Micro Analysis: How Strategies

The "How" aspect of Creating Time includes six strategies. Use this sheet to select which strategy or strategies might work for this task, and to decide on some specific tactics and tools.

Time focus is keeping all your attention on one task; avoiding task-shifting and multi-tasking; or limiting interruptions. How might you use time focus when working on this task?

Time sharing is sharing the time it takes to do a task, which means sharing the task with *someone* else, or sharing the task with *something* else. How might you use time sharing when working on this task?

Time compression is removing the wasted time within an activity, by eliminating it, or by filling it with something else. How might you use time compression when working on this task?

Time acceleration is learning to do something faster (skill development); finding a tool that allows you to go faster; or selecting a better tool for the job. How might you use time acceleration when working on this task?

Time shifting is moving a task to a time that suits you, which is not necessarily when it actually occurs. How might you use time shifting when working on this task?

Time elimination is stopping something you are doing; declining to do something you have been asked to do; or delegating (or outsourcing) the task to someone else. How might you use time elimination for this task?