

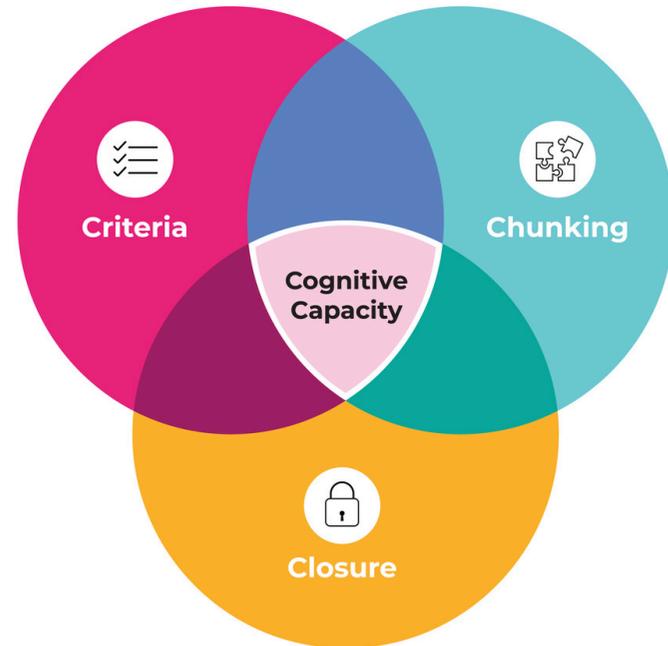
HOW TO FILTER THE NOISE OUT OF OUR DAY

On the next few pages there are 5 tips for each of the three steps of the Filter Framework; CRITERIA, CHUNKING & CLOSURE.

First, identify which of these would you most like to improve on. Then, try my suggestions and see what works for you. Ask your colleagues for feedback too. Lastly, check in with yourself if this has created cognitive capacity.

Reach out to me via info@evebroenland.com for any questions.

Happy filtering,
Eve



www.evebroenland.com

HOW TO FILTER THE NOISE OUT OF OUR DAY

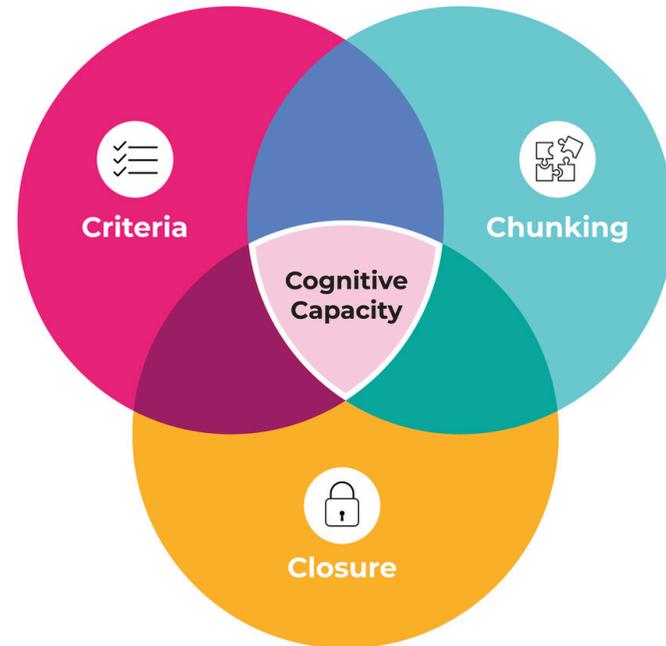
The key pillars to creating cognitive capacity; a method to filter your input that supports your information processing and your mental bandwidth, are:

Criteria: Deciding what matters & how to engage.

Chunking: Structuring and batching work for efficiency.

Closure: Completing loops to avoid lingering mental load.

Applying this process in your daily workflow will assist you with deciding what deserves your attention, know how to best work with the incoming stream of input that doesn't feel fragmented or chaotic, and get the most out of your day and team as we close loops with positivity.



Criteria restores clarity.
Chunking conserves energy.
Closure provides resolution.





be ok to say no.
assess your own capacity
and decline politely



set up an office rule:
“no meeting Wednesday”
“no email Friday”



have a clear objective for
your written
communication, and be
explicit



before interacting with
someone or put in your
request, ask them if
they've got capacity

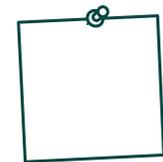
1

2

3

4

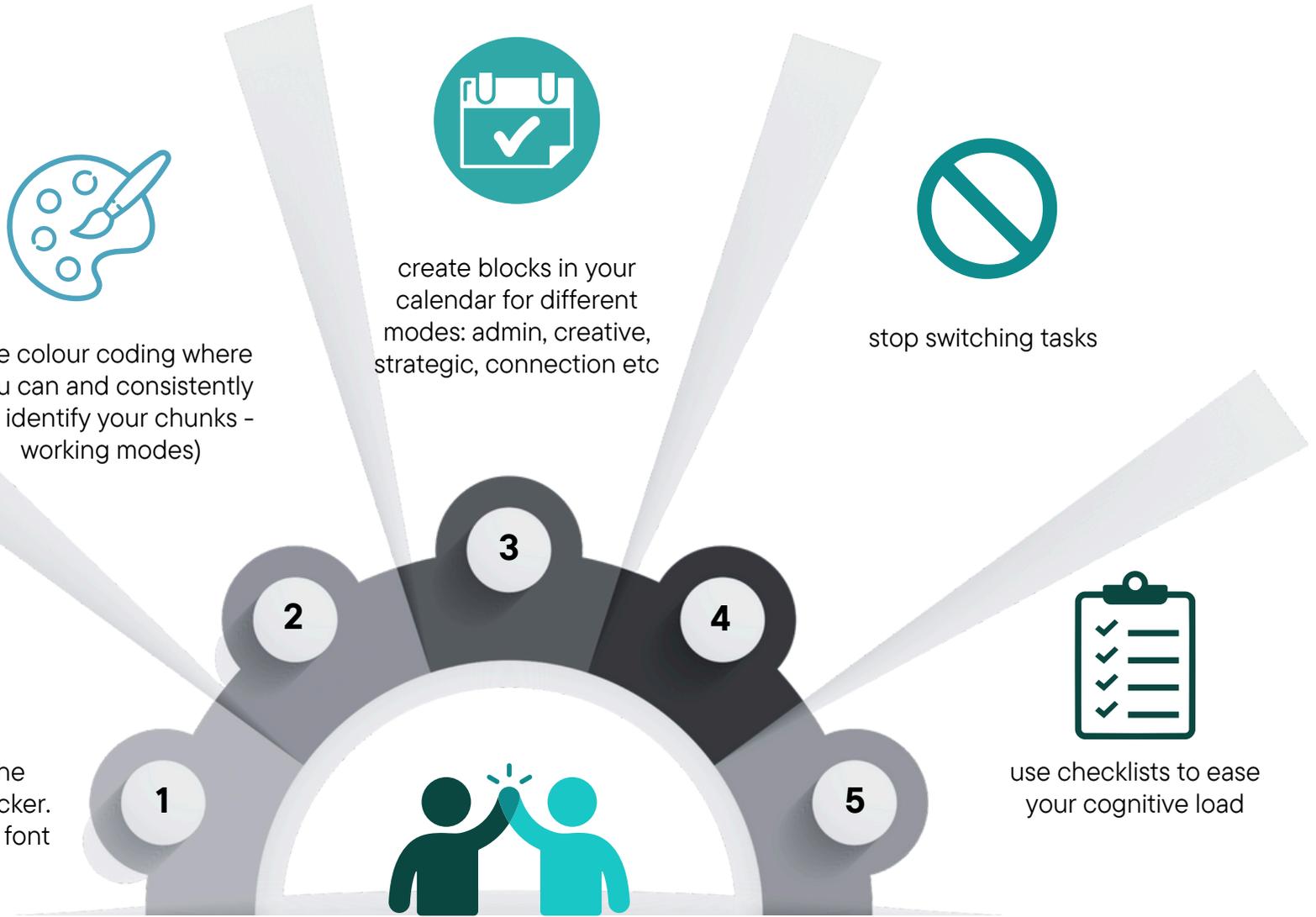
5



have a “later list” for
tasks you don't have
capacity for but don't
want to forget

5 WAYS TO WORK ON CRITERIA





use colour coding where you can and consistently (to identify your chunks - working modes)



create blocks in your calendar for different modes: admin, creative, strategic, connection etc



stop switching tasks



format emails so the receiver can act quicker. Use different colour font for actions



use checklists to ease your cognitive load

5 WAYS TO WORK ON CHUNKING





compartmentalise:
don't take work home
mentally, have a clear
and well-defined break



use physical items or set
rituals to anchor closure
in your mind



close your tabs and files.
Name them, store them,
and most definitely close
them



take mini-breaks & have
ways for yourself to
recover quickly



ask for closure in
conversations; "what is
needed for us to move
on, is this finished?"

5 WAYS TO WORK ON CLOSURE

