

PANIC



REFLECT



DOWNLOAD

Tools and tips for downloading

The good old fashioned notebook

Physical desktop organisers

Notes apps (Microsoft OneNote, Evernote, Apple Notes, ToDoist)

Post-It notes or digital equivalents like [Trello](#).

Task management software like [Asana](#).



TRIAGE

Tools and tips for sorting and prioritising

The “urgent/ important” Eisenhower Matrix - [see 3 minute video intro here](#)

Batching similar tasks or projects into categories or groups. Team/ Project/ L&D/ Meeting prep

Do-one-thing: limiting the visible task to one at a time and hiding the rest of the list. That focus helped reduce overwhelm, minimise switching, and improve completion. (Post it notes also work!)

① Do First

First focus
on important tasks
to be done the same day.

② Schedule

Important, but
not-so-urgent stuff
should be scheduled.

③ Delegate

What's urgent,
but less important,
delegate to others.

④ Don't Do

What's neither urgent
nor important,
don't do at all.

A low-angle, close-up shot of a person's legs in dark trousers and black shoes, captured mid-stride as they walk across a city street. The person is wearing a watch on their left wrist and a ring on their left hand. The background is a vibrant city scene at sunset or sunrise, with a warm orange and yellow glow. A tall, thin industrial chimney stands on the left, and modern glass-fronted buildings are on the right. Traffic lights and cars are visible in the distance. The text "WALK (AND TALK)" is overlaid in large, white, bold, sans-serif capital letters, centered horizontally and partially obscured by the person's legs.

WALK (AND TALK)

Tools and tips for walking and talking

Setting an intention for a walk. Set yourself one problem to think on as you walk.

ChatGPT mobile app voicenote mode- Socratic method and ask it to ask critical questions.

Phone a colleague, mentor or advisor to discuss.

Talk out loud!

TIMEBOX



Tools and tips for timeboxing

Timeboxing - hard and soft

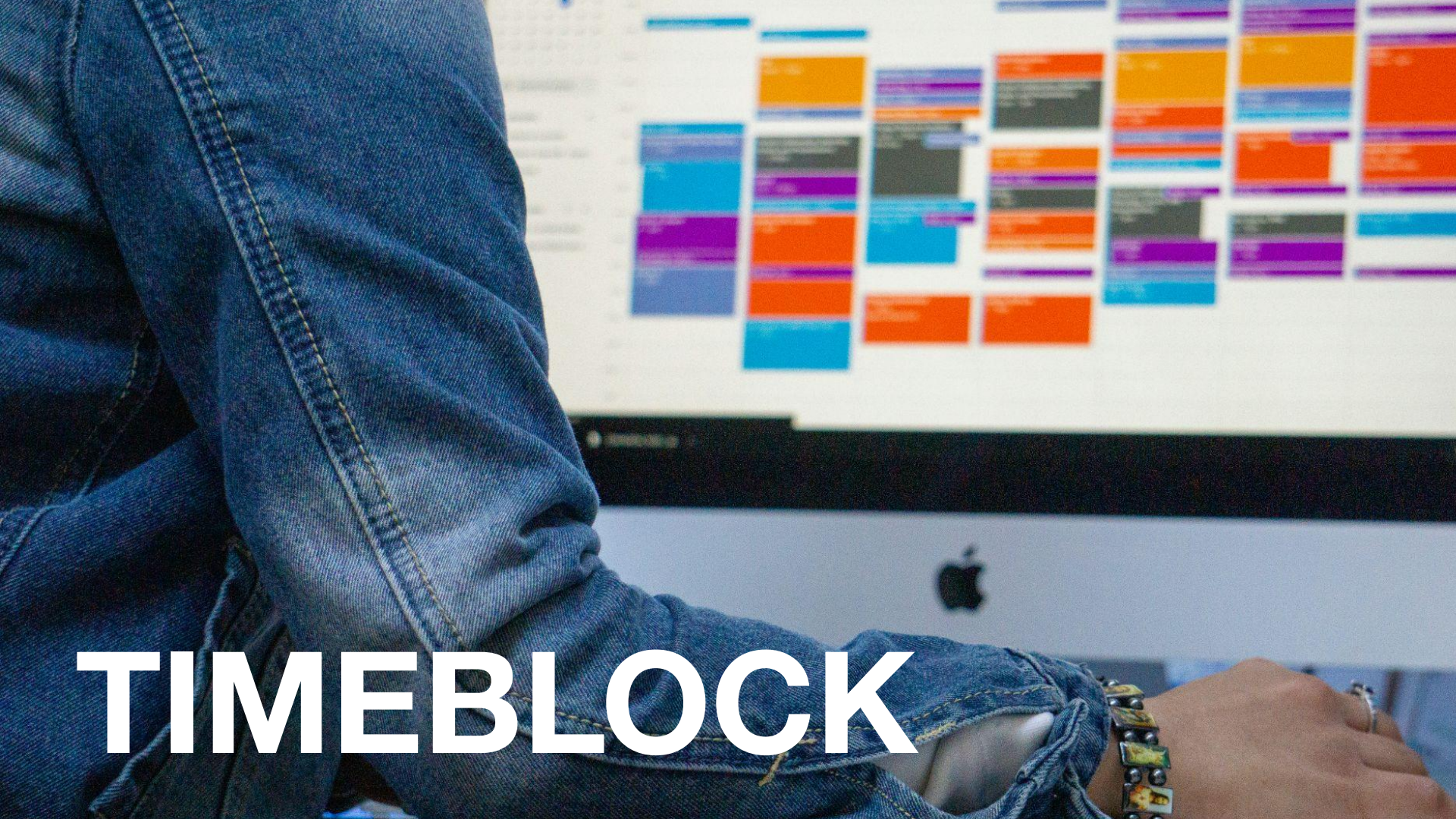
The Pomodoro Technique + free Pomodoro timers on the internet e.g. Pomofocus, Tomato Timer; Aesthetic Pomodoro Timer

Phone timers and “Do Not Disturb” mode

Focus mode on computers: e.g. Microsoft Focus in Windows or Focus in Apple + white noise

Put your phone in another room if possible.

Forest, Focus To Do, or Freedom also come recommended

A person is sitting at a desk, with their legs in blue jeans and a hand wearing a watch and a ring visible. In the background, a computer monitor displays a colorful grid of squares in shades of blue, orange, and purple. The word "TIMEBLOCK" is overlaid in large white letters at the bottom left.

TIMEBLOCK

Tools and tips for calendar blocking

Video guide: [Beginners Guide to Time Blocking](#)

Day theming - Mondays for meeting prep; Tuesdays for project work; Wed for writing; Thurs for evaluation;

Try a meeting free morning for yourself or your team

Book: [Deep Work](#) by Cal Newport

Podcast: [Deep Questions](#) with Cal Newport



TRADE OFFS

Tools and tips for communicating trade offs

Short article: ["The Art of Disappointing People"](#) by Bill Benjamin

Book: [The Courage To Be Disliked](#) by Ichiro Kishimi and Fumitake Koga

TOOLS



Other great tools for focus

[Goblin Tools](#) - a collection of small, simple tools, for when things feel too big or complicated

Short article: [How to Protect Your Focus Without Burning Bridges](#)

Short article: [One Question to Help You Get More Done](#)

Short article: [The Pursuit of 'Flow' Is Overrated](#)

Community: Apolitical [Neurodiversity in Public Service](#) community

Book: [Indistractable](#) by Nir Eyal



**THANK
YOU**