

Welcome!

Here are my 9+1 personal tips on managing your agenda in an efficient way

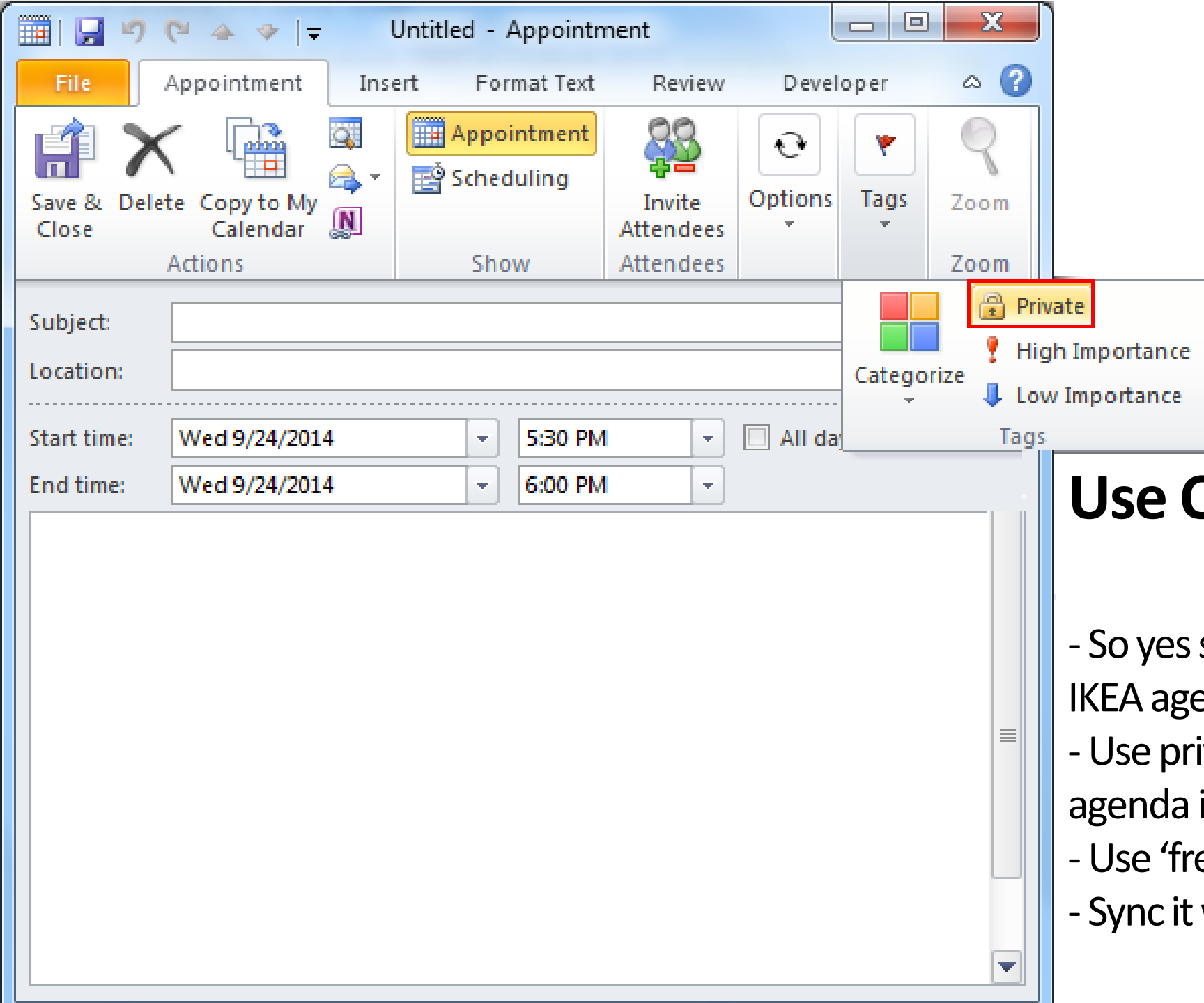
Bram Vromans





Goal = ZERO inbox

- Inbox = your short term to do list
 - Create a map structure
 - Delete/archive/plan or reply
 - Use the unsubscribe function
-
- ...a hack for getting this last mail out of your inbox

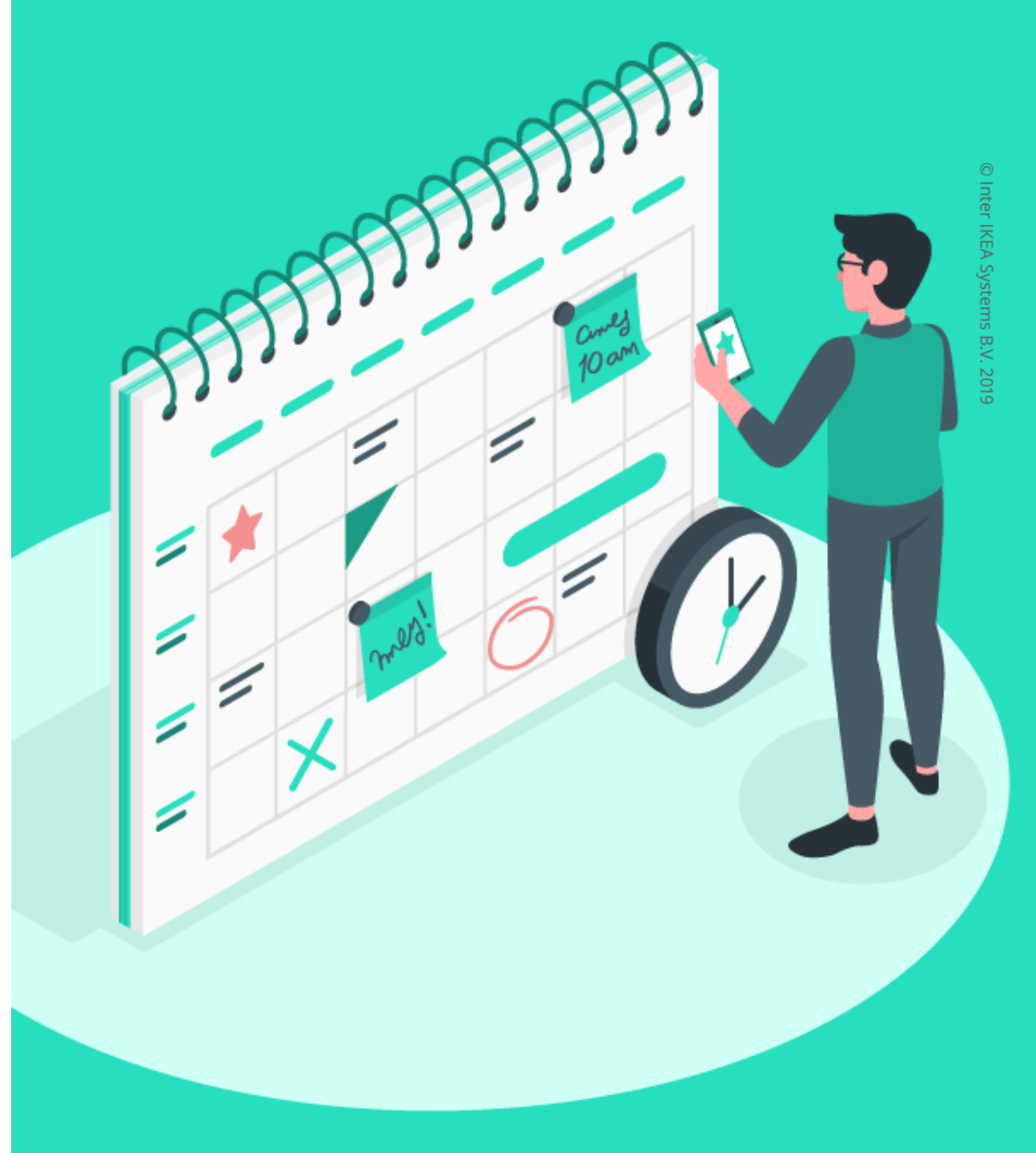


Use ONE agenda

- So yes sports, kids activities are in my IKEA agenda
- Use private appointments for personal agenda items
- Use 'free' items if needed
- Sync it with your mobile

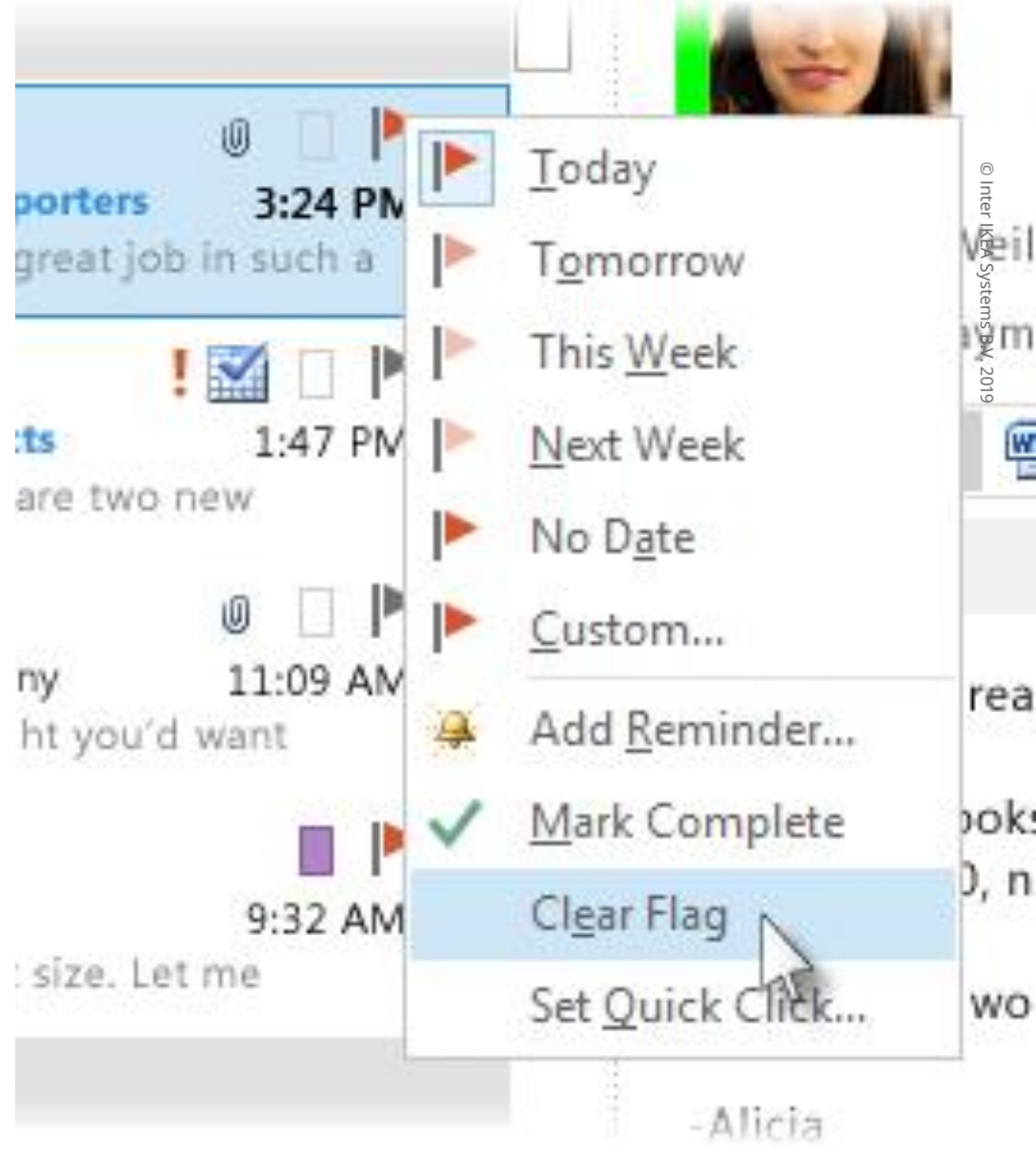
PLAN ahead in your agenda

- Look at the coming weeks & decline/reschedule meetings
- Book enough free time between 2 meetings
- Think proactively if you can do the meeting 'walking'



Use FOLLOW-UP flags

- Could replace an action list in excel
- Follow up on requested actions 1 time/week



Avoid floating items & put ALL your to do's on a list

- Use a to do app/post it notes/...
- I personally send emails to myself 😊
- NEVER keep them in your head only, especially not just before you go to sleep



THINK before you accept meetings & send out meeting requests yourself

- When sending: who should be present?
- When accepting: what is the agenda?
- Is my presence an added value to the meeting?

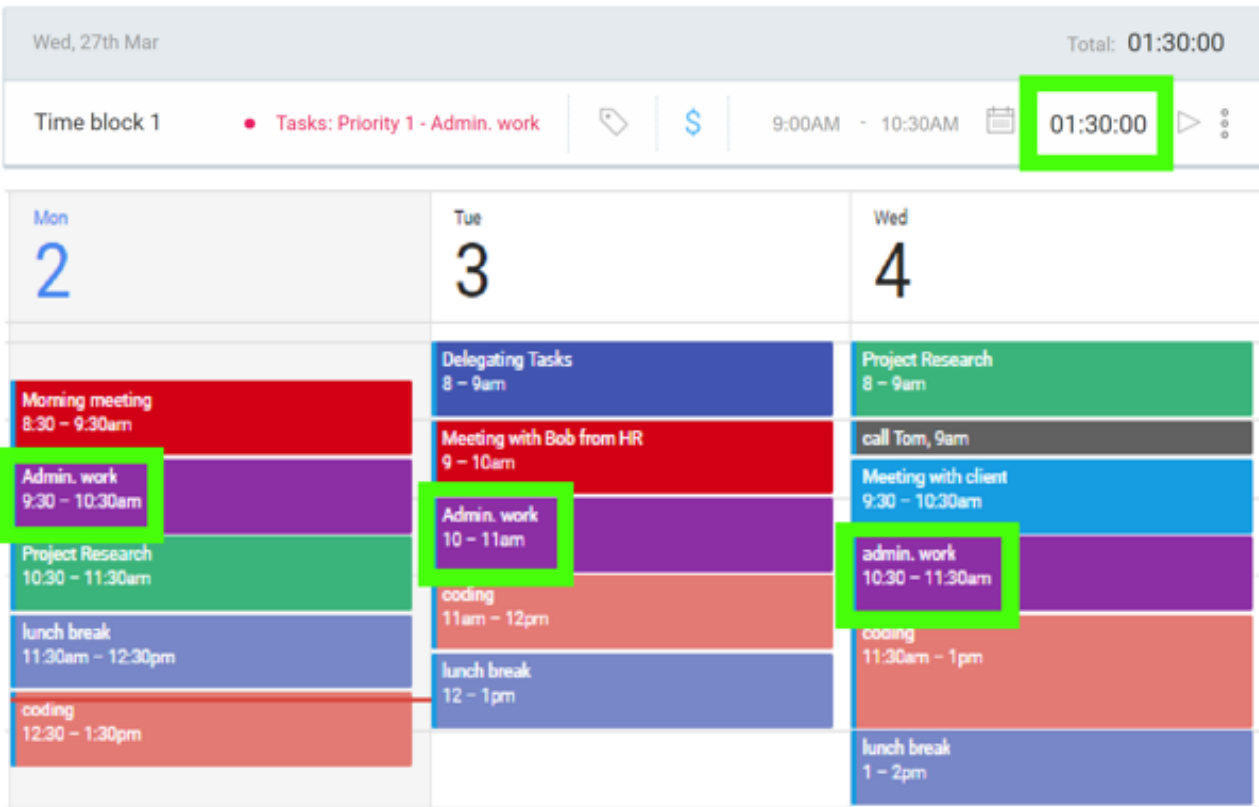
**KEEP
CALM
AND
THINK
FIRST**

Don't book LOOOOONG meetings (>2 hours)

- Attention period is limited; people will start doing other things in parallel...in an inefficient way
- Take a short break every hour & do everything except sitting down...because sitting is the new smoking



BLOCK slots for lunch / focus time / driving time /



- Do this in a proactive way for the coming week(s)
- Do not forget to book your holidays/unavailabilities as well in your agenda
- Share your agenda with peer colleagues (optional)

COLOUR your agenda

- Your agenda will look so much better
- I like visual management 😊

Mon 16	Tue 17	Wed 18	Thu 19	Fri 20
Follow-up day	GSD day	Meeting day	Prioritization day	Planning day
Breakfast Reading time 7 - 8am	Breakfast Reading time 7 - 8am	Breakfast Reading time 7 - 8am	Breakfast Reading time 7 - 8am	Breakfast Reading time 7 - 8am
Travel Commute Exercise 8 - 9am	Travel Commute Exercise 8 - 9am	Travel Commute Exercise 8 - 9am	Travel Commute Exercise 8 - 9am	Travel Commute Exercise 8 - 9am
Emails Follow-ups 9 - 11am	Work GSD block Growth things 9 - 10:30am	Weekly team meeting: Theme 9 - 10am	Personal GSD block 9 - 10am	Block for small tasks 9 - 11am
Calls 11am - 12pm	Work GSD Block Team things 10:30am - 12pm	Walk Coffee break, 10am 1x1 meeting 10:30am - 12pm	Top-priority tasks 10am - 12pm	Reflect on this week 11am - 12pm
Lunch break Relax 12 - 1pm	Lunch break Relax 12 - 1pm	Lunch break Relax 12 - 1pm	Lunch break Relax 12 - 1pm	Lunch break Relax 12 - 1pm
Calls 1 - 2pm	Work GSD block Management things 1 - 2:30pm	Weekly team meeting: Theme 1 - 2pm	Easy tasks 1 - 2:30pm	Prep for next week 1 - 3pm
Walk Coffee break 2pm	Wild card Free block 2:30 - 4:30pm	Offsite meeting 2 - 4:30pm	Wild card Free block 2:30 - 4:30pm	Celebrate EDW 3 - 4:30pm
Block for tasks you don't want to do 2:30 - 4:30pm				
Wrap up 4:30pm	Wrap up 4:30pm	Wrap up 4:30pm	Wrap up 4:30pm	Wrap up 4:30pm



Test & try

- Keep what works for you
- Share your learnings with me

My 9+1 Tips & Tricks:

1. Goal = Zero inbox
2. Use one agenda with private appointments
3. Plan ahead
4. Avoid floating items
5. Use follow up flags
6. Think before you accept meetings & send out meeting requests
7. Don't book loooooong meetings (>2 hours)
8. Block slots for lunch/focus time/driving time/....
9. Colour your agenda
10. Test & try



Thank you

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