

### **Slide 1:**

Hello, hello!

Welcome to today's free training.

In this training, I'm going to be sharing the number one strategy that I use to help manage my time to get EVERYTHING done in work and life.

And you guys, I get a lot of shit done.

### **Slide 2:**

I am a top-ranked business development consultant, working with clients throughout the international development sector

I am an technical writer and proposal manager who created a profitable business with my business bestie in just one year

I manage a team

Plus I have a family

I take legit vacations and 90% of the time I don't work over 40 hours a week, with my happy place being 25-30 hours per week.

I'm not trying to brag, I'm just trying to fill you in on the fact that I get a lot of shit done.

Now before we dive into all of that including introducing myself, which will explain why my to-do list sounds a bit nuts, I first want to

### **Slide 3:**

thank you for joining in on this free training.

And because I'm all about using time super wisely, I promise to have you here for less than an hour today.

And in that time I have jam packed this training with

### **Slide 4:**

An inside look at how I manage my time to get it all done.

A tried and true way to create boundaries around your priorities

Plus a way to create a container in which your creativity can thrive

AND it's all super actionable, easy, and totally free using tools you already have at your disposal

My goal is for you to leave this training with a simple system what you can use to help you better manage your time so that you can spend more time doing things you love, while still getting everything done that need to get done

Now this is where I'm going to lay it down kinda hard

The number one rule to getting it all done like a boss is to

### **Slide 5:**

Find your focus.

So for the rest of this session I need you to start practicing just that.

### **Slide 6:**

Turn off your phone

Close down your email

X out all those tabs that you have open, which if you're anything like me, is a lot

And lend me your undivided attention because it is time to get down to business

Now, let's get started

I'm here to help you work like a boss, so know you're in the right place if

### **Slide 7:**

You don't have enough time to do the things that matter

Or pursue your creative endeavors

Or maybe you're working on everybody else's stuff first, leaving little time or energy for your own projects

Maybe you feel crazy busy, but also like you're accomplishing very little

Or you're not sure what to be working on next

Or maybe you struggle with focusing on the task at hand

Or struggle with disconnecting from your work to actually enjoy your life

It is my goal to address your time management in a way in this training that you can get off those struggle busses

### **Slide 8:**

Now today's training is just the tip of the iceberg of all the actionable tools, tactics, and mindset shifts that we create content around here at Bid Boss

Now this is a completely pitch free training.

I'm not here to sell you anything, just making sure that you're a more effective and efficient human being and professional, but know that what we do here at Bid Boss goes far beyond helping you manage your time.

And we hope that you'll check out more of what we've created to help you get more organized, clarify your vision, set big goals, and map out tactical next steps to make your business dreams a reality.

### **Slide 9:**

Now, before I get started, I do want to properly introduce myself

I'm Whitney Kippes

I'm the co-founder of Bid Boss, which is a top ranked business development consulting firm and a must for any international development organization looking to improve their win rate.

We started consulting together in 2019 and it's one of the favorite things that we do.

### **Slide 10:**

And as I mentioned before, I'm a trainer. I helped develop the Bid Boss Remote Facilitation Masterclass, a smash hit of the 2020 work from home revolution and a must for any team trying to take technical design workshops into a remote setting.

Over the years Bid Boss has grown into not only a business of it's own, but a movement.

We host a vibrant online community of business development, global development, and non-profit professionals. We put on inspiring events, like live chats, courses, and celebrations.

I work closely with Sara Jane to deliver quality proposals to clients – keeping my hands dirty in the thick of what writing and management looks like in this competitive environment.

And we mostly love that we get to nurture your professional development with an approach that reflects your experience as a whole person – not just a task machine.

### **Slide 11:**

Now, outside of Bis Boss, I am also a full human person as well!

I am currently president of our building's homeowner's association, with all the drama that comes with it.

I volunteer with Junior Achievement.

Apart from that, I love to read and rewatch my favorite tv shows.

I'm a proud auntie and dog mom, and I love to travel.

It sounds like a lot, and it is.

I live a very full life and it's all possible because I am the boss of my time, which is what I'm here to show you how to do today.

### **Slide 12:**

Now, you're here because you want to get shit done.

And if you're like most bosses I know, you have big dreams and the path to those dreams probably feels a bit daunting.

In fact, you've probably been told, or you probably believe, that you need some elaborate project management system (or even a project manager or assistant) to keep you on task.

And I'd get why you feel that way.

When you're juggling all the things, it's easy to feel like there's gotta be magical solution or person out there who can just tell you what to do.

And on some level, I agree. A little bit of outside help can totally help you get it all done – especially if you are trying to take on more than your schedule will allow.

But having extra help is useful only if you're capable of knowing what you really want to accomplish in the limited amount of time that you have.

Plus, we all know that having someone else manage your life is really just a pipe dream.

You've got to do it yourself, and DIY means that you have to learn to create boundaries on YOUR terms around what really matters most in your work and life.

I've seen too many development professionals get stuck jumping from one project or proposal to the next, only to realize that their hard work has leveled them up to a place where their existing coping strategies just DO NOT WORK.

Because they are too tired to make executive decisions.

They might even spend precious time building out systems and deadlines around work that feels important, but that ends up being a distraction from the long-term vision.

Listen, a lot of us love the idea of having someone else tell us what to do. Because decision fatigue is very real. But as the CEO of your own business, it's important to understand how to manage your time before you let somebody else dictate it for you.

To accomplish your goals, you need to prioritize your time, create a container for creativity, and set up some healthy boundaries so that you can take your vision as far as you can before pulling someone in to help you out.

And I'm here to empower you to give it an honest go all on your own first with our number one strategy for getting it all done.

In fact, I've gone years without a project manager and even without my beloved project management software.

And even with those things in place, I still rely on one simple tool to help me manage my time and prioritize what gets done in a day.

So.

How do I do it?

### **Slide 13:**

Time blocking.

And the tool that I use is my calendar.

That's it.

No fancy apps, or cool planners, no deep systems or complex lifehacks.

I'm going to show you how to prioritize what's important and live by your calendar so that you can get done everything that you desire.

Because here's a cold hard fact.

Despite my list of accomplishments, I've got hardly more drive or motivation as the next person.

The only difference between me and anyone that's not getting it done is that I prioritize my goals with strict boundaries and use those boundaries to guide my work, leaving me focused to work on what's at hand and the freedom to chill when it's time to turn off my work brain.

I call this process of setting up boundaries and using my calendar to do it *time blocking* and I'm going to show you exactly how I use it to get everything done that I want to have done all on my own.

### **Slide 14:**

Because if I know anything, about our Bid Boss community at large, you think you need more time.

Time to do big things, like creating a long-term vision for your career, build strategies to improve your win rate, create authentic connections with your peers, write impactful proposals and reports, focus on a passion project... (laugh)

Not to mention things outside of work like starting a family or traveling the world.

Or even time to practice self-care and get a workout in.

In other words, if you're a boss, you've got big goals and lots of interests, and you feel like there's not enough time to get it all done.

But the truth is, you can't make more time.

### **Slide 15:**

We all have the same 24 hours in a day, even Beyonce.

But what you can do is prioritize what matters and carve out time for those projects, and this time blocking strategy is how you do it.

## **Slide 16:**

To get started with the brainstorming part of this, take out a piece of paper and divide it into five columns.

Just draw lines down it in five columns and each one of those columns represents a weekday.

I want you to get started blocking out your ideal week.

And – to get you started – I'm going to pose a couple of questions that you can answer.

So, in your ideal week, removing any ideas of what you *think* you need to be doing, answer these questions:

When are your meetings?

When is your creative time?

When do you make time to hit up a yoga class or workout?

How many times a week are you getting together with friends for lunch or coffee?

When is your most productive work time?

When is a good time to tackle administrative tasks?

Start thinking through everything you typically do and when you would prefer to do it.

## **Slide 17:**

When you get your thoughts brainstormed on a piece of paper you can start to transfer your ideal week to a digital calendar.

I personally prefer using Google's calendar app, and we'll be using that for the sake of this tutorial, but you can also use whatever calendar you already have in place – the Apple calendar, your favorite paper planner, it all works the same.

What I'm really teaching you here is the principle of time blocking, more than the technicalities and details of doing it.

So use whatever you'd most like to use.

So to show you how I like to get really dreamy about it, and plan out my dream week I'm going to use Google calendar and begin by creating a new calendar and labeling it Dream Week.

Then you're going to block out chunks of time dedicated to what you want to do and when you want to do it.

And I'll show you what this can look like -

### **Slide 18:**

For me, that means starting with a non negotiable.

For me, this includes starting my day with a journaling prompt (and breakfast) as well as my regular lunchtime pilates class on Fridays.

So I begin my dream week with blocking out my journaling time from 730 to 8am and my weekly pilates class on Fridays.

Now, scheduling any routine meetings are responsibilities that you may have.

The things you know have to happen at the same time every single week.

### **Slide 19:**

For example, I have a Monday meeting each Monday with the bid boss team, so SJ and I know what we're working on.

I have a regular training prep meeting on Wednesday afternoons. I also have touch base with our board on Tuesday evenings.

These things happen every single week and though all of mine are meetings, you can also schedule in any standing sessions that you may have with others or maybe just with yourself.

Also, you have to put in lunch.

I put these in because if I didn't, I would work right through them.

Now that we have in the basics, let's not forget about the point of this and that is to get dreaming.

So let's begin mapping out a big project that maybe you want to tackle.

This can either be that passion project that's been hanging over your head or maybe this is just the most compelling or creative work that you're already getting paid to do.

It's important to look at creative work as the next biggest priority because it takes a particular kind of mindset to really do it well.

Not to mention the fact that you're a busy development professional. Your ability to shift your schedule to accommodate others is an asset, but protecting your most creative time allows you to prioritize the most important parts of the work that you do so you have to make plenty of time for it.

Maybe you want to set aside time for writing persuasively or make plenty of time to practice your language skills or create that slide deck for an upcoming conference or again just doing the creative work that you get paid for.

### **Slide 20:**

Block out some creative time to work on these projects.

I'm going to block myself off a whole half day out of my week for this creative work.

I want you to notice here that I have very mindfully added an important appointment on Wednesday mornings to have tea and chat with a long distance friend. This makes my Wednesdays the day I look forward to most in my personal calendar and aligns to my values which prioritize my relationships.

That way, on Tuesdays and Thursdays when I do my creative work, I know that I'm fueled up and ready to dedicate most of my morning to creative work. My brain works best in the morning, and I know that saving those mornings will let my most creative brain work its best.

And a very important boundary around my time that I have set up.

### **Slide 21:**

Another important boundary?

My no meeting Wednesdays. I've intentionally carved out one day a week when I don't take external calls. I tell my clients this up front and protect that time like a hawk.

This allows me to focus on my work and consistently make big moves in my career without being interrupted by meetings or appointments or other engagements that would keep me from doing this really important work.

And because of this, those Wednesdays are also my favorite part of the week – days when I can really just come in, connect with what I care about most, and just do the work that I most usually need to do, but also that I really want to do.

Also I want you to notice that I'm putting in buffer time between things in my calendar, I need that space to move things around as I get going, or to give me space if something pops up, or if I need to spend a bit of extra time on something.

I know that if I blocked myself in too tightly, I get overwhelmed and I don't accomplish much if I'm overwhelmed.

So I leave myself some breathing room.

On the flip side of that though I've seen people thrive by scheduling their calendars solid.

So you do what works best for you.

### **Slide 22:**

Now I'm going to fill in other important tasks for my work week – for me that's blocking off the time that I have available for clients to schedule coaching appointments as well as the big blocks of time when I need to do client work.

These items are the part of my job that keep my business running and you'll want to do this for yourself to think of processing expense reports or preparing for regular meetings or whatever it is that keeps your work going day to day.

Now I've shown you how to get dreamy with your time blocking and you can go do your own as well.

Know that this can take quite a bit of practice to really key in on how much time it takes to do something, the time it takes to transition from one thing to the next, and how fires pop up to interrupt your day.

Also I want to show you a sample of how it is that I cut down those big blocks into actual smaller tasks that I use, day to day to keep me moving forward.

So moving beyond the dream week,...

### **Slide 23:**

Here is my sort of pro tip pro scenario for you.

Every Sunday I sit down with my calendar ...

## **Slide 24:**

and my to do list across both my work life and my personal life and I set up my calendar, just like this, filling it in with the most important things that I need to get done.

I keep my chunks in the right places filling Tuesday and Thursday mornings with creative work and keeping Wednesday's meeting light.

Working in this way keeps me out of my to do list and focused on my calendar.

I know very much so how my energy flows because I can watch my productivity ebb and flow day to day and plan for it over weeks and months, I have learned so much about how it is that I work.

I'm dialing further and further into me being more and more productive.

For example, I now know that I can get a lot of stuff done on Tuesdays, but Fridays it being the end of the week and me having carved out a lot of that day for client work, I know that I better keep it light, only two or so tasks in the morning that I'm allowed to do. And then I a lot the rest of my day to client work and coaching appointments so I can show up and be present in that work, not overworked and overwhelmed, but really able to give my all to that last bit of the week.

This awareness means I know very well my relationship with time and my own ability to be productive and I'm in complete control over it.

So I do this work, setting up my calendar, every single week. And then I actually live it, which is twofold.

## **Slide 25:**

First, I show up.

I do my creative work, I make time for what is important to me and my business.

And second, I am living by my calendar.

Now, time blocking is a simple technique, you're just using your calendar, but when you actually block out your time what you're really doing is blocking in what is important.

You can gain some serious control over your work and your life and find yourself accomplishing things that actually leave you feeling fulfilled and successful if you use this simple strategy.

And with that, I want to take a second to address one of the most personal and painful myths this incredibly simple technique can bring up for busy professionals.

### **Slide 26:**

I should have already accomplished more.

Look, I get it, that's a totally normal feeling to have when you're looking at your Instagram feed or comparing yourself to colleagues seeing all the success of those around you, it's easy to feel like you've been wasting your life, but don't fall into that hole.

### **Slide 27:**

This is where I want you to begin to cultivate some of that self-reliance and trust.

Trust that you are exactly where you need to be and that you can move forward with momentum, focus, and dedication, simply by prioritizing what matters.

By creating boundaries around that time, by blocking it off on your calendar, and by actually being strategic, and doing the work in that time you schedule.

You'll be taking real action to make what you want to happen.

The truth is that you're exactly where you need to be right now - in your life and even hanging out with me here in this training.

You can start prioritizing your future accomplishments right now with this strategy right where you are.

So to get started now here's what you're going to do.

### **Slide 28:**

First, look at your tasks and to dos.

Second to prioritize what you really want to create and really have to do.

Third block off time for it and your calendar.

And finally, show up and get to it.

### **Slide 29:**

And you're doing all of this so that you can...

Find focus in your daily and weekly work in life.

Get your most important work done.

Make time for the things that are important to you and

Feel more in control of your work in life.

### **Slide 30:**

And I know this system works.

I use it every single week.

And I've taught this system to many of my closest friends and clients who use it to get more focused and strategic about their career priorities as well as juggle those ambitious careers with their busy lives - successfully and on their own terms.

And now it's up to you.

I've led you to water, but it's up to you to drink.

### **Slide 31:**

If you've enjoyed this training and know that this isn't all that we have to offer.

We're constantly talking time management tips and tricks and Bid Boss Clubhouse

### **Slide 32:**

an inclusive home for international development professionals and consultants like you.

Because staying productive and focusing on the right tasks to move forward is always a hot topic amongst bosses and checking in on everyone's time blocking habits and accomplishments is the subject of many a First Thursday meetup.

Plus, members of the Clubhouse also get exclusive access to discounted courses, virtual events, live chats of public webinars, and more about the biggest struggles facing our community.

**Slide 33:**

So if you're looking for more support on your time management journey I hope you'll check out the Bid Boss Clubhouse.

And until next time, win more. Avoid burnout.

We can't wait to see what you do next.