



Career Development | 10 Minute Tools

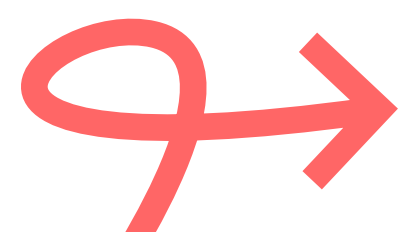
Being Better Than Busy



**Quality of work
is not *just about*
the quantity of
hours worked.**

With so many distractions and demands upon our time, it's easy to let busyness rule our days.

However, work that has meaning to us and impact to others often doesn't come from time spent being busy.








The following template is designed to help you reflect on:

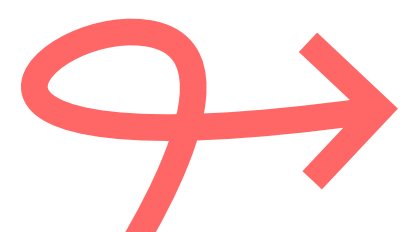
- ▶ How much time you spend working
- ▶ What *you define* as quality work
- ▶ How much of your working time you spend on quality work.

You can use the insights of this in a few works:

- ▶ To reflect on how you're spending your time
- ▶ To reflect on what you define as quality work vs. your manager/peers/stakeholders

▶ To inform job-crafting discussions to increase your impact

	Mon	Tues	Weds	Thurs	Fri
Quantity					
 # Hours Worked					
Quantity					
 My High Quality Work					
 # Hours of Quality Worked					





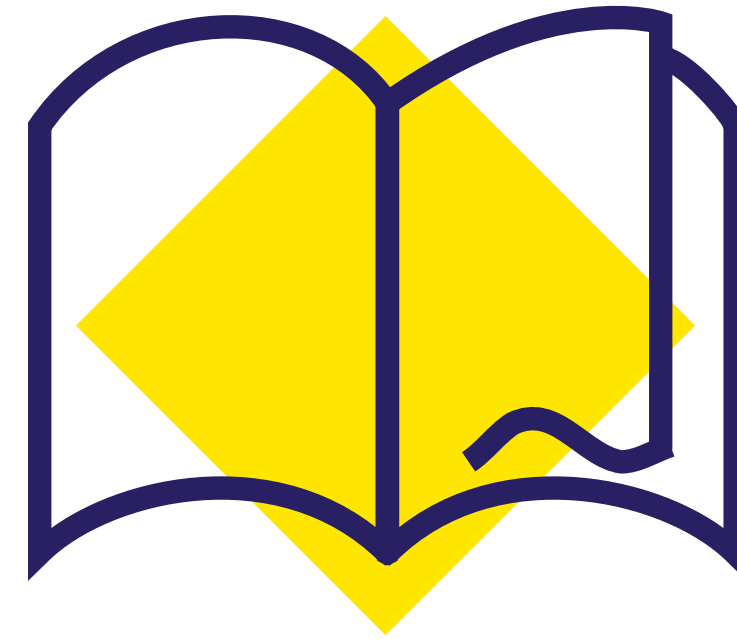
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How Burnout Makes Us Less Creative, Rahaf Harfoush



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Do Pause: You Are Not a To Do List, Robert Poynton



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Beyond Busy Podcast, Graham Allcott

