

QuietSpacing®

Done...Again!

Ten New Ways to Make the Best Use of Your Time

Paul H. Burton

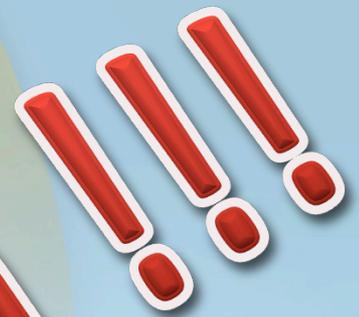
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!!! Done... Again !!!









BETTER COMMUNICATION

BETTER CAPTURE

BETTER WORK PRODUCT

BETTER ENERGY

BETTER WORKFLOW



BETTER COMMUNICATION

EXERCISE

Battle of the Methods



“We are meeting next week to discuss whether to move forward with the Smith matter.”

BETTER COMMUNICATION

What's Your Ride?



Live Meeting



**Live Call/
Voicemail**



Email



Text/Chat

BETTER COMMUNICATION

What's Your Ride?

Need	Meet	Call	Email	Text
Collaborate, Create	X	X		
Disseminate, Direct			X	
Historical Record			X	~
Short Question/Answer				X

~ denotes marginal value

BETTER COMMUNICATION

We Are Them

Audience

What Tribe?

Know/Not Know?

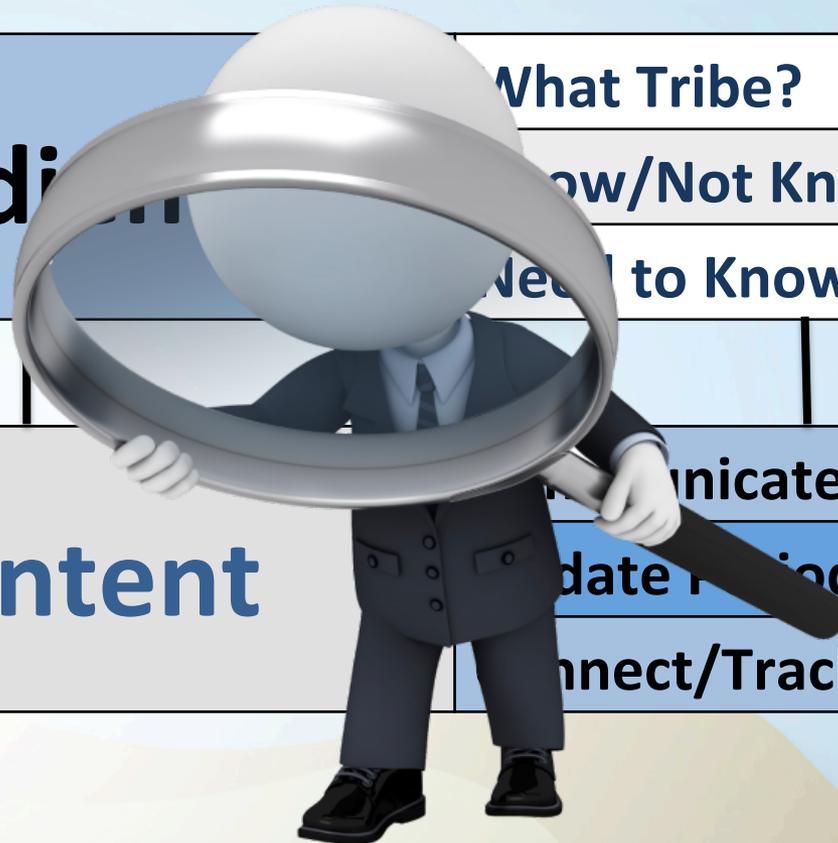
Need to Know?

Content

Communicate Details

Update Periodically

Connect/Track/Remember



BETTER CAPTURE



-35%

115 EMAILS

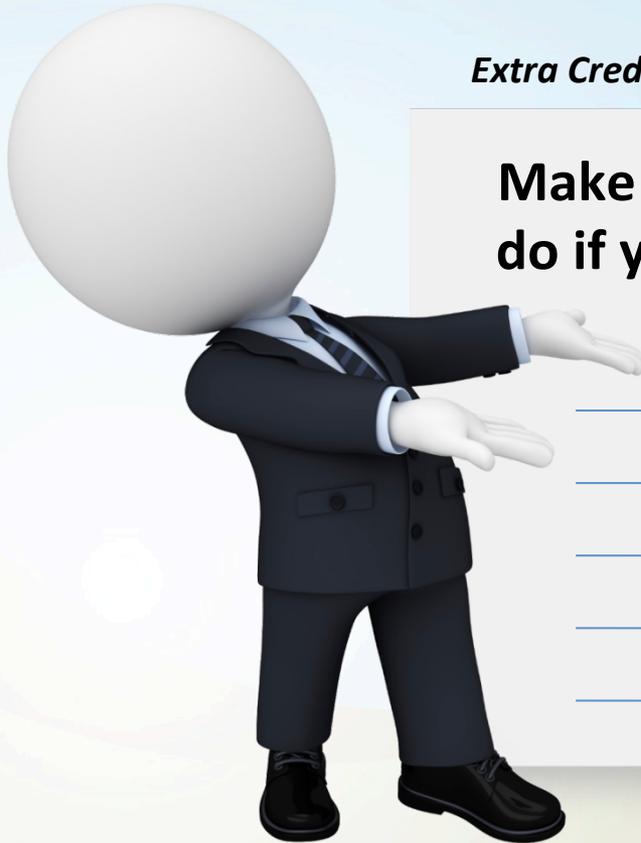


BETTER CAPTURE

EXERCISE Productive Downtime

*Extra Credit: Put a * by the most important one*

Make a list of things you could do if you had five free minutes



BETTER CAPTURE

Leverage Odd-Lot Time

Page 15
in Book

Capturing Odd-Lot Time

Lost Time	Capture Activity
Meetings That Start Late	Core Dump: Head to Paper
Public Transportation	Professional Reading
Personal Appointments (Dr., Dentist, Lunches)	Review Materials for Next Meeting
Picking Up Kids/Spouses	Making Calls
Traveling – Gates, Pre-Flight, Etc.	Outline or Brainstorm

BETTER CAPTURE

Slice n' Dice



Effect

We pack all the
madness and ambiguity
of life into a structured
form of writing. Belle
Beth Cooper

Focus

Spatial

Quieting

BETTER CAPTURE

Slice n' Dice

Type

Project

MITs

Breadcrumb

Associated



BETTER CAPTURE

Slice n' Dice

Style

Master

Multiple

Divided

Cross-Referenced



BETTER CAPTURE

Slice n' Dice

How

Notepads

Composition
Books

Whiteboards

Apps



BETTER WORK PRODUCT

A+

BETTER WORK PRODUCT

Take Micro-Breaks



BETTER WORK PRODUCT

Take Micro-Breaks

MICRO-BREAK BENEFITS

Increased Cellular Health

Epiphany

Data Intake Improves



BETTER WORK PRODUCT

EXERCISE
Three Deep Breaths



Put Everything Down
Three Deep Breaths
Inventory State of Mind

Attentional Control

BETTER WORK PRODUCT

Mini-Monk Mode



BETTER WORK PRODUCT

Mini-Monk Mode



Silent
Times

Quiet
Zones

Question
Blocks

BETTER ENERGY



BETTER ENERGY

Get in the Groove

There is no such thing as a pure introvert or a pure extrovert. Such a person would be in a lunatic asylum. Carl Jung



BETTER ENERGY

EXERCISE
Measure Your Vert



BETTER ENERGY

EXERCISE ID Your Energy Builders

Energy Building Activities

More Introverted

- Read Newspaper/Book
- Walk Around Block
- Catch Up on Social Media
- Go for Run

More Extroverted

- Go to Reception/Break Room
- Head to Coffee Shop
- Call Friend/Relative
- Go to Gym

BETTER ENERGY

Get in the Groove



Put Dishes Away

Leave Bread Crumbs

Disassembling

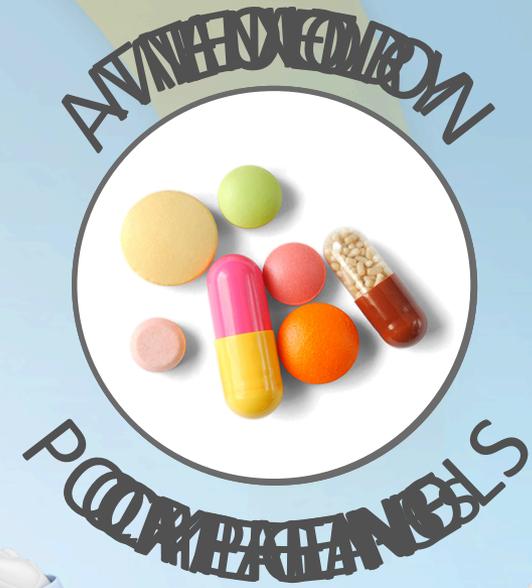
Sleep

Weekends Are New
Black

BETTER ENERGY

Power Posing

FEED THE
BRAIN



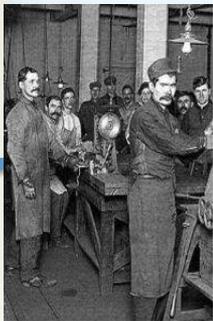
BETTER ENERGY

Power Posing

5 Behaviors that Increase Energy & Focus

Stretch Periodically	<ul style="list-style-type: none">• Increases Blood Flow• Relaxes Tight Muscles
Sit Up Straight	<ul style="list-style-type: none">• Drive Focus & Attentional Control
Sit, Stand, Sit	<ul style="list-style-type: none">• Increases Blood Flow• Improves Muscle Tone & Relaxation
Pencil in Teeth	<ul style="list-style-type: none">• Forces Smile• Drives Sense of Happiness
Office Yoga	<ul style="list-style-type: none">• Improves Flexibility• Relaxes Tight Muscles

BETTER WORKFLOW



BETTER WORKFLOW

Multi-Tasking's Smarter Siblings



**Simul-
Tasking**

**Serial
Tasking**

**Aggre-
Tasking**

**Gather and
Escape**

BETTER WORKFLOW

Dynamic Sorting & Queuing

**Greater Sense of
Command**

Less Time Wasted

More Focused Time

Less Stress



BETTER WORKFLOW

Dynamic Sorting & Queuing

What?

Where?

When?



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