About Me

Product Development

Global Brand Marketing

Licensing

Publishing

AVON
the company for women

MATTEL
fisher-price

entertainmentOne

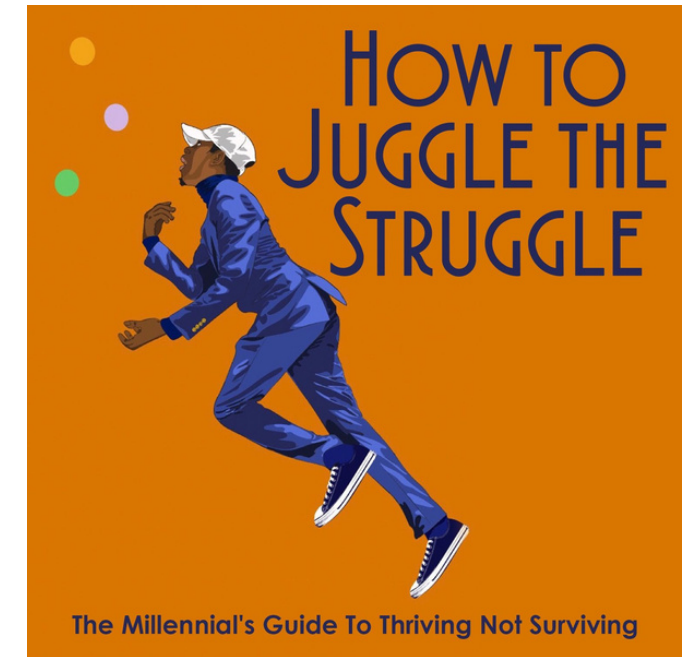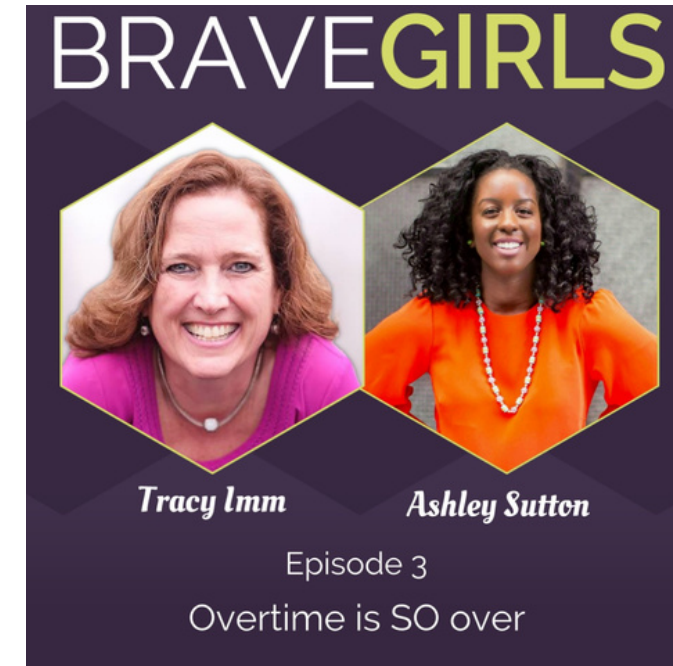Penguin Random House

About Me

OVERTIME IS SO OVER

LEAVE THE OFFICE AND GET YOUR LIFE BACK!

ASHLEY SUTTON

Available at amazon

BET★her

ASHLEY SUTTON
AUTHOR - "OVERTIME IS SO OVER"

SPQ
SWITCH PIVOT OR QUIT

HOW DO YOU KNOW WHAT YOU WANT IF YOU DON'T KNOW YOU?

- @THEASHLEYSUTTON   @SWITCHPIVOTORQUIT

BRAVEGIRLS

Tracy Imm   Ashley Sutton

Episode 3
Overtime is SO over

HOW TO JUGGLE THE STRUGGLE

The Millennial's Guide To Thriving Not Surviving

ATHLETA
presents
Prioritizing You

with ASHLEY SUTTON,
Author of *Overtime Is SO Over*

@OvertimeIsSoOver | www.OvertimeIsSoOver.com

WITH RACHEL PIERRE
MOMMIFACETED
Podcast for women who are juggling home, career, and following their dreams.

Hustle & Hope

The first motivational greeting card company to embed digital downloadable guides, helping people level up in their career, mindset, and spirit. Simply grab a card, scan the QR code on the back, and unlock a free downloadable guide with tips ranging from resumé help, interview best practices, self-care, budgeting, and more.

FEEL WHAT YOU NEED TO FEEL
(HERE IF YOU NEED ME)

BOSS BABE

Hustle & HOPE

HAPPY Birthday!

Tis the season to be
FA-LA-LA-LA- LAZY

What's Going on At Work?

Did you know?

Over 70%

of employees are feeling
burnout?

*According to a recent McKinsey &
Company and Deloitte study

Did you know?

1,789+

hours

*American workers work more hours than any other post-industrial country annually

Did you know?

Over 50%

of employees are not happy with their job

Did you know?

35%

of employees are at risk of heart problems and/or stroke due to overworking (55+ hrs/week)

*According to the World Health Organization

Activity 1

What's Up With Work?

(5 minutes)

You +
Your time

Activity 2

We Have All The Time in The world!

(5 – 8 minutes)

You +
Your Energy

Activity 3

Energy is Everything

(5 minutes)

1 CLEAR YOUR MIND:
Key Methods to Focus

- Take a 10,000 Foot View
- Narrow Your Focus
- Calendaring
- Make a HOT List
- Take a Break

PRIORITIZE THE DAY:
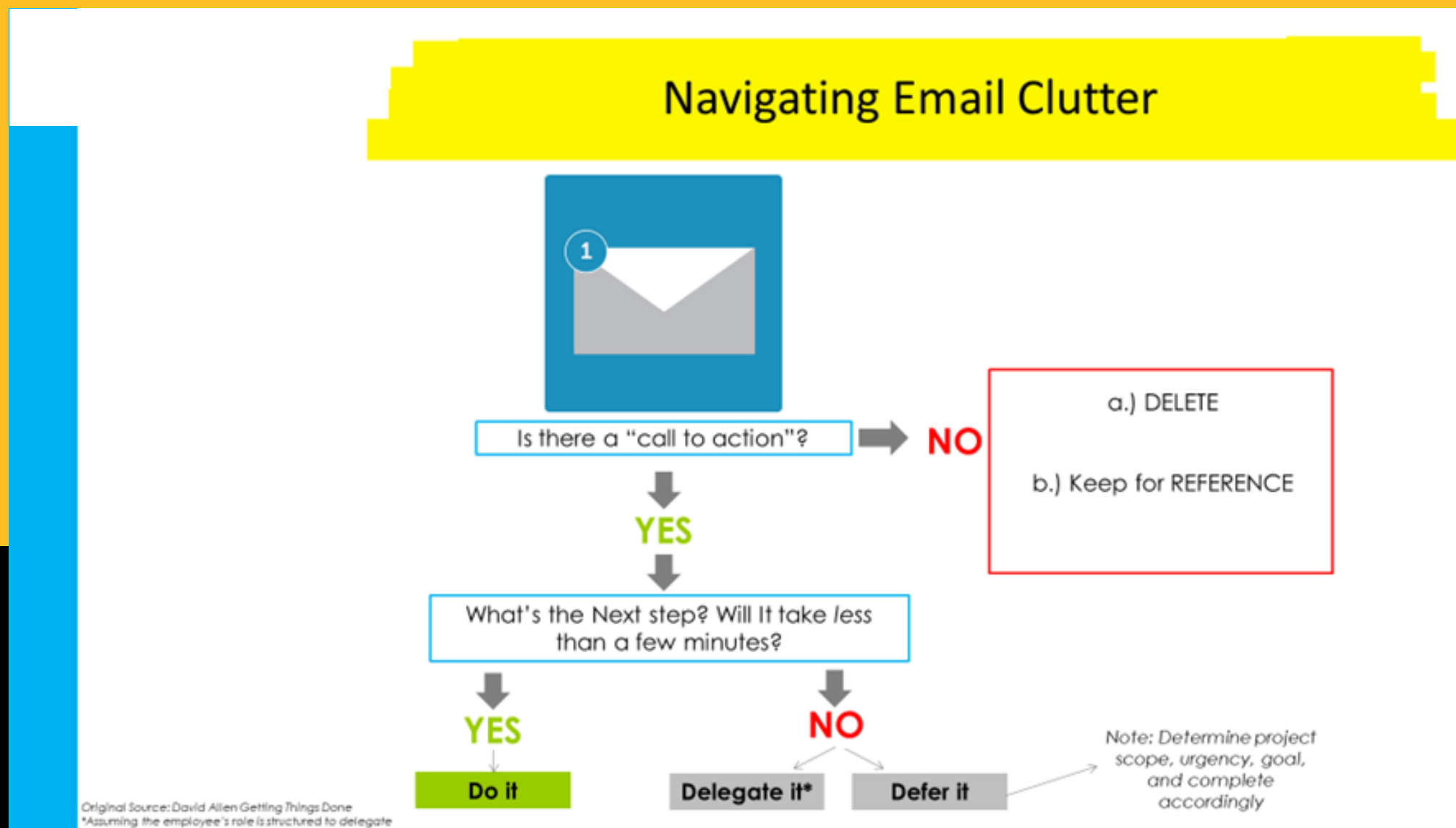# Simple hack to work smarter

2

I.P.O.

- **Identify:** Determine and plan what you need to work on.
- **Prioritize**: Determine importance and urgency of projects/assignments. Identify what you should do first, etc.
- **Operate**: Go DO IT!

3 TRAP TO AVOID: Checking Email

- Pick an email schedule that works for you
- Prioritize urgent and key emails

Navigating Email Clutter

1

Is there a "call to action"? → NO
- a.) DELETE
- b.) Keep for REFERENCE

YES

What's the Next step? Will it take *less* than a few minutes?

YES → Do it

NO → Delegate it* / Defer it

Note: Determine project scope, urgency, goal, and complete accordingly

Original Source: David Allen Getting Things Done
*Assuming the employee's role is structured to delegate

You +
Your Company

Activity 4

What Did You Do at Work?

(5 – 8 minutes)

You +
Your Self

Set Boundaries

- Learn to say no
- Take time off
- Silence Notifications
- Find your "baby"

Stay Connected!!

Hustle & Hope

Instagram Pinterest Facebook LinkedIn @hustleandhope

hustleandhopecards.com

hello@hustleandhopecards.com

THANK YOU

MANY VOICES
ONE COMMUNITY