Hack #1 – Time Block Like a Boss

📅 What to Do:
Reserve specific blocks for emails, drafting, meetings, etc.
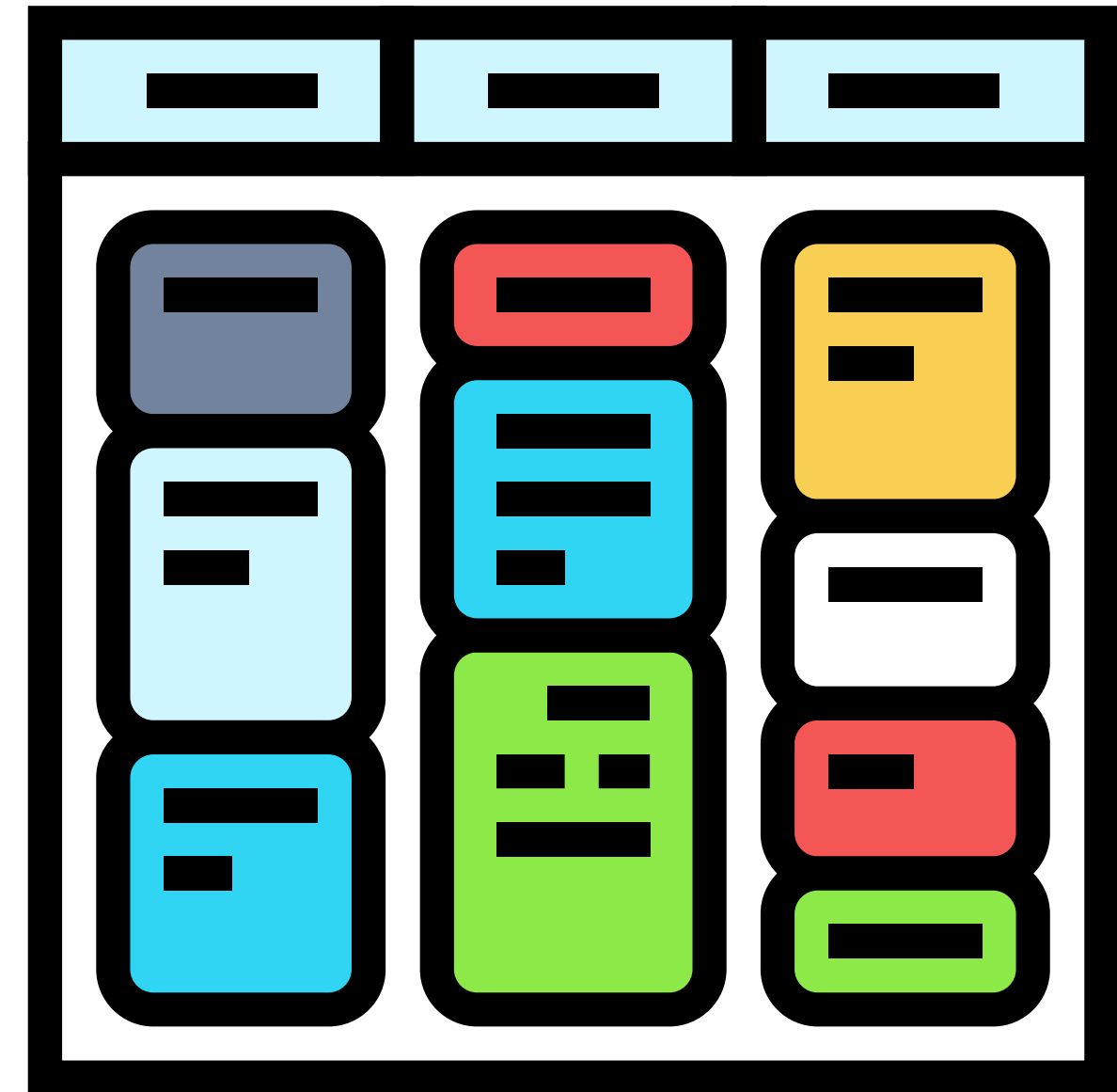
Treat them like appointments
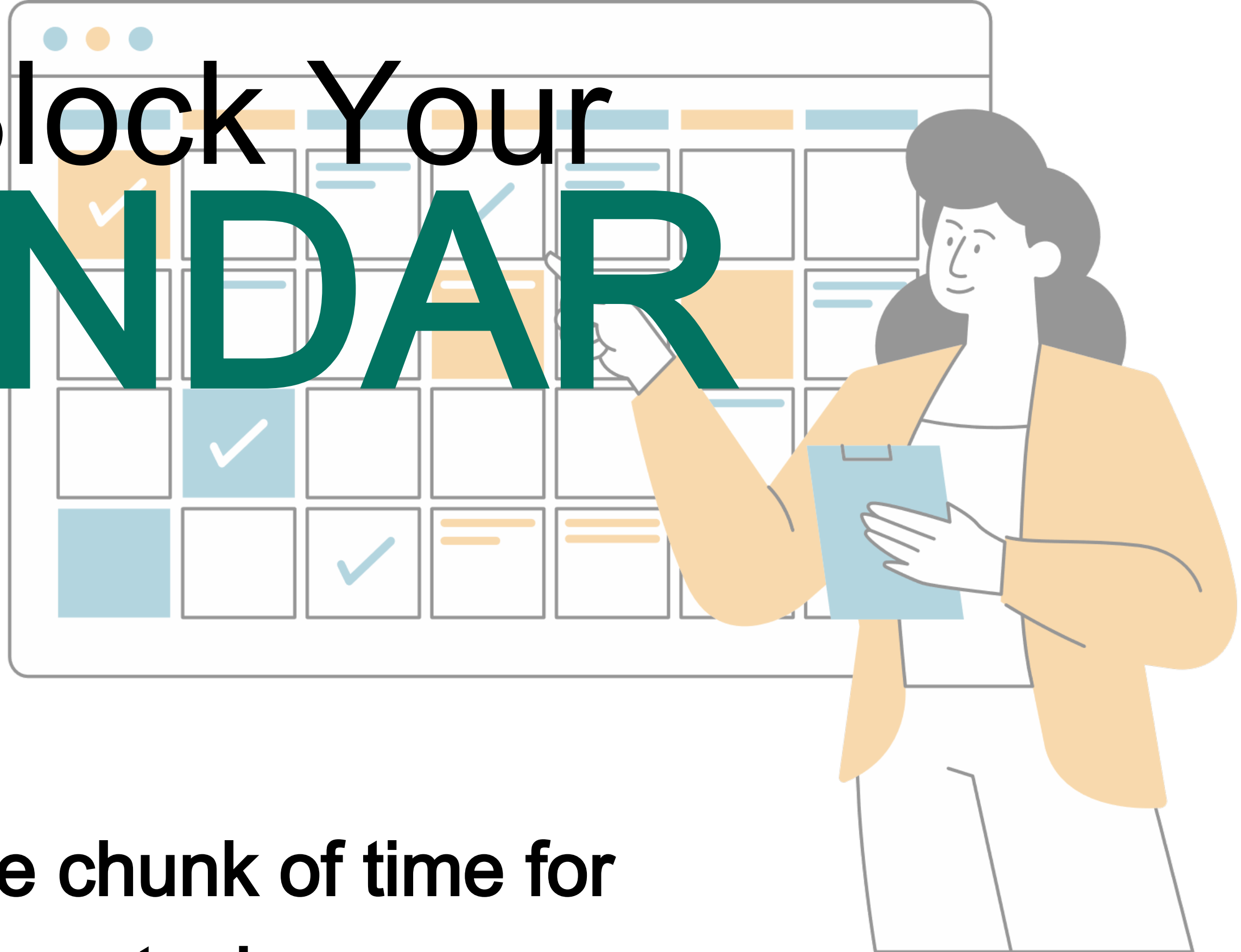
🚫 Why It Works:

Reduces task switching and helps you focus deeply.

Time Block Your
CALENDAR

Dedicate chunk of time for
tasks
and PROTECT them

Protect Your Priorities: Scheduling time blocks ensures your most important tasks get dedicated, uninterrupted focus.

Boost Productivity: Grouping similar tasks reduces mental switching and helps you work more efficiently.

Stay in Control: Visual structure in your day helps prevent overwhelm and last -minute scrambling.
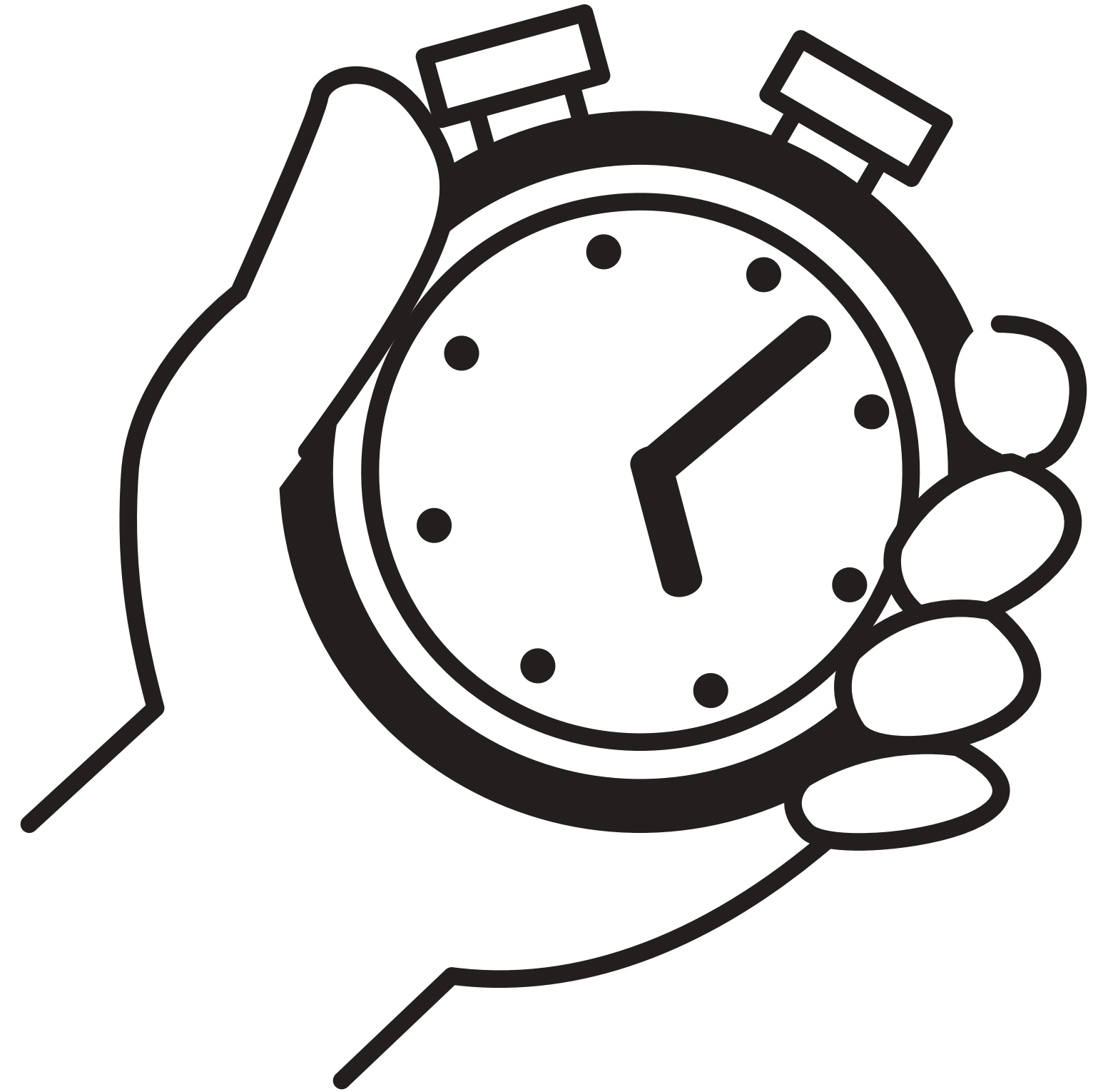
Hack #2: The 2 -Minute Rule

If it takes 2 minutes or less, do it now.

Clears small tasks before they pile up and interrupt your flow.
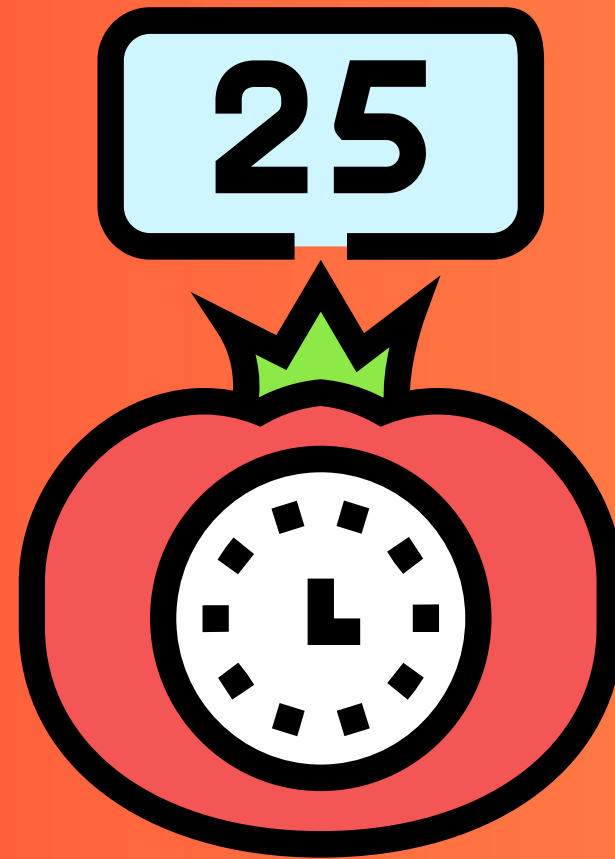
What Is the 2 -Minute Hack?

A productivity tip popularized by David Allen's Getting Things Done method

Helps reduce clutter in your to   -do list and your mind
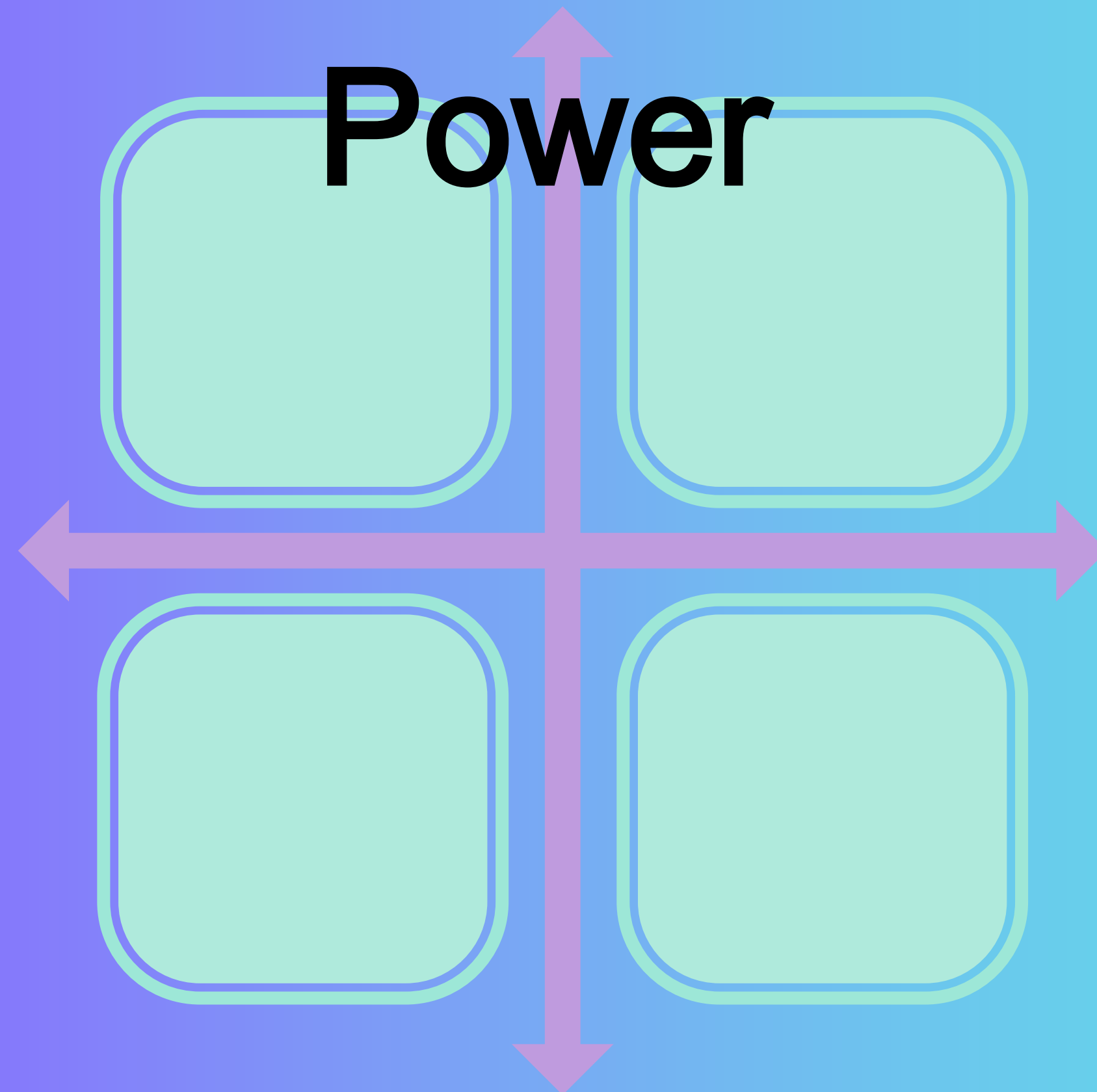
Hack #3: Master the Pomodoro

Work 25 minutes, break for 5.

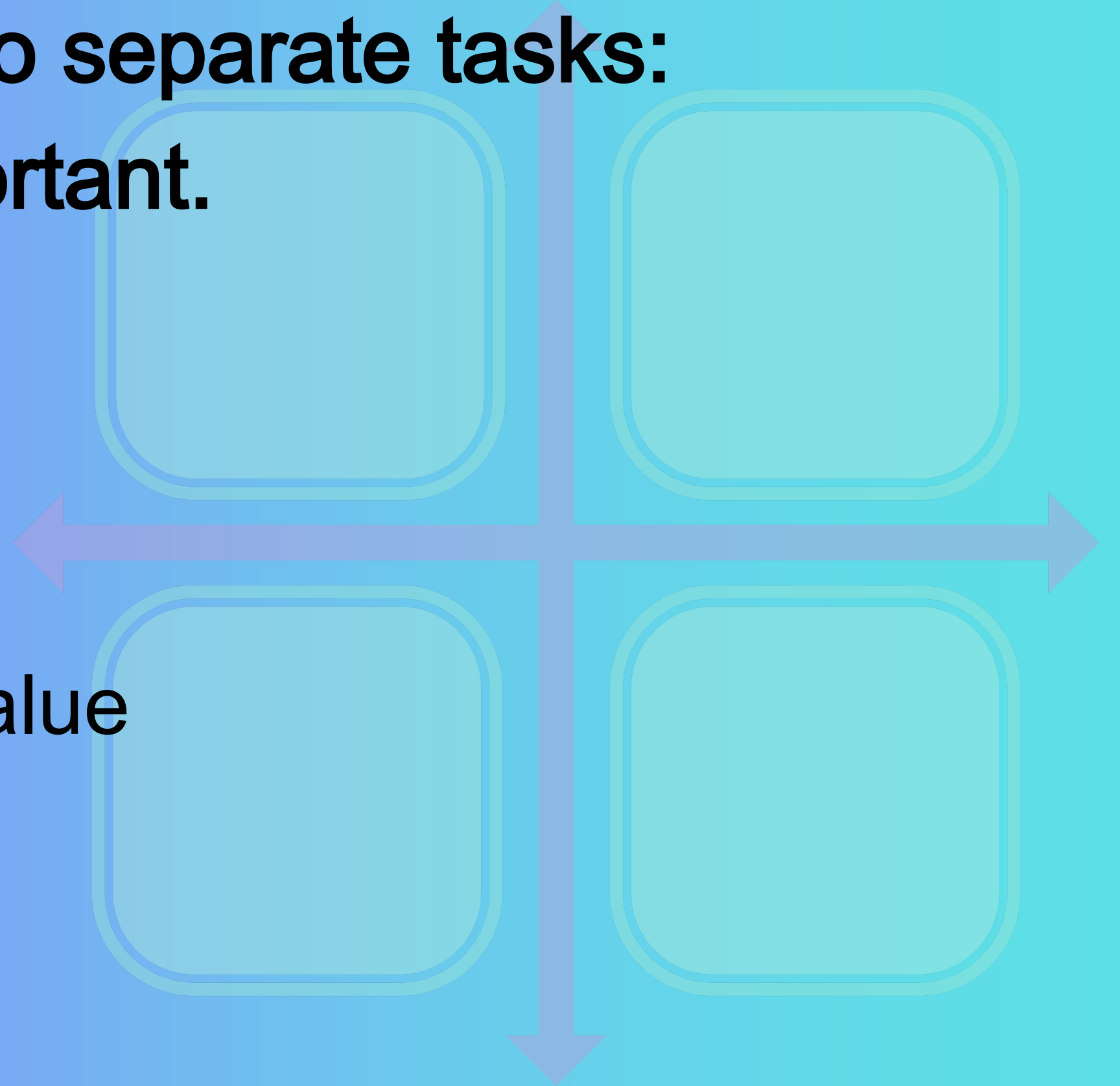Repeat x4, then take a longer break.
Boosts focus and keeps your brain fresh.

Hack #4: Prioritize with Power

Use the Eisenhower Matrix to separate tasks:
Urgent vs. Important.

Delegate or delete the rest.
Keeps you focused on high   -value
tasks.

Use templates, checklists, and software tools.
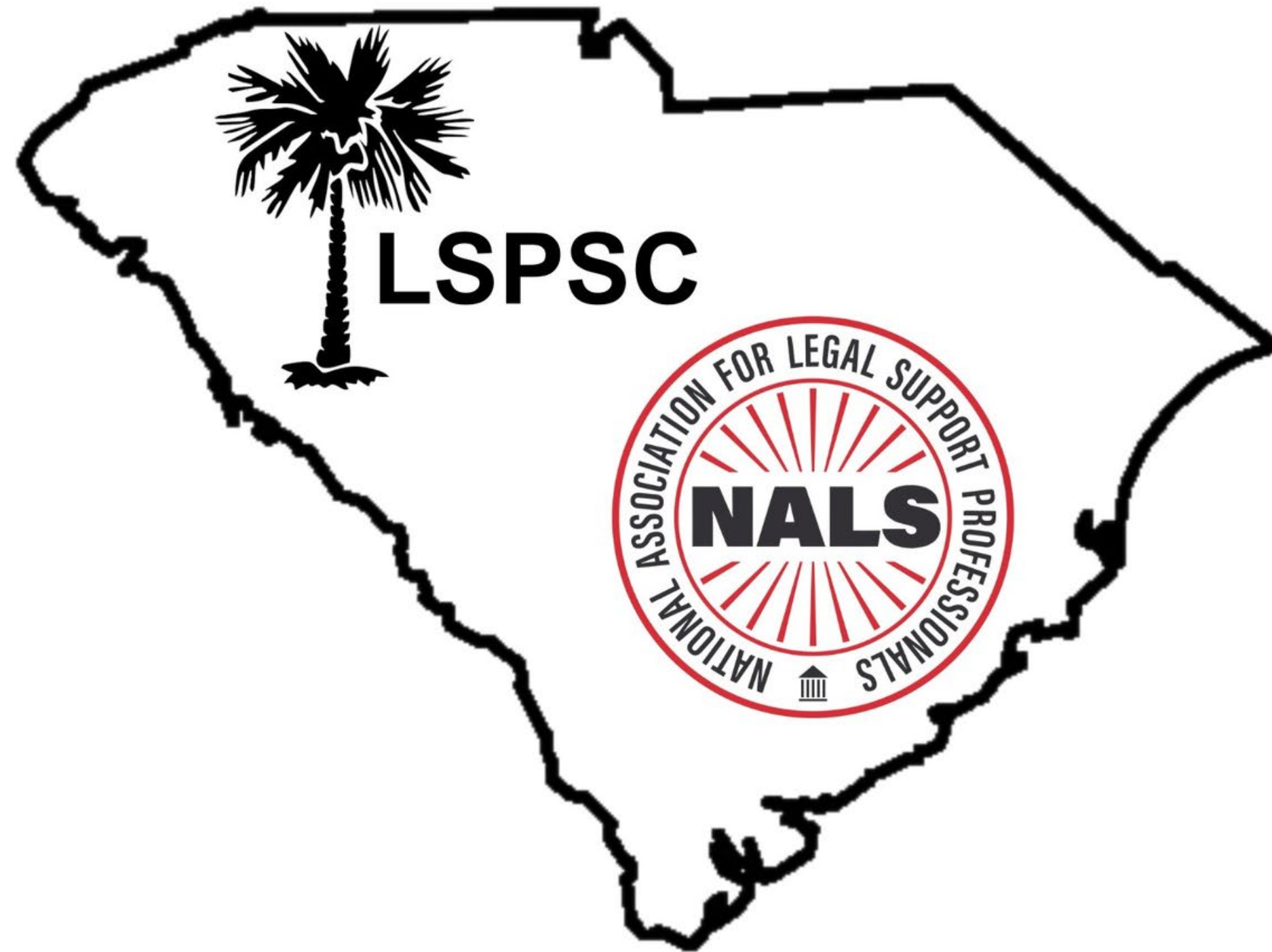
Delegate tasks that don't require your expertise.
Frees up your time for what actually matters.

LEARN.

ENGAGE.

GROW.

LSPSC

NALS

NATIONAL ASSOCIATION FOR LEGAL SUPPORT PROFESSIONALS

#BacktoBasicsLSPSC