

The background image shows a person in a dark suit and white shirt, holding a pen and writing on a notepad. In the foreground, a large, brown, vintage-style alarm clock is visible, showing the time as approximately 10:10. The overall image has a dark, muted color palette with a brown overlay.

# **Find Your Productivity Switch**

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# **Understanding Productivity:** Learning To Control What We Can

# Common Challenges Assistants Navigate

01

Constant interruptions

02

Frequently changing goal posts

03

Not always enough context

04

High workloads

05

Firefighting multiple competing priorities

06

Impatience - people expect immediate responses

07

Distinguishing important from urgent

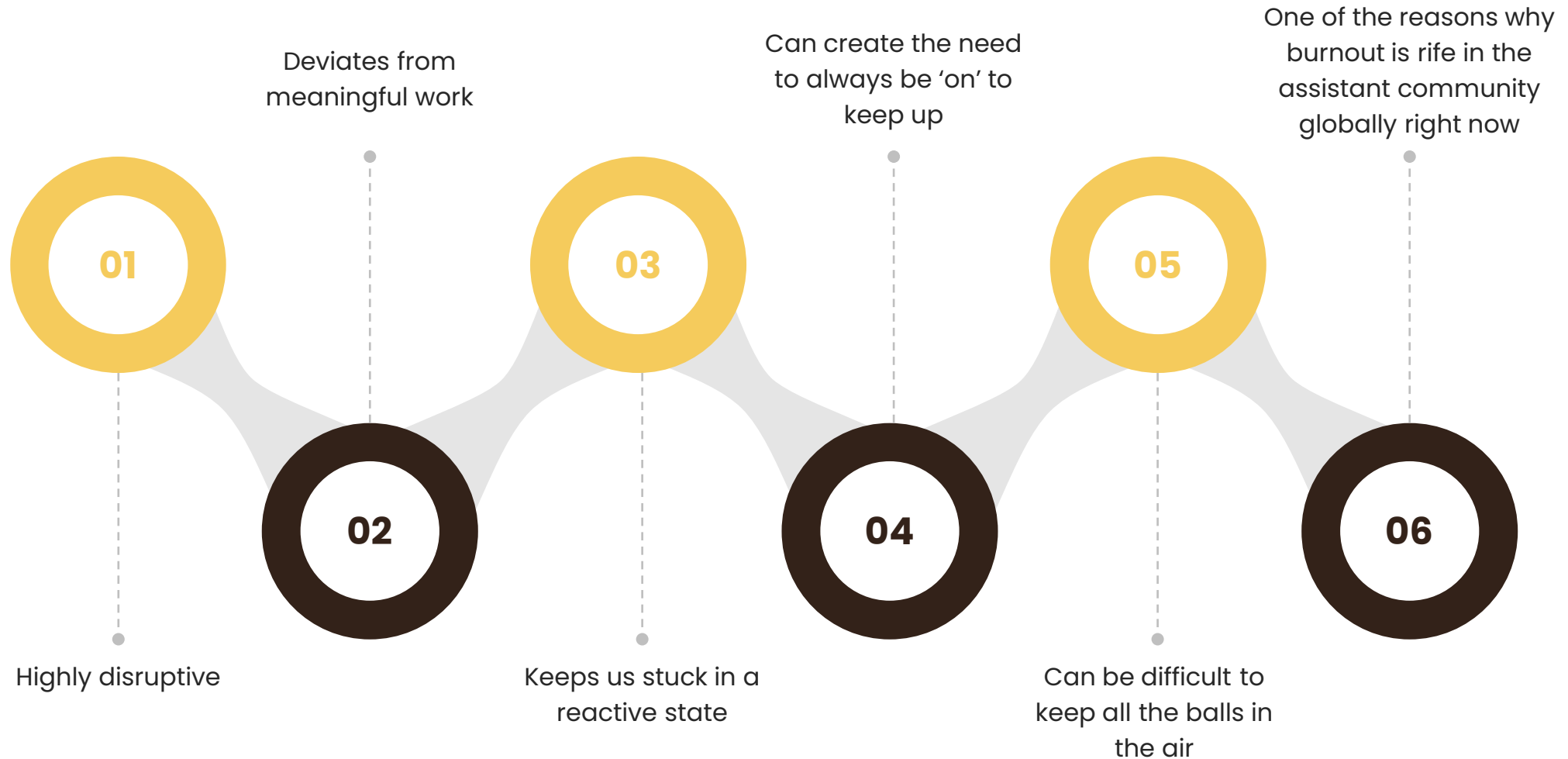
08

Work moves at a furious pace

09

A tsunami of communications from all directions

# The Impact Of This



# The Things **You Can Influence**



## **PROTOCOLS**

Org/team ways of working and best practices that reduce pressure and save time



## **EXPECTATIONS**

Managing the expectations of stakeholders



## **PERSONAL HABITS**

Your own ways of working to set yourself up for success and the tools you use to do that

# Two Important Questions To Ask

**Of all the balls in the air, which are glass, plastic and rubber?**

Are you saying **yes** when you should be saying **no**?

*"No is a decision. Yes is a responsibility".*

**James Clear,**  
*Author of Atomic Habits*

*"Every time we say yes to a request, we are also saying no to anything else we might accomplish with the time."*

**Tim Harford,**  
*Economist*



A woman with dark hair tied back is sitting at a desk, looking at a laptop. The scene is dimly lit, with a desk lamp providing light. In the background, a window shows a city skyline at night with blurred lights. On the desk, there is a smartphone, a glass of water, and some papers.

# **Making Our Time Count** **Busy Vs Impactful Work**



# Why The Distinction Matters

It's not about being constantly busy,  
but about being purposefully  
productive.

**Allows you to allocate your time and  
energy effectively.**

By minimising busywork and focusing  
on impactful tasks, you can maximise  
your productivity and contribute more  
significantly



# Why The Distinction Matters

Busywork refers to tasks that may seem productive but do not contribute significantly to achieving meaningful outcomes or goals. It can look like:



Over-organising without a clear purpose.



Repetitive tasks that could be automated



Excessive email management without prioritisation



Meetings without clear agendas or outcomes

# Unpacking impactful work

Tasks that directly align with and contribute to achieving meaningful objectives and goals. It leads to tangible progress and meaningful outcomes.



Setting and working towards clear, strategic goals



Prioritising tasks that directly contribute to organisational objectives



Proactively seeking ways to improve processes and workflows

A man with glasses is sitting at a desk, working on a laptop. The scene is dimly lit, with a warm, golden light source creating a lens flare effect on the right side of the image. The man is looking down at his work, and his hands are visible on the laptop keyboard. The overall mood is focused and productive.

# **How To Channel Your Focus For High Impact**

# A Simple Formula



**Remember: your work enables others to do what they do best.**

A man and a woman are sitting at a table, looking at a laptop. The woman is on the left, wearing glasses and a brown blazer. The man is on the right, wearing a white shirt and a watch. They are both looking at the laptop screen. The background is dark and out of focus. The text "Partnerships And Collaboration Gateway To Reducing Reactivity" is overlaid on the image in yellow and white.

# **Partnerships And Collaboration** **Gateway To Reducing Reactivity**





# The Best Use Of Your Leader's Time? Your 1:1

01

For the time to be valued the content has to be high-value

02

The long view and the helicopter view keep you out of the weeds

03

Conduct regular time audits

04

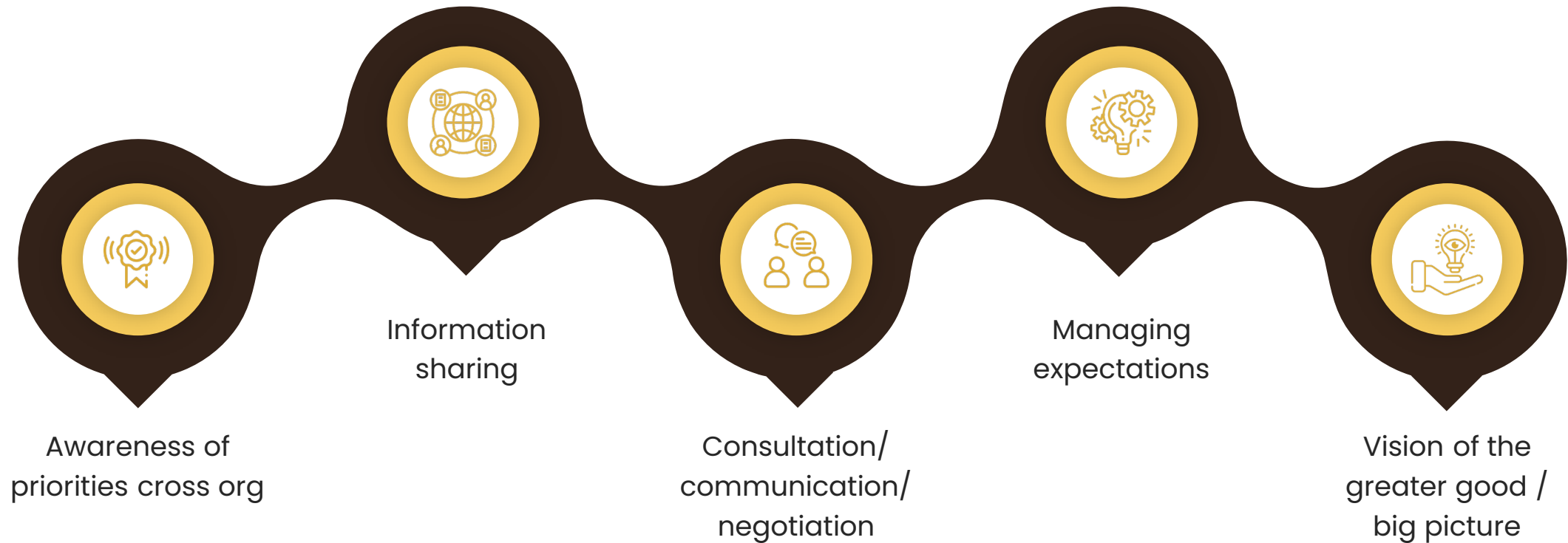
Respectfully challenge the status quo

05

Quality 1:1s create a no surprises culture



# Team Collaboration Creates Alignment



A photograph of three people in an office setting. A woman with long blonde hair is in the foreground, looking intently at a laptop screen. Behind her, a man with glasses and a beard is also looking at the screen, gesturing with his hands as if explaining something. To the left, another woman with dark hair in a braid is partially visible, also looking towards the screen. The image has a dark, semi-transparent overlay on the left side where the text is located.

# **Make Tech Your Strategic Partner**

# 5 Ways To Get Started



**Leverage customisation:** Tailor software settings and interfaces to match your workflow.



**Embrace Automation:** Identify repetitive tasks and leverage tools to handle them.



**Stay Tech-Savvy:** Regularly explore new tools and technologies for productivity gains.



**Prioritise Communication Efficiency:** Integrate platforms to centralize messages.



**Adapt and Evolve:** Regularly evaluate and refine your tech stack for maximum efficiency.

## Watch Points:

Regularly monitor and verify automated processes to ensure they are functioning correctly.

Additionally, not all tasks should be automated, especially those that require human judgment, creativity, or sensitive decision-making.



# In Practice

- **Email management:** automatically categorise incoming emails into folders based on criteria like sender, subject, or keywords.
- **Auto-responses:** set up automatic replies for common inquiries or when you're out of the office.
- **Appointment scheduling:** calendar integration: use scheduling tools that sync with your calendar to allow others to book meetings during your available slots.
- **Expense tracking:** use expense tracking apps that allow you to scan and categorise receipts automatically.
- **Document management:** set up rules to automatically organise documents into folders based on type, date, or keywords.
- **Data entry and form filling:** use tools to automatically populate forms with data from other sources.
- **Customer Relationship Management (CRM) updates:** integrate your CRM with other tools to automatically update client information.
- **Invoicing and billing:** set up recurring invoices to be sent out automatically at specific intervals.
- **Appointment confirmations and follow-ups:** use messaging tools to send automated appointment confirmations and follow-up messages.
- **Scheduled reporting:** set up automated reports to be generated and sent out at regular intervals.
- **Travel arrangements:** use travel management platforms that send notifications for flight changes, delays, or cancellations.
- **File backups and syncing:** use cloud storage solutions that automatically back up your files at regular intervals.
- **Password storage:** password keeper software that reduce back and forth



# Leverage Ai: ChatGPT

○ Emails, communications and reports

○ Creating To-Do Lists and Reminders

○ Research Assistance

○ Scheduling and Calendar Management

○ Generating Meeting Agendas

○ Language Translation

○ Brainstorming and Idea Generation

○ Providing Quick Definitions or Explanations

○ Learning and Development

○ Tip for success



A woman with glasses and a light blue shirt is sitting at a desk, looking at a computer monitor. The desk has a white mug, papers, and a large potted plant. In the background, there are large windows with a grid pattern and more plants. The scene is dimly lit, with light coming from the windows.

# **Plugging The Time, Focus And Energy Leaks**





# Fun Facts About Interruptions

\*University of California study

- The average person: every 3.5 minutes
- It takes 23 minutes to regain full focus after an interruption
- It reduces mental function by 10 points on an IQ test
- Task switching creates mental fatigue
- 50%: self interruptions
- We check our phones 150 x per day

A woman with long braids is shown in profile, drinking water from a clear glass. She is wearing a white mesh tank top. In the foreground, there is a bowl of green apples. The background is a bright, out-of-focus indoor space. A dark semi-transparent banner is overlaid on the left side of the image, containing the title text.

# **Healthy Habits To** **Support Productivity**

A person is working at a desk. On the desk, there is a laptop, a desk lamp, and a notebook. The person is wearing a watch and a bracelet. The background is a blurred office setting.

# Daily Bookends

Set today and tomorrow up for success.

## Opening the day

- Eliminate surprises – what came in overnight (your inbox + theirs – including sent)
- Review your to-do list, identify the highest value and priority tasks
- Be prepared for impromptu check-ins
- Align tasks to the window of day where your energy is highest
- What is blocking critical progress – follow up/escalate
- Monitor where attention is being distracted (that you can control)
- Limit access to time wasters like social media and news sites

## Closing the day

- Check the next morning's calendar
- End of day updates to your executive
- Close the day with recutting the to-do list

# Personal Organisation

We can often find more time hidden in our daily practices.



When your role or organisation evolves, so should your organisation method



Simple is often best



The more complex, the more time is wasted to maintain it



Number one tip: have a system that allows you to be prepared at all times for unexpected check-ins with your executive



Colour coding



Basic inbox set up (one to-do folder)



Sort emails in a way that allows you to keep track of loose ends in a fast paced environment

# DEEP FOCUS

01

Pomodoro Technique

04

Binaural beats

07

Regular breaks - preferably with movement

02

Close alerts, pop up windows

05

Switch to an easier task if you can't get in flow

08

Understand your sensory profile + the link to your nervous system

03

Use DND function - for high stakes deliverables

06

Practice mindfulness to develop concentration span

09

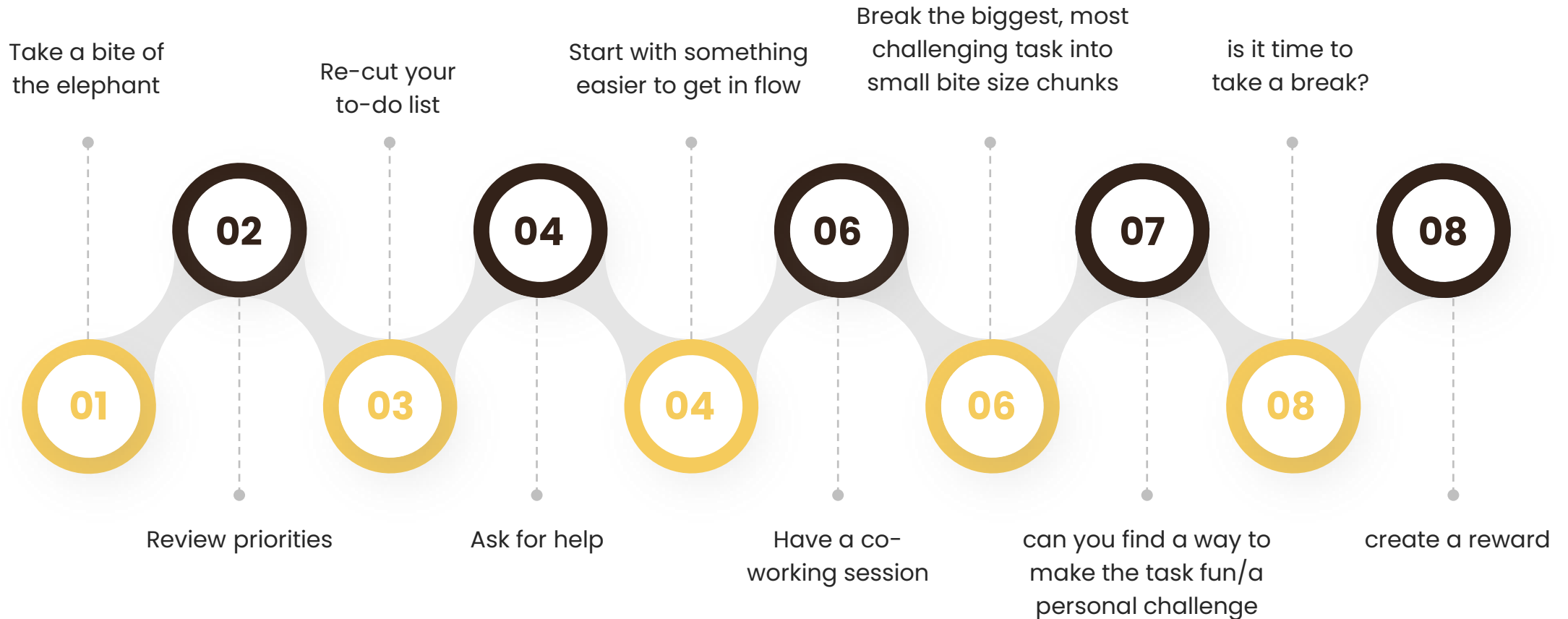
Use rewards - habit building behaviour

**Tip:** Read Atomic Habits by James Clear



# Overcoming Procrastination

When do you procrastinate most? What is the most common theme?







# **KEEPING WELL:** **STRATEGIES TO AVOID BURNOUT**

# Stress Management: Control What You Can



Ways of  
working



Boundaries



Disciplines  
(team)

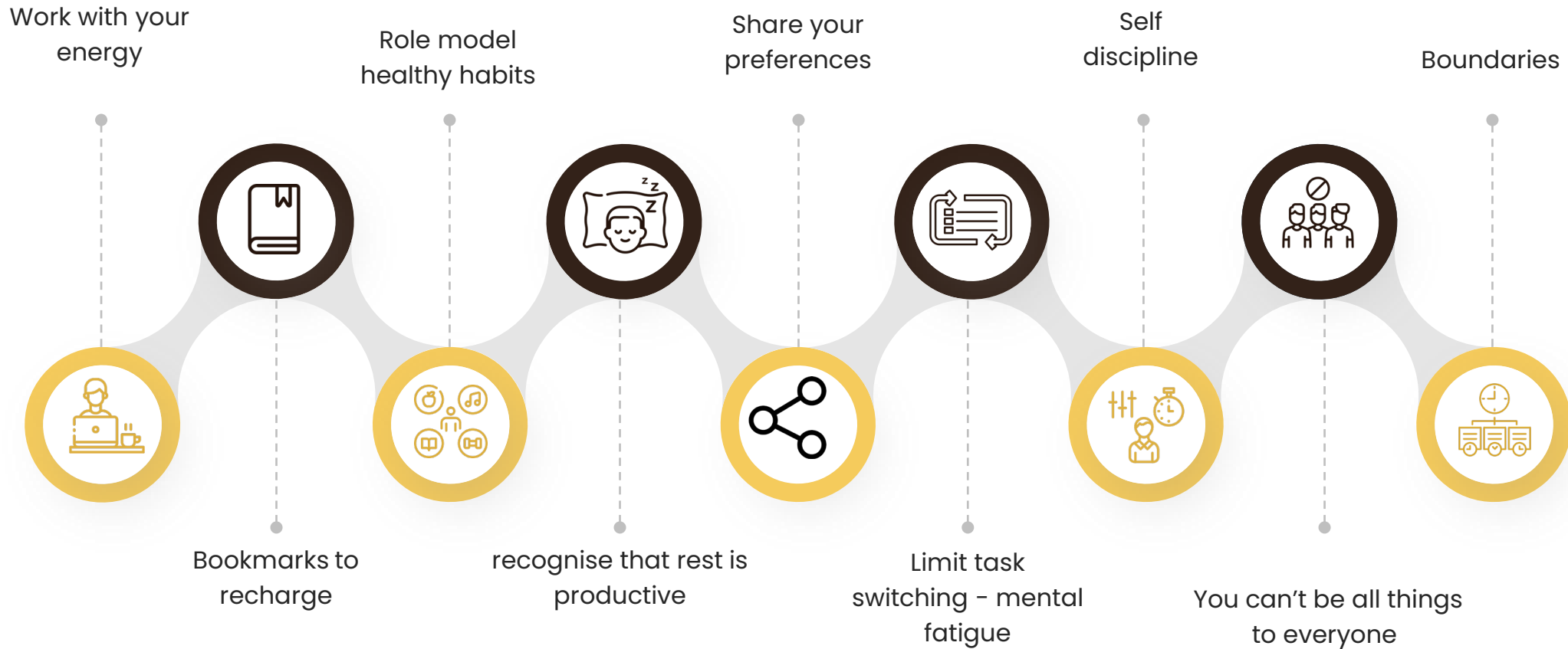


Work with  
your energy



Self care

# Self care **for productivity**



**Thank you?**  
**Any questions?**  
I'd love to stay in touch.



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What It Means To Be Well