

9 Moves to Align Your Time with your Capacity to avoid overwhelm

1. Request – to have others perform for you
2. Decline – don't commit to what you can't or won't do
3. Defer – create the time you need by putting things later that belong later
4. Transfer – transfer responsibility or accountability to another person or function as appropriate
5. Delegate – don't do everything, give everything away that doesn't need only you
6. Revoke – don't keep “dead” promises around, revoke them
7. Counteroffer – you don't have to say “yes” to everything, counteroffer with the time that you need
8. Declare breakdowns – don't let breakdowns slide, announce them and address them to re-coordinate as needed
9. Get Help – your job is to get promises taken care of, not be a solo artist

In the following posts on Creating Your Time Oasis, look out for other bonuses to help you get a time edge.

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GENERATIVE LEADERSHIP

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