5 steps: gain full control of time at work

secrets of Essentialist leaders →

illustrations by Zdenek Sasek
source: Essentialism by Greg McKoewn

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the why...

what most team leaders **think...**

priority

important things on the list

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what most team leaders **don't know...**

priority

THE most important thing on the list

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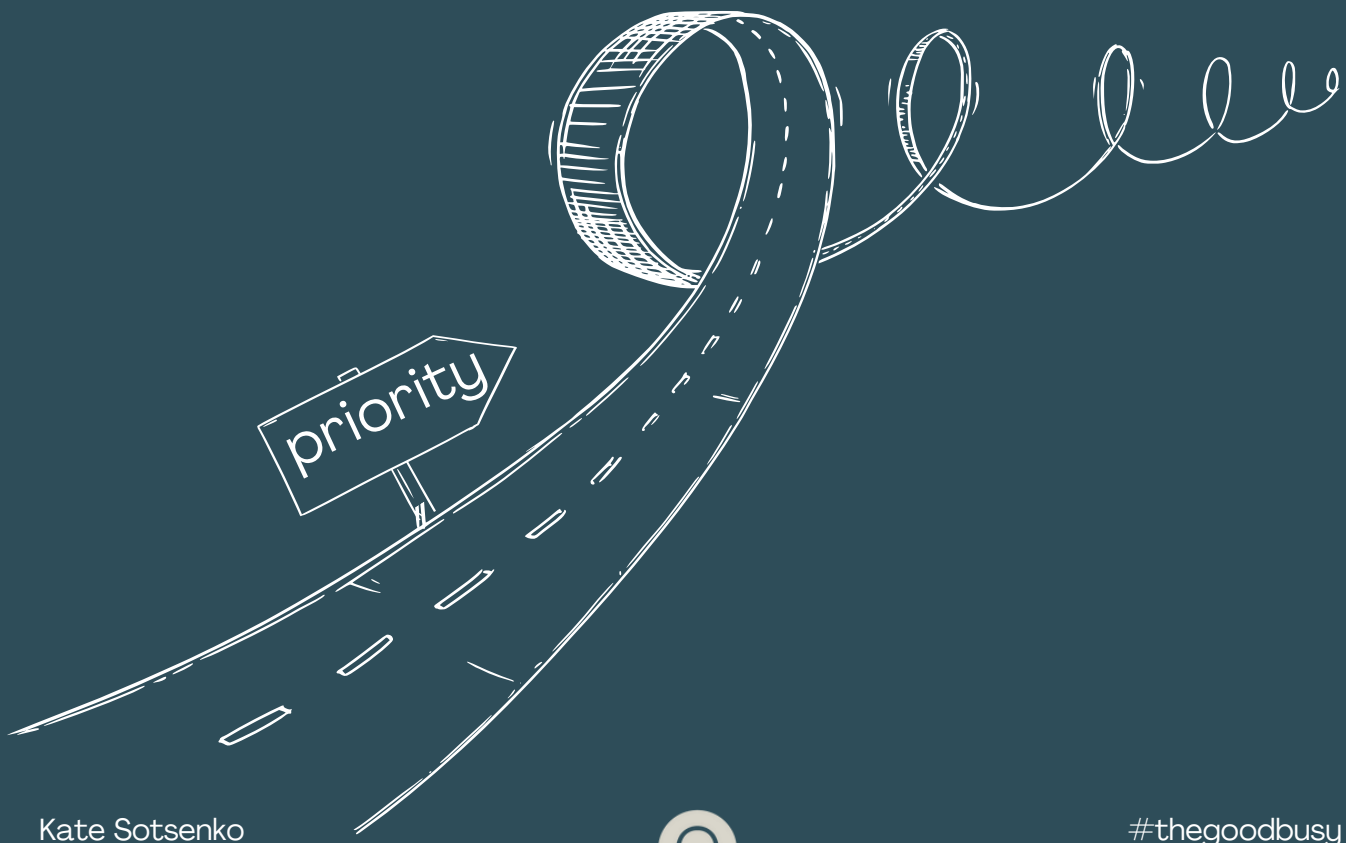
quick backstory

> Latin prioritas = 1st in rank

> priority exists since 1400s

> priority became priorities
less than 100 years ago



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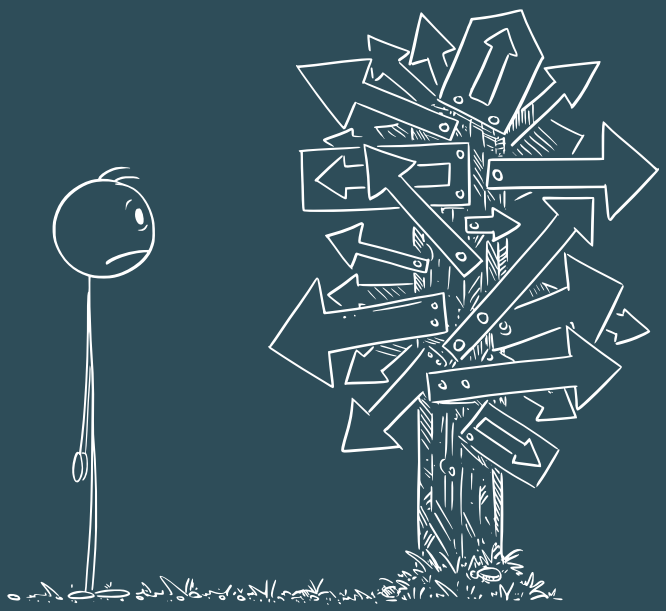
the why

essentialist leader = good busy

non-essentialist leader = bad busy



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the how...

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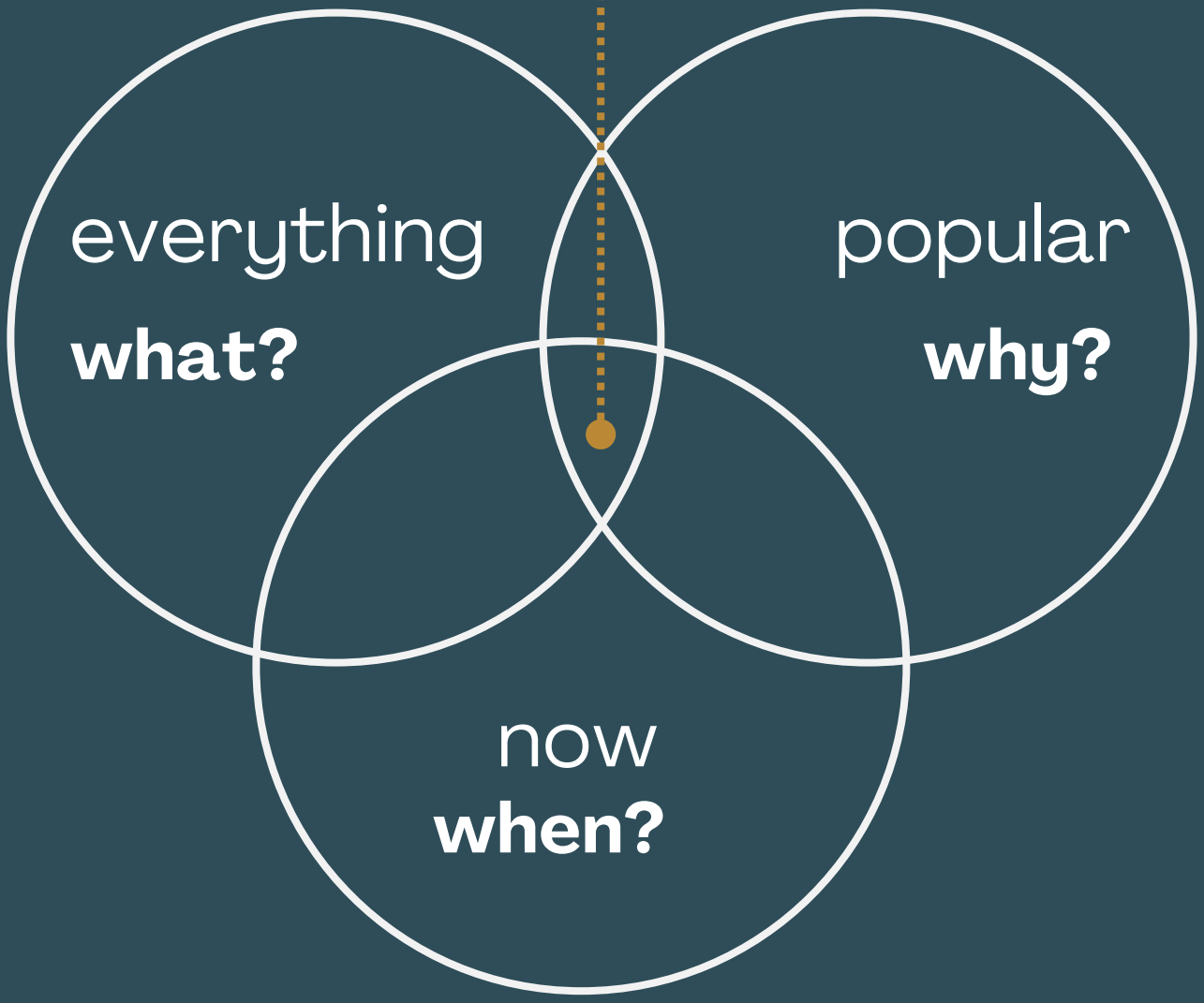
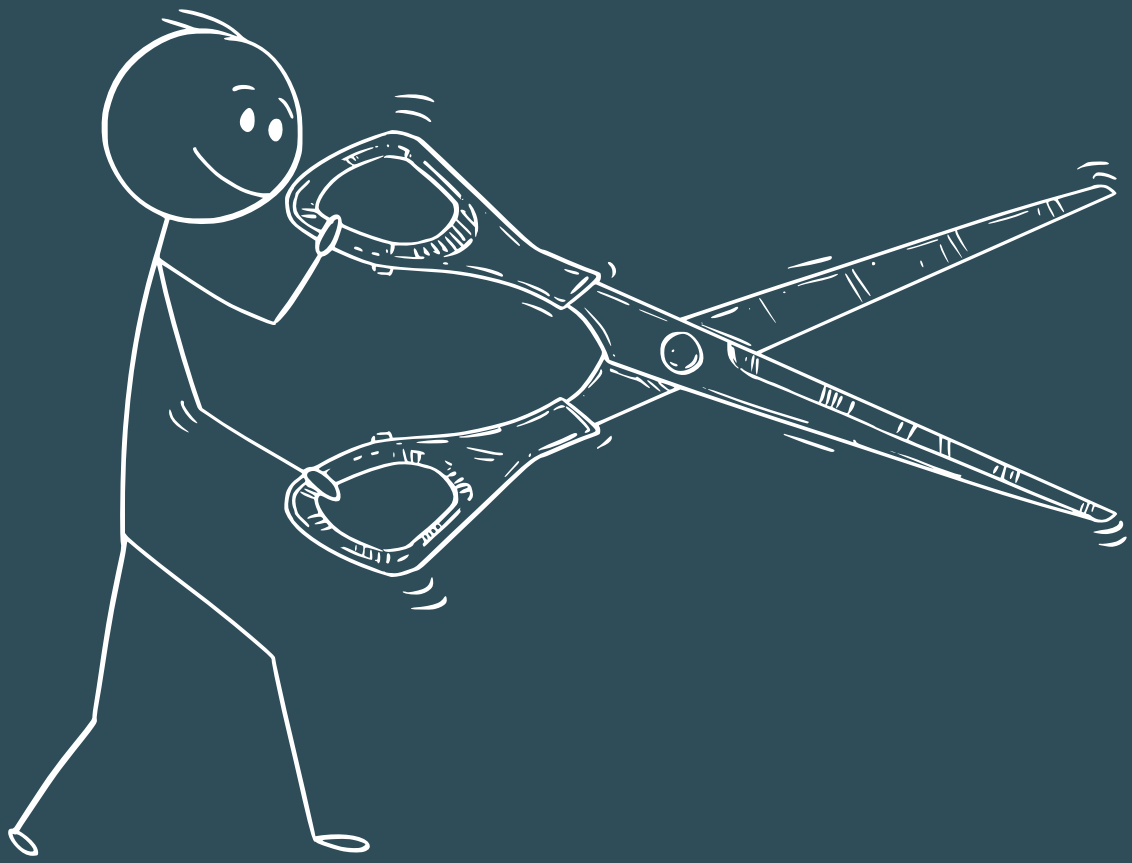
01 | explore all the options

highest point of frustration

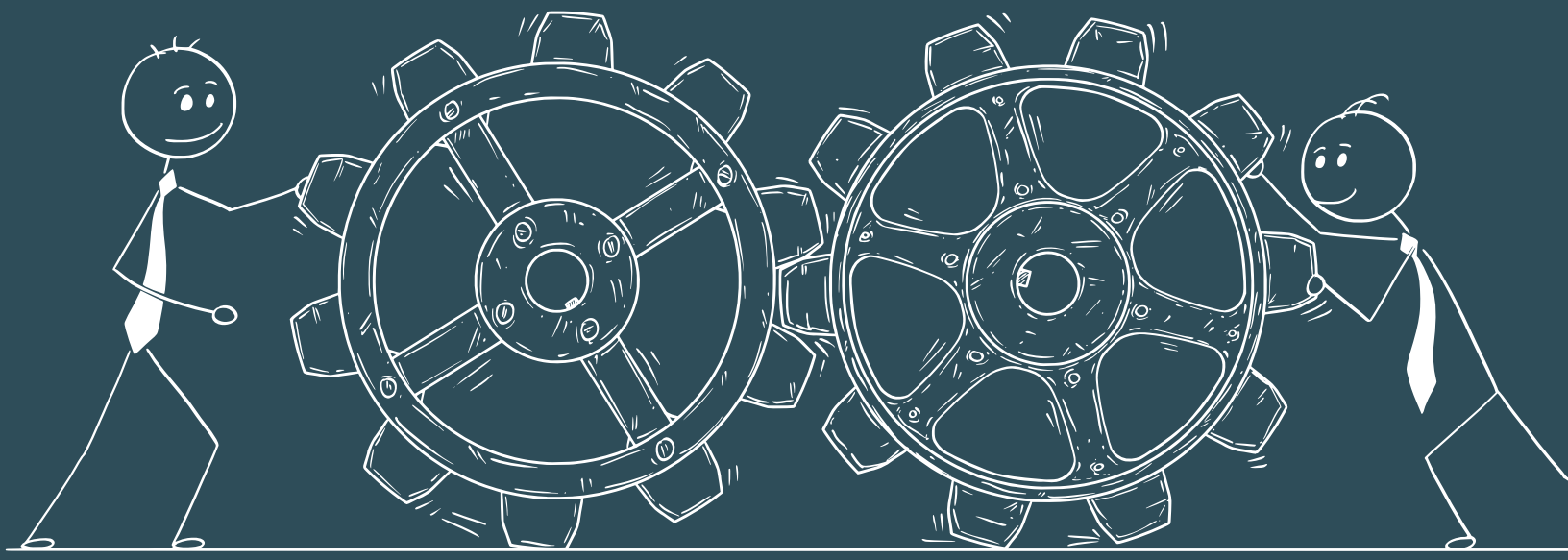


highest point of contribution

choose what's vital and accept trade-offs



build systems to execute each step effortlessly



repeat steps 1-4 to master the process

5 steps to gain full control of time at work

01 explore the options

02 discern the trivial from vital few

03 eliminate: cut out the trivial many

04 execute: remove obstacles

05 repeat: create a cyclical process

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the what...

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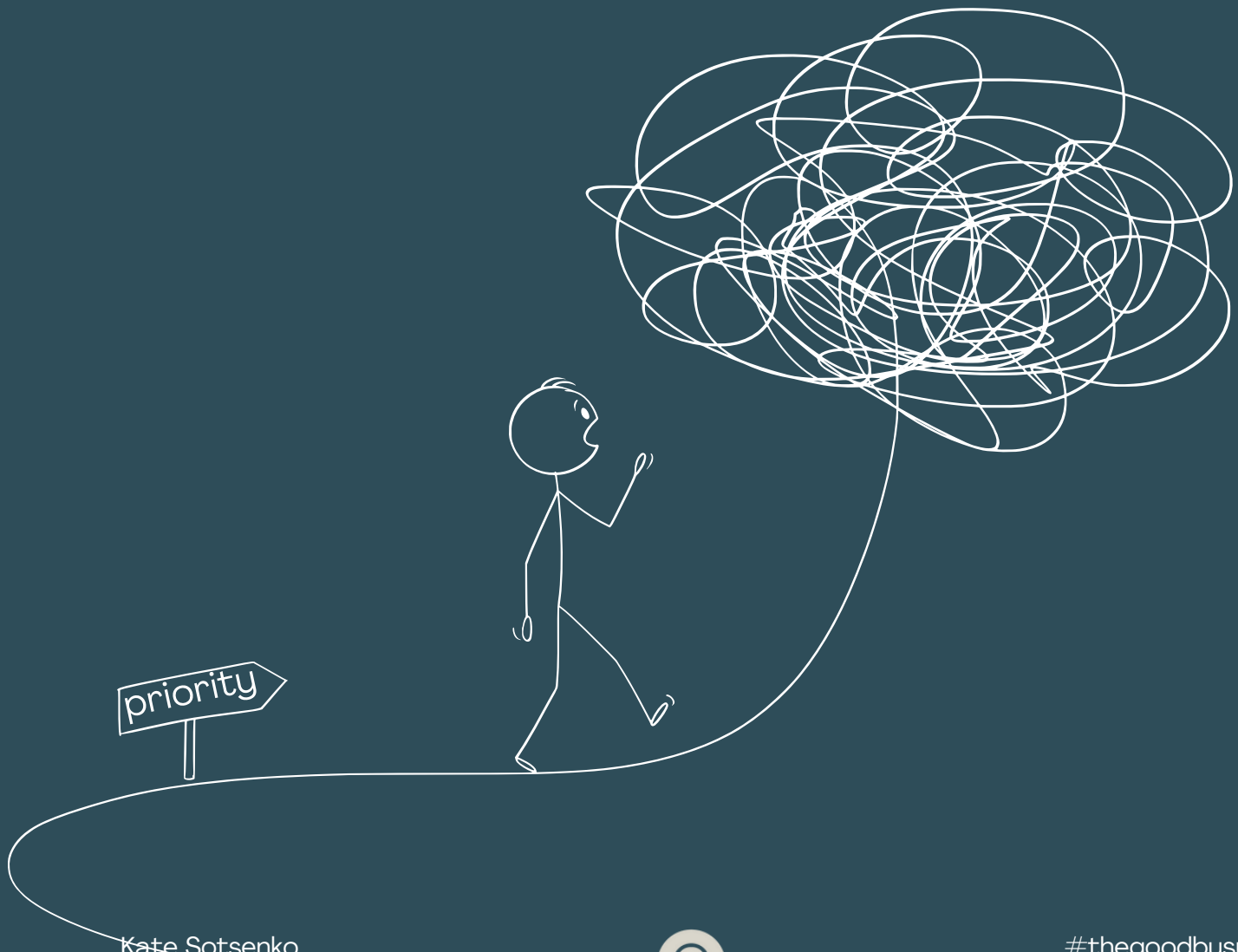
the result

good busy: choosing one priority & walking towards desired outcome



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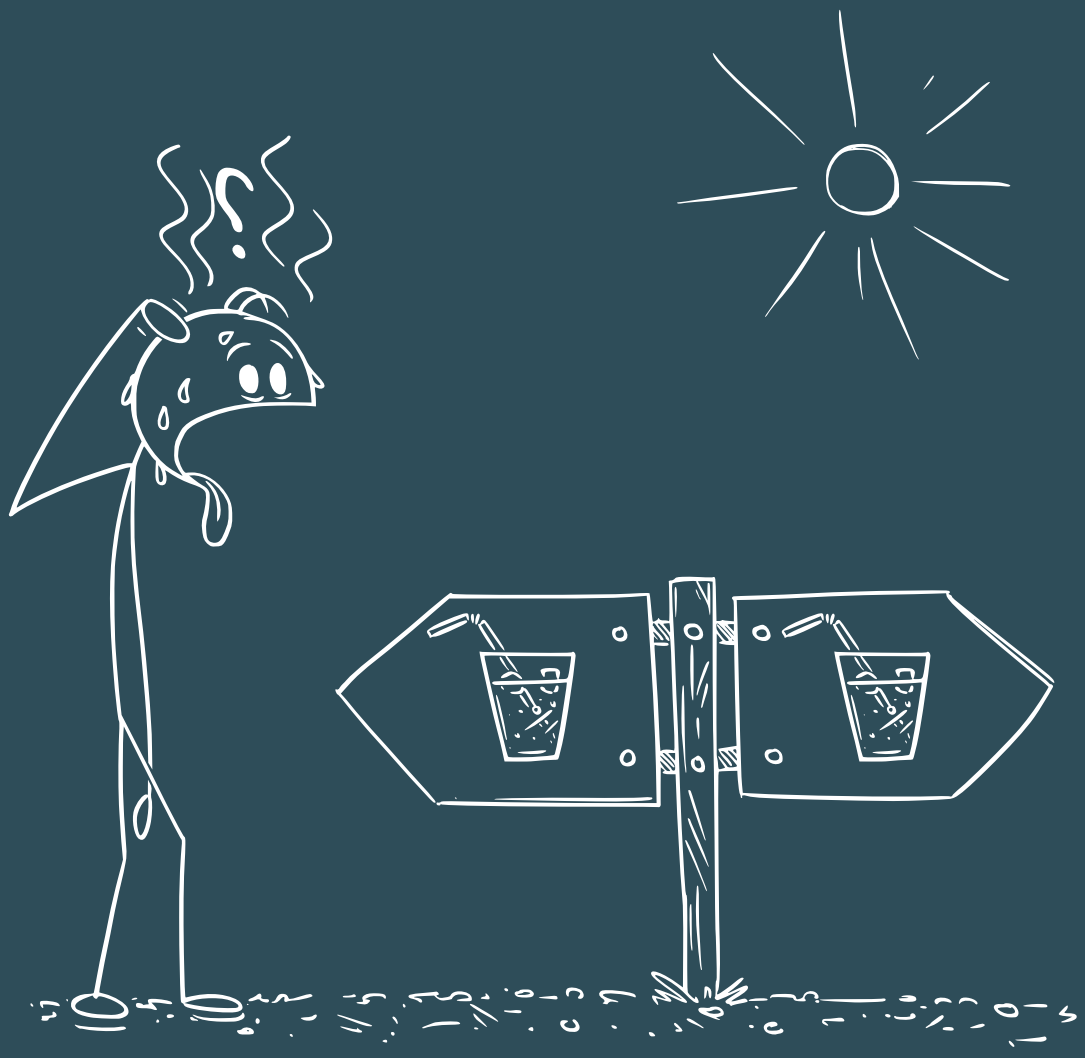
the alternative

bad busy: feeling exhausted because of too many priorities



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wisdom of the day

if you don't prioritize your life, someone else will

Greg McKeown
Essentialism: The Disciplined Pursuit of Less

PS: we all also live at work, maybe worth to rethink how we live at work

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PS: repost if this is useful

curious for more?

Hi, I'm Kate

I learned how to be an essentialist.
Sharing the secrets with you.

What do I do?

Optimizing productivity: reclaiming time for busy team leaders.

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