

Presented by BU Happiness College

How to Free Up Your Time

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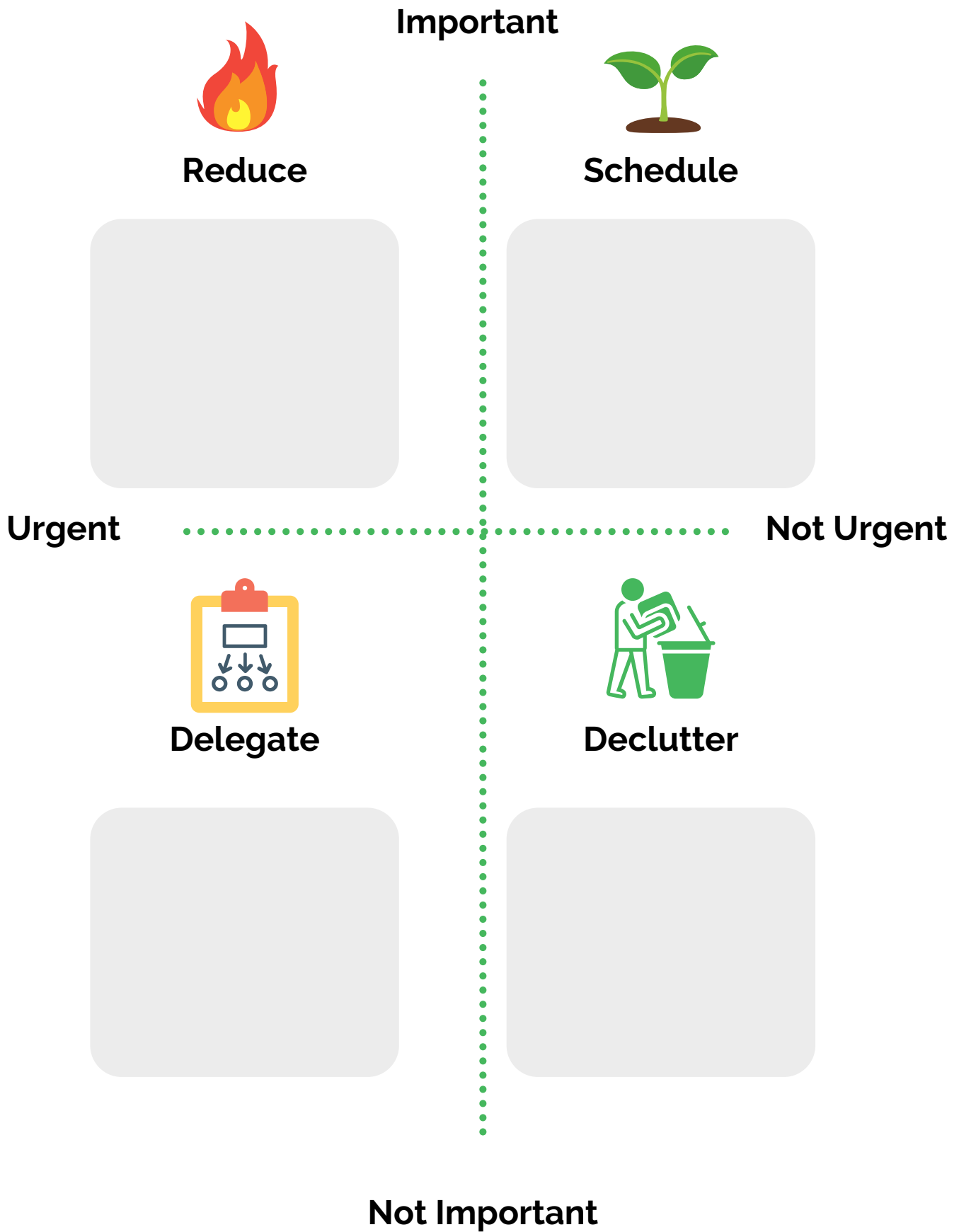






"Deciding what not to do is as important as
deciding what to do"
- **Jessica Jackley**

The Eisenhower Matrix

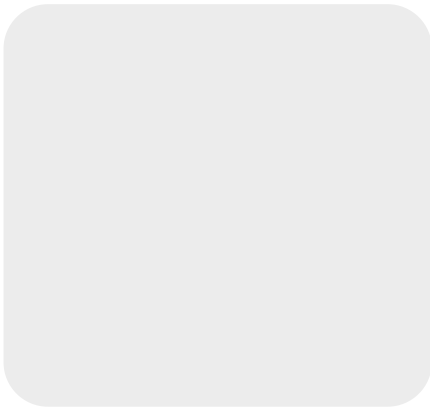




The S.A.D System



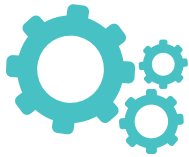
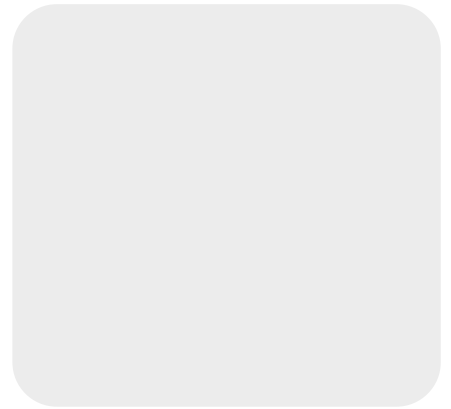
**Red
Tasks**



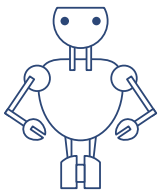
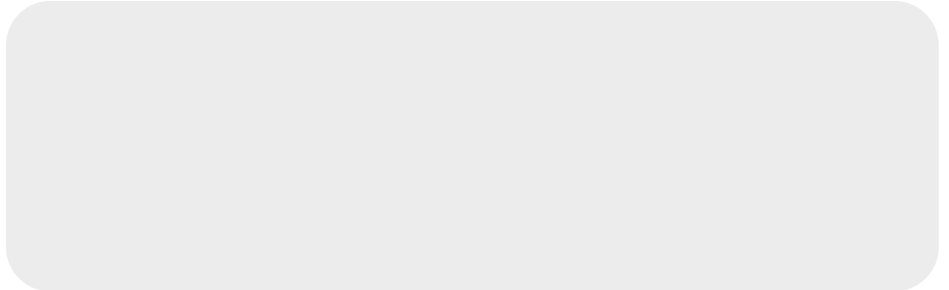
**Yellow
Tasks**



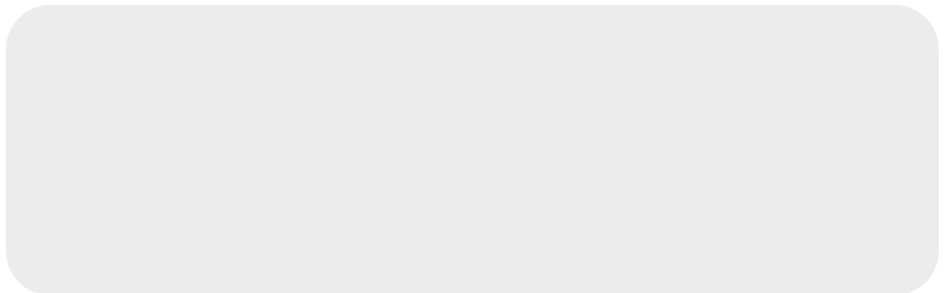
**Green
Tasks**



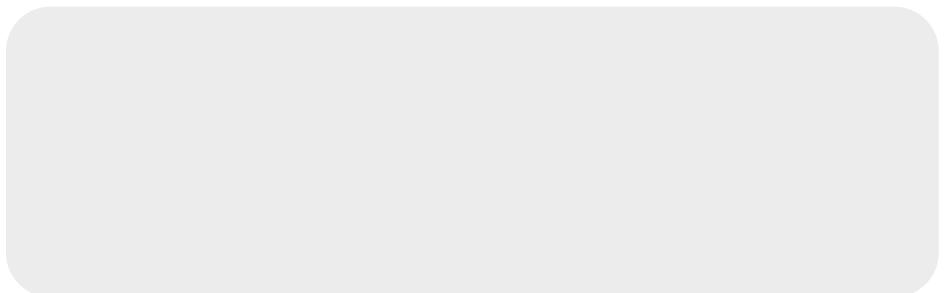
Systemise



Automate



Delegate





The Healthy Delegation Checklist

Clarity



Is everyone involved clear on what success looks like?

Purpose



Is everyone involved clear about why this is being done?

Timeline



Is everyone involved clear about the completion time?

Resources



Does everyone involved have the resources to succeed?

Roadblocks



Have the potential roadblocks ahead been identified and addressed?

A photograph of a person's hands holding a pen and writing in a spiral notebook. The person is wearing a dark shirt. The background is softly blurred, showing what appears to be a window with light-colored curtains.

Key Takeaways

Takeaway 1...

Takeaway 2...

Takeaway 3...