

The Juggle is Real

Turning Chaos into Clarity



Practical Strategies for Focus,
Balance, and Leadership



What would you do with more **time**?

If your answer is “get more done,”
you’re saying the solution to your
cluttered garage is a second garage
to fill.

*It's not about doing more, it's about doing
what matters.*

Learning Objectives

Shift from *Busy* to *Intentional*

Identify what truly matters most

Set boundaries that empower
performance

Apply practical time and
energy tools

Build sustainable habits for
focus and well-being

Why it matters

- Less Stress, More Focus
- Greater Balance & Energy
- Freedom from the Guilt of Saying “No”
- More Time for What Matters

We're not struggling with time –
we're juggling too many priorities





When time is
running you
(instead of you
running it)*

Constantly rushed or distracted
Struggling to say no
Overextended and juggling too much
Productive but not fulfilled

*These are signs of
misalignment, not failure*

Planning with Purpose



Focus on what moves you **forward**.

- Not everything that demands your time **deserves** it.
- Focus first on what fuels progress.
- Schedule your most meaningful work when your energy is highest.
- **Delegate**, **delay**, or **delete** the rest.

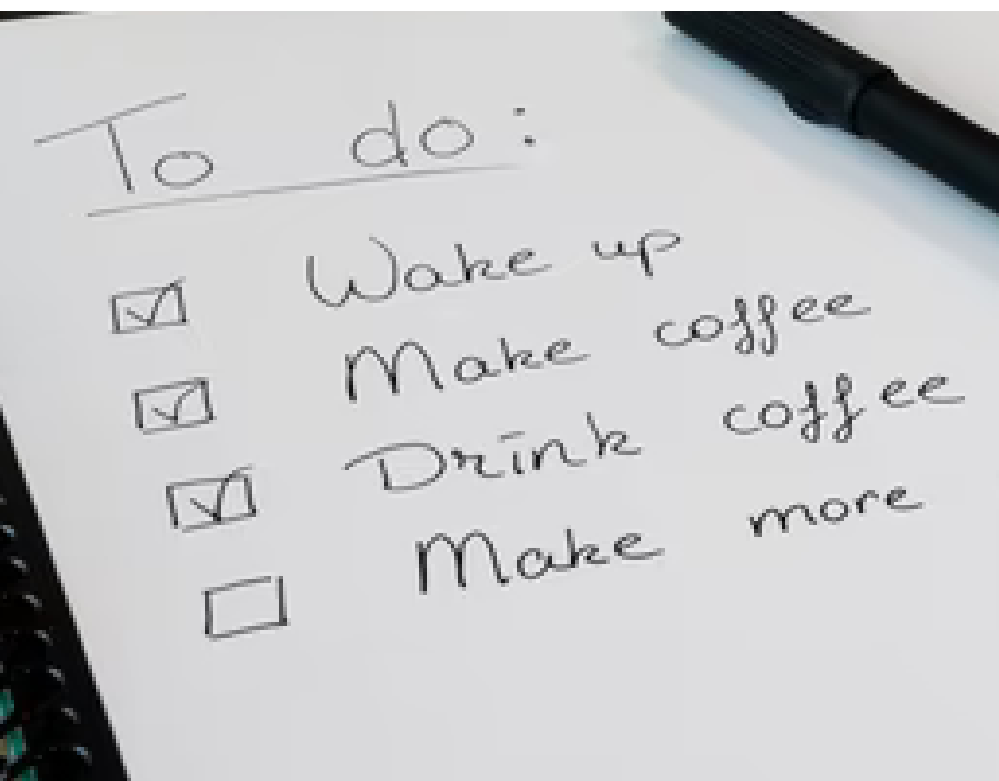
Pause & Apply

- ✓ Identify your top three priorities this week.
- ✓ Which align with your long-term goals?
- ✓ What can you let go of, delegate, or delay?



Choose What Deserves Your Energy

Ask these five questions before saying “yes”:



Impact: Does it drive meaningful results?

Ownership: Is it mine – or can it be delegated?

Visibility: Does it align with key deliverables, or is it “extra” work?

Efficiency: Is there a simpler or smarter way?

Return on Effort: Is the outcome worth the energy?

Prioritization and Optimization

Franklin Covey Time Management Matrix

Important

Not Important

Urgent

Not Urgent

Necessity

- Deadlines for high-impact goals
- Pressing problems
- Last-minute tasks to clear roadblocks for boss, peers or clients
- Crises

Effectiveness

- Planning for high-impact goals
- Process improvements
- Coaching & feedback
- Strategy building
- Creativity & Innovation

Distraction

- Irrelevant meetings
- Low-impact objectives
- Responding to low-priority questions, requests & emails
- Tasks others can do

Waste

- Aimless email checking
- Busywork
- Reports nobody reads
- Procrastination
- Escape activities

Working smarter

Breaking big goals into actionable steps

- Define success before starting.
- Break work into milestones.
- Sequence logically and build in buffers.
- Celebrate small wins to sustain momentum.



Protecting Your Focus



- Clarify expectations early.
- Set healthy boundaries.
- Silence notifications and take digital breaks.
- Drop low-value work.

Map Your Time

Plan your week before it starts.

Block time first for priorities and focus work.

Group similar tasks to reduce switching.

Protect 90-minute “Focus Zones” like meetings.



End each day with a quick review and reset.

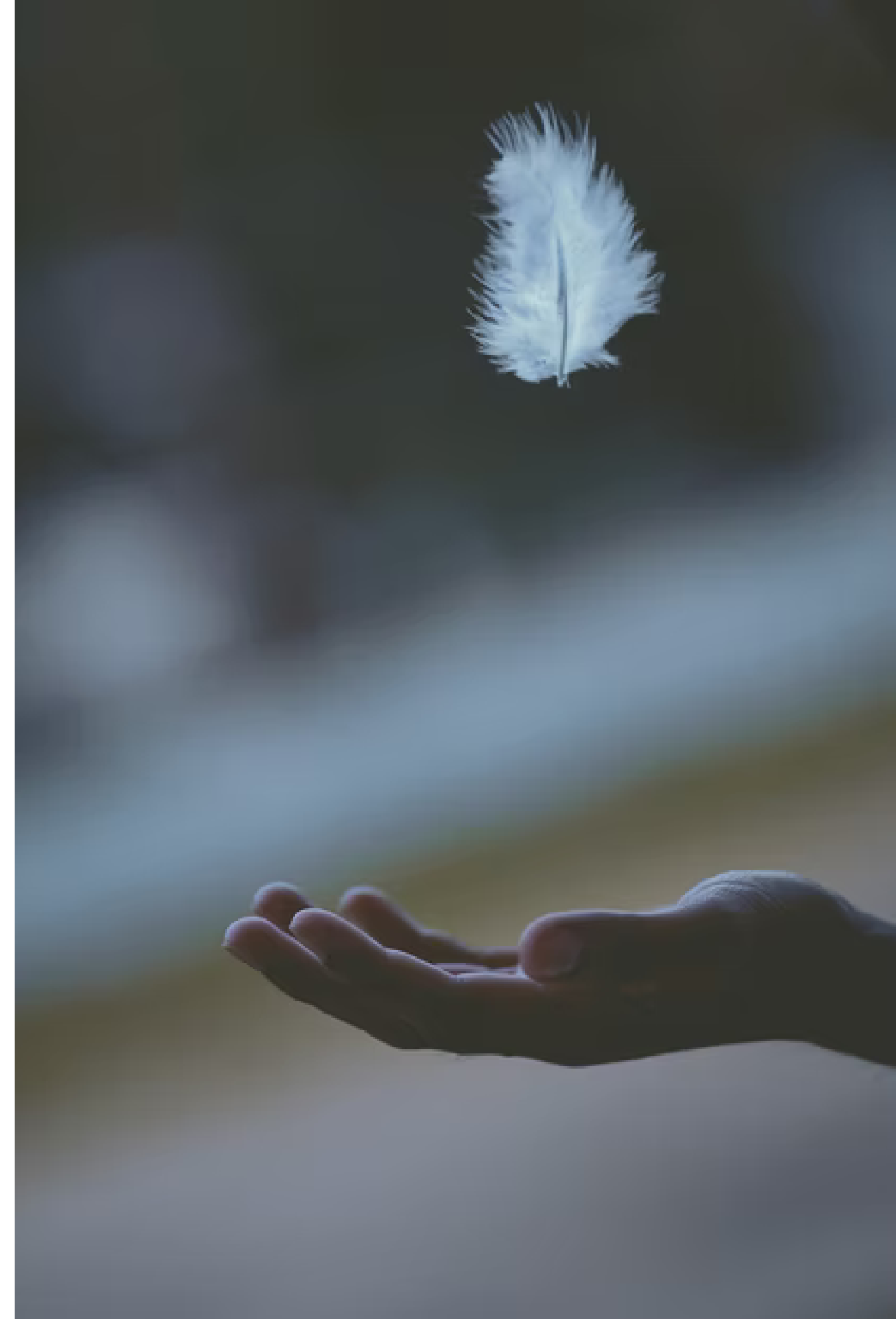
Manage your Mindset

Too often we put our own **physical, emotional and professional growth** last.



Modeling **boundaries** isn't just healthy – it's leadership.

If you're constantly giving energy to your job without **replenishing** it, you'll end up depleted and ineffective.





Make your **well-being** and **development**
a top **priority**.

*Start with a **7-Day Time Reboot** - reclaim your **focus**, reset your **energy**, and **lead your time** before it leads you.*

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