

LPP Consulting and The Career Psychologist are innovative performance consultancies using evidence-based psychology to solve complex business problems.



www.thecareerpsychologist.com
www.lppconsulting.org

Time Management



In the Age of Distraction


Time Management In the Age of Distraction

1: Visualise

Work



Leisure



Relationships



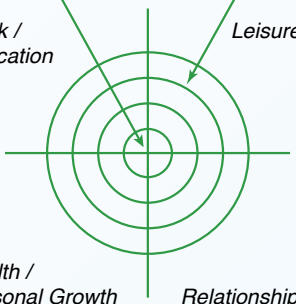
Growth / Health



2: Plan

My life is just as I want it to be

My life is far from where I want it to be



Goals

Work: ●

Leisure: ●

Relationships: ●

Growth / Health: ●

Actions

Work: ●

Leisure: ●

Relationships: ●

Growth / Health: ●

3: Focus (manage attention)

Time Wasters / Distractors:

●

●

●

●

Time Savers / Preparing to be present:

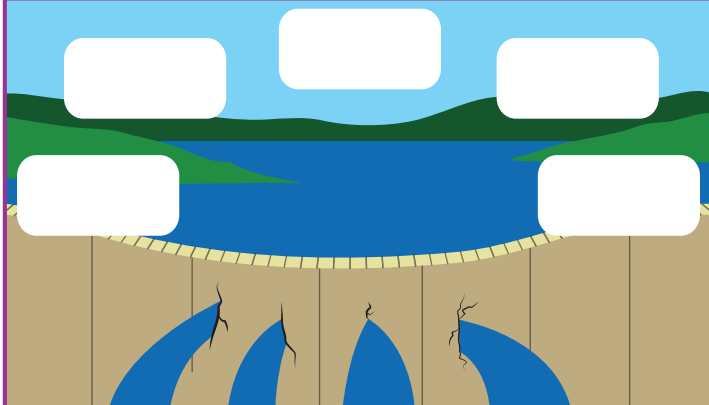
●

●

●

●


4: Recover (manage energy)





The Demons in Your Rucksack

Emotions:

Thoughts:



Away ←  —————  → Towards

Action plan

My goals are:

●

●

●

●

Willingness plan

The thoughts, feelings and sensations I'm willing to have in order to achieve these goals are:

●

●

●

●