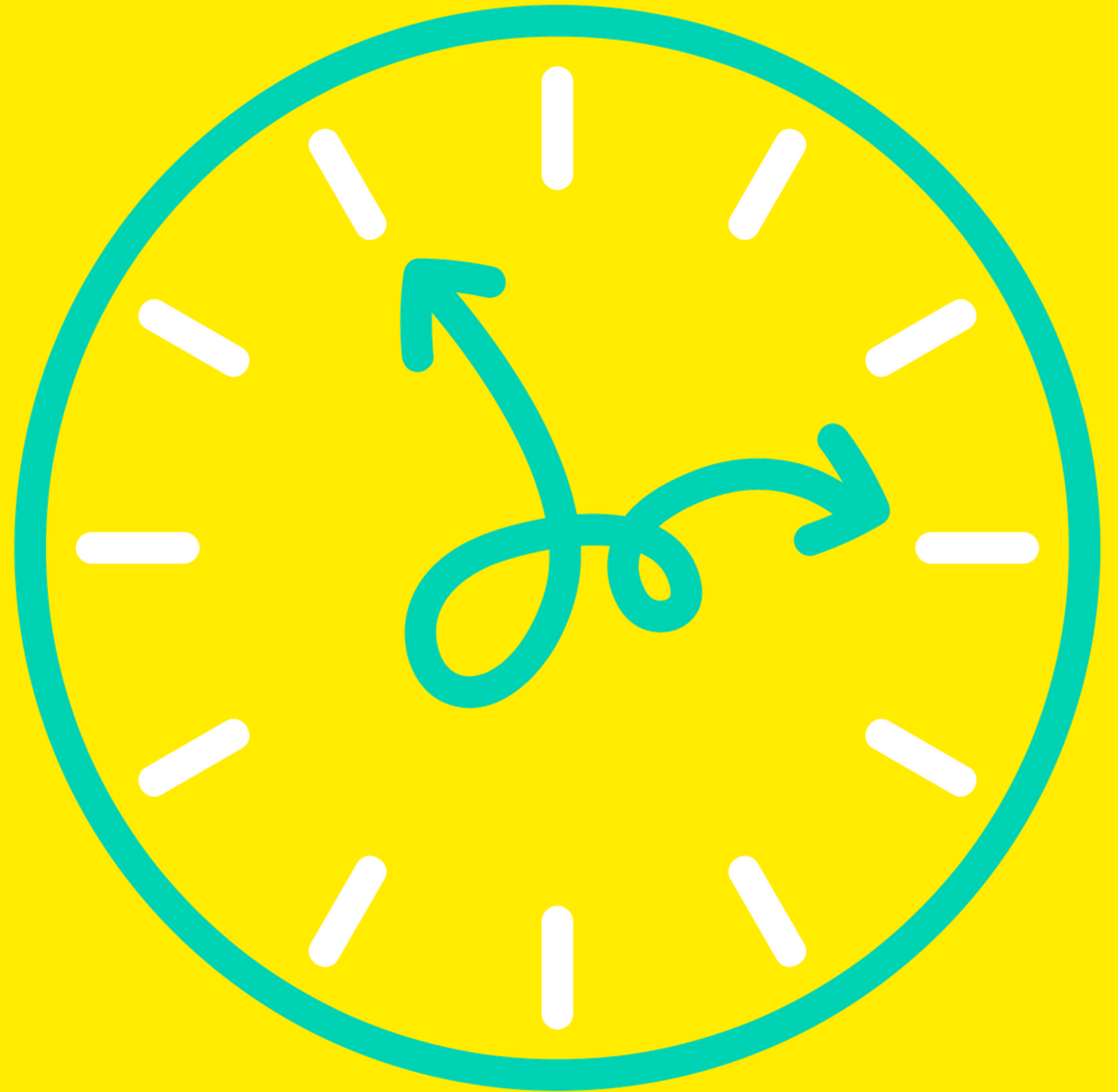


Ten Minute Tool

Being better than busy



Quality of work is *not just about the quantity* of hours worked.

With so many distractions and demands upon our time, it's easy to let busyness rule our days. However, work that has meaning to us and impact to others often doesn't come from time spent being busy.

The following template is designed to help you reflect on:

- 🌀 How much time you spend working.
- 🌀 What you define as quality work.
- 🌀 How much of your working time you spend on quality work.

You can use the insights of this in a few ways:

- 🌀 To reflect on how you're spending your time.
- 🌀 To reflect on what you define as quality work vs. your manager / peers / stakeholders.
- 🌀 To inform job-crafting discussions to increase your impact.

	Mon	Tues	Weds	Thurs	Fri
Quantity					
# hours worked					
Quality					
My high quality work					
# hours of quality worked					

Learn more: Being better than busy



Watch

TED Talk:

How burnout makes
us less creative,
Rahaf Harfoush



Read

Book:

Do Pause: You are
not a To Do List,
Robert Poynton



Listen

Podcast:

Beyond Busy Podcast
Graham Allcott

We hope you've found this Ten Minute Tool useful.
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