

Get super structured

- and get more time for what is important

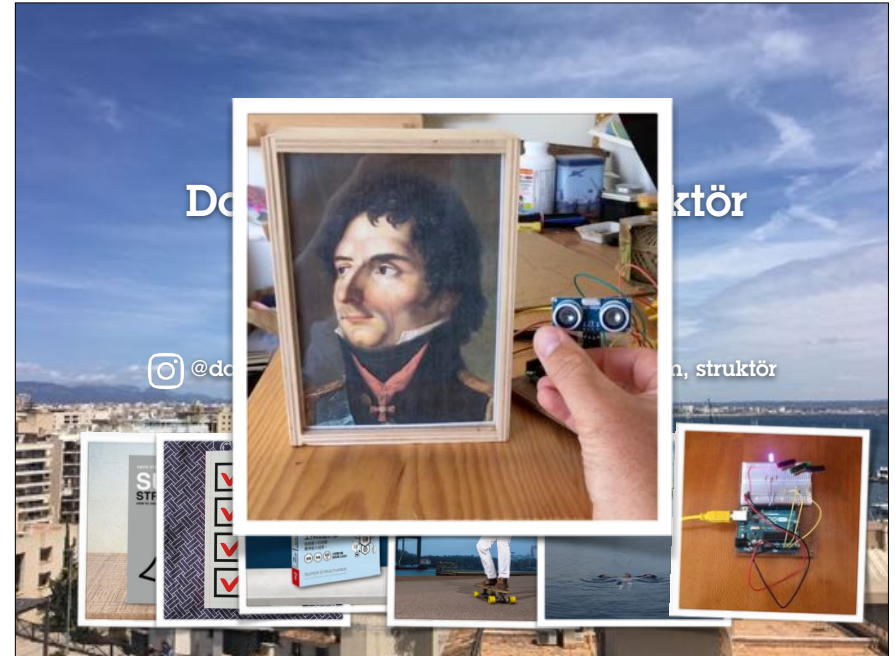
David Stiernholm, struktör



Find me here:

@davidstiernholm

David Stiernholm



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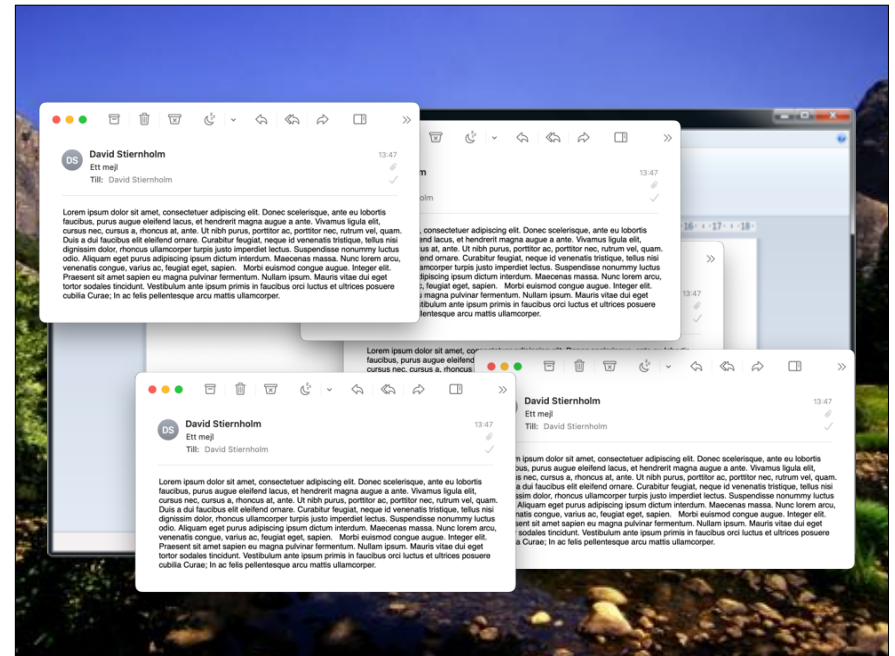
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Structure.

stiernholm.com/en/research-references



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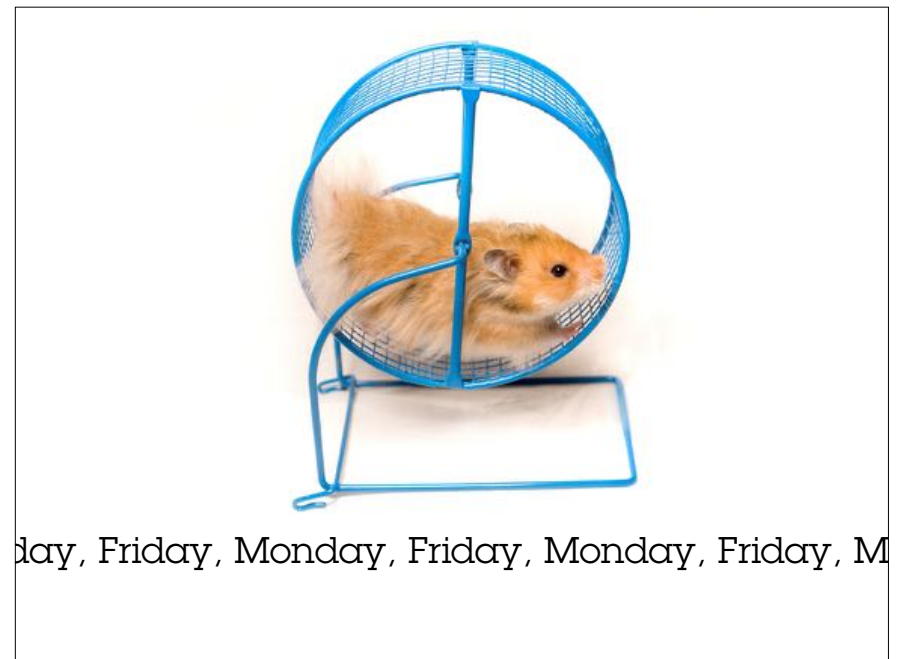
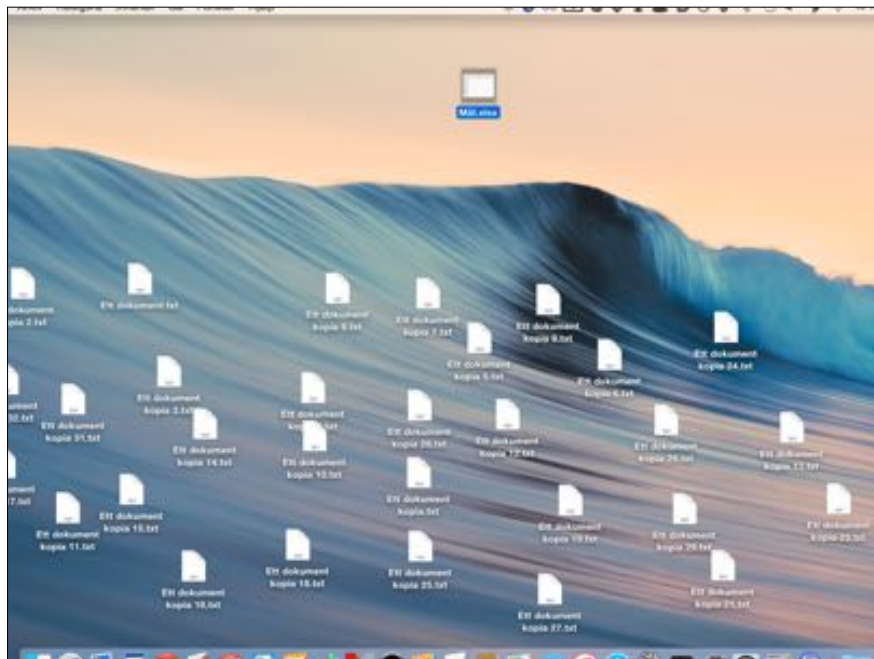
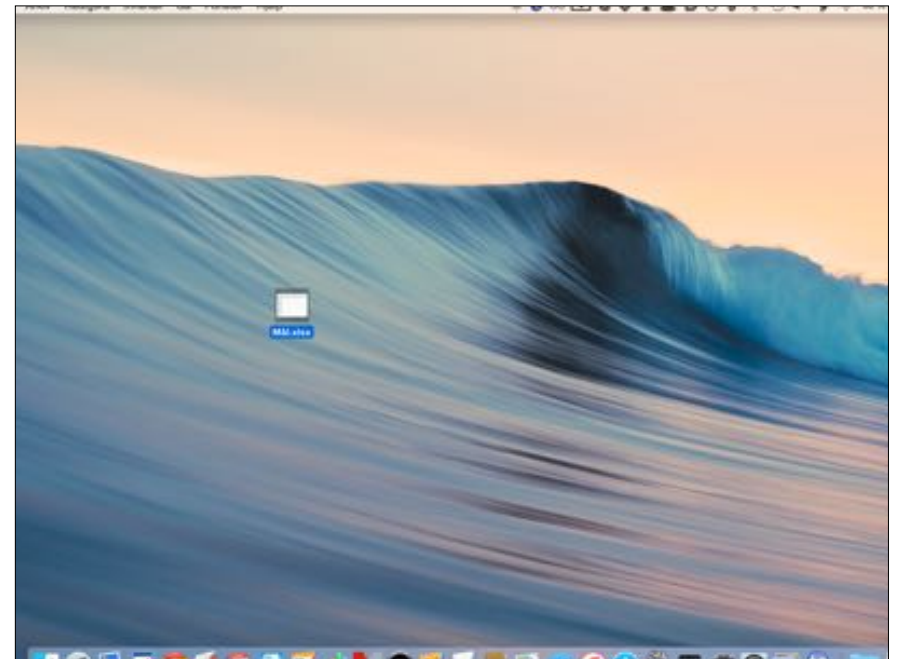
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Structure?



Structure

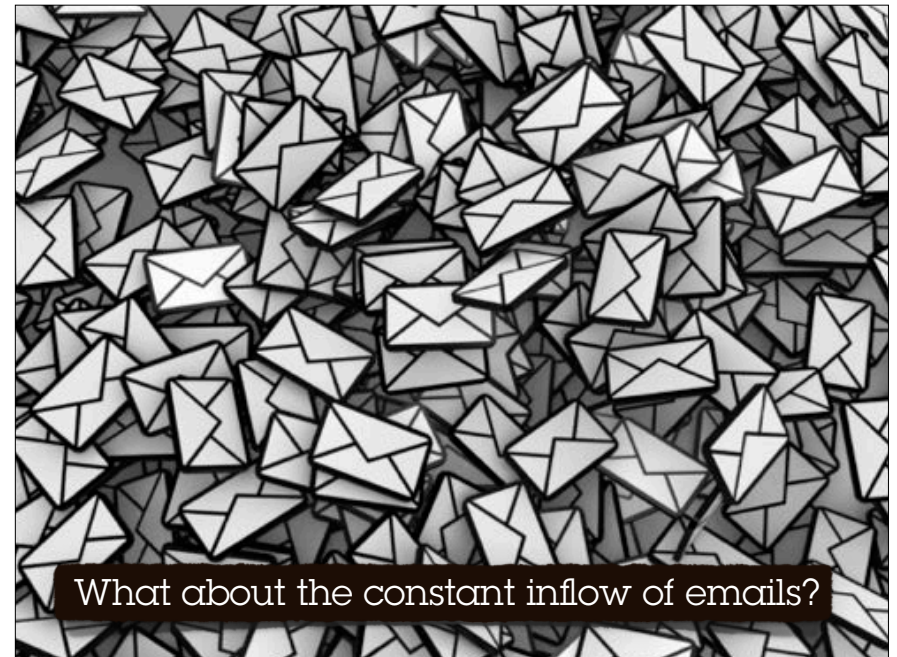
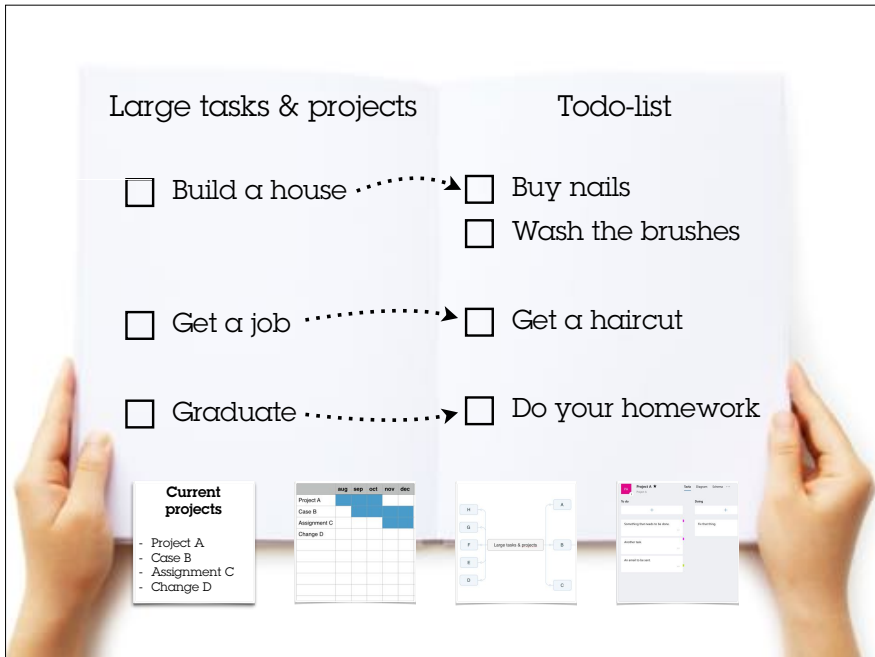
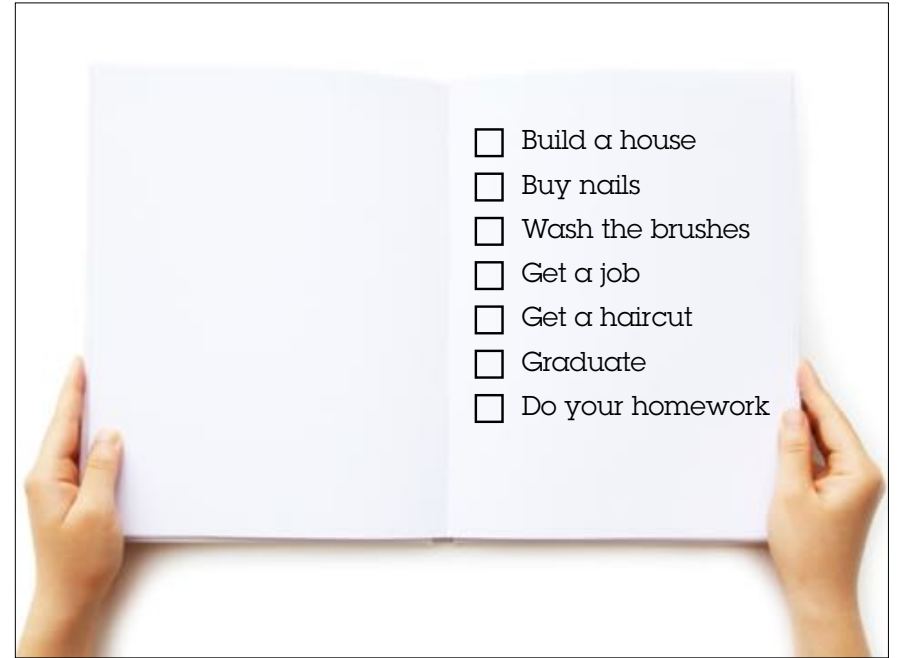
Automate

Focus

Organize

Organize

Where and how do you
keep track of what you
have to do?



Three ways to save e-mails

Archive

Labels/folders

Among other documents



All Mail

Accounting

HR

Marketing

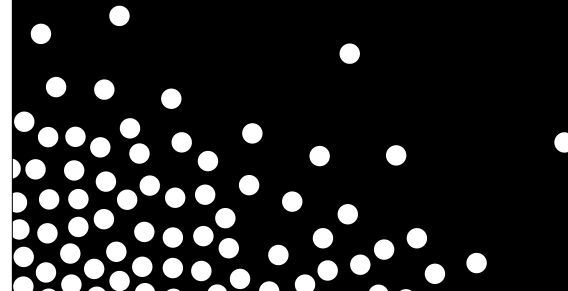


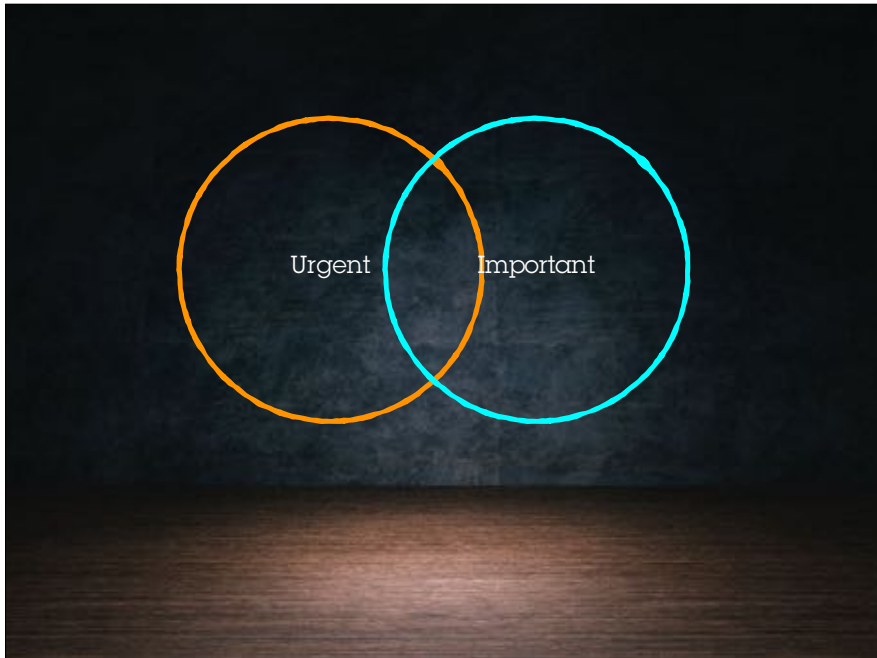
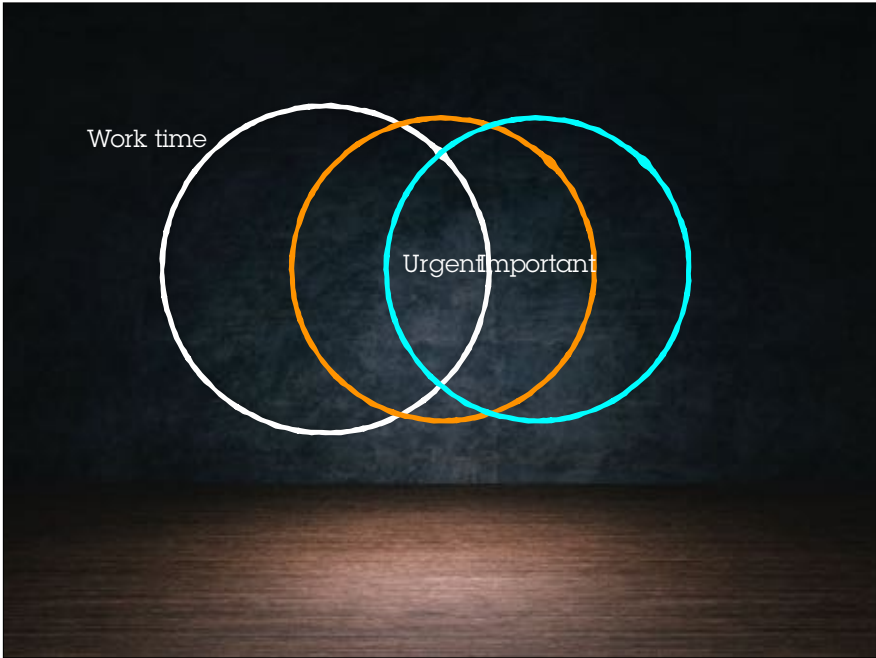
Empty. Zero.
Zilch. Nada. Rien.



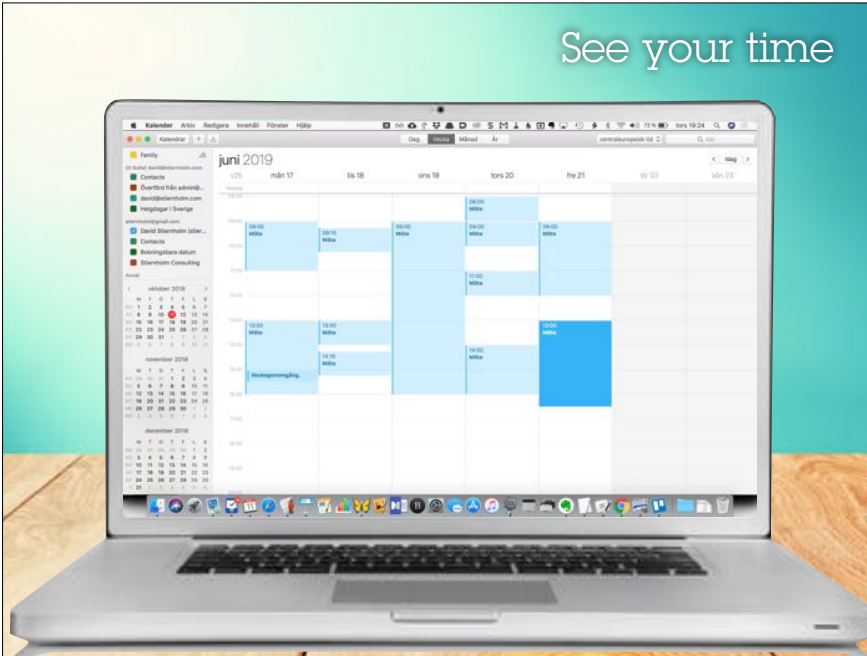
✉ Eric	This is just trash	8:24 am
✉ Anne	Need to keep	8:28 am
✉ Mark	Reply quickly	8:36 am
✉ Mike	Please do this	9:05 am
✉ Jo	A new project!	9:11 am
✉ Beth	Thursday, I promise	9:18 am

FOCUS



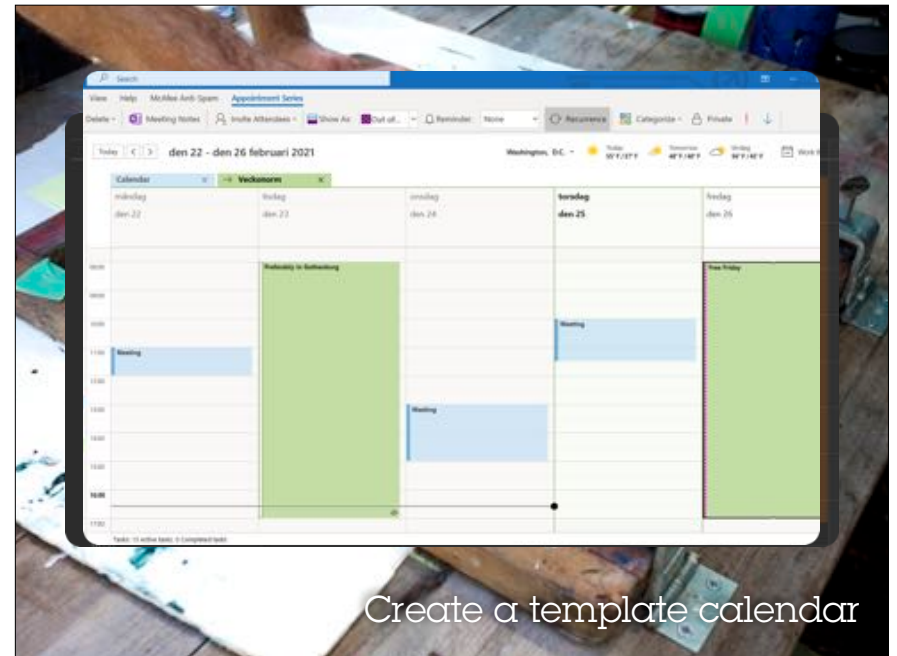


See your time



Mejiro, Tokyo

Create a metaphorical
slide puzzle



Create a template calendar

Where does this leave us?

Less

More

~~Worried~~

~~Despair~~

~~Frustrated~~

Confident


Calm

Unaffected

A more enjoyable workday

Thank you!

Here's more:
stiernholm.com/more

 David Stiernholm

 @davidstiernholm

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