

19 How to save time at work

📅 Mon, 8/3 3:57PM ⌚ 13:55

SUMMARY KEYWORDS

leaders, work, overwhelmed, learn, habits, achieve, pause, busy, requested, organisation, managing, challenge, deliver, focus, energy, life, exhaust, tasks, ditch, coming

SPEAKERS

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00:00

Hi there, and welcome to my podcast where I'll talk about how you can save time in these fast changing digital times, or how you can do more with less. Be sure also to check my second podcast about why are you so busy and why your organisation is not adapting fast enough. But in this one, I'm really going to focus on the five habits that you should stop or that you should ditch if you want to save time at work. So first of all, a lot of people are really busy. And it's crazy because in theory, we should be able to automate a lot of tasks and to work much less than before. So it's really ironic that when I asked my friends or other leaders, how are you? Most of the time I get the answer. I'm so busy. I wish I had more time. So and why is it that so many people are so overwhelmed and so busy today, and that's because they are using habits from slow times in these fast changing digital times. And so I'm going to talk about the five habits you should ditch if you want to save time at work. And the first mistake overwhelmed leaders are making is that they think about what they need. Do but they only think about what they need to do. And they don't think about what they want to achieve. They have emails, they have requests coming from everywhere, and they put them on their to do list. And they only think about how am I going to do all these things. But in digital times with requests coming from everywhere, and with our tasks that are less delimited than before, it becomes impossible to deliver everything that is requested from you. So the first thing you need to do is to think about what you want to achieve. Because once you know what you want to achieve, then you will know what to say yes to and what to say no to. But what I notice is that overwhelmed leaders, they don't know what they want to achieve. They don't know what they want to achieve from their next meeting. They don't know what they want to achieve from this task they're working on. They don't know what they want to achieve at

work or even in their life. So this is the first habit I want you to ditch is to only think about what you need to do. First, I want you to think about what you want to achieve, what would be your ideal outcome. And so a lot of overwhelmed leaders, they walk around with a to do list in their heads are on paper or on their computer. And they only think about how they can achieve all these two dues and to cross them off their lists. Well, you should think about what you want to achieve first. And the second mistake is that overwhelmed leaders deliver what is requested from them. And that's because from a young age, you have been educated to do everything that is requested from you. And so it is deeply ingrained in you. Because when you did everything that was requested, you got good grades, if you didn't do everything that was requested, you got bad grades, and probably in your career, it was the same. If you delivered, you got promoted, if you didn't deliver, you didn't get the promotion or the salary increase. And so it is deeply ingrained in you to do everything that is requested from you. And so instead what you should do is you should learn to say no, to say no to people, to say no to opportunities to say no to trips, because you cannot do it all anymore. You really have to focus in these digital times. It's only by focusing that you will reach success and that you will have a happy life as well. And Warren Buffett, he says it all He says successful people say no to almost everything. So how easy is it for you to say no? Do you say it often enough? Or are you enthusiastic about something? And you end up saying yes. Or you want to be helpful? And so that's why you say yes. Or you feel guilty if you don't say yes. So learn to say no, instead of doing everything that is requested from you. And so think about what you want to achieve, not about what you want to do, and then learn to say no to everything else. Now, the third mistake and the third habit that I believe you should ditch is that overwhelmed leaders they work hard. And again, it has been deeply ingrained in them that they have to work hard to get results, or that they only can pause and do something nice once the work is done. But the problem in today's time is that work is never done, you go home, you still get a lot of things on your to do list and at work and at home, you also have a lot of things to do. So work is never finished. And so I believe that working hard doesn't work anymore, especially in these fast changing digital times. So what should you do instead, you should learn to slow down and to pause, and to pause because I want you to think about what you want to achieve, or to pause because I want you to analyse things, and to work on root causes instead of working on symptoms. Because when you work on symptoms, problems keep coming and coming. Well probably you need to transform instead of working hard solving all the problems that are coming on you. I also want you to pause to learn the new habits the habits that aren't To You know, that's why a lot of leaders take my course because they realise they have to change their habits, if they want to be successful if they want to have a meaningful life, and if they want their organisation to get great results. Also pause to let your creative brain work because if you don't pause, that creative brain will never start because research has shown that your creativity starts when your neocortex stops. That's why you probably have your best ideas in the shower, or when you're exercising or when you're playing with a kids or walking and or watching a movie or whatever. That's when your best ideas come. But if you never pause because you're constantly working hard, you will exhaust yourself and it will be like being on a boat where you have a hole at the

bottom. And instead of fixing that hole, you keep getting the water out. On the boat, you exhaust yourself and you still sink. So overwhelmed leaders they work hard. And instead you should slow down and pause. Think about what you want to achieve, learn to say no to everything else, analyse the root causes, and let your creative brain work. And then the fourth mistake is that overwhelmed leaders, they try to control everything. And I just taught you how important it is to focus and to learn to say no. But when you say no to things to opportunities to trends, Well, unfortunately, these things will not solve themselves magically, they will create chaos and chaos that you need to accept. And so as a leader, instead of trying to control everything you should learn to let go. Because when you are able to let go, you are a choice, you have the choice to control and you have the choice to let go. But if you are not able to let go, you don't have that choice you control all the time, and you cannot focus and you will keep being busy and overwhelmed. And ironically I often say this, but it's by learning to let go, that I got more control over my results over the results of my organisation and even over my life. So instead of trying to control everything, learn to let go. And the last mistake that busy leaders make is that they try to manage their time. They try to deliver everything they have become very good in managing their time. And often, especially if you are a dad or a mother, you become really good at juggling a lot of things and a whole lot of balls in the air. But by managing your time, you end up losing your energy and you exhaust yourself. And when you don't have energy, that's when you stay in your comfort zone. That's when you don't grow as a person because when you are exhausted, you are not ready to try this new thing to try to learn a new skill to grow and then to seize these new opportunities. So instead of managing your time, you should learn to manage your energy instead. Because by managing your energy, you will be better equipped to deal with all the challenges that you are facing. Just look at yourself, when are you able to tackle a huge challenge when you are exhausted and stressed or when you are full of energy and peaceful? And so how do you manage your energy. It's very simple by doing more things that give you energy than things that cost you energy. So these were the five things that you should stop doing, and the five habits that you should start doing. So first, don't think about what you want to do, but first think about what you want to achieve. Then secondly, don't try to deliver everything that is requested from you, but learn to say no instead. Thirdly, don't work hard trying to do everything but learn to slow down and to pause. I wanted to talk about a great free five day challenge that I'll start on the 21st of September. Are you really busy? Do you wish you had more time for yourself or your loved ones? Be sure to join us for the five day challenge from overwhelmed to focused key leader in just four Five days with five short videos will help you get more focus in these fast changing digital times and help you get your life back. All you have to do is register on [www key leader.com slash focus](http://www.keyleader.com/slashfocus). And the link is in the show notes of this episode. and motivate your team a colleague or a friend to join us as well for this challenge, as it's always better to learn together. Is it time for you to have more focus and more time, don't miss this opportunity. This method helps me reach amazing results while only working a couple of hours per day. And I want that for you as well know back to our episodes. So I hope you will join me on this challenge. And in the next episode, I'm going to have an interview with say ghrelin and say girl and she started a

great company while she's only working a couple hours per week. And so I had a great interview with her and she will talk about some things she put in place which are exactly what you will learn in the five day challenge from overwhelmed leader to focus leader. So I hope you subscribe to this channel if you want to receive the next podcasts automatically and also subscribe if you want to have a meaningful life and organisation.