

# QuietSpacing<sup>®</sup>

## Done

### Time Management Strategies for Regaining Command of Your Day

#### Part I

E-mail

#### Part II

Schedules

#### Part III

Tasks

#### Part IV

Work  
Environments





June 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21 <small>Flag Day</small>	22	23	24	25	26	27
28 <small>Father's Day Summer begins</small>	29	30				





**Turn Off New  
Message Alerts**

**Process E-mail Like  
Regular Mail**

**One Subject  
Per E-mail**

**Leverage Subject  
Lines**

**Minimize Use  
of Reply All**

**Drag/Drop E-mail to  
Calendar & Tasks**

**Schedule Time  
Between Meetings**

**Calendar Appointments  
Task To-Dos**

**Regularly Survey All  
You Command**

**Only Schedule 4 Hours/  
Day**

**Establish Regular  
Office Hours**

**Take Short Breaks**



A clipboard with a brown cover and a silver clip at the top. It holds a white sheet of paper with a checklist of seven items, each marked with a red checkmark. A red pen is tucked into the bottom right corner of the paper. The text "Multi-Tasking Is Inefficient!" is written in large, bold, red letters across the center of the clipboard.

**Multi-Tasking Is Inefficient!**

# Inefficient

inefficient

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# Inefficient

INEFFICIENT

I N E F F \_ \_ \_ \_ \_

1 2 3 4 \_ \_ \_ \_ \_

# Inefficient

inefficient

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**Inefficient**

**INEFFICIENT**

**I N E F F I**

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Do One Thing At A Time

Identify Today's  
One Thing

Spread Priorities Out

Conduct Regular  
Core Dumps

Use Full Screens

Do One More Thing



**Designated Work Space**

**Face Away From Traffic**

**Sequestering**

**Elicit Versus  
Give Answers**

**Reduce Meeting  
Lengths by 25%**

**Distribute Materials In  
Advance**





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