



MANAGE YOUR TIME LIKE A PRO

Drew Amoroso

Founder @ DueCourse



Financial Services Disputes

[Industries](#) / [Financial Industry](#) / Financial Services Disputes

JUMP TO OVERVIEW EXPERIENCE PERSPECTIVES, NEWS & EVENTS GET IN TOUCH

When a dispute arises, you as a financial services provider need strategic and commercial advice from lawyers who have a strong understanding of both the products and industry.

READ MORE +

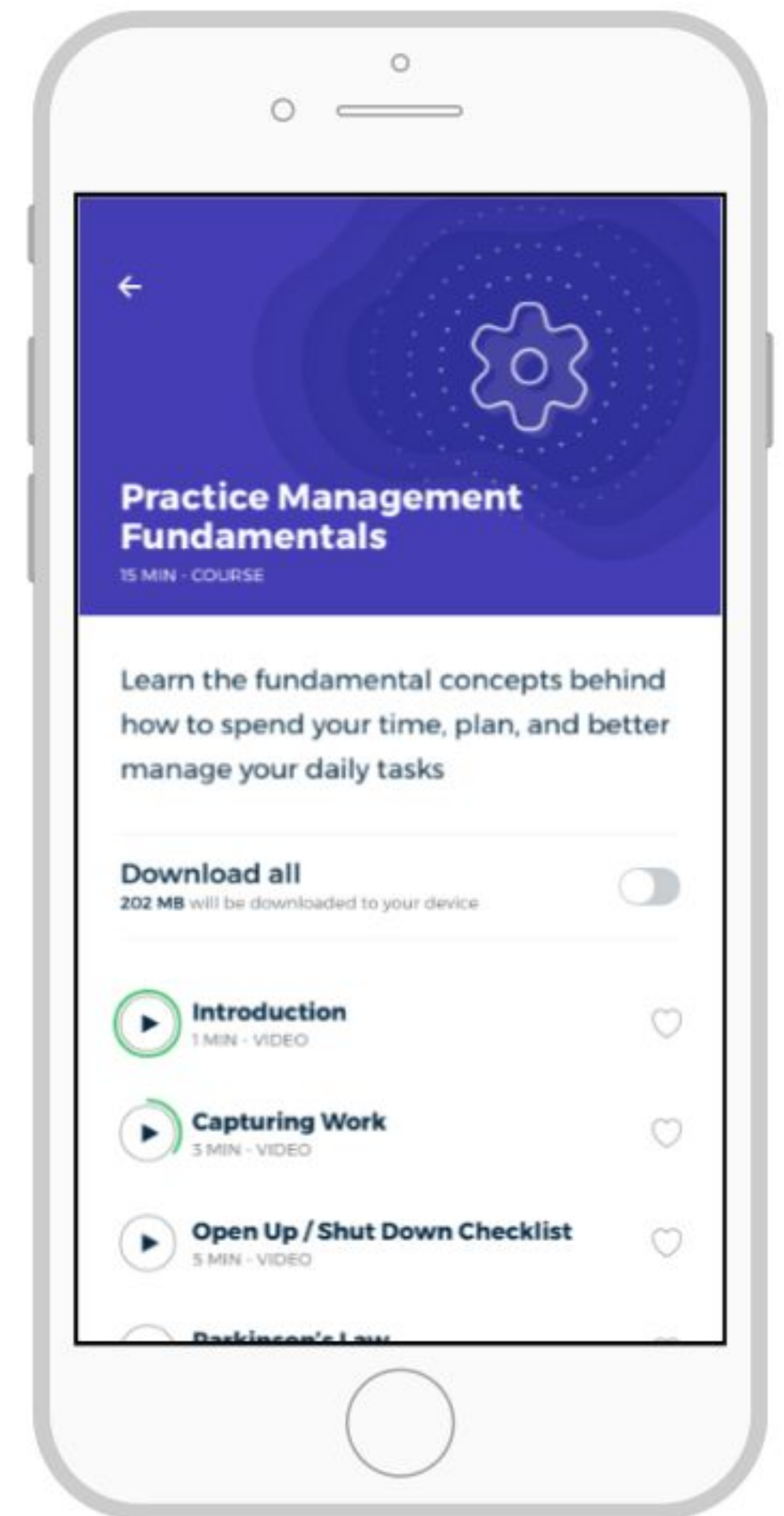
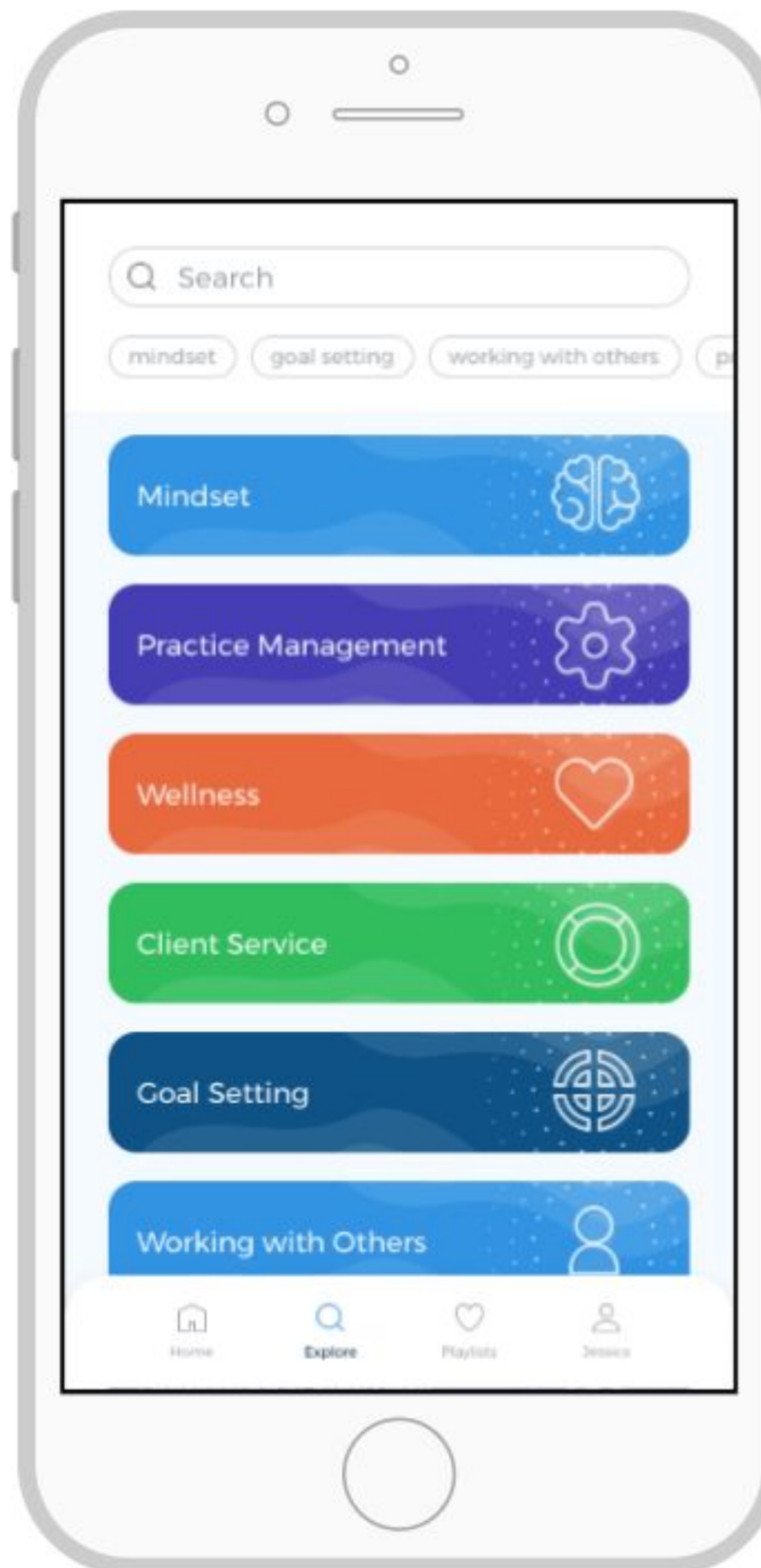
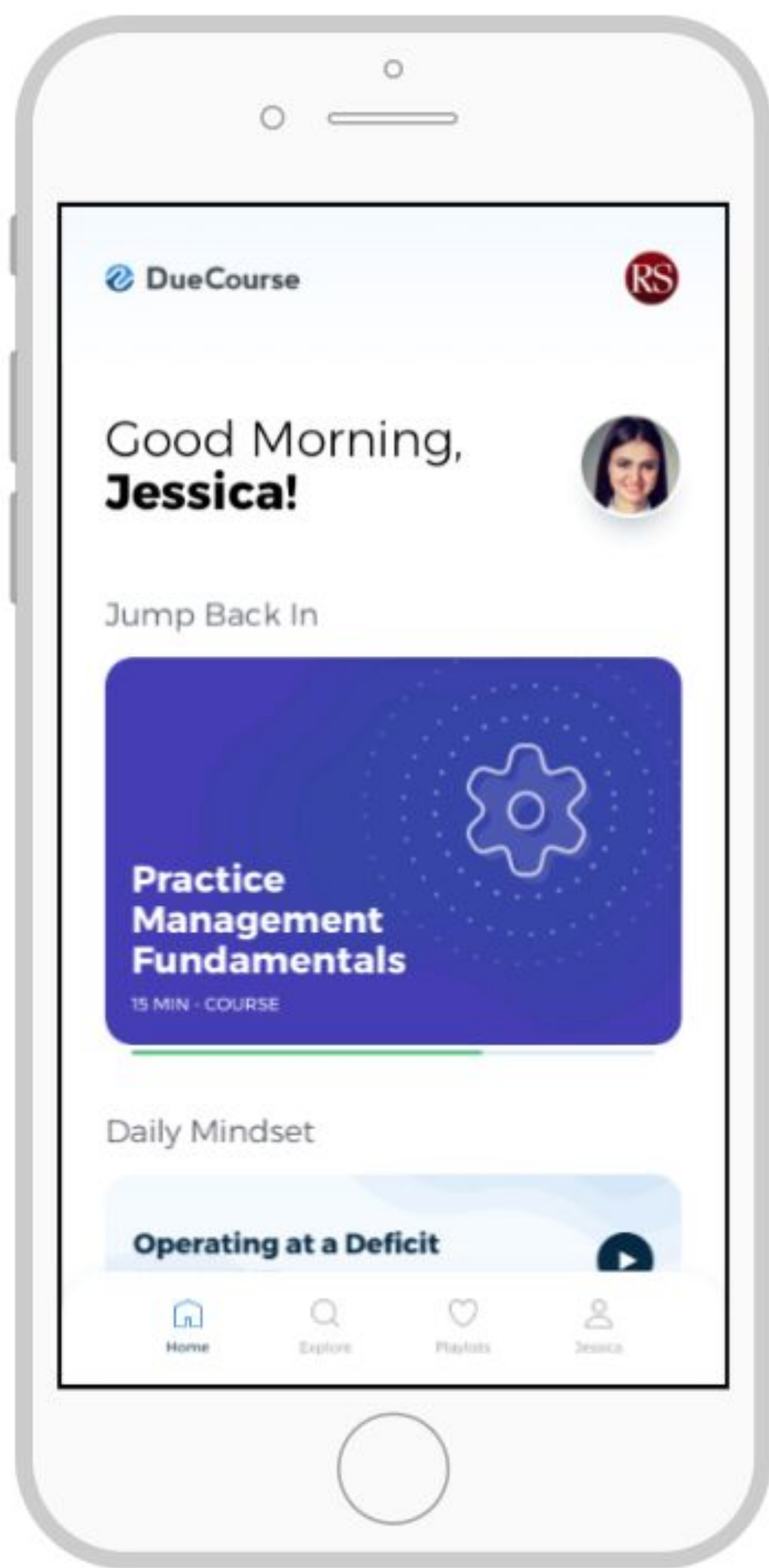
EXPERIENCE

Defending bank in consumer fraud class action challenging fees assessed in connection with

Representing Fitness Innovators

LET'S MOVE





Agenda

- **Adopting a Workday Mindset**

- Changing Work Behaviors
- Time Management Strategies
- Workshop
- Next Steps





Today's Objective

Walk away with 1 or 2 new concepts that will **change the way you spend 20 minutes of your day.**

“Small hinges swing big doors”



3-Minute Discussion

What things get in the way of you managing your time?

- OR -

What is the change in circumstance you want to achieve?

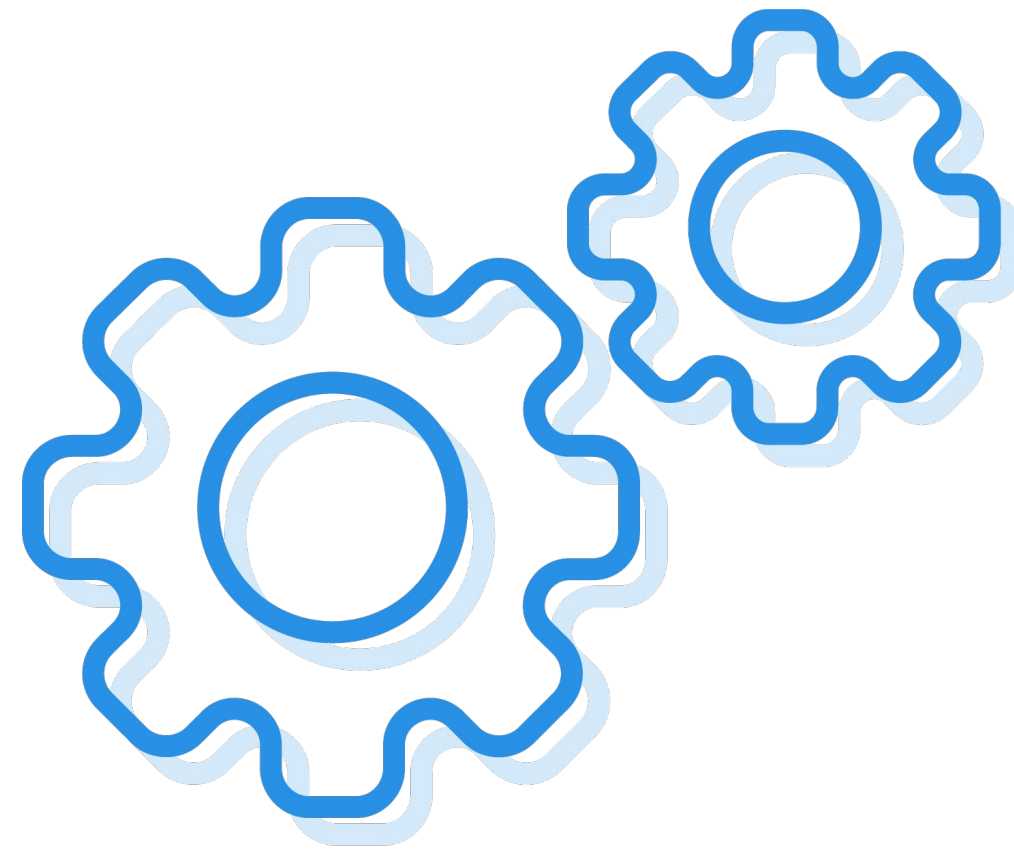
Mindset is an established set of beliefs and attitudes that you use to process information.



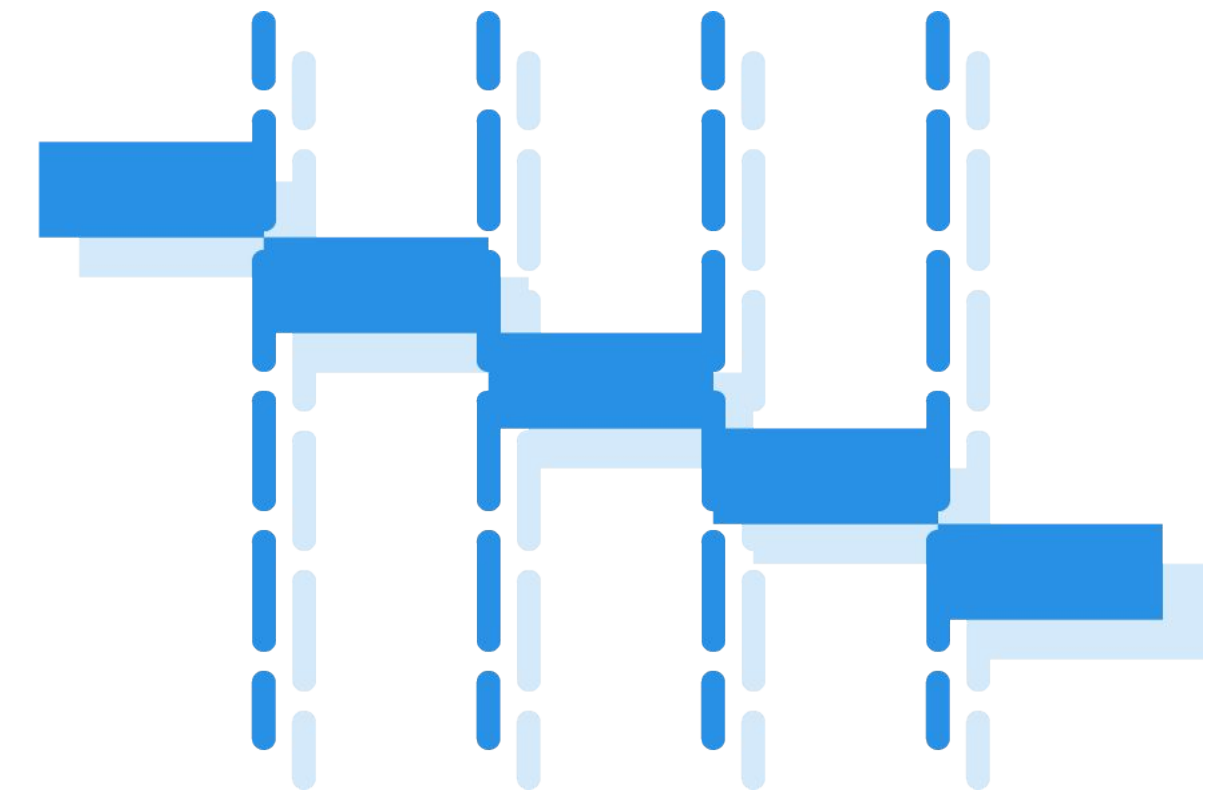
Keys to a Workday Mindset



Situational
Awareness



Optimization,
Not Perfection



Incremental
Progress

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- **Changing Work Behaviors**
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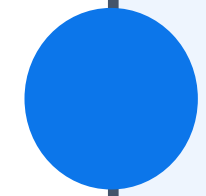


**The process of changing your
behavior is rooted in emotion.**

People move through 5 stages of emotion when changing their behavior:

- I Uninformed Optimism**
- II Informed Pessimism**
- III Valley of Despair**
- IV Informed Optimism**
- V Success + Fulfillment**

EMOTIONAL STATE



PHASE I: Uninformed Optimism
(excitement, no costs)

Optimism

Pessimism

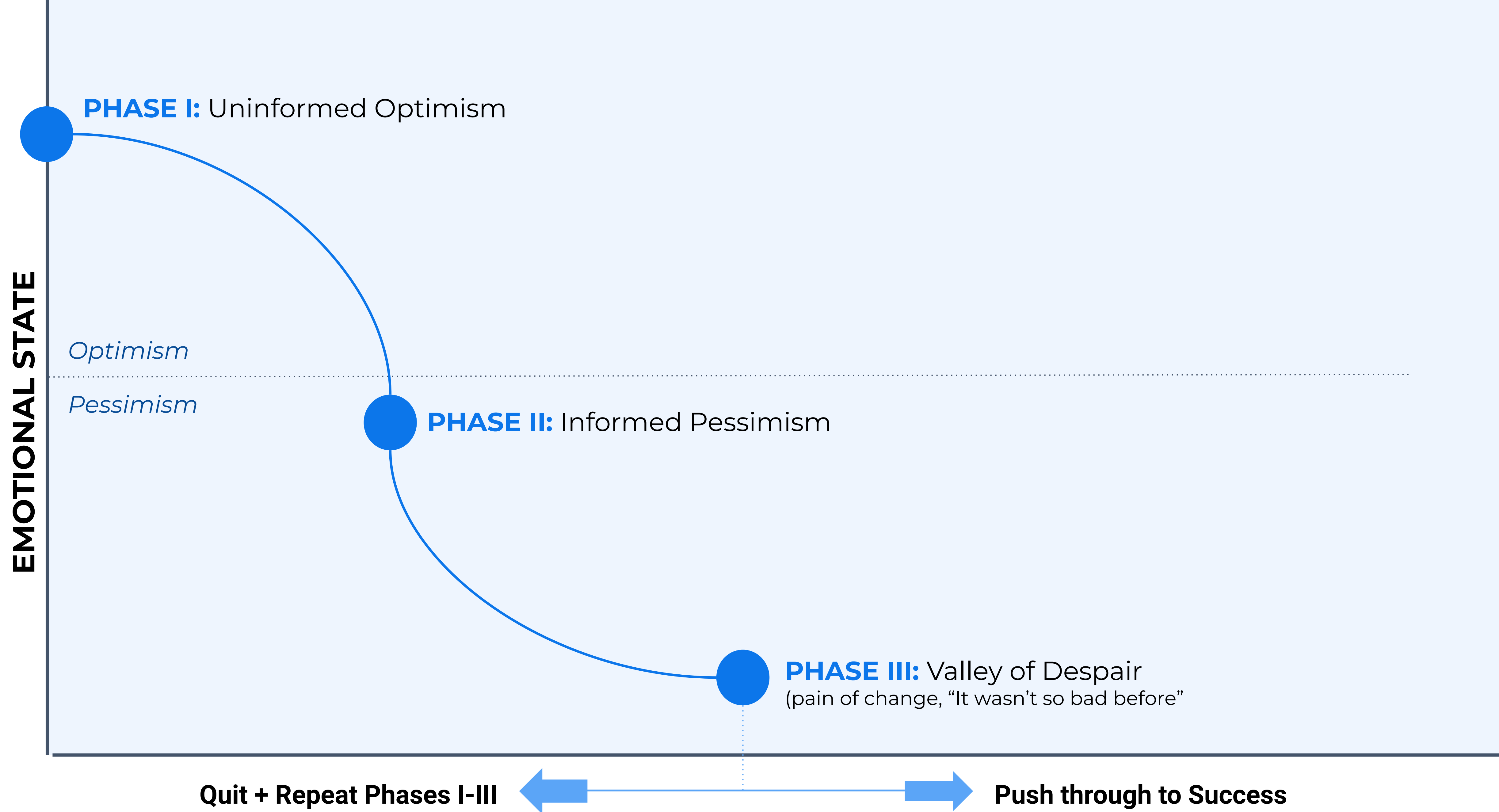
EMOTIONAL STATE

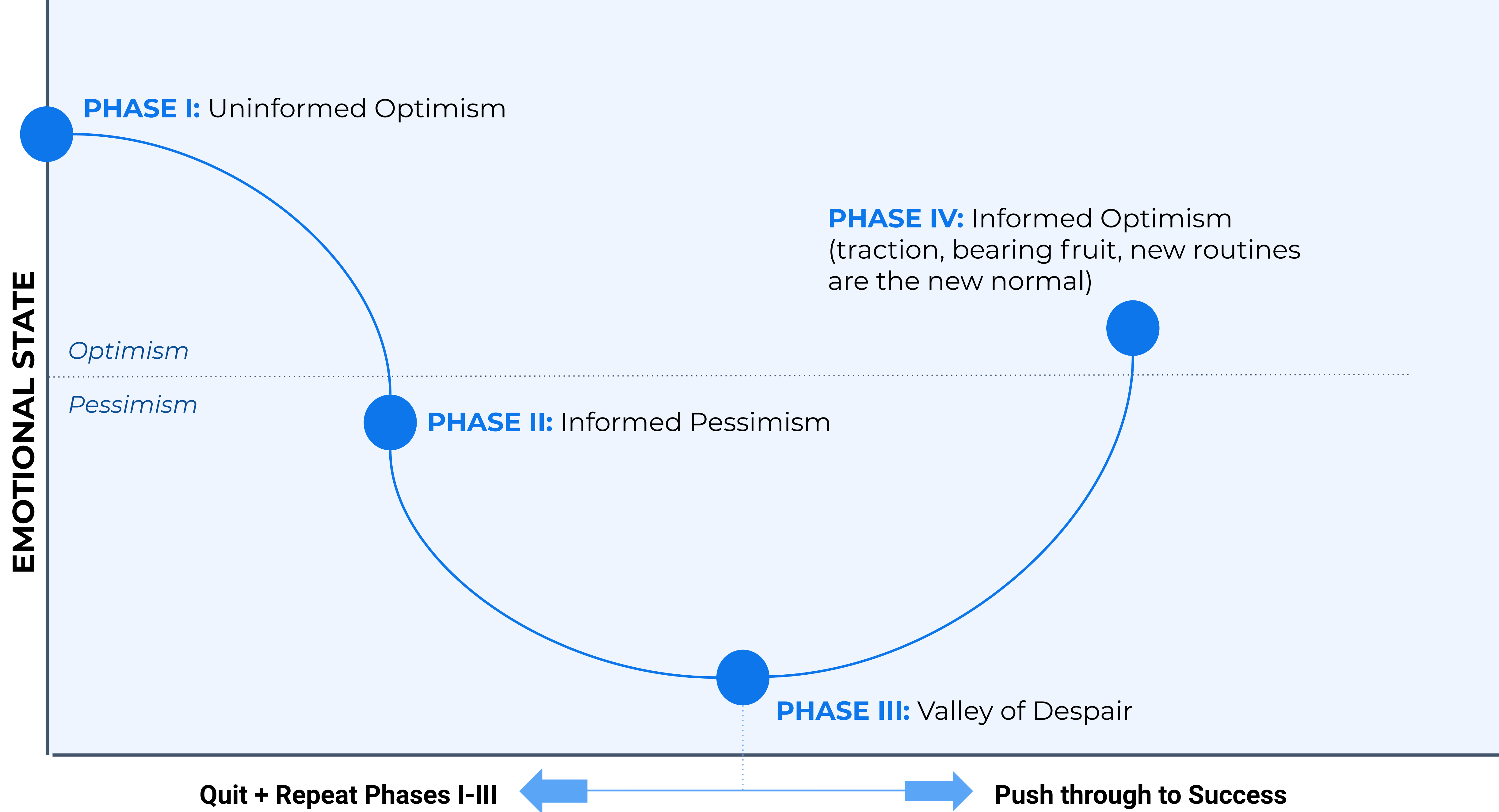
PHASE I: Uninformed Optimism

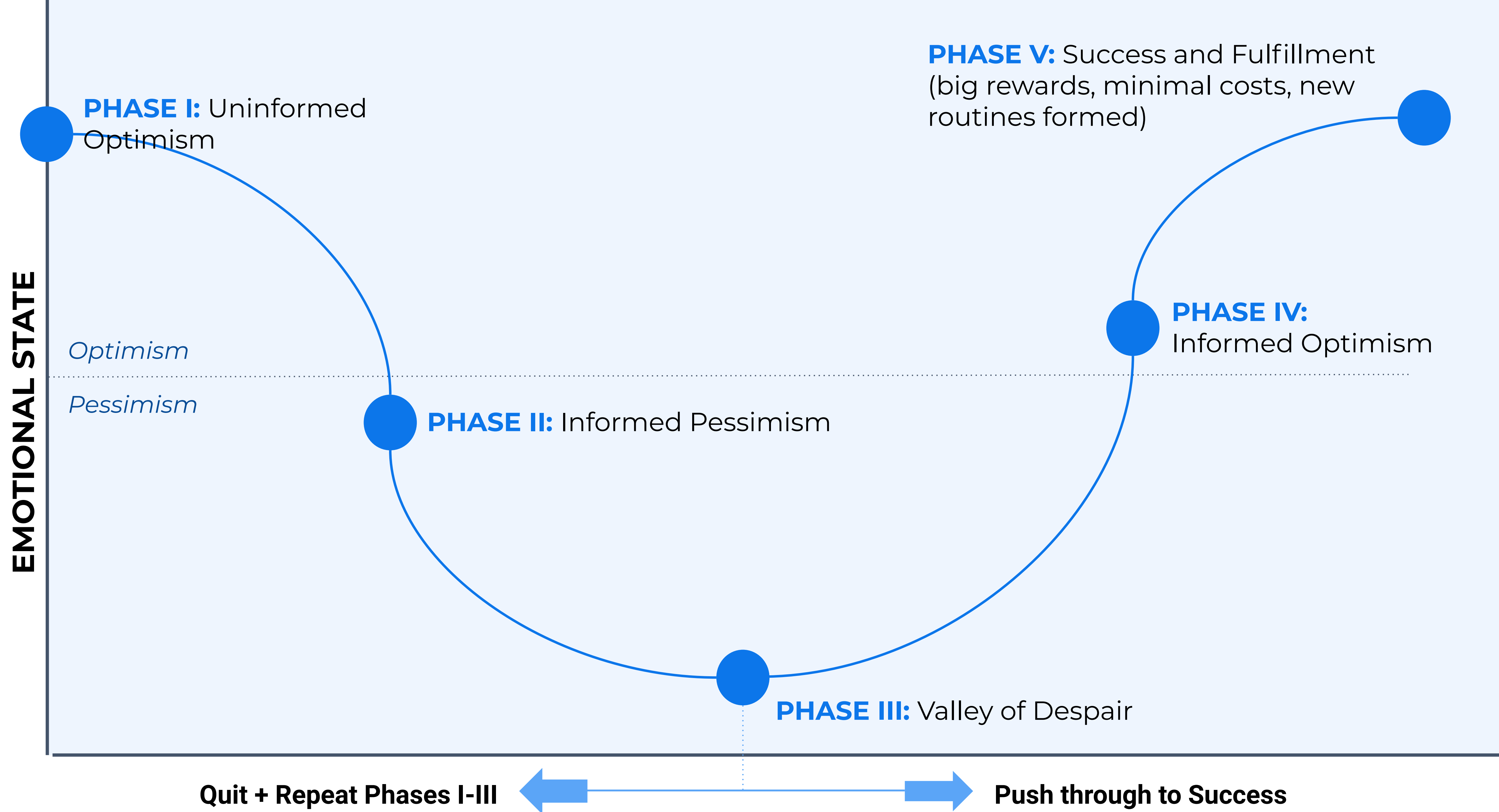
Optimism

Pessimism

PHASE II: Informed Pessimism
(reality, costs of change apparent)







What's a work behavior you'd like to change that's related to how you manage your day?

Agenda

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 - Workshop
 - Next Steps



TIME MANAGEMENT STRATEGIES



Capturing



Open Up / Shut Down

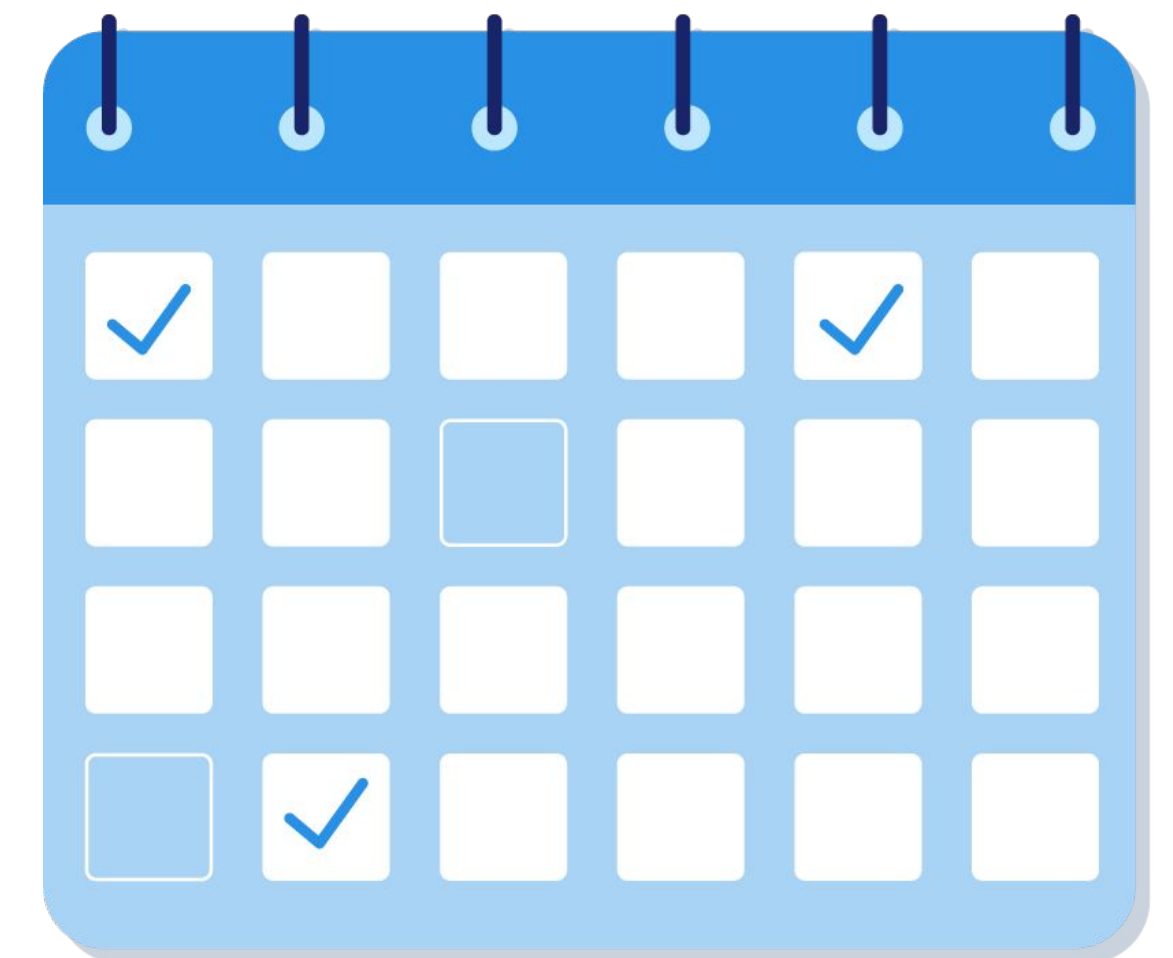


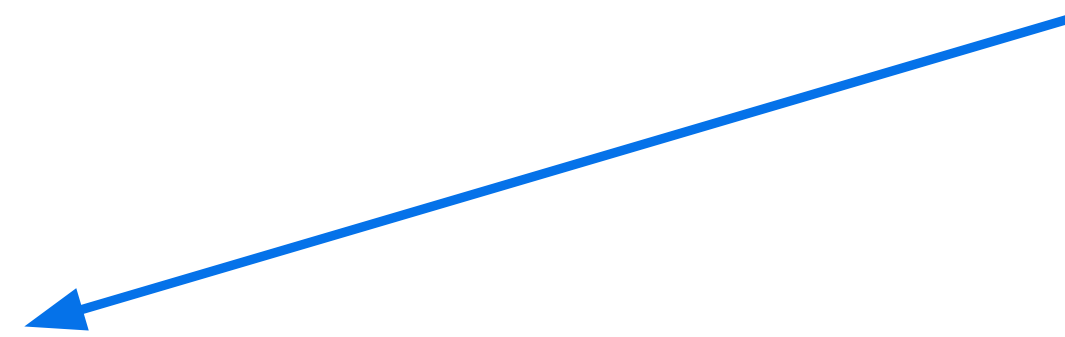
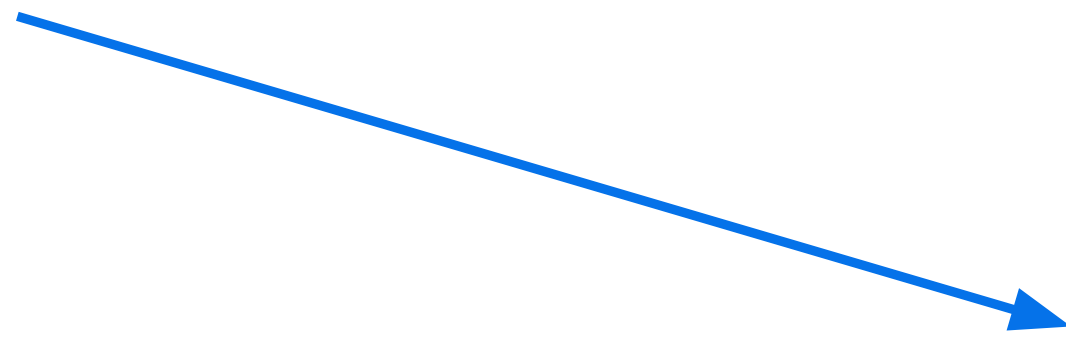
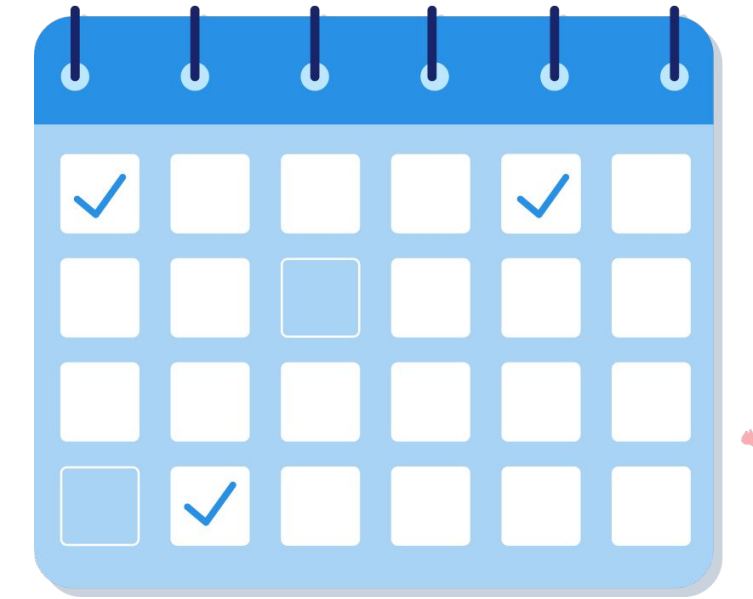
Focused Work



Parkinson's Law

What tools and routines do you use to capture your responsibilities **in a single place** so that you can track, compare, and prioritize them?





Information



Routine

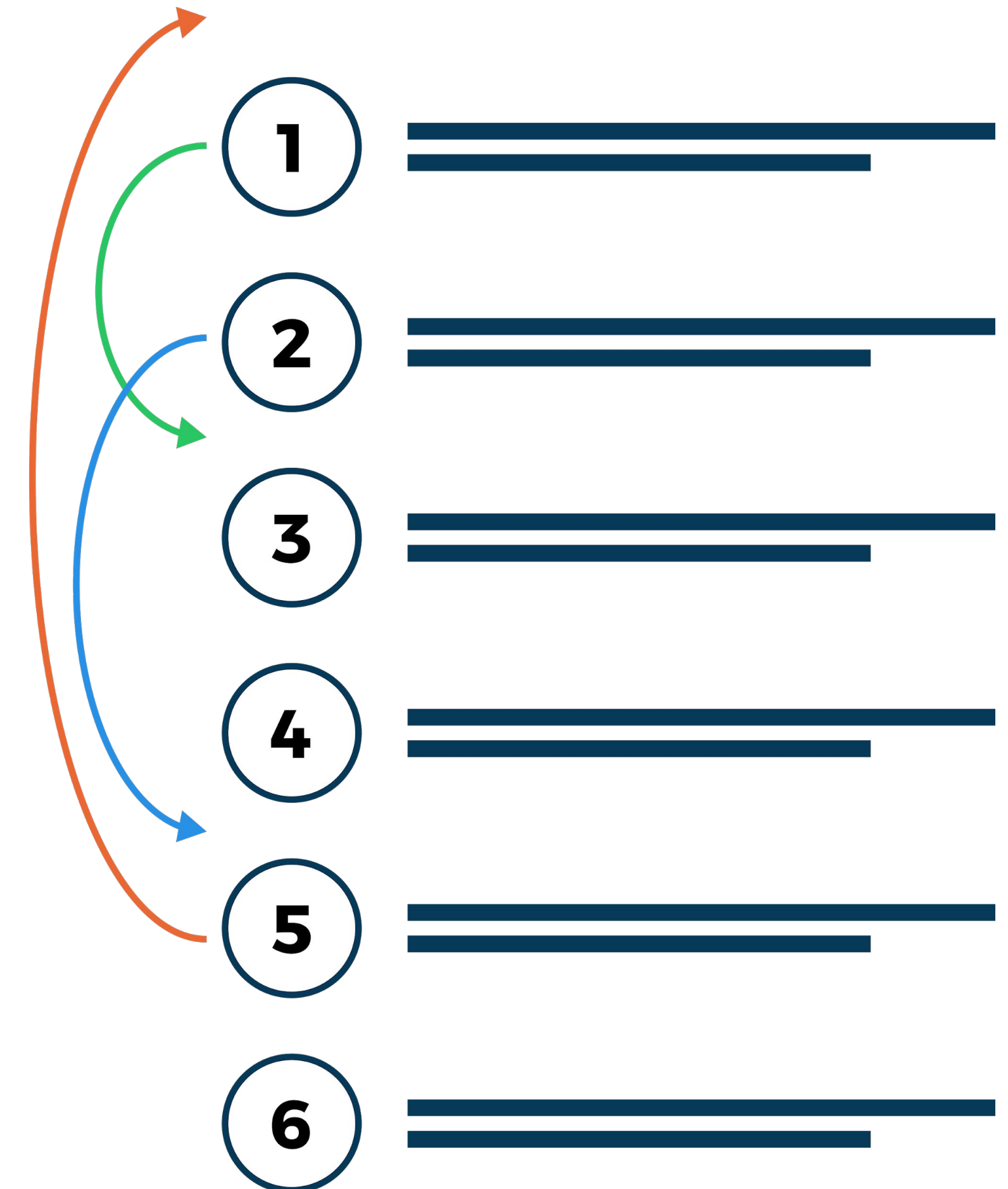


Master Project Sheet

Task/Project	Key Deadlines	Next Action(s)	Notes
Prepare new associate onboarding schedule	• Due to Mikayla for Review: 5/19 • Due to new associates: 5/26	• Confirm training schedule with partners • Reserve rooms for training • Prep onboarding materials	• Include new HR materials
Prepare for K2L Conference	• Registration deadline: 1/11	• Identify sessions to attend • Email contacts and set up lunch/coffee meetings	• Remember to speak with Amy about co-presenting at next year's conference

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Organizational Tools

Project Management	Electronic Assistant	Time Tracker
Trello	Siri	Timeful
Evernote	Google Assistant	Toggle
Asana		Todoist

TIME MANAGEMENT STRATEGIES



Capturing



Open Up / Shut Down



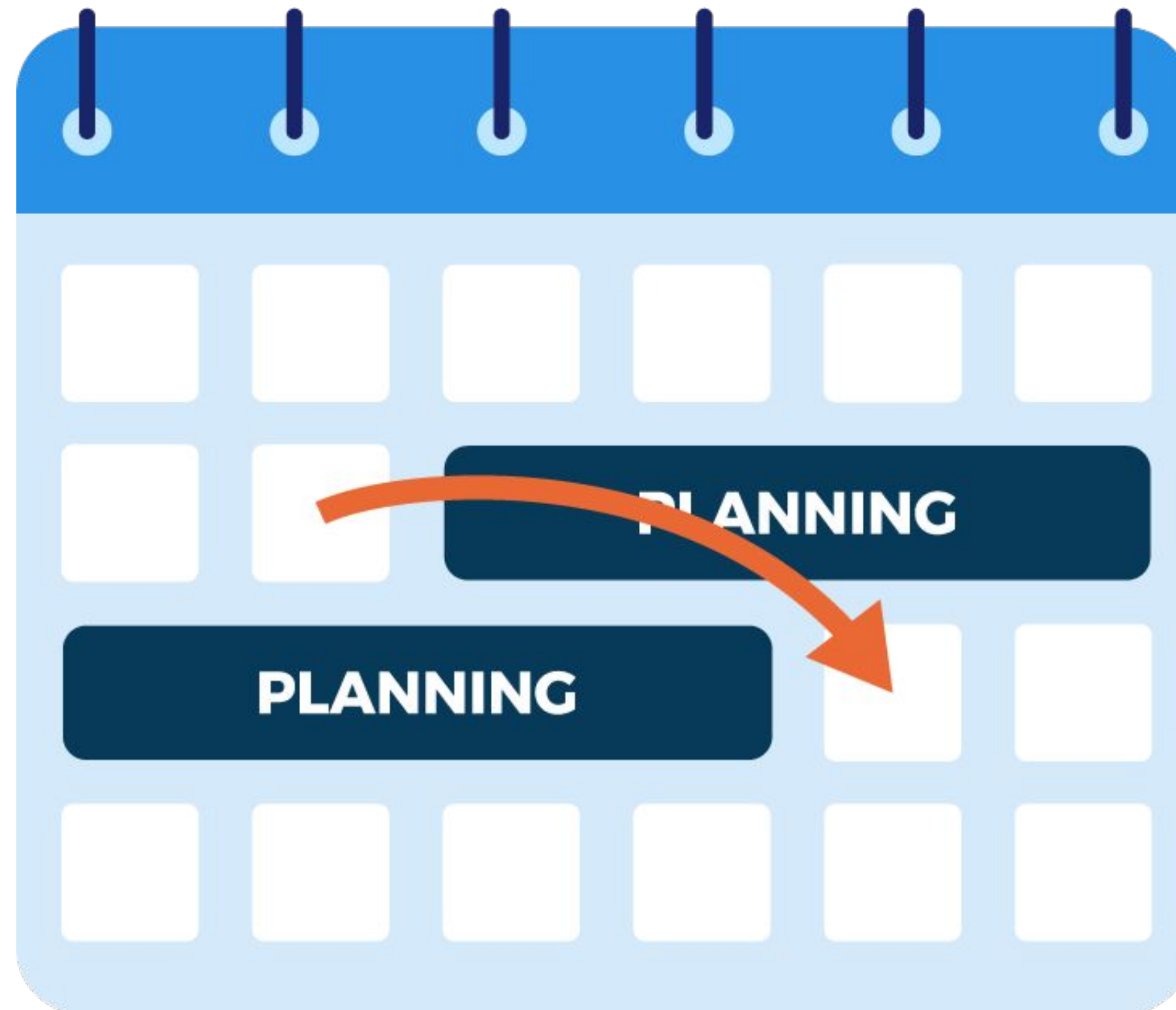
Focused Work



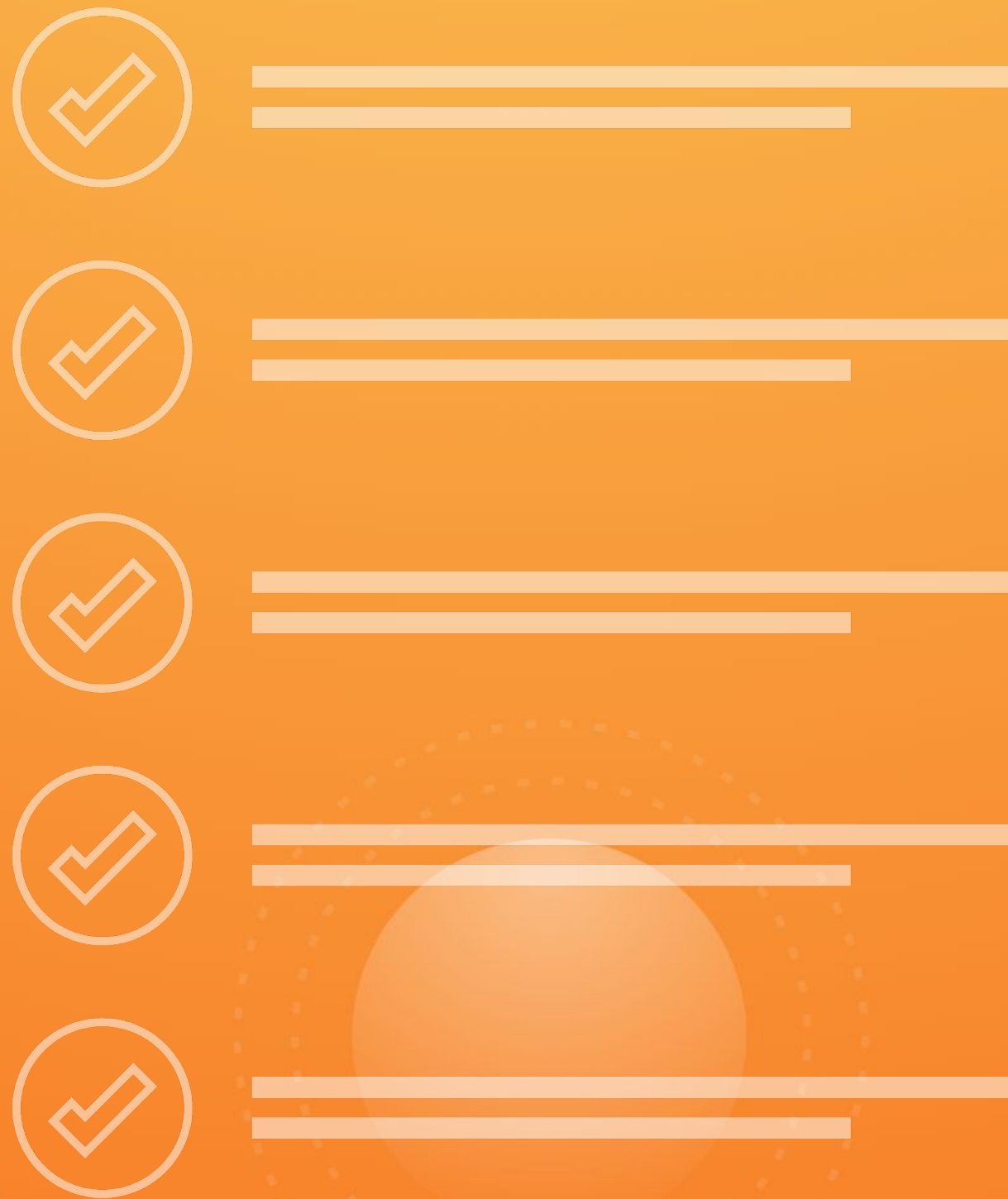
Parkinson's Law

Give me six hours to
chop down a tree and
I'll spend the first four
sharpening the axe.

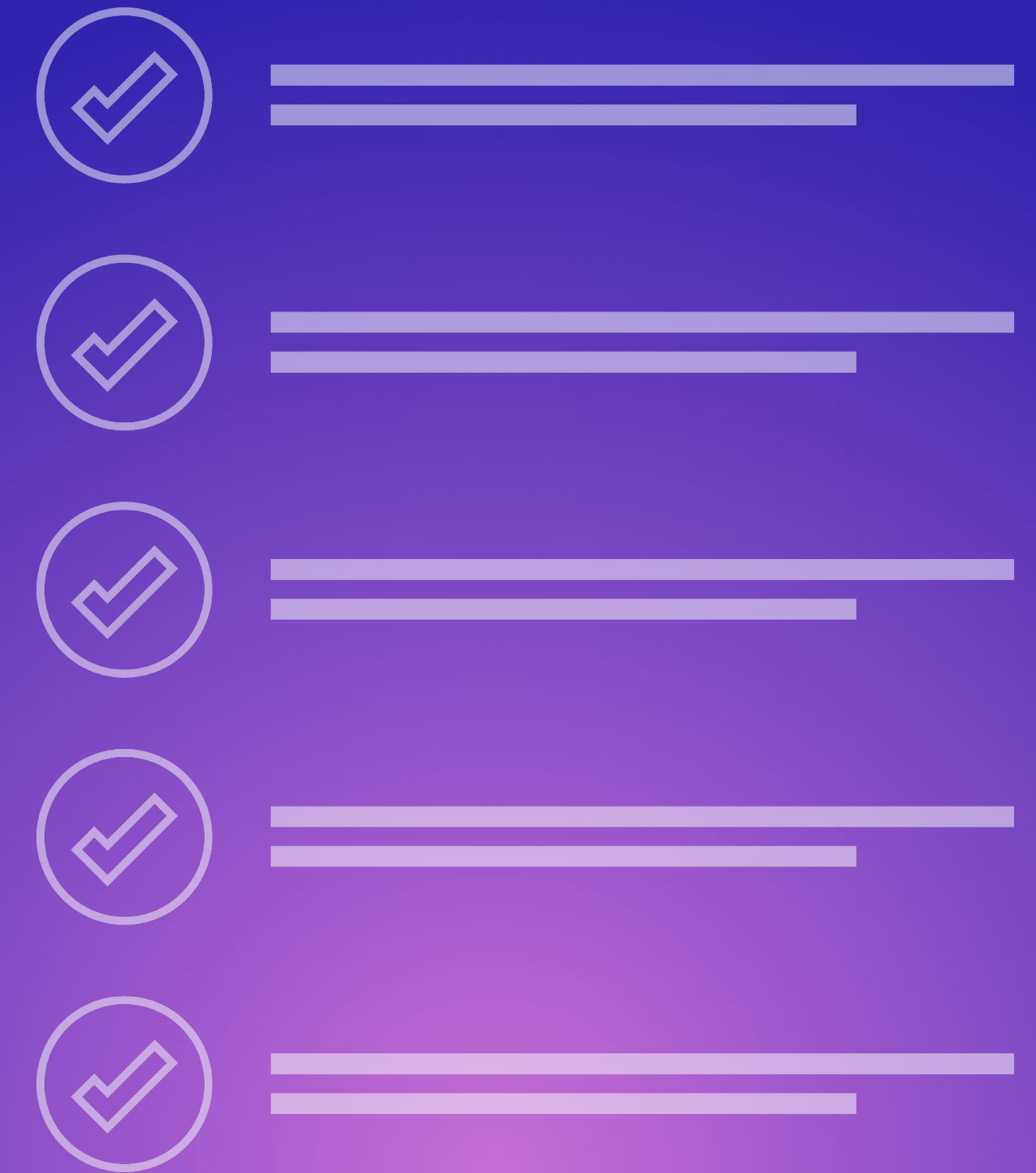
- **Abraham Lincoln**



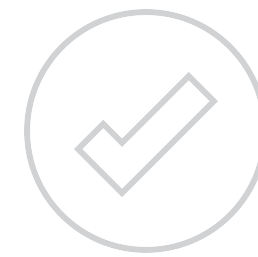
Open Up



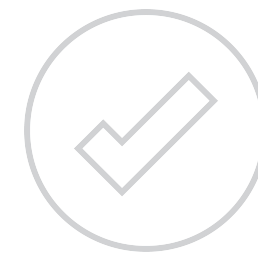
Shut Down



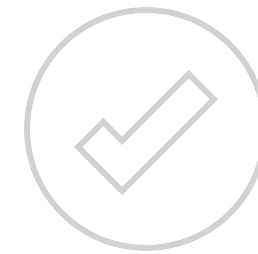
Open Up



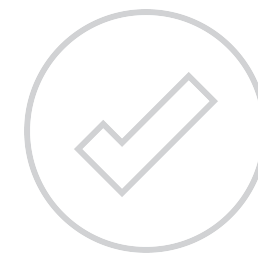
Review daily + weekly calendar



Review master work list



Identify focused work

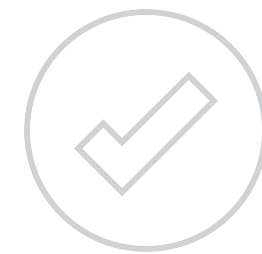


Respond to urgent emails

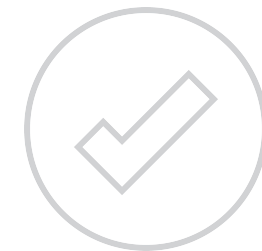
Open Up



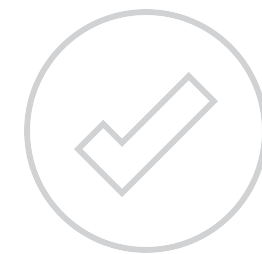
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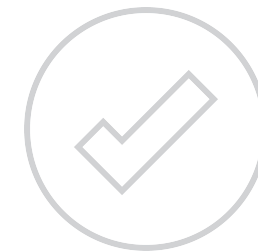
Open Up



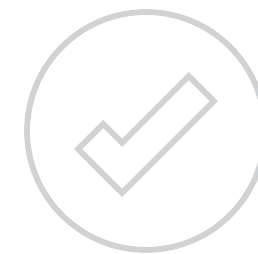
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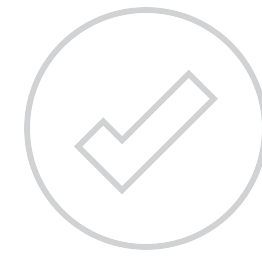
Open Up

- ✓ Review daily + weekly calendar
- ✓ Review master work list
- ✓ Identify focused work
- ✓ Respond to urgent emails

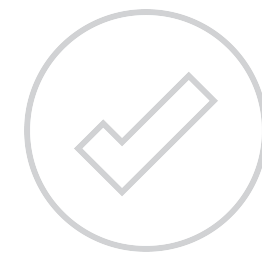
Open Up

- ✓ Review daily + weekly calendar
- ✓ Review master work list
- ✓ Identify focused work
- ✓ Respond to urgent emails

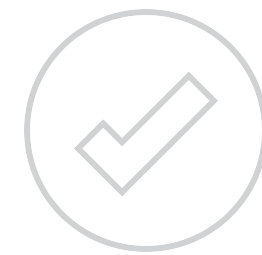
Shut Down



Review daily + weekly calendar



Review + update master work list

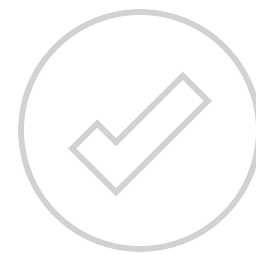


Respond to urgent emails

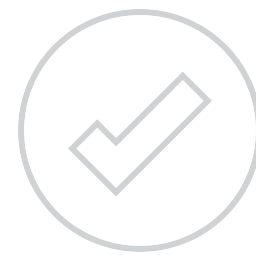
Shut Down



Review daily + weekly calendar



Review + update master work list



Respond to urgent emails

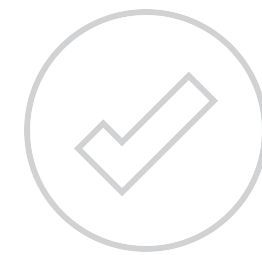
Shut Down



Review daily + weekly calendar



Review + update master work list



Respond to urgent emails

Shut Down



Review daily + weekly calendar



Review + update master work list



Respond to urgent emails

✔ Review daily + weekly calendar

✔ Review master work list

✔ Identify focused work

✔ Respond to urgent emails

✔ Review daily + weekly calendar

✔ Review + update master work list

✔ Respond to urgent emails

2-Minute Brainstorm

What are some things you might include on your Open Up / Shut Down Checklist?

TIME MANAGEMENT STRATEGIES



Capturing



Open Up / Shut Down



Focused Work



Parkinson's Law

Focused Work Exercise

 DueCourse

Focused Work Exercise

One Thing at a Time

Quality: (1-10) Stress: (1-10)

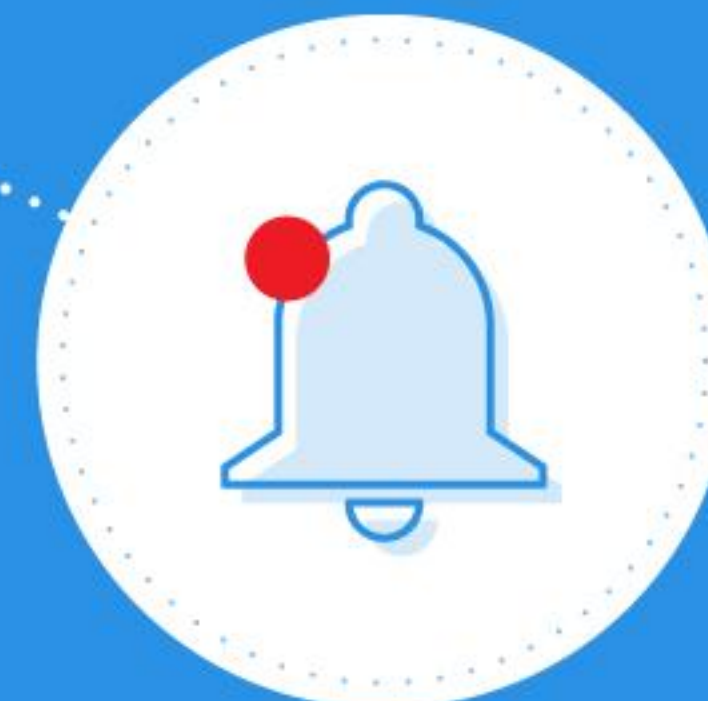
One Thing at a Time

Quality: (1-10) Stress: (1-10)

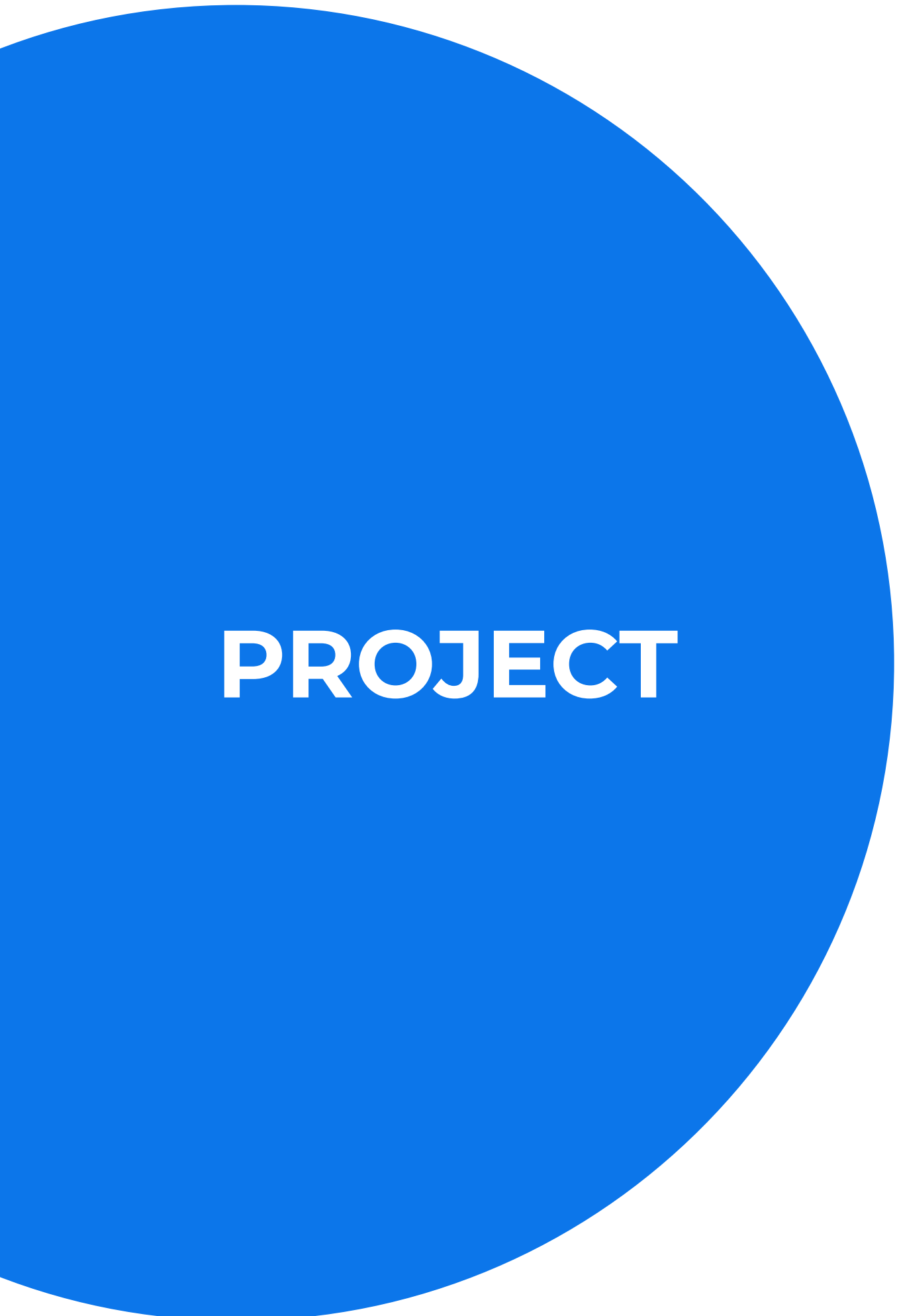
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IMPORTANT WORK



Create a distraction free environment to work on your most cognitively demanding tasks for a set amount of time



PROJECT

Create a distraction free environment to work on your most cognitively demanding tasks for a set amount of time

PROJECT



Responding to emails



Talking to someone who stops by office



Answering text message

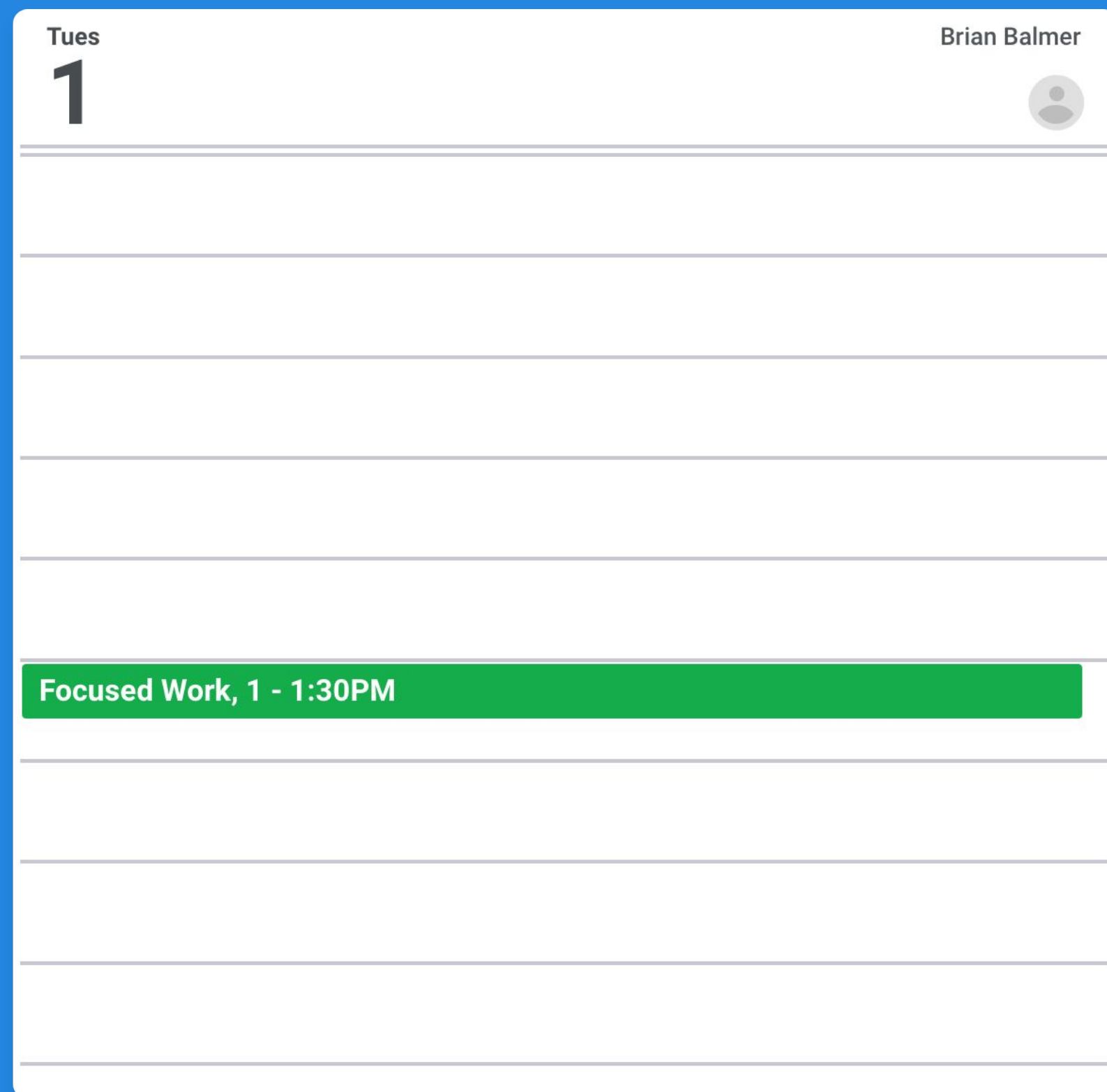
Tues

1

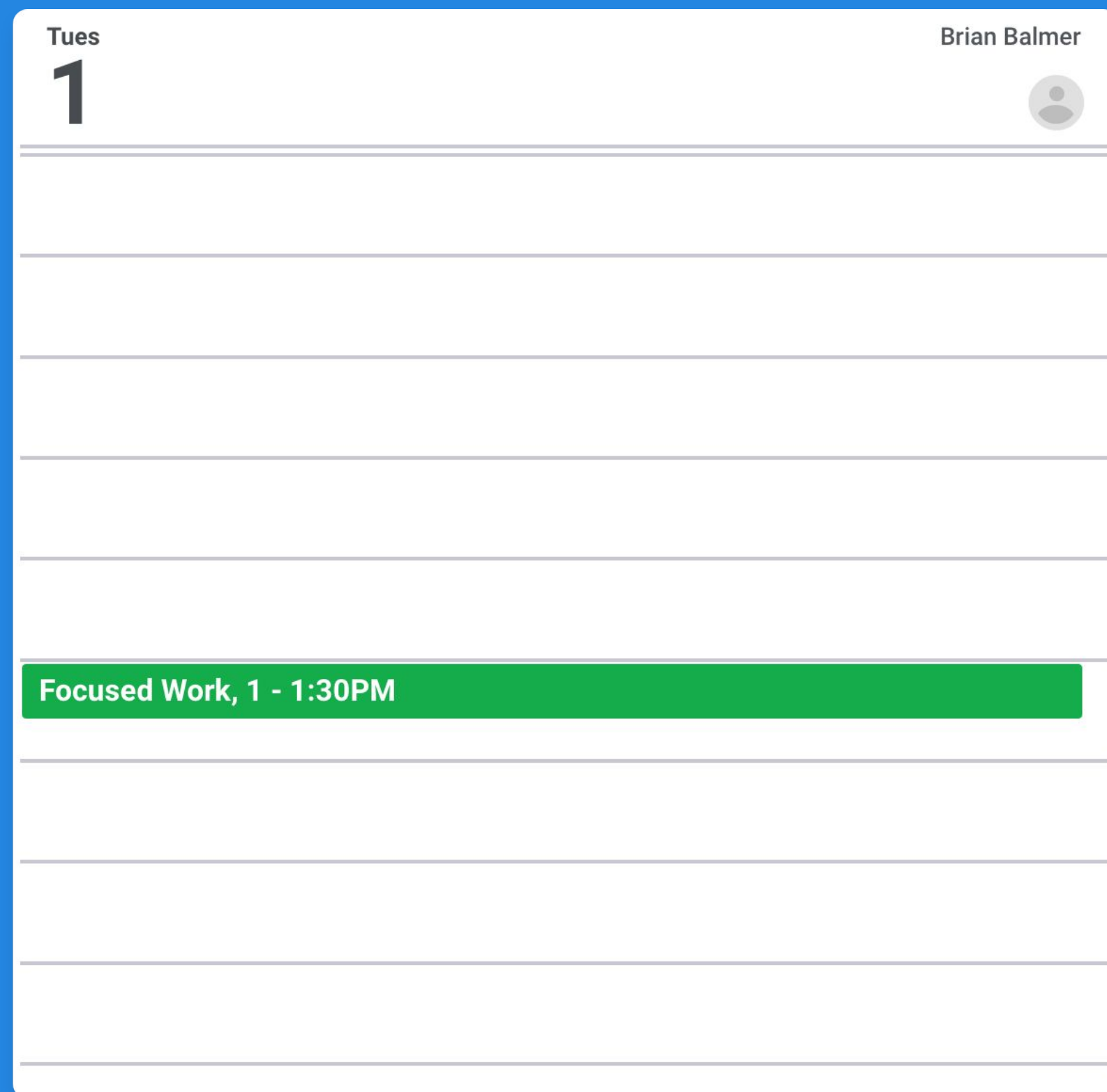
Brian Balmer



Focused Work, 1 - 1:30PM



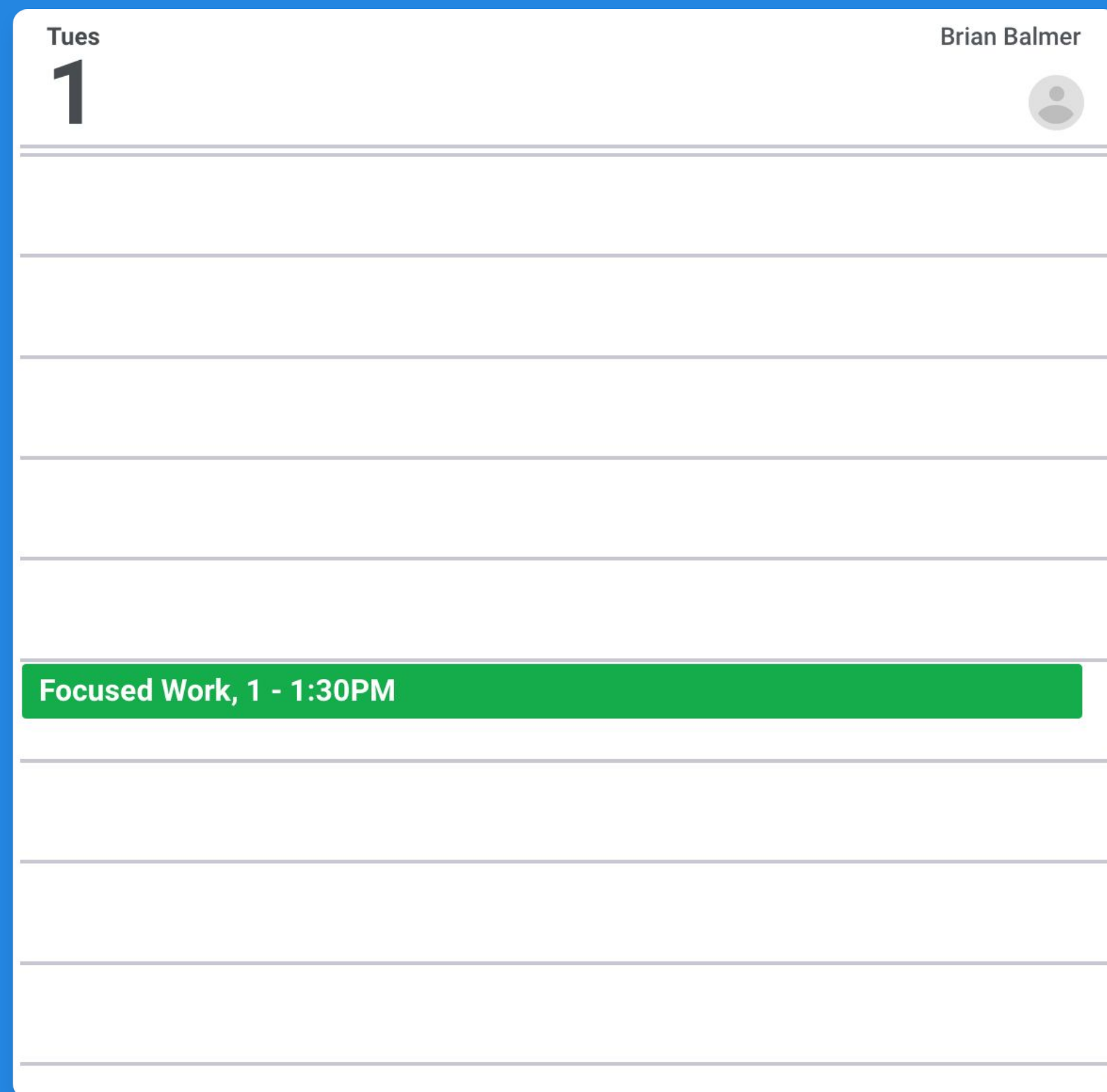
Close out email + disable notifications



Close out email + disable notifications



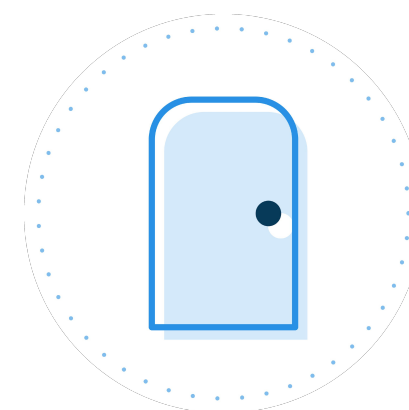
Put phone away



Close out email + disable notifications



Put phone away



Shut door

Tues

1

Brian Balmer



Focused Work, 1 - 1:30PM

TIME MANAGEMENT STRATEGIES



Capturing



Open Up / Shut Down



Focused Work



Parkinson's Law



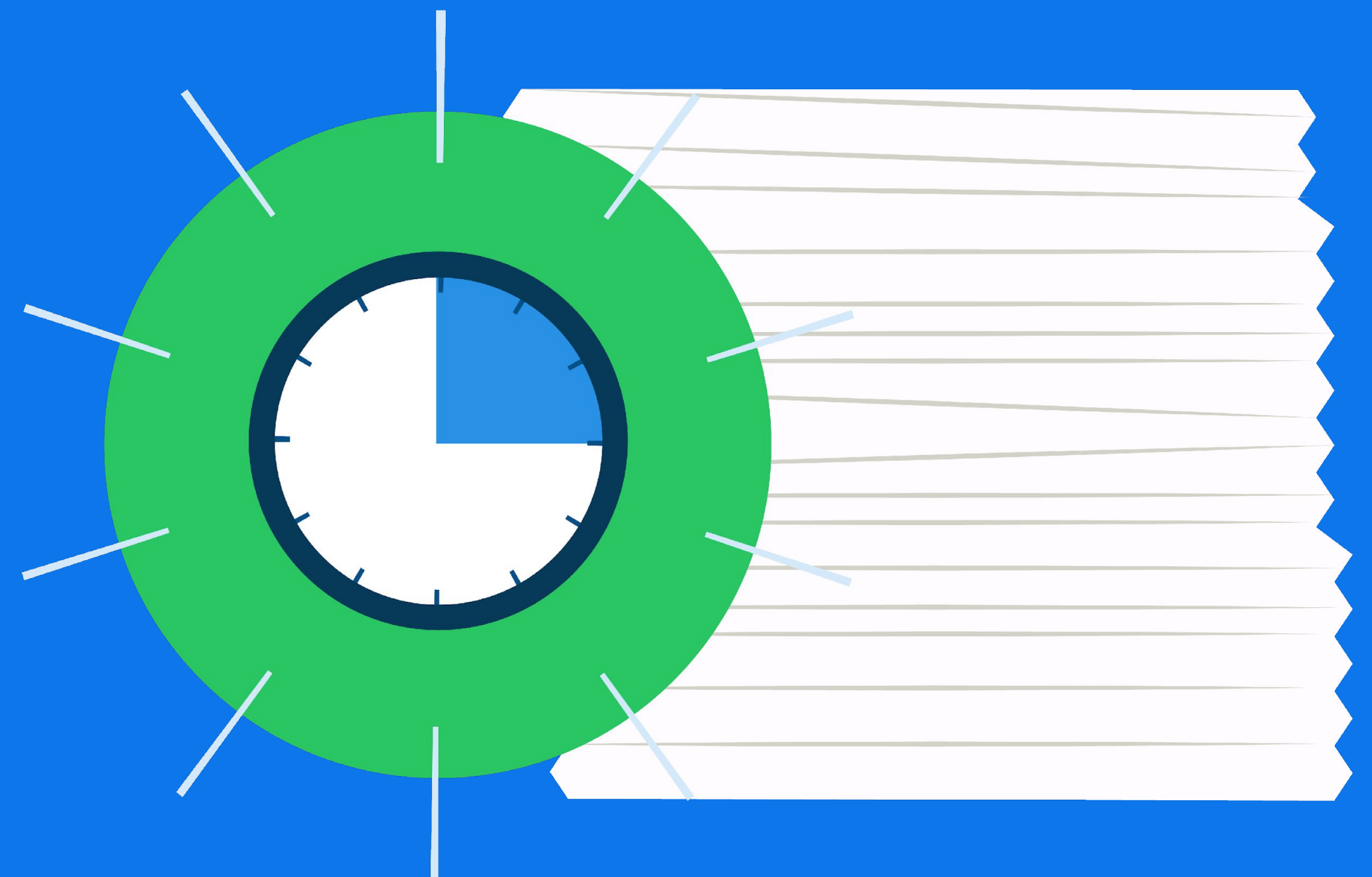
Delegation



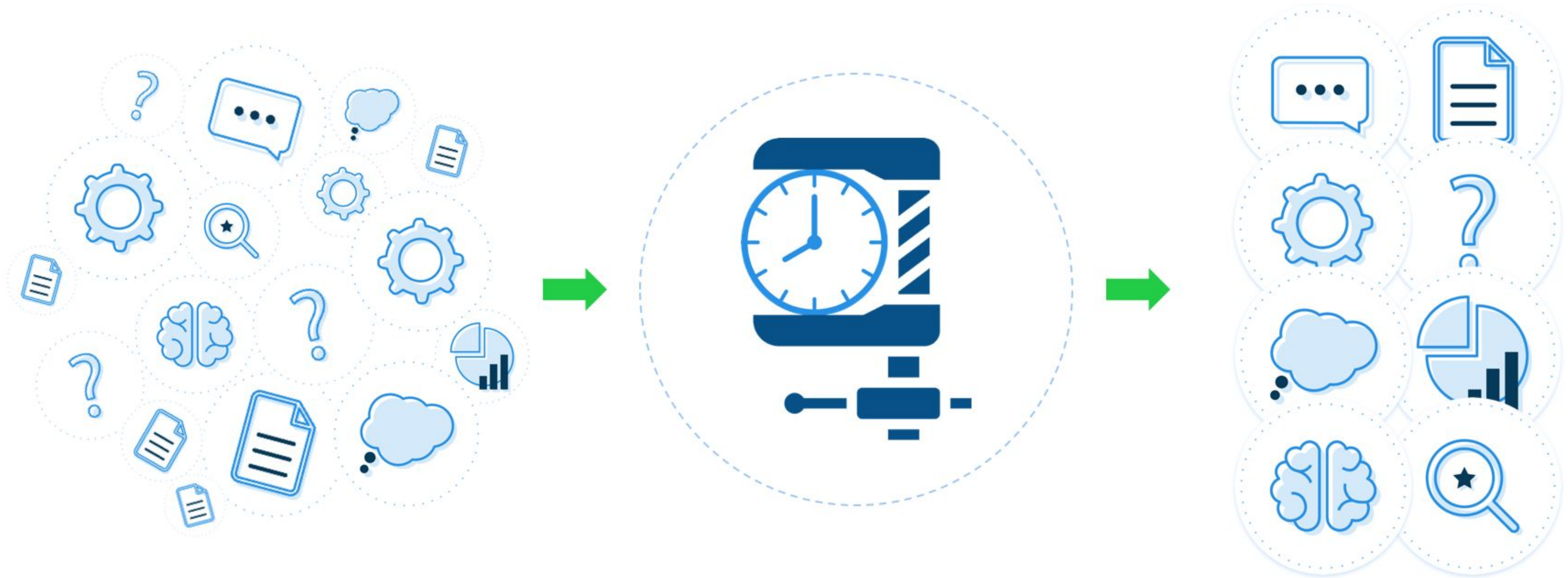
*Work expands to fill the time
available for its completion.*

- Cyril Northcote Parkinson

The amount of time we give ourselves to perform a task will be the amount of time it takes us to complete that task.



**When we're under time pressure, we approach
our work with a deeper sense of focus**

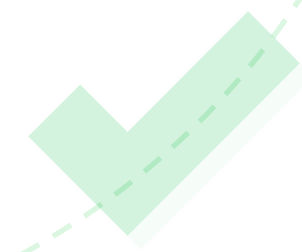


Don't start a project or a task without first assigning it a time budget

*I'm going to work
on this project*



*I'm going to work
on this project
from
1pm to 3pm*



Don't start a project or a task without first assigning it a time budget

*I'm going to work
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Agenda

- ✓ Adopting a Workday Mindset
- ✓ Changing Work Behaviors
- ✓ Practice Management Strategies
- **Workshop**
- Next Steps



Workshop

Management Plan

OPEN UP CHECKLIST

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ 11__
12__ 13__ 14__ 15__ 16__ 17__ 18__ 19__ 20__

SHUT DOWN CHECKLIST

1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ 11__
12__ 13__ 14__ 15__ 16__ 17__ 18__ 19__ 20__

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Next Steps



Try out 1-2 strategies - focus on the how you can change the way you spend 20 minutes of your day



Contact drew@duecourseapp.com with questions



Management Plan



OPEN UP CHECKLIST

1. _____

2. _____

3. _____

4. _____

5. _____

1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ 11__

12__ 13__ 14__ 15__ 16__ 17__ 18__ 19__ 20__



SHUT DOWN CHECKLIST

1. _____

2. _____

3. _____

4. _____

5. _____

1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ 11__

12__ 13__ 14__ 15__ 16__ 17__ 18__ 19__ 20__



CAPTURING WORK

The most effective single place for me to capture my projects and tasks is: _____

2 places where I want to STOP capturing work:

1. _____
2. _____

The routine I'll use to review captured work:



DELEGATION

ONE task I can delegate: _____

The first TWO step I need to take to delegate are:

Delegating this task will earn me ___ hours per month, and with that time I want to _____



FOCUSED WORK

An ideal time of day to practice using deep work is:

M T W Th Fr from _____ to _____

I'll establish a distraction-free environment by:

1. _____
2. _____
3. _____
4. _____
5. _____

1___ 2___ 3___ 4___ 5___ 6___ 7___ 8___ 9___ 10___ 11___ 12___

13___ 14___ 15___ 16___ 17___ 18___ 19___ 20___