

WORLDZ COLLECTIVE

**Making the Most
of Your Year!**



Featured in top media outlets such as Forbes, CNBC, Fast Company, and NPR, Juliet Funt is a globally renowned keynote speaker, tough-love advisor to the Fortune 500, founder & CEO of the efficiency training firm, Juliet Funt Group. Juliet is the author of *A Minute to Think*, nominated for the Next Big Idea Club curated by Malcolm Gladwell, Adam Grant, Susan Cain, and Dan Pink.

She is an evangelist for freeing the potential of companies by unburdening their talent from busywork, and she has brought her powerful concept to Spotify, Pepsi, Nike, Sephora, Wells Fargo, and ESPN.

KEY LEARNINGS

TOP TAKEAWAYS:

- 1) Perks and bonuses will not be enough to get your best players to stay in their jobs. The basic experience of work must change.
- 2) Burnout is not a hangover and won't disappear in a wellness day or even a single vacation. Space and thoughtfulness must be added to the daily workflow.
- 3) We have a spectacular opportunity before us for organizational redesign.

TIPS & HACKS

The Yellow List

A placeholder for all tasks and items that aren't time sensitive, which moderates urgency, strengthens impulse control, and dramatically reduces unnecessary digital communication. The Yellow List creates a space between "Go" and "Stop" where focus and pending conversations are easily managed. As ideas come to mind, consolidate and compartmentalize communications by putting them on the Yellow List whenever possible (on your phone, computer, or anywhere immediately accessible).

The Three Categories of Urgency

A simple system to tame "hallucinated urgency" for everything on your plates and reframe next actions based on real urgency.

Not Time Sensitive. Acknowledge that a need can be "not time sensitive." Clarifying this category out loud to coworkers, or ourselves, increases the ability to prioritize.

Tactically Time Sensitive. Utilized when speed is tied to a business result. Here, a business or career can potentially be furthered by acting quickly. However, even when an item is urgent, it doesn't necessarily make it an emergency.

Emotionally Time Sensitive. This need may occasionally masquerade as Tactically Time Sensitive, but is not synonymous. Urgency stems from emotion - whether it be positive or negative.

The Calendar

The simple rule for calendar sanity...

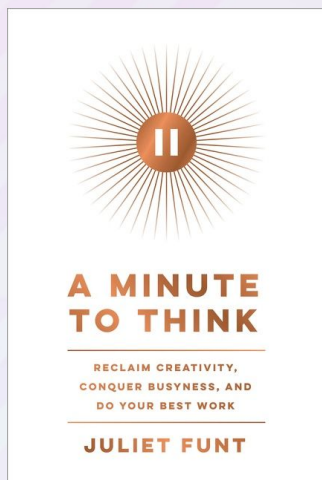
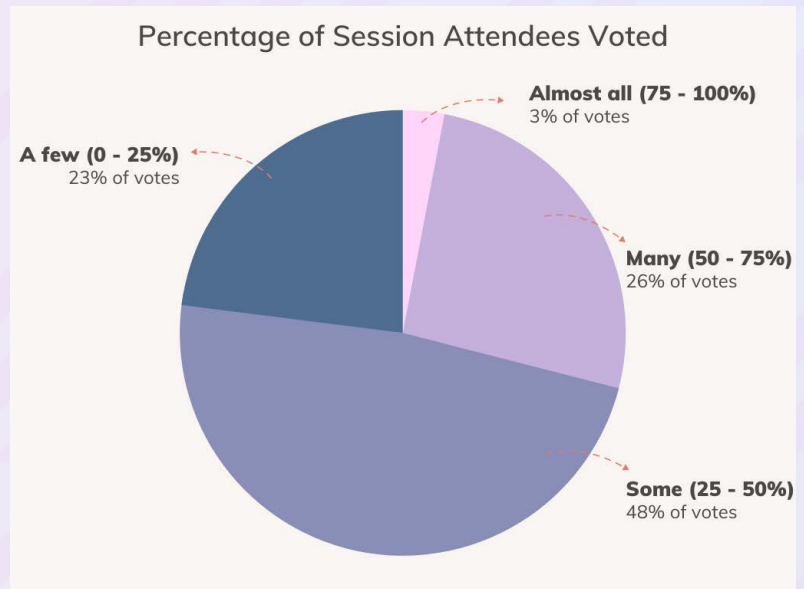
NEVER LET THE COLORS TOUCH

Calendar View	Result
Overlapping colored blocks (Sales Mtg. with CMO, Animation Design, ACME Deck Review, Q3 Budget Planning, 1-1 with Carla, Exit Interview with Reid)	NO
Separated colored blocks (Sales Mtg. with CMO, Animation Design, ACME Deck Review, Q3 Budget Planning, 1-1 with Carla, Exit Interview with Reid)	YES

RECAP

Session Poll

Q: How many of your meetings feel unproductive?



Just for you...

All WORLDZ attendees should have received a copy of Juliet Funt's book, *A Minute to Think*, at the in-person Mastermind.

If you'd like a book club guide to help you go through the book with your team, please write to

WorldzBookClub@julietfunt.com

Want to dive back in? Be sure to [CLICK HERE](#) to access the session recording.

