

### The CSCW Principle

Have you seen the rocks, get managing your to do list each day (fun!) so see the following rep

- Rocks - Cupcakes
  - Sand - Chocolate Sprinkles
- What am I talking about? Let's

#### Cupcakes

These are urgent tasks that they are usually the ones that first come on your to do list. Examples: Emergencies, J issues or needs.

#### Smarties

These are the jobs that are urgent as the Cupcake (if they first come on your to do list). Examples: Sending out queries, Systems and processes.

#### Chocolate Sprinkles

Just like you get on top of these that are quite fun to do but are not necessarily urgent. Examples: Social media, Interruptions. Some measure your business. Constant measuring data. Unres

#### Wine

These are the tasks that could be one day time and are not crucial. Examples: Choosing paint colours for your house, Chatting on the phone, Tidying up your desk, the web. These are the jobs we do quite often when we're dodging doing our Cupcakes.

### 2. Prioritise Your Tasks

When I use the Cupcakes, Smarties, Chocolate Sprinkles and Wine I get a LOT more done and feel much happier at the end of the day - it's only when all your important jobs are done.

You can do this too and, as with much in life, there is more than one way to do it.

1. Jot down your Most Important Tasks (MITs) of the day, in order of importance.
2. If brain dumping your MITs, list each item: C, S, CS, W, S.
3. You might even like to work on the red items first (action).
4. You might even have what it is!

In other words, instead of using the CSCW approach, use the CSCW approach as a fantastic way to focus your attention.

#### Controlling

Have you read the book 'The Power of Now' by Eckhart Tolle?

Human = the sense of self  
Chimp = the instinct

During your working day, you need to have a bit of control over what you've finished, or what you're doing.

This is when having a 'Why' you're doing it, you focus and get on with it that you've done.

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### 3. Structure Your Time

Once you've got your MITs down and you've prioritised them in order of CSCW you can look at how you're going to structure your day.

Start with working out approximately how long each task, especially the Cupcake ones, will take you. That way you can get a good feel for how your day will flow, what will be important, when you'll be finished, etc.

Remember to plan in a break and soul need time out session.

### 6. Write It Down

... need to remember. Our brains are used to think, not to write.

... automatically focus your full attention on them. Few can think another at the same time. Thus a pencil and paper are essential.

... Without structure you run the risk of things slipping through your fingers and there's writing entire manuals for all your ideas. Love the idea of both, simply getting things on paper.

... to do item or a process down on paper, or on a computer. When I published my first price list I felt an urge to do me stick to my pricing, at a time when I was not sure it makes it somehow 'official'.

... goals and all the other 'stuff' that's in your head, or excuse for a new notepad this is it!

... everything in your head and not write any of it down. Overwhelm creeping in I have to follow these steps:

... to perspective

... paper

... process for this

... at the important jobs are done

... I've waved goodbye to terrible Me Overwhelm

... I'm completely distracted by the sheer amount of things I have to do or at least not doing any of them to get things done and best way to do this as works.

... not going to plan: Are you writing the same thing over and over? Are you 'bleeding' things done and off your list.

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# Sophie's Time Management Top Tips

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