

WORKSHOP - MODULE 7

# Time Management

Your most precious resource cannot be earned, borrowed, or returned. Spend it with intention.

June 2026

**Time is our most precious resource.  
We cannot gain, borrow or return it.**

# What we'll cover

---

- 1 Prioritization** Spend your hours where they actually matter.
- 2 Timeboxing** Protect focus and cut the cost of switching.
- 3 Saying "No"** Guard your time, and understand why it's hard.
- 4 Why we delay** Procrastination and the intention-behavior gap.
- 5 Why we don't act** Four blocks, and the "do something" fix.

# 01

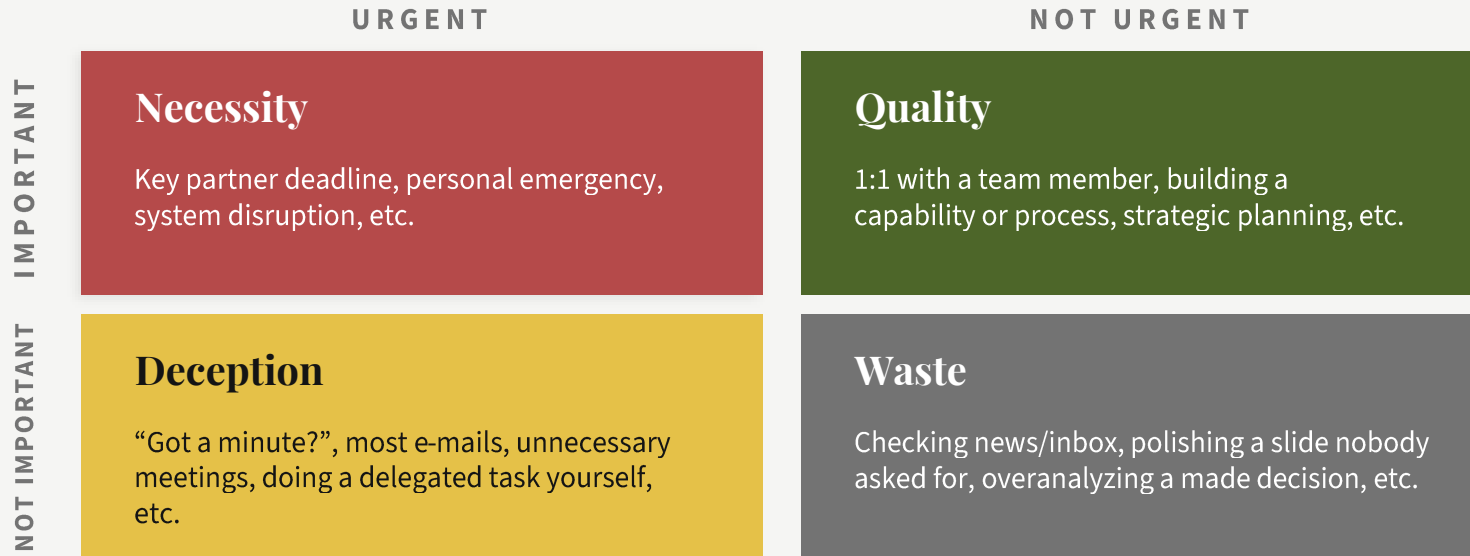
# Prioritization

---

Decide what deserves your time before you spend it.

## PRIORITIZATION

# The Eisenhower Matrix



- EXERCISE

# Map your own week

---

Estimate how your time splits across the four zones this week, then compare it to a healthy balance.

%

Necessity

%

Quality

%

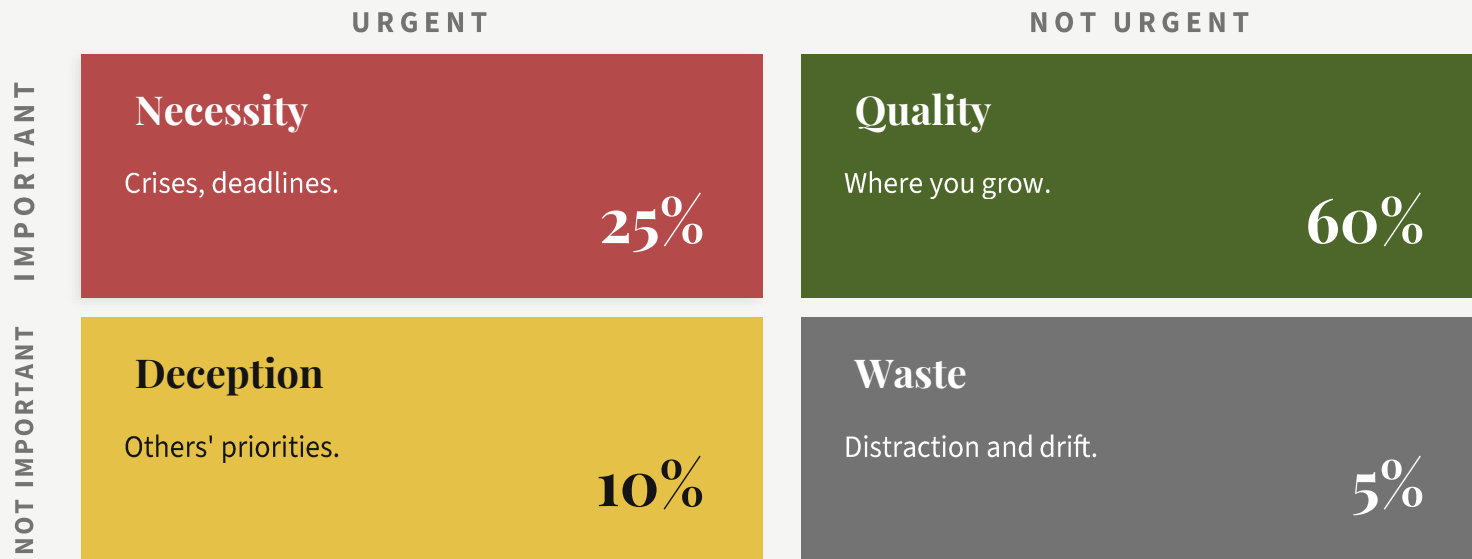
Deception

%

Waste

## PRIORITIZATION

# The Eisenhower Matrix



**If you're far from balance, recalibrate your triage.** Chronic imbalance drains energy, commitment and purpose - that's burnout, and it costs you, your team and the organization.

# Focus principles

---

## **The Rule of Threes**

For any horizon - an hour, a day, a year, a lifetime - commit to three things you know you can finish. Clarity beats ambition.

Start less, finish more. And finish what you started.

## **Activity is not achievement**

Motion can masquerade as progress - in others and in ourselves. Measure output and outcomes, not busyness or visibility.

# 02

# Timeboxing

---

Give each kind of work a container and defend it.

# Batch, don't switch

---

### Group similar tasks

Same mode of thinking, far less reloading. E.g. filling a contact list? Do all the names, then all the phone numbers - by column, not row by row.

Separate:

- meetings and deep work
- strategy/planning and execution
- people and tasks

Batch days or weeks, too.

### Context switching has a price

Every context switch reloads your mental state from scratch. Batching pays that cost once instead of repeatedly:

- No instant swap
- Attention residue (old tasks remains in memory)
- Each ping a tempting and draining dopamine hit
- Up to 23min to refocus, 40% productivity loss

## TIMEBOXING

# Find your interval

---

The Pomodoro technique, by the book, is 25 minutes of work then a 5-minute break. It's a starting point, not a law - individual differences matter.

**25 / 5**

By the book

**45 / 15**

A longer pull

**120 / 30**

Deep-work blocks

*Adapt your blocks to your daily energy cycle - again, individual differences matter.*

# 03

## Saying "No"

---

Every “yes” to one thing is a “no” to another. Make your choices a conscious decision.

# Why "no" is a gift

---

## Serves everyone

A clear "no" respects others' time as much as yours. A soft "yes" you can't honor helps no one.

## Builds a culture of "no"

Saying "no" gets easy when the whole team treats it as normal and expected.

## Trains the "no" muscle

Practice on small things: interruptions, notifications, every shiny incoming idea. It transfers to other areas.

# Why "no" feels so hard

---

## High Agreeableness

You're wired to keep the peace and avoid conflict.

## Emotional over Compassionate empathy

You feel their disappointment so sharply that refusing hurts you too.

## External Self-Worth

Your sense of worth hangs on outside approval, not your own judgment.

## Conditional Worth

You learned love and praise come only when you're useful or obedient.

# Why "no" feels so hard (cont'd)

---

## "Saying 'no' is selfish"

The belief that protecting your time makes you a bad, unhelpful person.

## Savior Complex

The story that you're the only one capable of handling it.

## Lack of Trust

The fear that one boundary will permanently wreck the relationship.

**Working on the change itself?** See the Self-Improvement module - "How To Change" - for turning these insights into action.

# 04

## Why we delay action

---

Procrastination isn't a character flaw. It's a fixable gap.

# Procrastination is not laziness

---

## Poor dopamine management

Chasing the easy hit over the meaningful one.

## Weak time structuring habits

No prioritization, timeboxing, or "no" to lean on.

## Low self-awareness

Trusting a "future you" as a better person.

A cocktail of cognitive biases: Optimism bias, Projection bias, the "Stranger" Effect - **the intention-behavior gap**.

# Closing the intention-behavior gap

---

## **"If-Then" plans**

Pre-decide the trigger. "If it's 8 AM, then I do my morning stretch."

## **Shrink the step**

Reduce the task to an effortless micro-step. Momentum follows action.

## **Shape the environment**

Remove the distractions and put the right tools in plain sight.

# 05

## Why we don't act at all

---

When you're stuck at zero, the fix is smaller than you think.

# Four reasons we stall

---

## **Don't know what**

The goal itself isn't defined yet.

## **Don't know how**

The method or first move is missing.

## **Don't have resources**

The time, money or means aren't there - yet.

## **Fear of failure**

The risk feels bigger than the reward.

# The “Do Something” principle

---

## **Find the next step**

Not the whole plan - one sentence, gym clothes on, register the domain.

## **Inspiration follows action**

Motivation is the effect of moving, not the cause. Start, and it shows up.

## **Reframe rejection**

A signal of what you are, not what you aren't. Focus there. Deciding not to pay attention to a person's opinion means taking control of your network building.

## **Failure is information**

It filters what actually matters to you. Useful, not final.

# Spend your non-renewable time on what matters.

Prioritize the important. Protect your focus. Say “no” with intent. And when stuck - do something.

# Thank you!

Important things we rarely think about.