

ADDITIONAL EVIDENCE

Advanced Techniques for Recovering Lost Time

1. Batch Calendar Commitments: Schedule meetings close together to protect long stretches of focused work.
2. Convert Vague Deadlines into Dates: Replace "soon" or "ASAP" with an actual date and time.
3. Reduce Tool Duplication: Use one main tool for each type of work to avoid constant switching.
4. Freeze Scope Mid-Stream: If something changes after work the deadline must change too.
5. Archive Aggressively: Move finished or stalled projects out of active workspace.
6. Limit Work in Progress: Do fewer things at once. Too many active projects slow everything down.
7. Group Similar Tasks Together: Do similar types of work in blocks to save start-up time.
8. Create a Weekly Backlog Purge: Set aside time each week to clean up inboxes and task lists.
9. Replace FYI Messages with Digest Updates: Bundle low-priority updates into one scheduled message instead of many.
10. Close the Day with Task Closure: Finish tasks, reschedule them, or clearly park them before leaving.