



The Strategies to Better Manage Time CheatSheet

Welcome to "**The Strategies to Better Manage Time**" Cheatsheet, designed specifically for founders and solopreneurs like you who are seeking effective ways to enhance productivity and work-life integration. This resource is tailored for those who are tired of finding themselves glued to their phones during precious moments with loved ones. In this cheatsheet, you'll discover practical techniques to optimize your time management skills, enabling you to navigate your entrepreneurial journey with clarity and efficiency.

This cheatsheet will empower you to:

- Prioritize tasks effectively to focus on what matters most.
- Implement time-blocking strategies for enhanced productivity.
- Streamline your workflow with interesting apps.
- Set and achieve SMART goals to drive meaningful progress.
- And more!

Get ready to transform the way you manage your time and achieve your entrepreneurial goals.

Let's embark on this journey to optimize your time management and foster sustainable success.

N.1

Prioritize Tasks with the Eisenhower Matrix

Learn how to categorize your tasks based on urgency and importance. Use the Eisenhower Matrix to focus on what truly matters and avoid getting caught up in less critical activities.

Use my Eisenhower Matrix template after this list and start organizing your tasks today.



N.2

Delegate Effectively to Boost Team Efficiency

Understand the power of delegation. Empower your team by assigning tasks that match their strengths, freeing up your time for strategic work. Create a delegation plan using my worksheet after this list and identify tasks that can be handed off to team members.

N.3

Set Realistic Goals to Avoid Overcommitment

Learn how to set achievable goals that align with your capacity and resources. Avoid the trap of overcommitting and setting yourself up for burnout. Check out the SMART goals worksheet to help you set and track realistic goals.

N.4

Automate and Streamline Your Workflows

Explore automation tools and techniques to handle repetitive tasks efficiently. Save time and reduce manual errors by automating your workflow. Check out our list of recommended automation tools and see how they can streamline your daily tasks.

N.5

Communicate Effectively with Clients About Deadlines

Learn strategies for negotiating and communicating realistic deadlines with clients. Build trust by explaining the benefits of quality over rushed work. Try to create custom communication scripts to discuss timelines and expectations with clients in the best suitable for you manner.

N.6

Define Project Scope Clearly to Avoid Scope Creep

Avoid the pitfalls of scope creep by clearly defining project scope from the outset. Ensure all stakeholders agree on deliverables and timelines. Use our project scope checklist to outline and agree on project details before starting.

N.7

Review and Reflect for Continuous Improvement

Regularly review your processes and workflows to identify areas for improvement. Reflect on what's working and what's not to make incremental changes. You can create for yourself a reflection and review template to assess your productivity and constantly make necessary adjustments to improve.

N.8

Leverage Global Co-Working Support

Find co-workers or collaborators in different time zones who can support you during your out-of-office hours. This can help ensure continuous productivity and provide fresh perspectives on projects. Identify and connect with global co-workers, and set up a system for seamless collaboration across different time zones.

N.9

Communicate Effectively with Clients About Deadlines

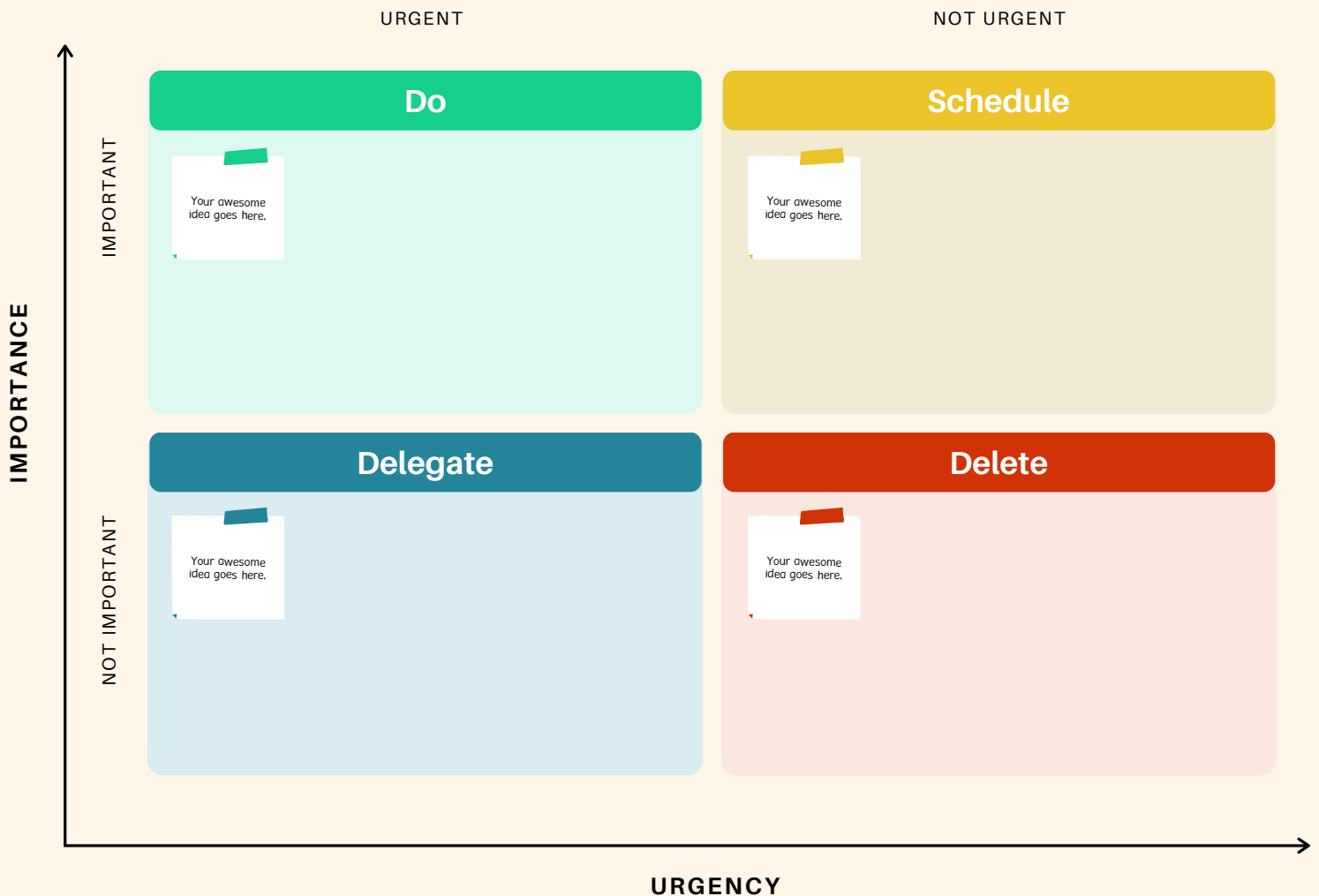
Learn strategies for negotiating and communicating realistic deadlines with clients. Build trust by explaining the benefits of quality over rushed work. Try to create the communication scripts to discuss timelines and expectations with clients in the best suitable for you manner.

N.10

Define Project Scope Clearly to Avoid Scope Creep

Avoid the pitfalls of scope creep by clearly defining project scope from the outset. Ensure all stakeholders agree on deliverables and timelines. Use our project scope checklist to outline and agree on project details before starting.

EISENHOWER MATRIX



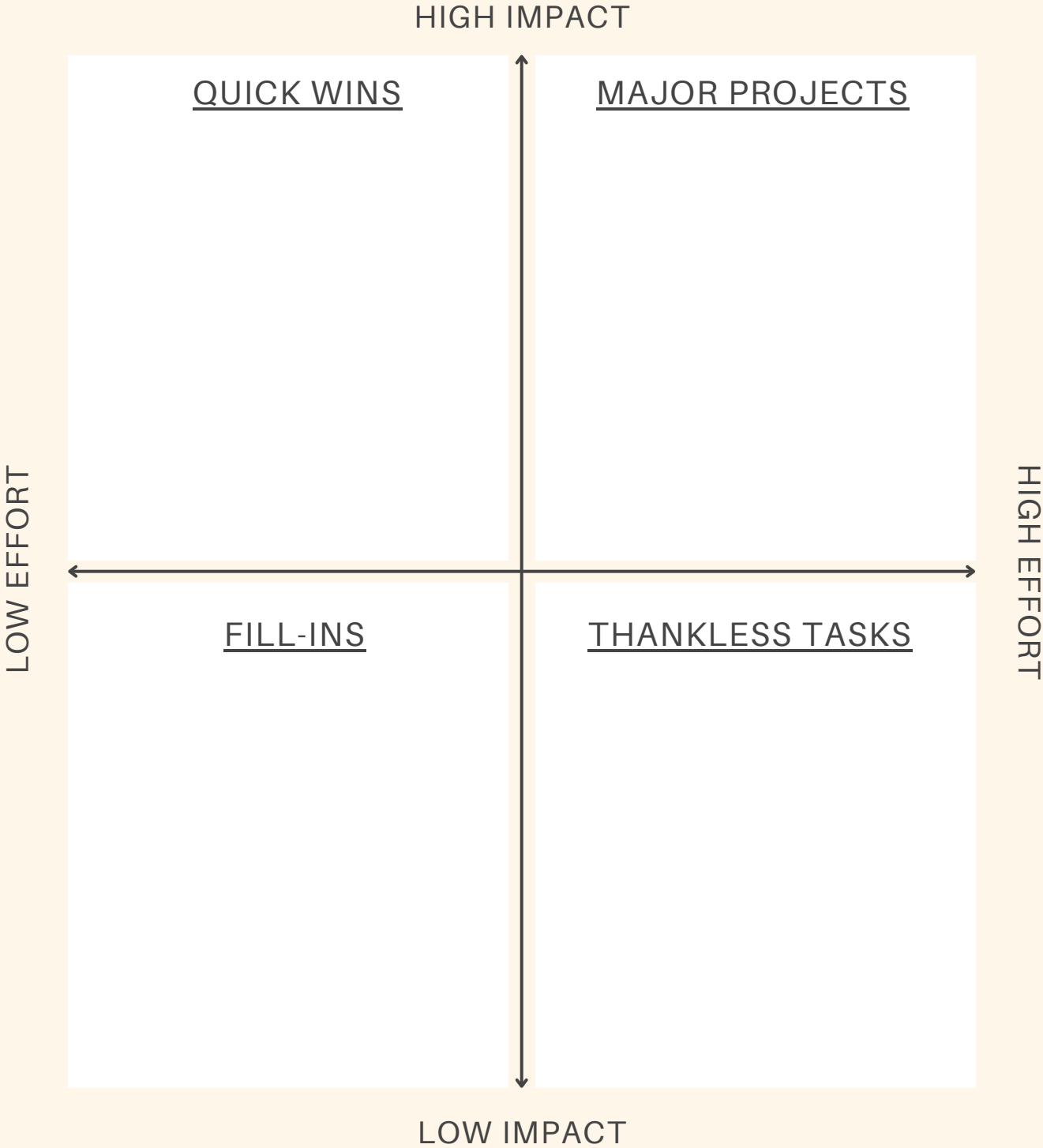
THE EISENHOWER MATRIX IS BENEFICIAL IF YOU:

- Spend your day constantly addressing urgent issues instead of concentrating on your priority tasks
- Are constantly busy but feel your efforts lack significant impact
- Struggle to make headway on your long-term objectives
- Frequently procrastinate
- Find it challenging to say “no” to new requests
- Have difficulty delegating tasks

ACTION PRIORITY

MATRIX

THE ACTION PRIORITY MATRIX IS A GREAT WAY TO VISUALISE WHAT TASKS TAKE PRIORITY OVER OTHERS, AND HOW TO BEST ALLOCATE YOUR TIME TOWARDS THEM.



Chapter 2: Delegate Effectively to Boost Team Efficiency

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Work/Life Integration &
Wellbeing for Founders

Task Details

Task Description	Task Importance	Deadline	Complexity Level
<i>[Brief description]</i>	<i>High/Medium/Low</i>	<i>[Due date]</i>	<i>High/Medium/Low</i>

Team Member Selection

Team Member Name	Relevant Skills/Expertise	Current Workload	Availability
<i>[Name]</i>	<i>[Skills/Expertise]</i>	<i>[Light/Moderate/Heavy]</i>	<i>[Full/Partial]</i>

Communication Plan

Task Instructions	Purpose of the Task	Desired Outcome
<i>[Clear instructions]</i>	<i>[Explanation]</i>	<i>[Expected result]</i>

Support and Monitoring

Check-In Schedule	Questions/Concerns to Address	Resources Provided
<i>[Dates/Times]</i>	<i>[List of potential issues]</i>	<i>[Tools, documents, etc.]</i>

Evaluation and Reflection

Task Outcome	Feedback from Team Member	Lessons Learned
<i>[Completed outcome]</i>	<i>[Comments and suggestions]</i>	<i>[Improvements for next time]</i>

Instructions for Using the Worksheet:

- 1. Task Details:** Fill out the task description, importance, deadline, and complexity level to define what needs to be delegated.
- 2. Team Member Selection:** Identify team members who are best suited for the task based on their skills, current workload, and availability.
- 3. Communication Plan:** Provide clear instructions, explain the purpose of the task, and outline the desired outcome.
- 4. Support and Monitoring:** Schedule regular check-ins, address potential questions or concerns, and list the resources provided to the team member.
- 5. Evaluation and Reflection:** After the task is completed, review the outcome, gather feedback from the team member, and note any lessons learned for future delegation.

Setting SMART goals helps you define clear, actionable, and attainable objectives. Use this worksheet to create goals that are Specific, Measurable, Achievable, Relevant, and Time-bound.

SMART GOALS

1. Goal Description:

2. Specific:

What exactly do you want to achieve?

3. Measurable:

How will you measure your progress?

4. Achievable:

Is this goal realistic?

5. Relevant:

Why is this goal important?

6. Time-bound:

What is the deadline for achieving this goal?

Your SMART Goal Statement:

SMART Goal Example

Increase website traffic by 20% within 3 months to boost conversions and revenue.

Recommended Automation Tools to Streamline Your Daily Tasks



Trello or Asana

Purpose: Project management and task tracking.

Features: Task assignments, deadlines, progress tracking, team collaboration.

Use Case: Organize projects, assign tasks to team members, and track progress efficiently.



Zapier

Purpose: Workflow automation.

Features: Connects different apps to automate workflows without coding.

Use Case: Automatically create tasks in your project management tool from emails, form submissions, or calendar events.

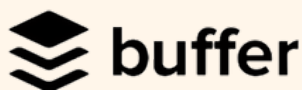


IFTTT (If This Then That)

Purpose: Automation of web-based tasks.

Features: Connects apps and devices with simple conditional statements.

Use Case: Automate tasks like posting on social media, saving email attachments to cloud storage, or turning on lights when you get home.



Buffer or Hootsuite

Purpose: Social media management.

Features: Schedule posts, track engagement, and manage multiple social media accounts from one dashboard.

Use Case: Plan and schedule social media posts in advance, analyze performance, and engage with your audience.



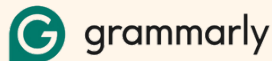
Calendly or Acuity Scheduling

Purpose: Appointment scheduling.

Features: Automated scheduling, calendar integration, reminders.

Use Case: Allow clients or colleagues to book meetings with you based on your availability without back-and-forth emails.

Recommended Automation Tools to Streamline Your Daily Tasks



Grammarly

Purpose: Writing enhancement and proofreading.

Features: Grammar checks, style suggestions, plagiarism detection.

Use Case: Improve the quality of your writing for emails, reports, and social media posts.



sendinblue

Mailchimp or Sendinblue

Purpose: Email marketing automation.

Features: Email campaign creation, automation workflows, analytics.

Use Case: Create automated email campaigns to nurture leads, send newsletters, and analyze email performance.



Microsoft Teams

Slack or Microsoft Teams

Purpose: Team communication and collaboration.

Features: Instant messaging, file sharing, integrations with other tools.

Use Case: Streamline team communication, integrate with project management tools, and reduce email clutter.

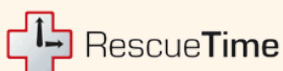


Google Workspace (formerly G Suite)

Purpose: Productivity and collaboration.

Features: Email, calendar, document creation, cloud storage.

Use Case: Collaborate on documents in real-time, manage your calendar, and store files securely in the cloud.



RescueTime

Purpose: Time management and productivity tracking.

Features: Automatic time tracking, productivity reports, goal setting.

Use Case: Monitor how you spend your time on digital devices and identify areas for improvement.

Chapter 5: Define Project Scope Clearly to Avoid Scope Creep

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Wellbeing for Founders

1. Project Overview

Project Name:

Project Description:

Objectives:

Key Deliverables:

2. Stakeholders

Project Sponsor:

Project Manager:

Team Members:

External Stakeholders:

3. Scope Statement

In-Scope:

Activities, tasks, and deliverables that are included.

Out-of-Scope:

Activities, tasks, and deliverables that are excluded.

4. Requirements

Functional Requirements:

Non-Functional Requirements:

5. Project Milestones

Key Milestones and Dates:

6. Deliverables

List of Deliverables:

Detailed descriptions of each deliverable.

7. Timeline

Project Start Date:

Project End Date:

Key Phases and Deadlines:

8. Budget

Estimated Costs:

Resource Allocation:

Funding Source:

9. Resources

Human Resources:

Equipment and Materials:

Facilities:

Technology and Tools:

10. Risks and Issues

Potential Risks:

Risk Mitigation Strategies:

Known Issues:

11. Quality Management

Quality Standards:

Quality Assurance Processes:

Quality Control Measures:

12. Communication Plan

Communication Methods:

Communication Frequency:

Key Contacts:

13. Approval Process

Review and Approval Criteria:

Approval Authorities:

14. Change Management

Change Request Process:

Change Approval Process:

Change Documentation:

15. Project Closure

Closure Criteria:

Final Deliverable Handover:

Post-Project Review:

Sign-Off

Project Sponsor Signature:

Project Manager Signature:

Date:

Chapter 6: Define Project Scope Clearly to Avoid Scope Creep

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Work/Life Integration &
Wellbeing for Founders

1. Project Overview

- Define Project Name
- Write Project Description
- Set Project Objectives
- List Key Deliverables

2. Stakeholders

- Identify Project Sponsor
- Assign Project Manager
- List Team Members
- Identify External Stakeholders

3. Scope Statement

- Define In-Scope Items
- Define Out-of-Scope Items

4. Requirements

- List Functional Requirements
- List Non-Functional Requirements

5. Project Milestones

- Set Key Milestones and Dates

6. Deliverables

- Define List of Deliverables

7. Timeline

- Set Project Start Date
- Set Project End Date
- Outline Key Phases and Deadlines

8. Budget

- Estimate Costs
- Allocate Resources
- Identify Funding Source

9. Resources

- Identify Human Resources
- List Equipment and Materials
- Allocate Facilities
- Identify Technology and Tools

10. Risks and Issues

- Identify Potential Risks
- Plan Risk Mitigation Strategies
- Document Known Issues

11. Quality Management

- Set Quality Standards
- Plan Quality Assurance Processes
- Define Quality Control Measures

12. Communication Plan

- Choose Communication Methods
- Set Communication Frequency
- List Key Contacts

13. Approval Process

- Define Review and Approval Criteria
- Identify Approval Authorities

14. Change Management

- Establish Change Request Process
- Set Change Approval Process
- Document Change Procedures

15. Project Closure

- Set Closure Criteria
- Plan Final Deliverable Handover
- Schedule Post-Project Review

Sign-Off

- Get Project Sponsor Signature
- Get Project Manager Signature
- Record Date

Cheatsheet
The Strategies to Better Manage Time

Work/ Life Integration & Wellbeing



Work isn't just about earning a paycheck; it affects how we feel about ourselves and our place in the world. When your work environment becomes uncomfortable, it impacts your overall happiness. That's where I come in - I'm here to help you through this **transition**, addressing challenges like procrastination, recurring negative self-talk.

Being your own boss is **awesome**, but it doesn't help when you find yourself constantly on the phone when you should be spending time with your family and loved ones.

I'm passionate about helping founders get unstuck, stop dealing with "imposter" voice, loneliness, and procrastination, and reconnect with their purpose and core WHY so they feel inspired every morning. My goal is to **uncover the misalignments** between what you consciously want and your unconscious beliefs, especially in business environments aiming for a people-first culture. Together, we can find strategies that let you thrive both at work and in your personal life.

Networking and helping people create the life you truly deserve and **enjoy** bring me immense joy. I would be excited to work with you!

Let's create a truly human-friendly and people-first culture together, starting with your wellbeing!

Which words represent your wellbeing and your work-life balance TODAY?



You can be balanced,
harmonious, well-
rounded & aligned
very soon!

Cheatsheet
The Strategies to Better Manage Time
The End

Conclusion

Ready to take control of your time and achieve a better work-life integration? Now that you have this "Strategies to Better Manage Time" cheatsheet you can start implementing these actionable tips to boost your productivity and well-being.

Join our community of proactive founders and solopreneurs who are transforming their approach to work. Sign up for my newsletter to receive exclusive insights, tools, and resources delivered straight to your inbox. Plus, get access to personalized coaching sessions and support..

Don't let time be your enemy. Take the first step towards a more integrated and fulfilling life. Begin your journey to better time management and greater success!



Kseniya Eksimez

*Stay true to your passions, values,
and personal brand*

KAY
CONCEPT
WORK-LIFE BALANCE COACHING