

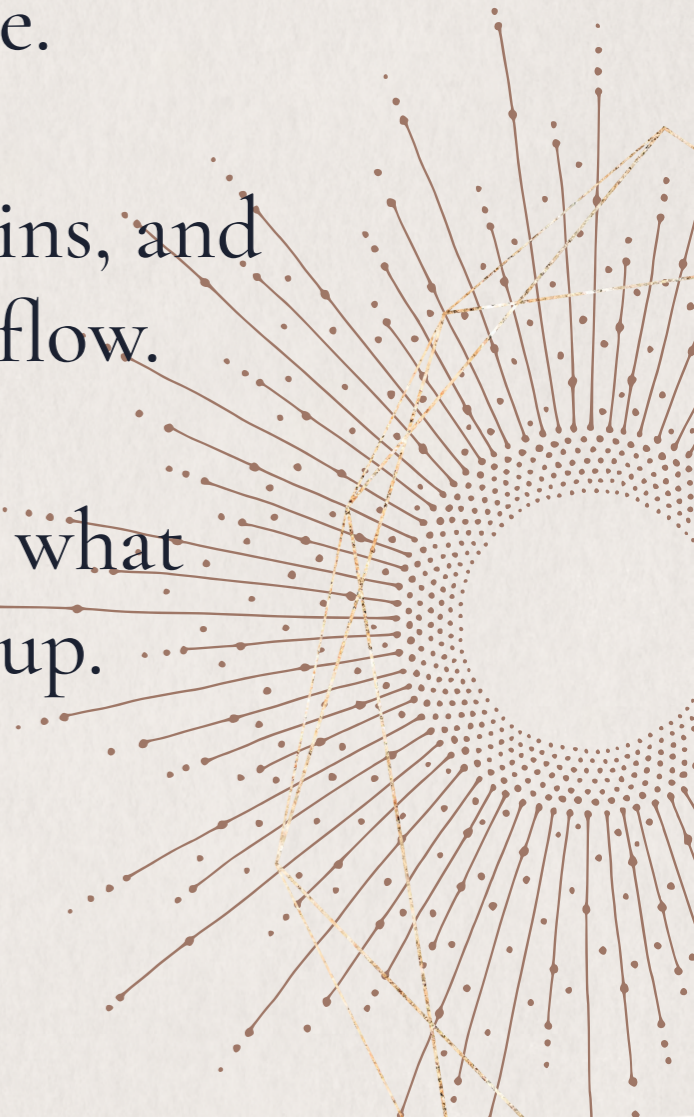
TAKE BACK YOUR *Time*

..... *with* .....

REESE SPYKERMAN + GCA

IN THIS WORKSHOP, YOU'LL  
*discover...*

1. The secret to schedule batching and how it compares to the task-based systems most people use.
2. Why task-switching drains most people's brains, and how theming helps you remain in a state of flow.
3. My Energy Audit Method that neutralizes what drains you and prioritizes what lights you up.



# HI, I'M REESE

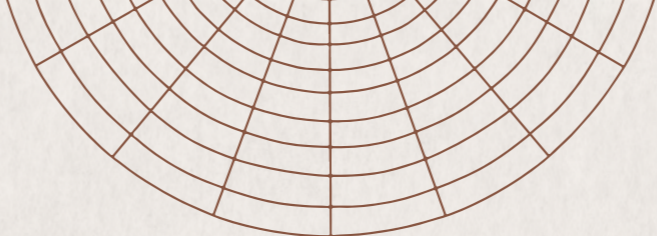
- I've been a website optimization consultant, designer, and copywriter since 2006.
- Introverted up the wazoo.
- Work & live with Hashimoto's (autoimmune disease), Endometriosis, and ADHD.
- Love helping people make time management work for their unique needs.

**Forbes**



**Entrepreneur**





# HOW MOST PEOPLE MANAGE THEIR WEEKLY SCHEDULES...



.....  
*OR*  
.....





# THE 3 MOST COMMON TIME-MANAGEMENT METHODS

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1

Task-based  
(to-do list)

2

Responsive actions

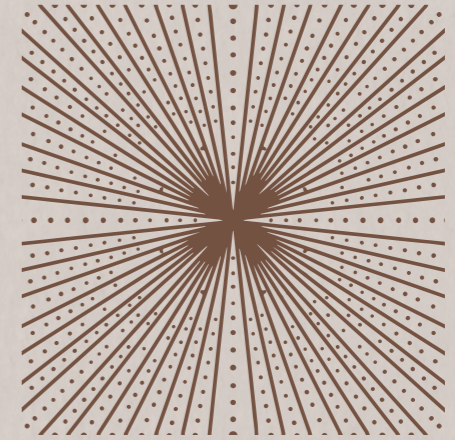
3

Plan each day *perfectly*

## ISSUES with Task-based (to-do list)

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- Often aren't grouped into similar tasks, creating an inefficient "rollercoaster" of work.
- Task switching increases fatigue, and isn't optimized for your energy.
- Easy to neglect your bigger dreams and goals.



*food*  
FOR THOUGHT...

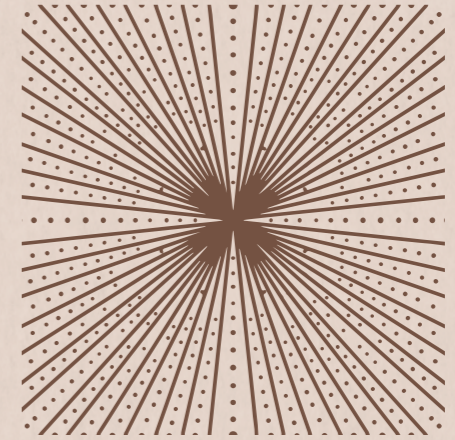
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Task lists aren't inherently bad. It's about whether those tasks are done in a way that *serves* you instead of *depletes* you.

# ISSUES with Responsive Actions

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- URGENT problems or requests take priority.
- Your schedule is likely beholden to the demands of others.
- Your nervous system remains in fight or flight mode (putting out fires).
- Your priorities or big goals get buried/neglected.



*food*  
FOR THOUGHT...

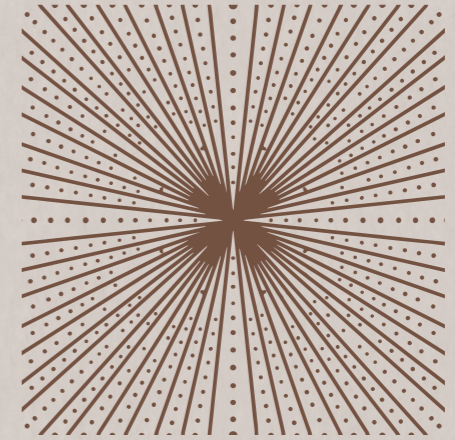
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Life is inherently  
full of fires.  
Our brains and bodies are  
conditioned by *how we*  
*respond* to those fires.

# ISSUES with Perfectly Planned Day

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- People make plans and God/the Universe laughs.
- Destabilizing & stressful when things don't go according to plan.
- No margins or “sh\*t happens space.”



*food*  
FOR THOUGHT...

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When you make space for  
uncertainty, you give  
yourself grace.





Other time-management books,  
systems or methods might work...

*For the person who designed it.*

(LEAVING US FEELING ASHAMED WHEN IT  
DOESN'T WORK SO WELL FOR US.)

INSTEAD OF TO-DO LISTS  
AND TASK-SWITCHING, TRY...

## BATCHING

*Aka time blocking*

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Create blocks of time in your  
schedule for related tasks.

Reduce task-switching fatigue.

Operate in a state of flow.

TAKE IT  
ONE STEP FURTHER...

## THEMING

*Give each day a theme*

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Supports your brain in compartmentalizing (reduces strain).

Improves mindset over time  
("Today is my 'writing/design/client' day")

Puts a start and END to annoying (but necessary) work.

# MARGINS, AKA “SH\*T HAPPENS SPACE”

## SPACE

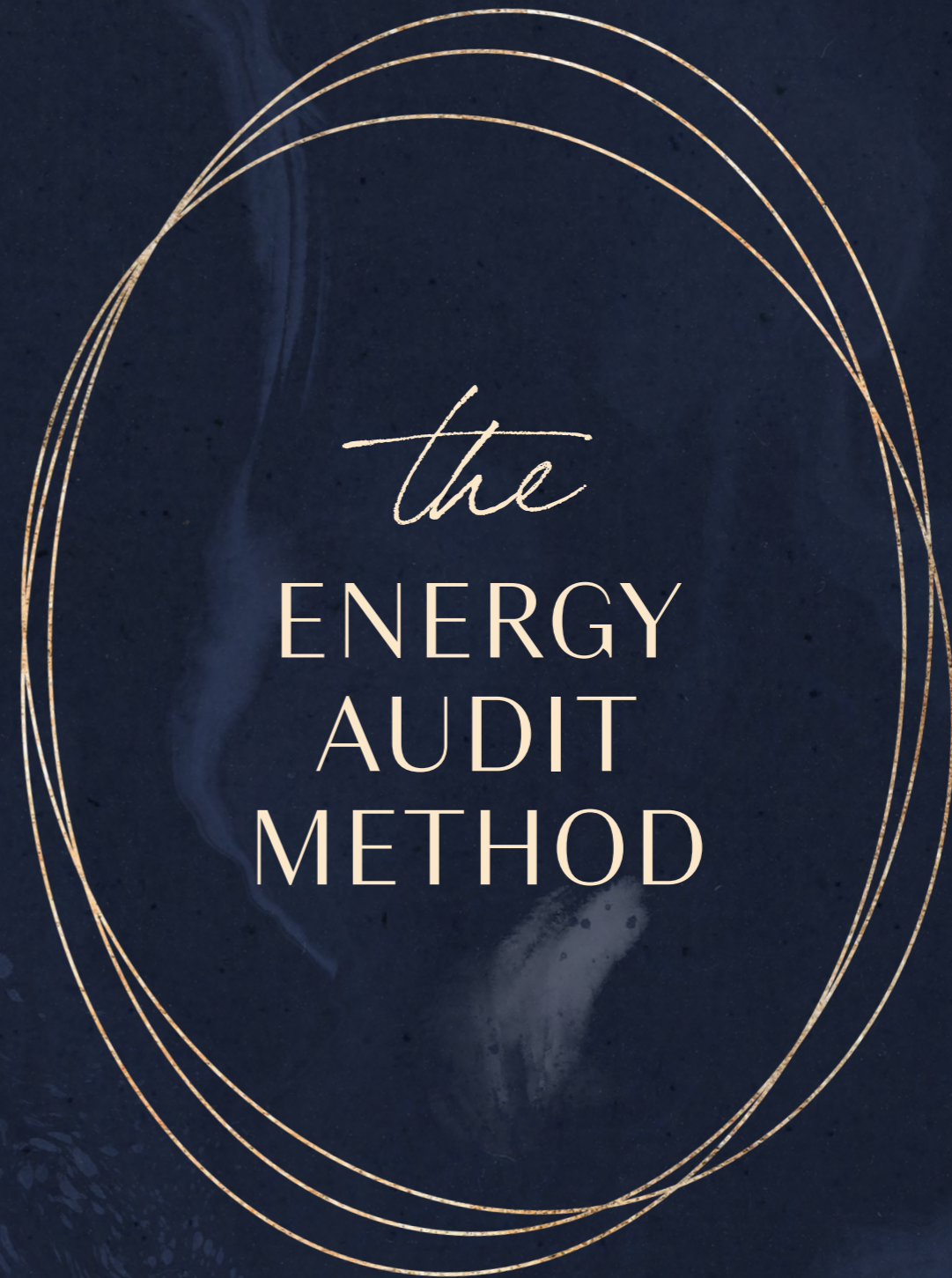
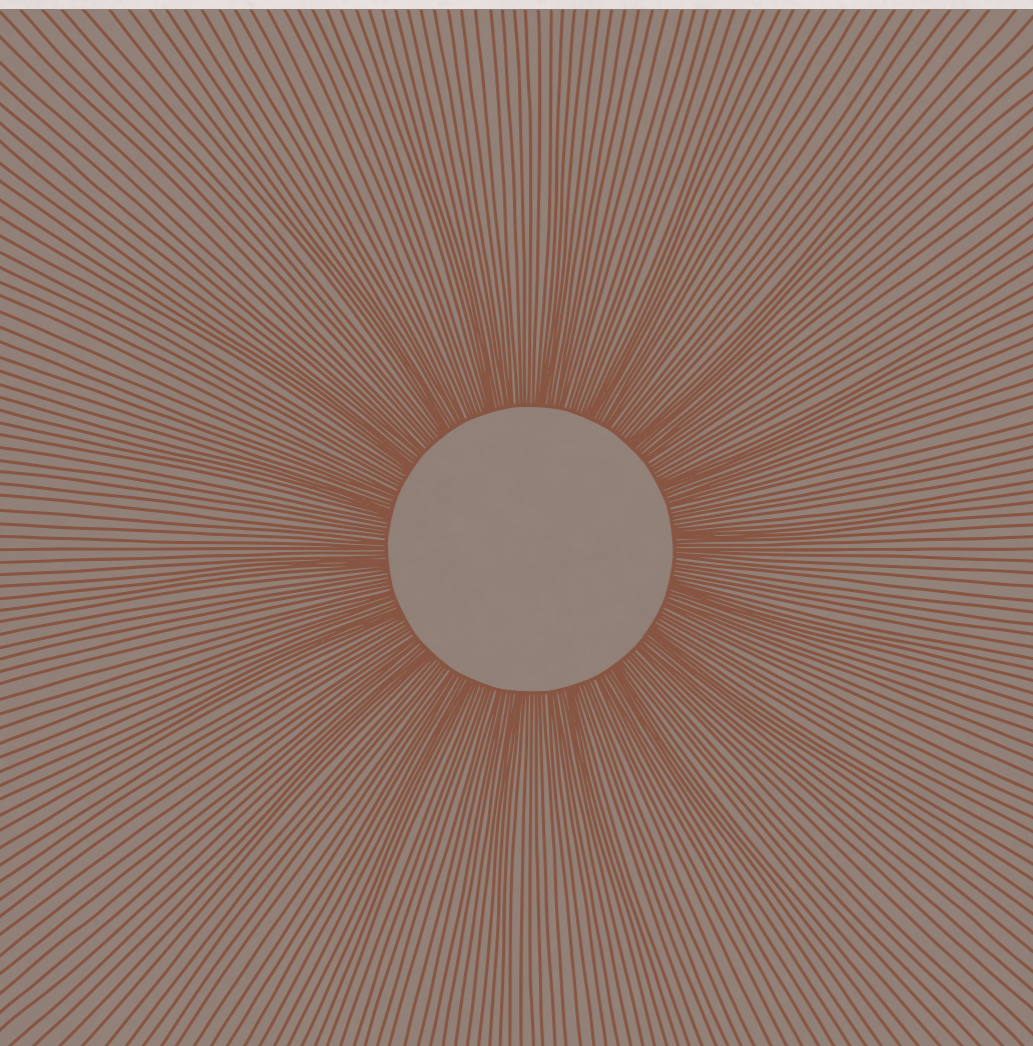
*Schedule “blank time”*

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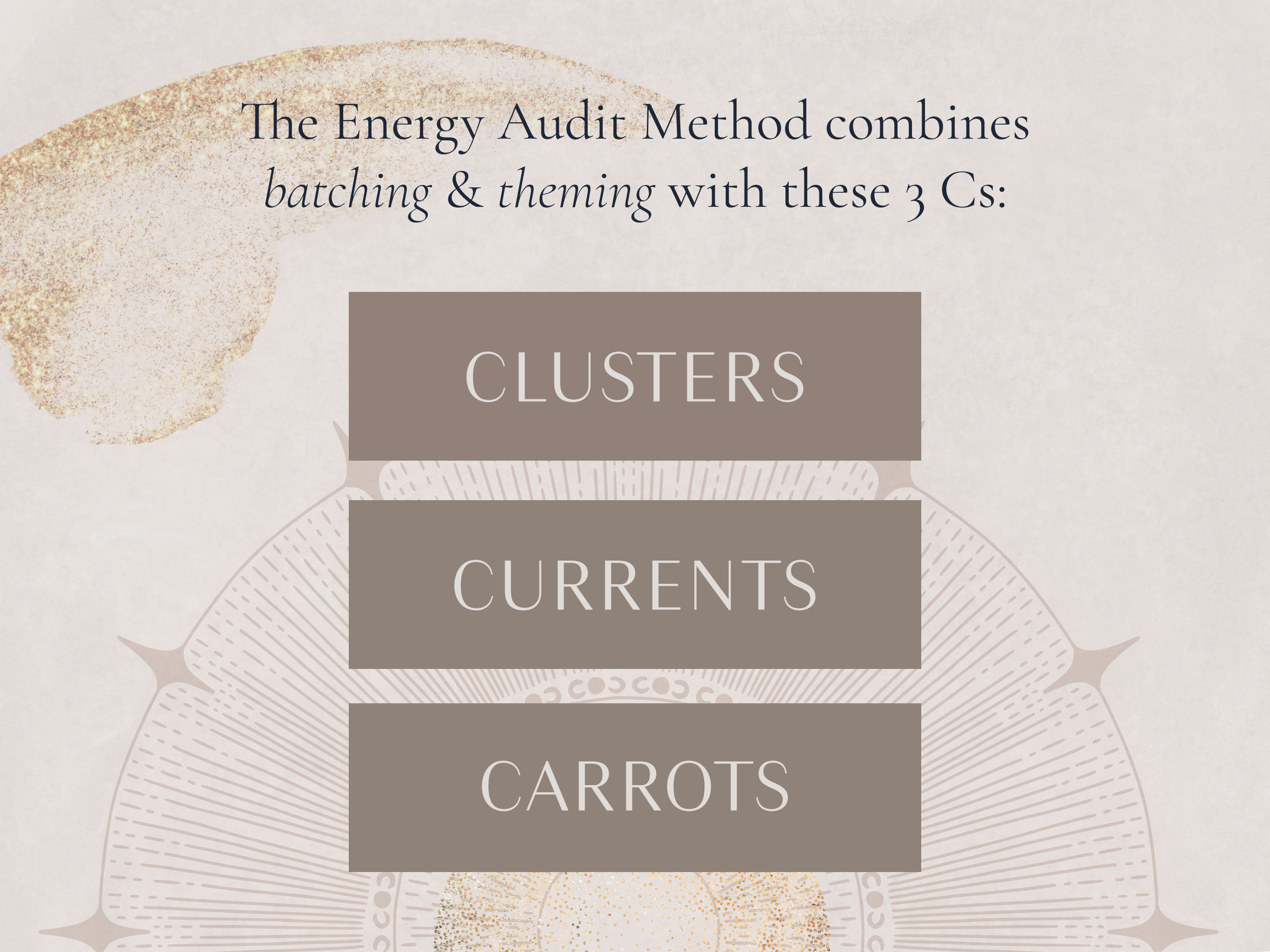
Build in blocks, either in part of a day, or in each day,  
for inevitable fires.

This space can function as either “deal with fires” or “deal with overflow” from tasks that took longer than expected.

A final key  
to making it  
truly yours...



*the*  
ENERGY  
AUDIT  
METHOD



The Energy Audit Method combines  
*batching & theming* with these 3 Cs:

CLUSTERS

CURRENTS

CARROTS

## PUTTING IT ALL TOGETHER: THE ENERGY AUDIT METHOD

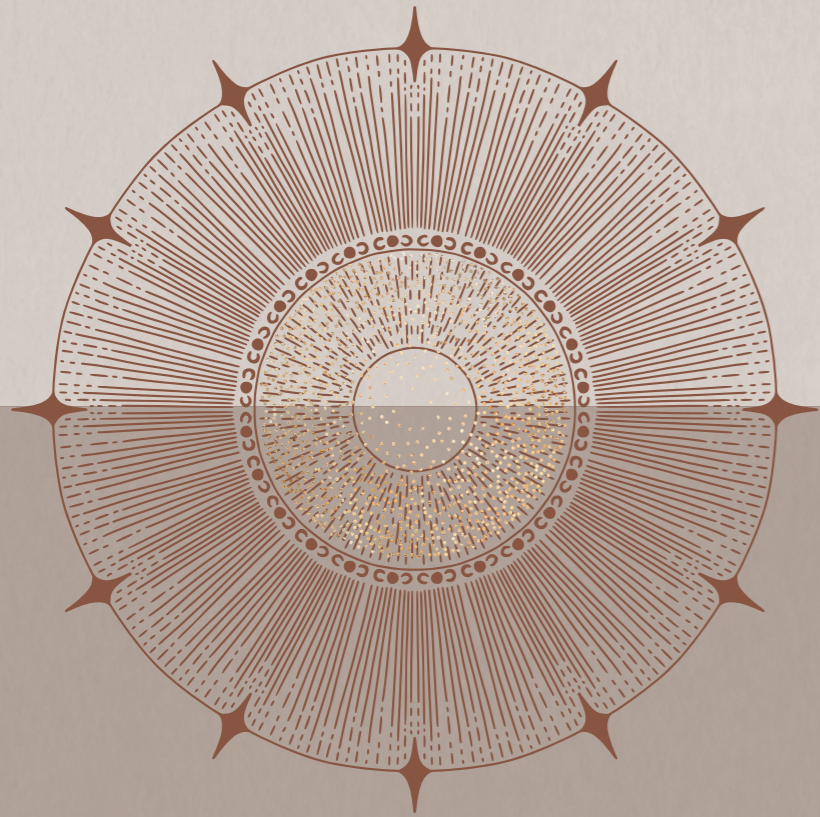
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# 1. Group your work & tasks into CLUSTERS

Make a list of the type of projects and or tasks you do repeatedly (daily, weekly, monthly).

*Examples:*

- \* Customer service emails
- \* Marketing newsletter
- \* Bookkeeping
- \* New design curation
- \* Wholesale outreach



CLUSTERS

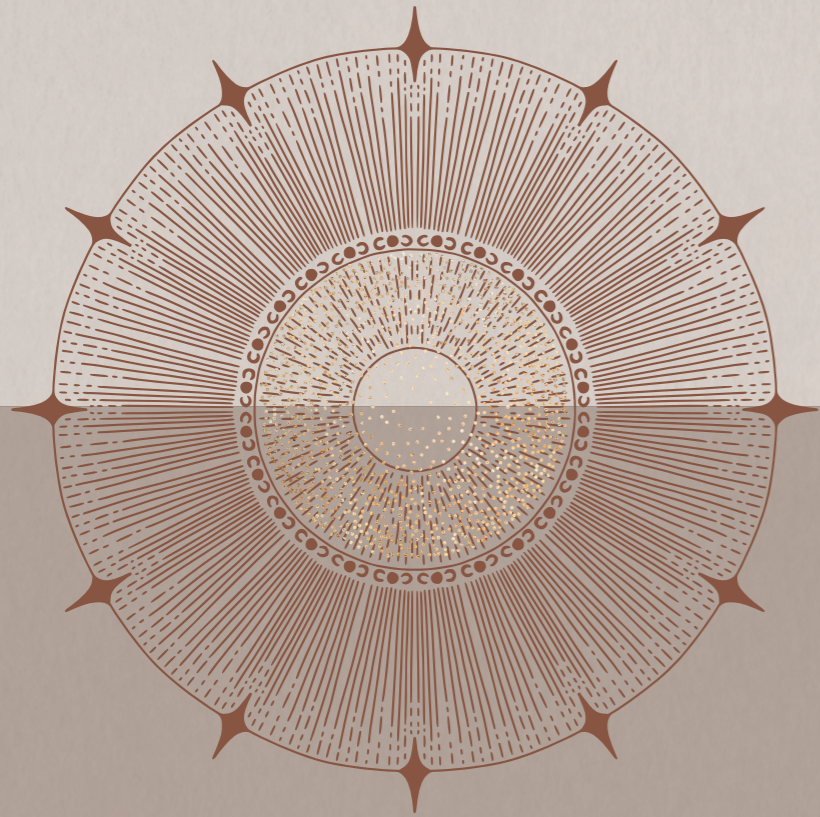
PUTTING IT ALL TOGETHER:  
THE ENERGY AUDIT METHOD

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## 2. Evaluate your energy CURRENTS

Assess your clusters and ask,

- \* “What drains me?”
- \* “What excites or ignites me?”
- \* “What do I DREAD?”
- \* “What completely kicks my butt every time I do it? (Even if I love it)”



CURRENTS

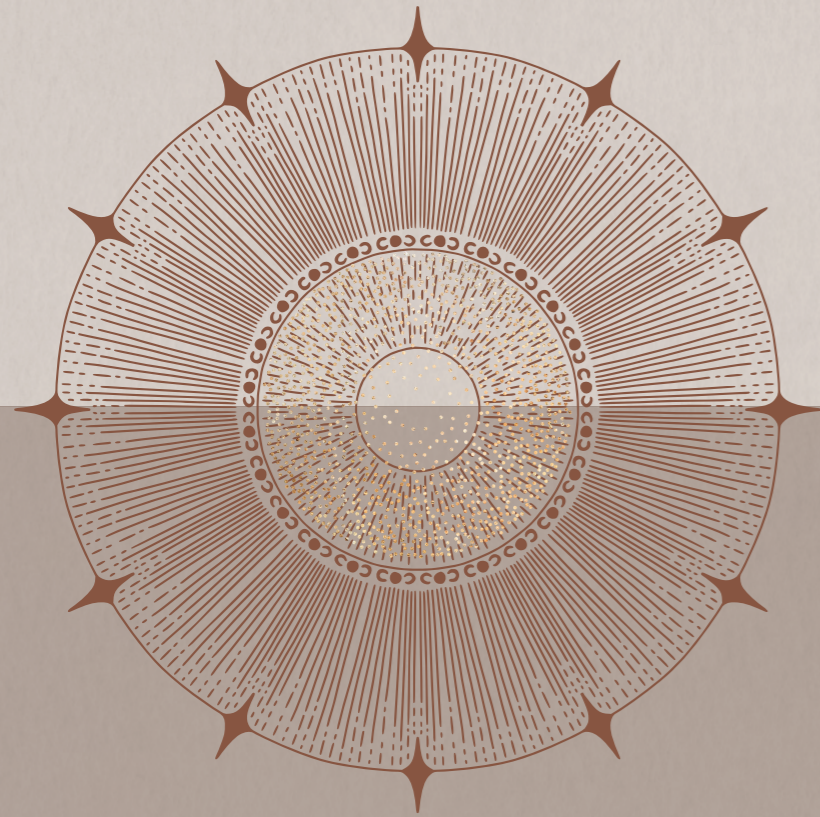


PUTTING IT ALL TOGETHER:  
THE ENERGY AUDIT METHOD

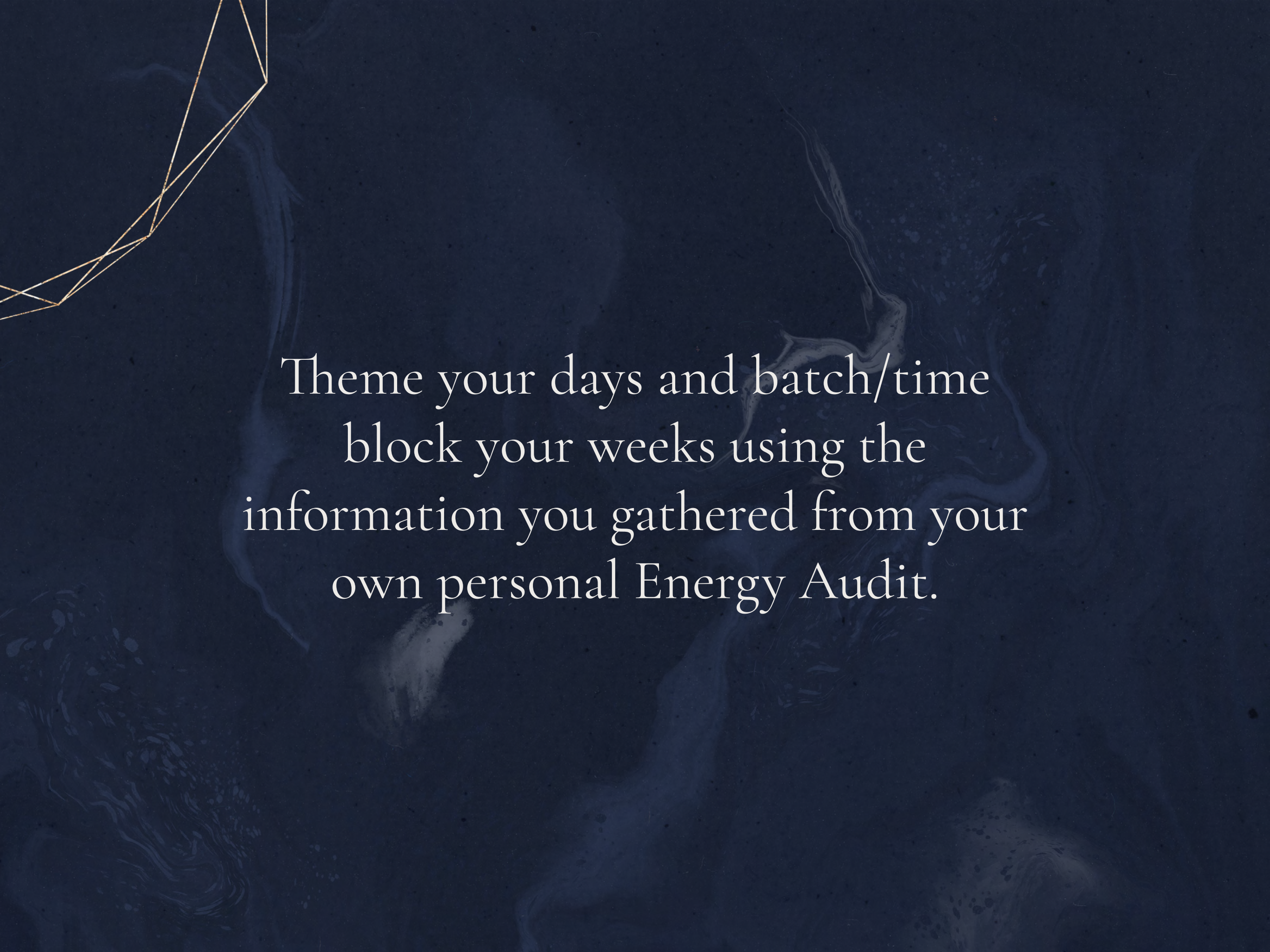
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### 3. Understand your own personal CARROTS

*Are you motivated more by doing the things that light you up FIRST, or would you rather get the work you dread out of the way ASAP?*



CARROTS

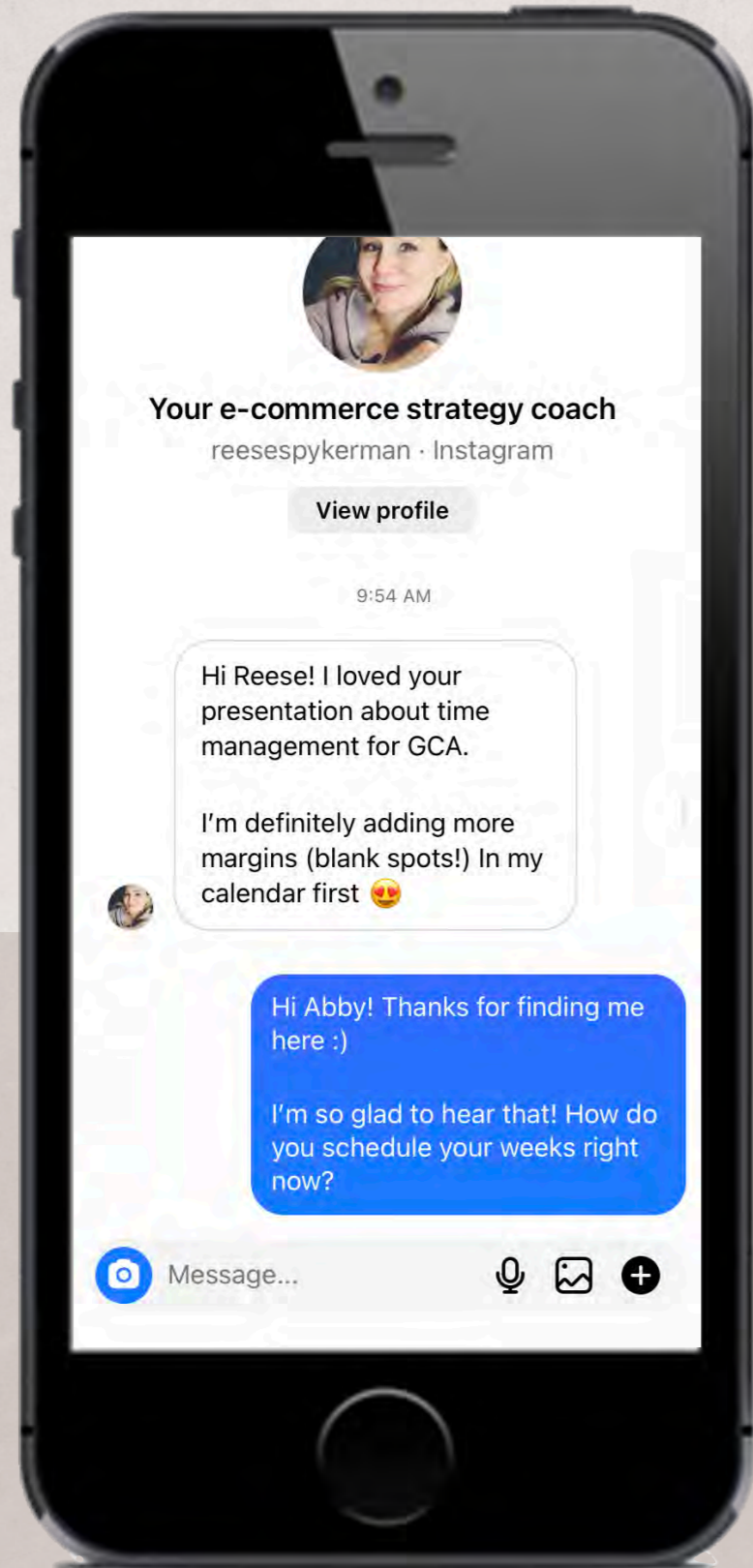


Theme your days and batch/time  
block your weeks using the  
information you gathered from your  
own personal Energy Audit.

# HOW THIS METHOD HELPS YOU TAKE BACK YOUR TIME...

- 
- \* You honor your own priorities and unique needs.
  - \* You call the shots in your schedule.
  - \* You regain control of what's important to you.
  - \* You leave space for tough days, bigger fires...and a personal life.





## WHAT STRATEGY DO YOU WANT TO TRY FIRST?

1. Batching (time blocking)
2. Theming your days
3. Adding margins (“sh\*t happens space”)
4. The Energy Audit

SEND ME YOUR ANSWER  
ON INSTAGRAM  
**@REESESPYKERMAN**

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I'D LOVE TO KNOW!