge workers:

- **82%** of respondents said they're **overworked**.
- **Burnout** was reported by **70% of employees** within the previous six months.
- **Burnout** is so prevalent among modern workers that it's now **classified as an occupational phenomenon**.
- The effects of **overwork snowball** and **diminish performance**, morale, and employee and customer retention.

These **habitual patterns of overwork and busyness are a way of life** for modern professionals.

So, of course it makes sense that **you can't see any other way to get it all done other than plugging away at it for endless hours**. After all, you take pride in being a purpose-driven, committed, and hard-working professional.

**The biggest problem?** This way of working **forces you to miss out on the very things that matter most:** making a difference, space to dream big, taking pro-active steps, and spending quality time with family & friends.

And those **feelings of peace and well-being** you crave? **Gone!**

\*<https://smallbiztrends.com/2019/08/small-business-burnout.html>



# MAKE SHIFT HAPPEN

If you're anything like my executive coaching clients, **you may be about to roll your eyes and question if I'm being rational.**

That's okay, but then keep reading . . . **only if you're serious about getting more done in less time.** Nothing changes if *you* don't.

You're going to learn and implement the **coveted secret of achieving more** in less time . . . **by slowing down.** Stick with me, it's not as counterintuitive as you may think!

Implement the 3 steps outlined here and **you're guaranteed to see a substantial increase in how much you'll get done in the same amount of time.** The time and energy you'll save will keep growing the longer you keep up with these practices.

***Get ready to feel like you've magically added more hours to the day!***



## GO SLOW TO GO FAST

The goal is for you to **reallocate the hours you gain back to yourself,** and the people and pursuits you treasure most.

**Slowing down** is how you **reconnect with your bigger purpose.**

**Slowing down** is how you **stay present in your life and relationships.**

**Slowing down** is the key to...

*...focusing on what matters most.*

*...experiencing improved energy and moods.*

*...feeling gratified by your accomplishments.*

*...making time to dream and create the future you want.*

*...skipping work on weekends and saying "Yes!" to fun, creative, pleasurable activities.*



# STEP 1 - PRIORITIZE AND PROTECT

To begin taking back your time, **use your core values as the scaffolding for your day.**

While you can't control every item added to your calendar, you can **control how you prioritize and protect your time.**

**Small, consistent steps add up – fast.**

## A. Take 10 minutes now to reflect on your ideal day.

**Believe it or not, you get to decide what you want your workday and personal time to look and feel like.**

Begin your reflection by letting yourself find a quiet moment, take a few refreshing breaths, and allow yourself to relax completely.

Then imagine the morning as soon as you wake up and allow yourself to flow through your perfect day all the way until bedtime.

Write down all the details for reference in the following steps.

**Have fun, don't limit yourself, and let yourself be surprised!**



**B. First thought best thought. Name your top 5 values based on what you've chosen for your ideal day.**

*Ex. Time for daily exercise (Value = Health), dinner with loved ones 3 x each week (Value = Relationships).*



**C. Choose 3 ways that your values can guide your actions and your time.**

*Ex. (Value = Health + lunchtime walks) or (Value = Relationships + non-negotiable Taco Tuesday dinners ).*



*Post your values where you can see them each day.*

*Brightly colored Post-It Notes work well or you might want to create a vision board for this purpose, too.*

# STEP 2 - SCHEDULE 4P TIME

**This will be your 100% most effective time saver!**

Remember, there's a **substantial difference in understanding a concept and implementing it.**

You've heard of the time blocks before, but are you using them?

**Commit for 30 days** to fully utilize this time and sanity saving system and you'll be telling everyone in earshot about it.

**Let's begin by defining the 4Ps** (the four distinct types of time blocks for your weekly calendar).



## P1 - PROACTIVE TIME

**These time blocks are for work that's important, not urgent.**

Proactive Time Blocks will help you **focus on meaningful** work. You'll **feel more energized, positive, and accomplished** upon completing them.

**Schedule these blocks first** to break the cycle of only spending time reacting to urgent needs and never getting to more your significant, rewarding work.

*Ex. Make improvements based on customers' direct feedback or help co-create the team's new bonus structure.*

Start by scheduling only **one 30-to-60-minute Proactive Time Block**. Write what you'll work on at that time below and stick to it.





## P2 - PURPOSEFUL TIME

**This is time you'll dedicate to what author Cal Newport calls, "*the wildly important.*"**

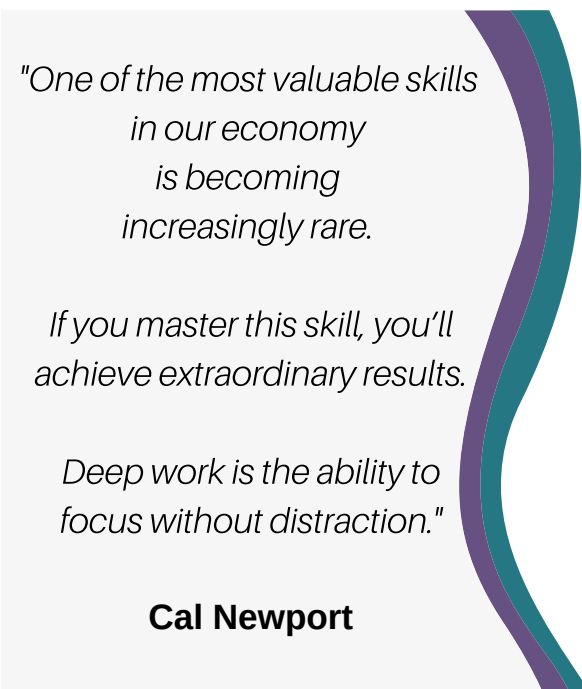
You'll choose a **small number of extremely essential goals**.  
(Mine was writing a leadership book I'd noodled on for years.)

**Purposeful Time Blocks** are for focused, uninterrupted, deep work where you **protect time for your wildly important tasks before everything else**.

**Choose to make to progress on the things you want to achieve**, not falling into the bystander role, watching from the sidelines as other's do the very thing you want to do.

Schedule only **one 60-to-90-minute Purposeful Time Block** to get that **wildly important work done**.

Write below what you want to achieve in this block of time.



*"One of the most valuable skills  
in our economy  
is becoming  
increasingly rare.*

*If you master this skill, you'll  
achieve extraordinary results.*

*Deep work is the ability to  
focus without distraction."*

**Cal Newport**





# P3 - PERSONAL DOWNTIME

**This is where you might encounter internal resistance.** (I do too!)

In our hyper-driven culture, **“downtime” can sound like a dirty word.**

Paradoxically, **you need downtime to renew and be more efficient** at work.

Research shows that **taking “brain breaks” improves your mood, boosts your performance and increases your ability to concentrate\*\*.**

**Think of it like rebooting your computer.** It can start acting wonky and unreliable when you don't refresh the operating system often enough.

**\*\*<https://health.clevelandclinic.org/why-downtime-is-essential-for-brain-health/>**



**Don't mix up the benefits of “downtime” with “leisure activity.”**

Going to a concert, playing a game, scrolling Facebook, reading a book, coffee with friends — those are enjoyable ways to spend your free time. However, **they're not genuine downtime**, in the mind-wandering, non-processing sense.

**To let your mind wander, and replenish your brain, you need to do less.** A lot less. Less in the “look out the window and watch the birds” sense.

If that's not your thing, **try a mine wandering task**, like weeding the garden or folding laundry. Movement's important as is **time in nature which can be especially replenishing.**

Whatever you choose, make it something that doesn't require your brain to do much work - **let it meander.**

Schedule only **one 30-to-60-minute Personal Downtime Block** and **guard it with your life!** Only meandering attention for true renewal is allowed. **Write below what you'll choose for downtime.**

A large, empty rectangular box for writing.



# P4 - PLANNING TIME

**This is simply the time you'll schedule each week to do your time blocking.** Meta, right?

**Choose a time with few distractions** and keep it at the **same time each week** if you can. Grab a beverage, turn on some music, and **let others know to not disturb you.**

- Begin with only **one 30-minute Planning Time Block** every single week to schedule your three other blocks of time: Proactive, Purposeful, Personal. Often Friday afternoons or a weekend morning work well. You'll likely only need half that amount once you get in your groove!
- Now, schedule only **one 30-to-60-minute Proactive Time Block** to complete a back-burner project or begin one that motivates you. Decide what you'll work on at that time and stick to it.
- Next, schedule only **one 60-to-90-minute Purposeful Time Block** to get that wildly important work done. Set a goal to get a particular portion of work done in advance and *allow yourself to feel the energy of making significant progress* and crossing something off your to-do list.
- Lastly, schedule only **one 30-to-60-minute Personal Downtime Block** and guard it with your life! Only meandering attention for true renewal allowed. You may find you benefit more from scheduling three 10-minute blocks during the week. Play with this and see how your biological system responds.



# STEP 3 - PACING FOR PERFORMANCE

**You get out of rhythm by focusing too pointedly**, for too long a time, on a project, task or work assignment while ignoring the needs of your body.

**Pushing too hard for too long** - not attending to your basic personal needs - wears you down, robs you of your energy, and makes daily life more tense and twisted.



When you **turn the dial down on your frenetic pace**, you get to **hold a bigger vision** and be more present in the moment.

**Your body can move into a more relaxed state** of being without burning out.

**Slower-paced living is about living your values** and being intentional about how you spend your precious time and attention. It has a lot to do with **what you want to say 'yes' to in life**.

**Pacing will improve your mindset, emotional well-being, and relationships**, helping you get over the finish line instead of falling behind, getting injured, and losing the race.





# SLOWING DOWN, DOING MORE

- When you choose to slow down you can be **mindful of your choices**.
- **Keeping your values top of mind** will help you to keep sight of what's important and **stay on-task** when it comes to prioritizing your goals.
- If you find your schedule doesn't have room for something; avoid squeezing it in to make it happen. When your goal is more time and energy for things of wild importance, **there's got to be breathing room** in your schedule. **Guard your time**.



- **Pay attention to what you're saying 'yes' to.** You'll see where you're getting hooked into mindless busyness. Then reflect on what you actually *want* to say 'yes' to. **Big difference.**
- **Practice saying 'no.'** It's an essential part of pacing and having a productive life. **Don't get stuck believing that you've got to do something** because others think that you should.
- **Take a deep breath, and get comfy with feeling a smidge uncomfortable.** Start noticing what you say 'yes' to automatically, and when you feel discomfort in saying 'no.'
- **Embracing discomfort is a learned, acquired skill**, yet one that will serve you in the long run. Besides, some **discomfort is worth the price of peace and well-being.**



*The end goal is to simply say no, without stress or guilt.*

*Keep it simple, the way it should be.*

# THE TRUE SECRET OF GETTING MORE DONE . . .

**. . . you have to put the steps into practice.**

Just knowing about them won't help you one bit. Yet, committing to put these 3 steps into play today will make **all the difference in recouping your time and energy!** I know, because I use them myself every week.

Remember . . . you can **Make Shift Happen** by **Going Slow to Go Fast**.



## NOTES