

# Breaking the “Busy” Barrier

PORTER KNIGHT, CPO®



# Agenda

**Personal impacts**

**Instead of busy**

**9 Solutions to “busy”**

**When you can't do it all...**

# Personal impacts...



# Just *saying* “busy” is a problem

- Choice
- Values or goals
- Message
- Performance



# Reflect: Instead of busy...

**What word will you use?**

- **Clarify your agency/choice**
- **Connect task to values/goals**
- **Signal your competence**
- **Maintain clarity of cognition**

# 9 Solutions to Undo “Busy”



# Mindset - Perspective



the badge

Embrace your agency

Clarify goals/values



# Commit:

**Which Mindset (Perspective) will you adopt?**

- **Lose the badge of busy**
- **Embrace agency**
- **Clarify goals/values**



# Resilience & Capacity - Skills

INVEST in self – Big 3

DEVELOP neutral language

PRACTICE framing abundance



# Commit:

**Which skill will you invest in to build  
Resilience & Capacity?**

- **Big 3**
- **Neutral language**
- **Frame abundance**

# Workload – Actions

Know your truth (List/Calendar)

Communicate your truth

Engage others



# Commit:

**What actions will you take to address your workload?**

- **Know your truth (list & calendar)**
- **Communicate your truth**
- **Engage others**

**When you can't do it all?**



# Courses

Mental Focus *\*now available as self-study course*

Organizing Best Practices

Secrets to Happiness

Productive Conflict

Effective & Efficient Meetings

Overcoming Perfectionism

Productive Communication

Motivation & Procrastination

Avoiding Burnout

Better Email

Meditation to Improve Focus

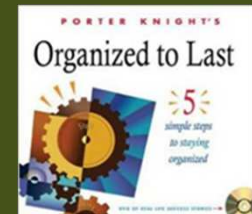
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