TIME HACKS

Maximizing Your Schedule with Easy to Implement Systems

Anna-Vija McCloud

WELL, HELLO THERE!

Piccolo is genuinely interested in helping our clilents become more efficient, profitable, and confident.

We work with businesses, nonprofits, and entrepreneurs in marketing, project management, and systems development to SCALE their results!

piccolosolutions.com

LET'S TALK ABOUT

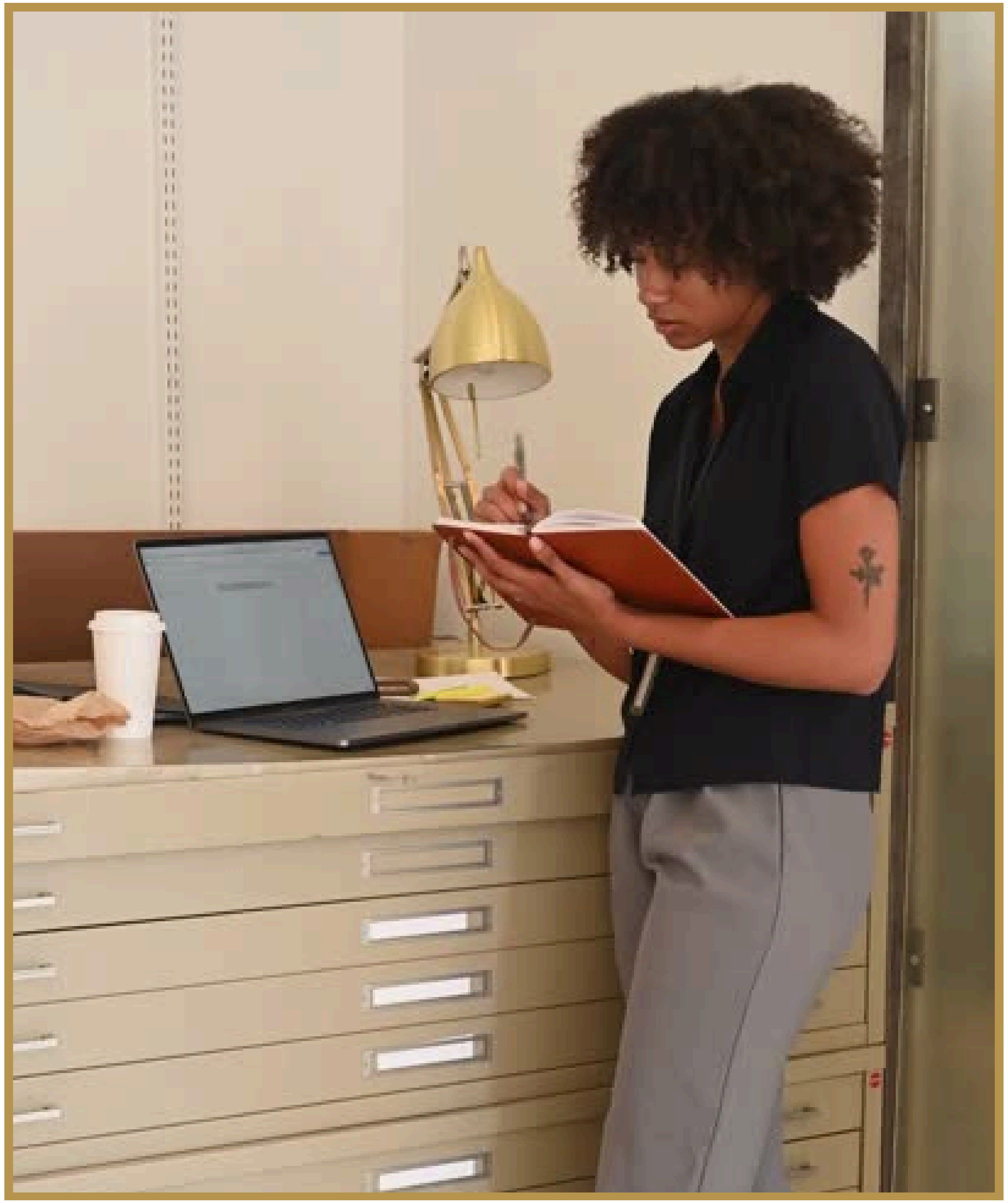
1. MANAGE YOUR CALENDAR FOR OPTIMAL PRODUCTIVITY
2. MANAGE YOUR INBOX BY PRIORITY AND WORKFLOW
3. USE TECHNOLOGY TO SCALE YOUR EFFORT

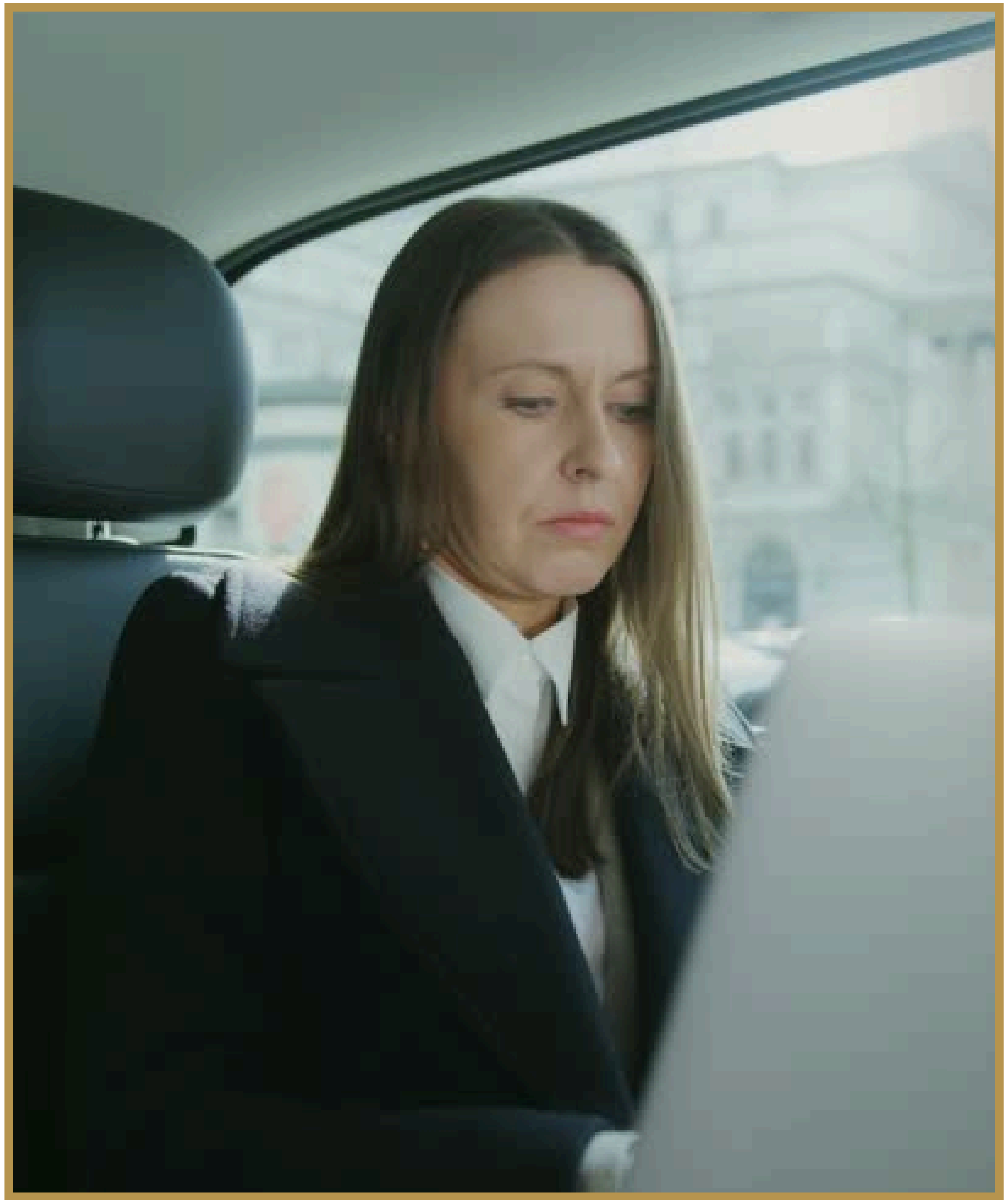
YOUR JOURNEY

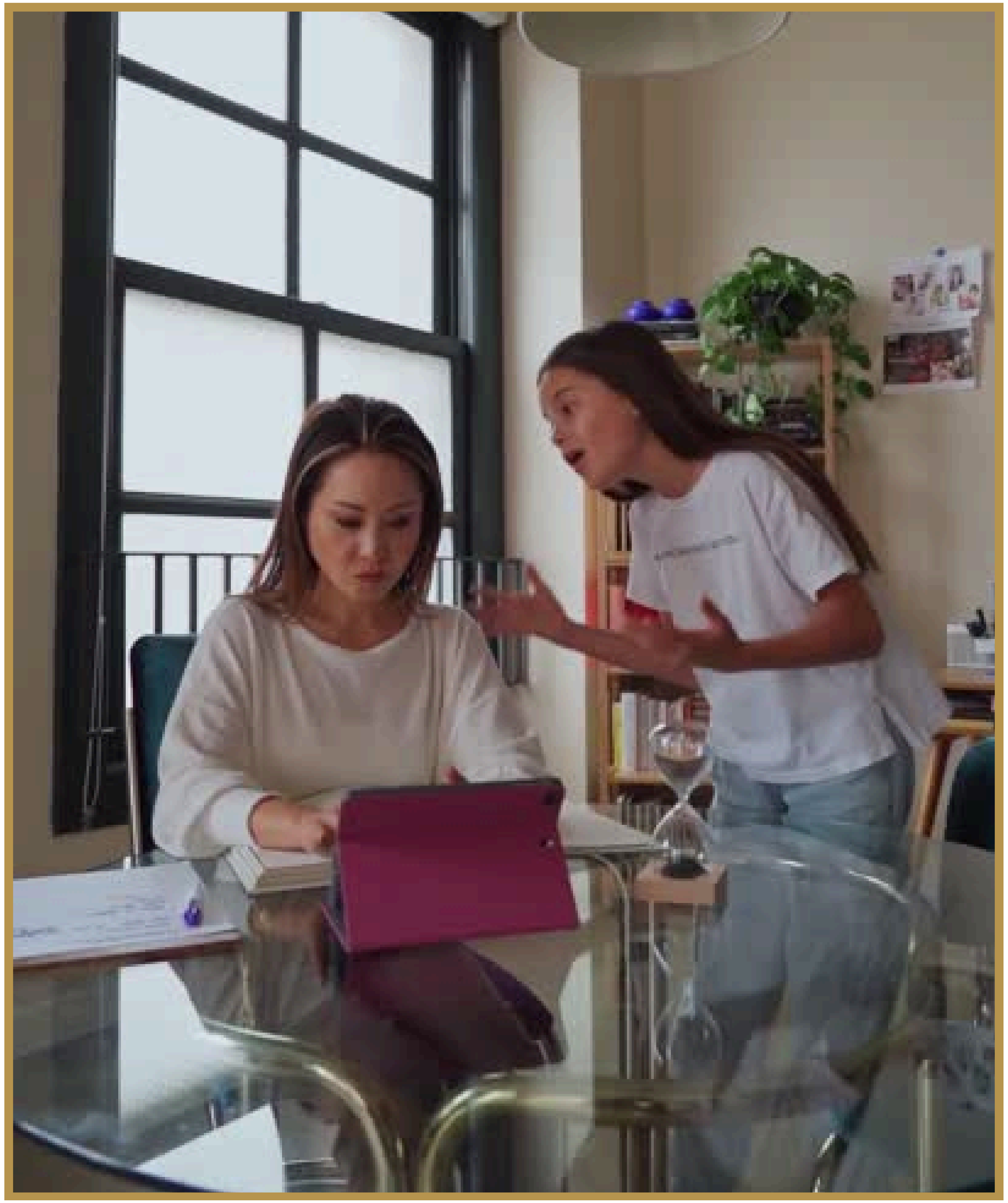
- “I’M THE ONLY ONE…”
- FEELING INVISIBLE…
- OVERWHELMED + BURNT OUT…

I'M THE ONLY ONE WHO...

- ... Clients want to work with.
- ... can do it fast enough.
- ... knows where it is.
- ... does it RIGHT!







CALENDAR MANAGEMENT

- Multitasking KILLS Productivity
- Having Unscheduled Work Time Is Confusing
- We Put Off the Most Important Things

TIME BLOCKS

Personal Care

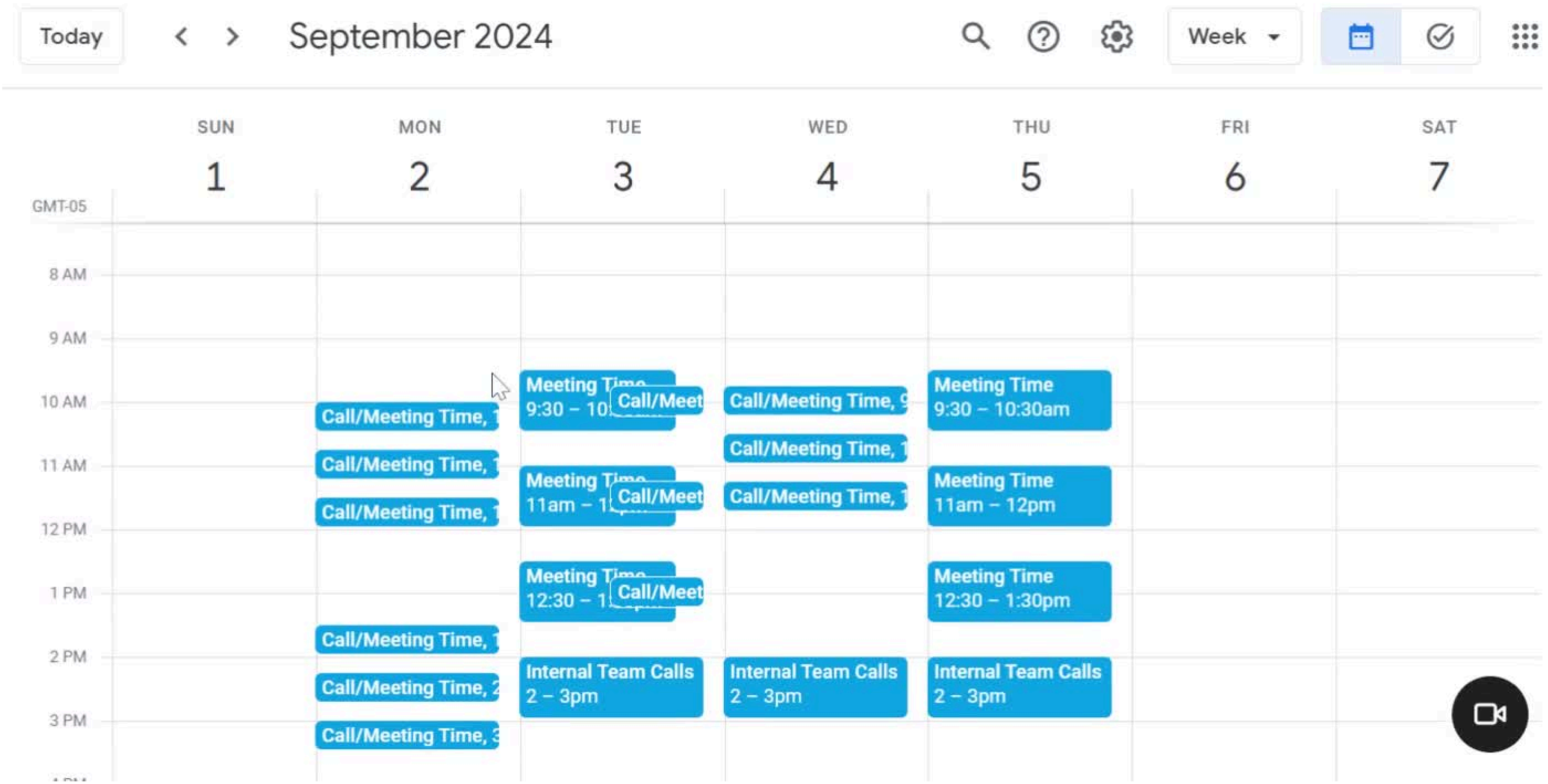
Morning / Night

Calls + Meetings

SET Times

Admin Time

Uninterrupted


Today
September 2024
Week
GMT-05
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
2 PM
3 PM

SUN 1

MON 2
Call/Meeting Time, 1
Call/Meeting Time, 1
Call/Meeting Time, 1
Call/Meeting Time, 1
Call/Meeting Time, 2
Call/Meeting Time, 3

TUE 3
Meeting Time
9:30 – 10
Call/Meet
Meeting Time
11am – 1
Call/Meet
Meeting Time
12:30 – 1
Call/Meet
Internal Team Calls
2 – 3pm

WED 4
Call/Meeting Time, 9
Call/Meeting Time, 1
Call/Meeting Time, 1
Internal Team Calls
2 – 3pm

THU 5
Meeting Time
9:30 – 10:30am
Meeting Time
11am – 12pm
Meeting Time
12:30 – 1:30pm
Internal Team Calls
2 – 3pm

FRI 6

SAT 7

Ai

I’d like you to create a weekly calendar with time blocks for my personal time, meetings and calls, and admin work. Please assume a standard workweek (Monday to Friday) and include reasonable time for breaks, lunch, and transitions. I prefer to start my day at [insert time] and end by [insert time]. Meetings and calls should be grouped where possible to preserve focus time. Personal time should include [e.g., workouts, family, hobbies, etc.], and admin work includes [e.g., emails, planning, billing, etc.]. Please format the response as a visual schedule or a clear table with time blocks by day.

SCALE YOUR TIME

Controlling your time maximizes your ROI!

- **Pick your favorite place on each side of town, suggest it in the invitation**
- **Offer SPECIFIC times to meet, not a window / block of time**
- **Invite others to join you at events you already plan to attend**

START SMALL

- Consider follow ups in this order:
  - Calls (Use this as an opportunity for movement!)
  - Virtual Meetings
  - In Person Meetings

- Offer 15-30 minutes, not an hour

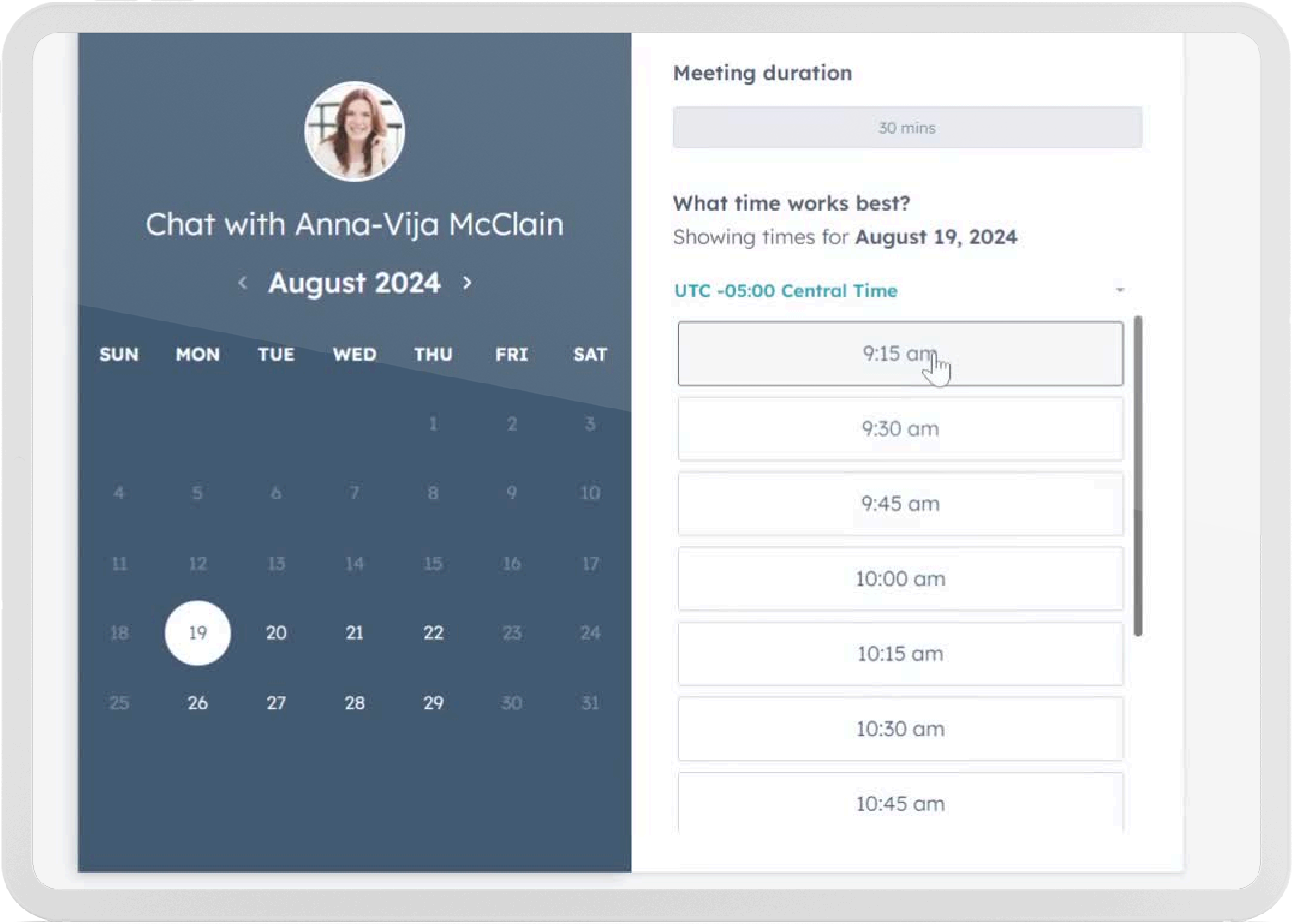
I just attended a networking event and collected several contacts. Please create a follow-up messaging plan to help me build and nurture those relationships.

I'd like the plan to include:

- A timeline for the follow-up (e.g., day after, 1 week later, 1 month later, etc.)
- The type of communication (email, call, text, LinkedIn message, etc.)
- The suggested topic or focus for each message (e.g., thank you, value-add, invitation, check-in, etc.)

I want the tone to be [professional and friendly / warm and casual / etc.], and the goal is to [stay top of mind / book a meeting / explore collaboration / build long-term rapport].

Please organize the plan in a table for easy reference.



Chat with Anna-Vija McClain

‹ August 2024 ›

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Meeting duration

30 mins

What time works best?

Showing times for **August 19, 2024**

UTC -05:00 Central Time

- 9:15 am
- 9:30 am
- 9:45 am
- 10:00 am
- 10:15 am
- 10:30 am
- 10:45 am

Clear

Is

Kind

I'd love to help, but I can't.

My schedule is already full right now.

Sounds like a great idea, but I can't right now.

Thanks, but I'm not taking anything else on right now.

I'm focused on a few large projects that are taking all my time.

JUST SAY "NO."

YES, AND...

For Your Boss...

Sure! How would you like me to prioritize this with my other projects?

Got it! I can have this back to you by ________.

I can take care of this. I'll need to adjust my other projects to next week.

Ai

Please write an email template in my voice (friendly, direct, professional with a warm tone) to politely decline an invitation to meet for coffee. I want to express appreciation for the outreach, but let them know that I’m currently limiting in-person meetings due to bandwidth.

Offer alternative options like:

- A quick phone call to determine next steps
- A virtual meeting
- A cross-share of company info by email to see if it’s a fit
-

Keep it short, gracious, and professional—but still warm and personable.

...DO YOU HAVE A MINUTE?

How often does your team derail your calendar?

MAKE A PLAN

Priorities

Make a List

Meetings

Frequency / Topic

Communication

When / How

I’d like you to create a team communication plan that includes:

- A regular meeting schedule with suggested frequency and focus areas (e.g. weekly team meeting, monthly strategy session, etc.)
- Communication preferences for different types of messages (e.g. when to use email vs Slack vs text)
- Expectations for response times (e.g. how quickly team members should respond to emails, Slack messages, urgent requests, etc.)

Please format the plan in a clear, organized way—preferably as a table or bullet points—and use a friendly, professional tone.

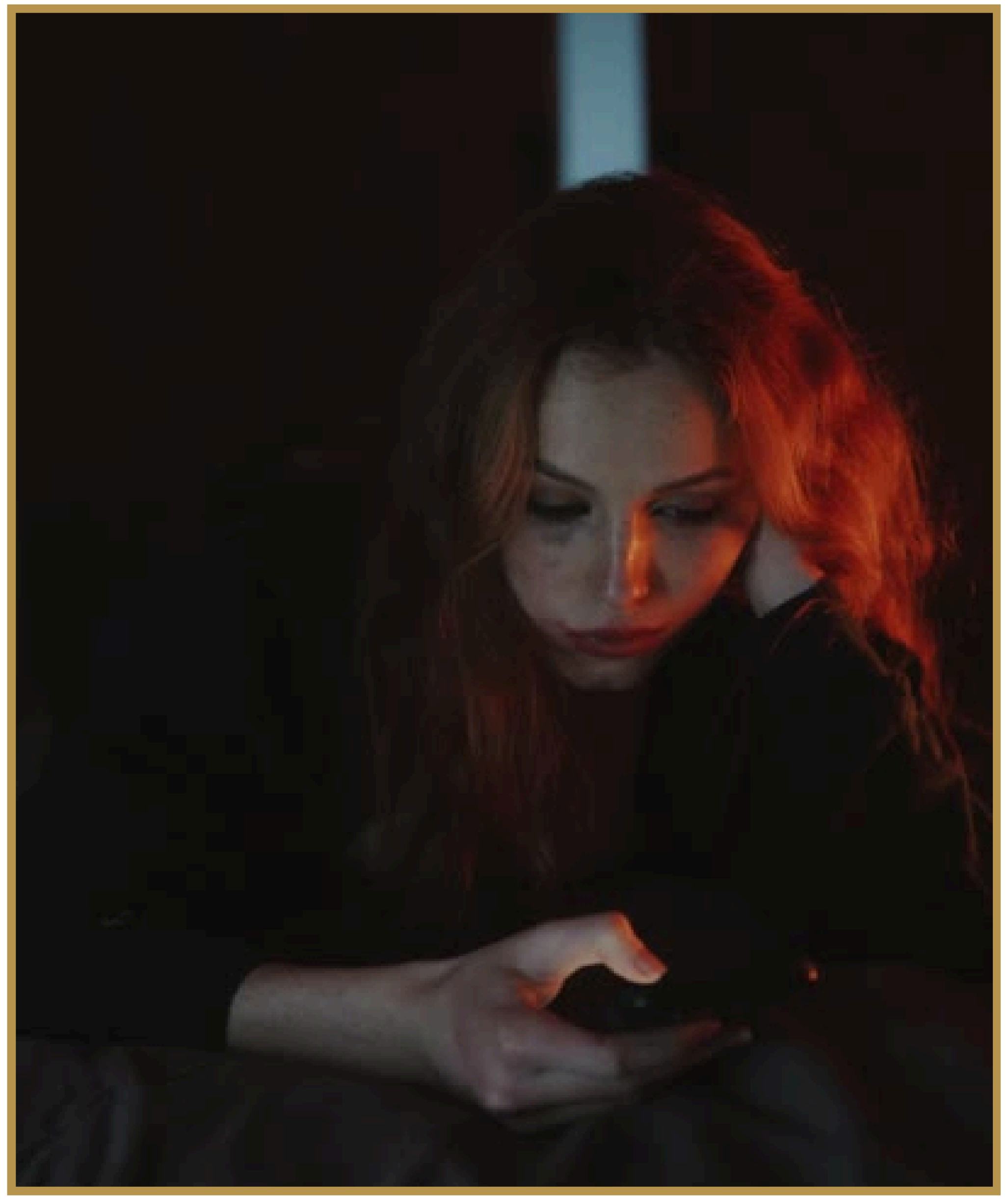
Assume we’re a small, fast-moving team that values clarity, efficiency, and flexibility.

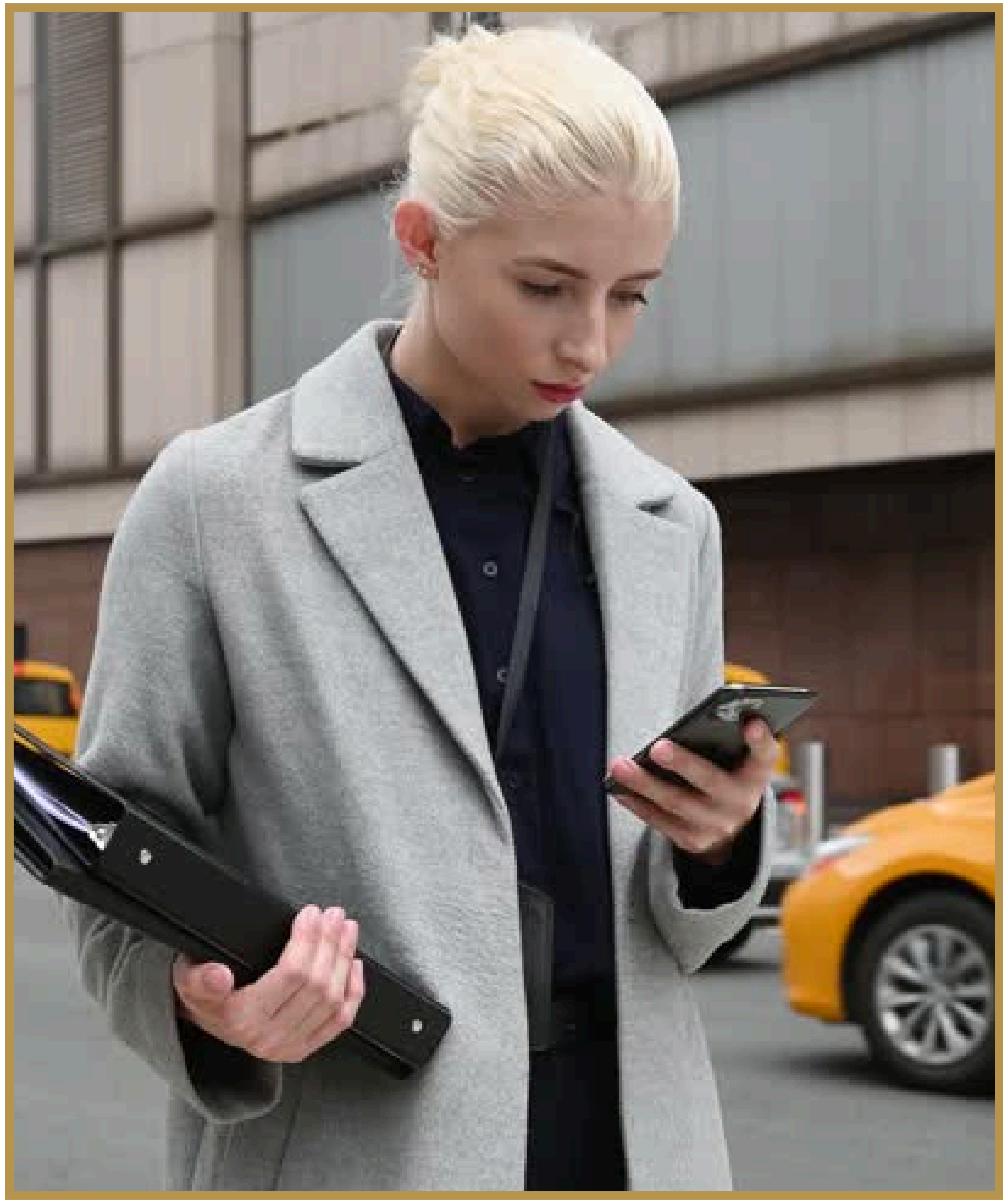
EMAIL MANAGEMENT

- Too Many New Emails KILLS Motivation
- Email Should Facilitate Work, Not Be ALL of our Work
- Your Work Reputation Depends on Being Efficient
- Checking email 2-3 Times Per Day is ENOUGH

IS IT “URGENT?”

How fast do you need to reply to an email?





No.

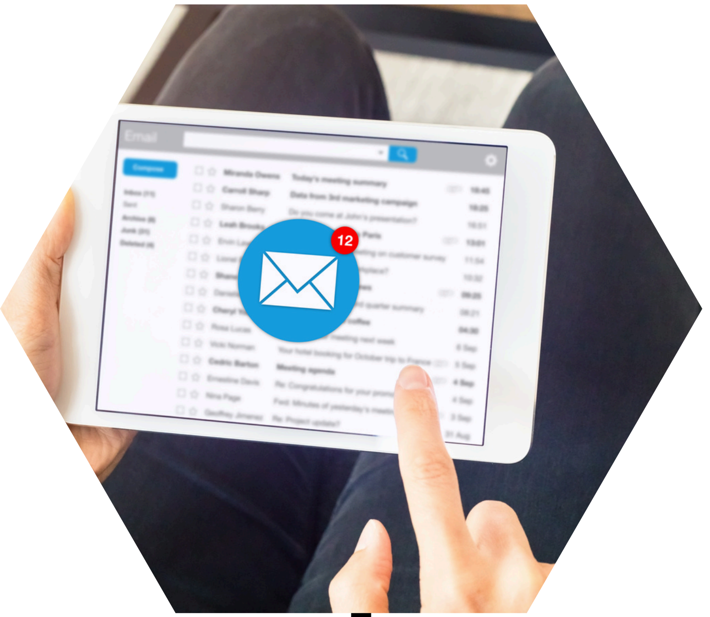
Really?

Set Expectations.
Stick to them.

“NORMS”

Call / Text

URGENT



Email

1-2 Busines Days

Meeting

Scheduled

MAKE A PLAN

- Keep vs. Delegate
  - Do it Now
  - Reply and Archive/Delete
- Save for Admin Time Slot
- File in Folder or Tab for Reference

I’d like you to create a suggested email folder system to help me stay organized. Please base the folder structure on common work categories, projects, and types of communication I likely handle.

I’m a [role – e.g., CEO of a marketing agency], and I manage multiple client projects, team communication, business development, partnerships, and admin tasks.

The system should include:

- Primary folders and logical subfolders
- Recommendations for what types of emails go where
- Tips for naming conventions or color-coding (if applicable)

Please organize the response in a table or bullet list for easy reference.

UN.
SUB.
SCRIBE.

- Do I REALLY need / want this?
- Do I need / want these messages this often?
- Is there another place I could get this information when I need it?
- How much time is it costing me to sort / delete / “ignore” this?

UNSUBSCRIBE.

AI EMAIL TOOLS

ChatGPT

Fyxer.ai

Gemini

TECH TO SCALE

HubSpot

Calendly

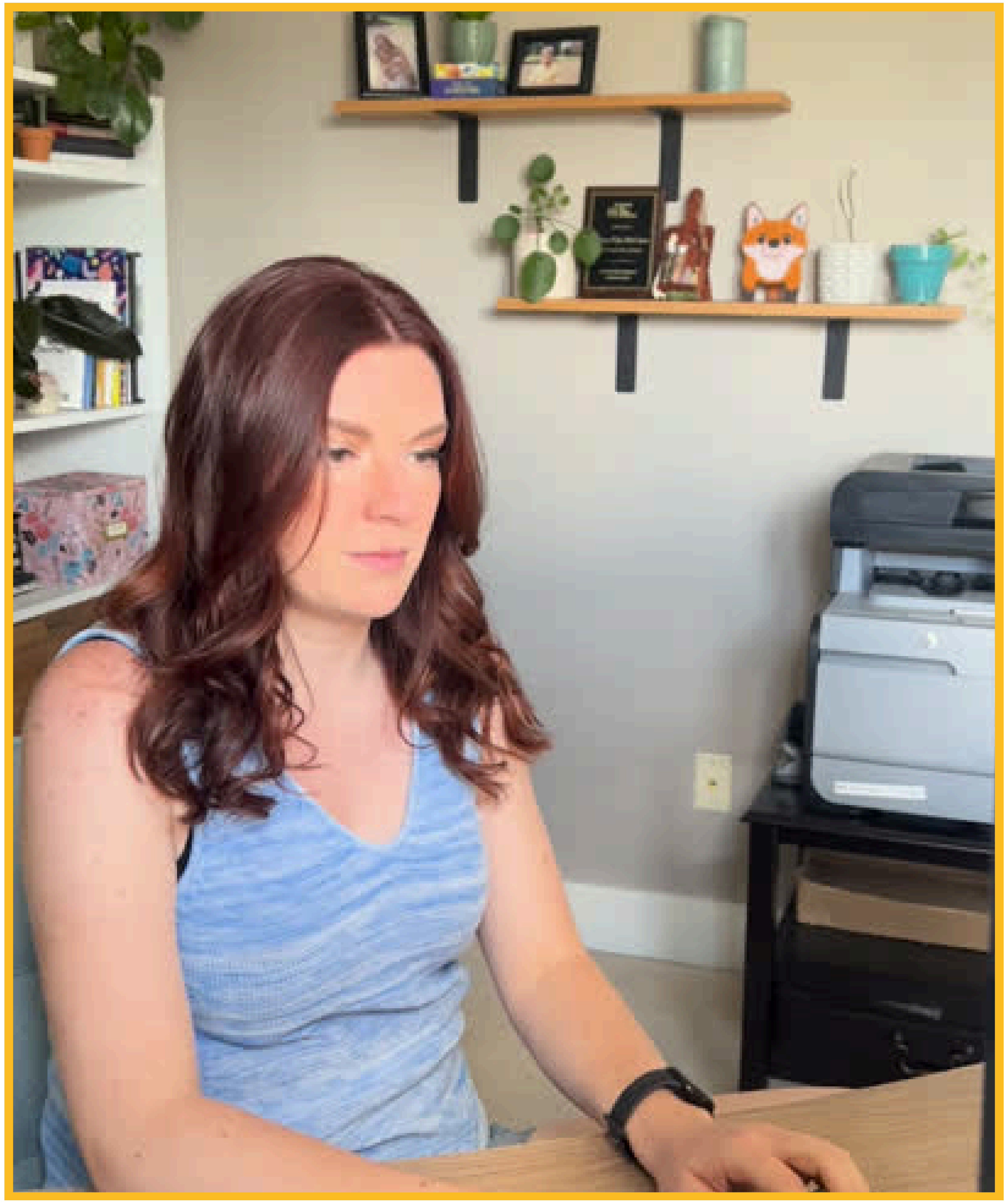
FELLOW

loom

Fireflies

ChatGPT

NEVER HALF-ASS TWO THINGS.
WHOLE-ASS ONE THING.



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