

The Doctor's Prescription to Get More Done with Less Time & Energy

Feeling Exhausted and Overwhelmed?

Drowning in to-do lists and struggling to find a work-life balance?

You're not alone! Many of us wear our busyness as a badge of honor, pushing ourselves nonstop. But this constant hustle diminishes our productivity and leads to burnout.

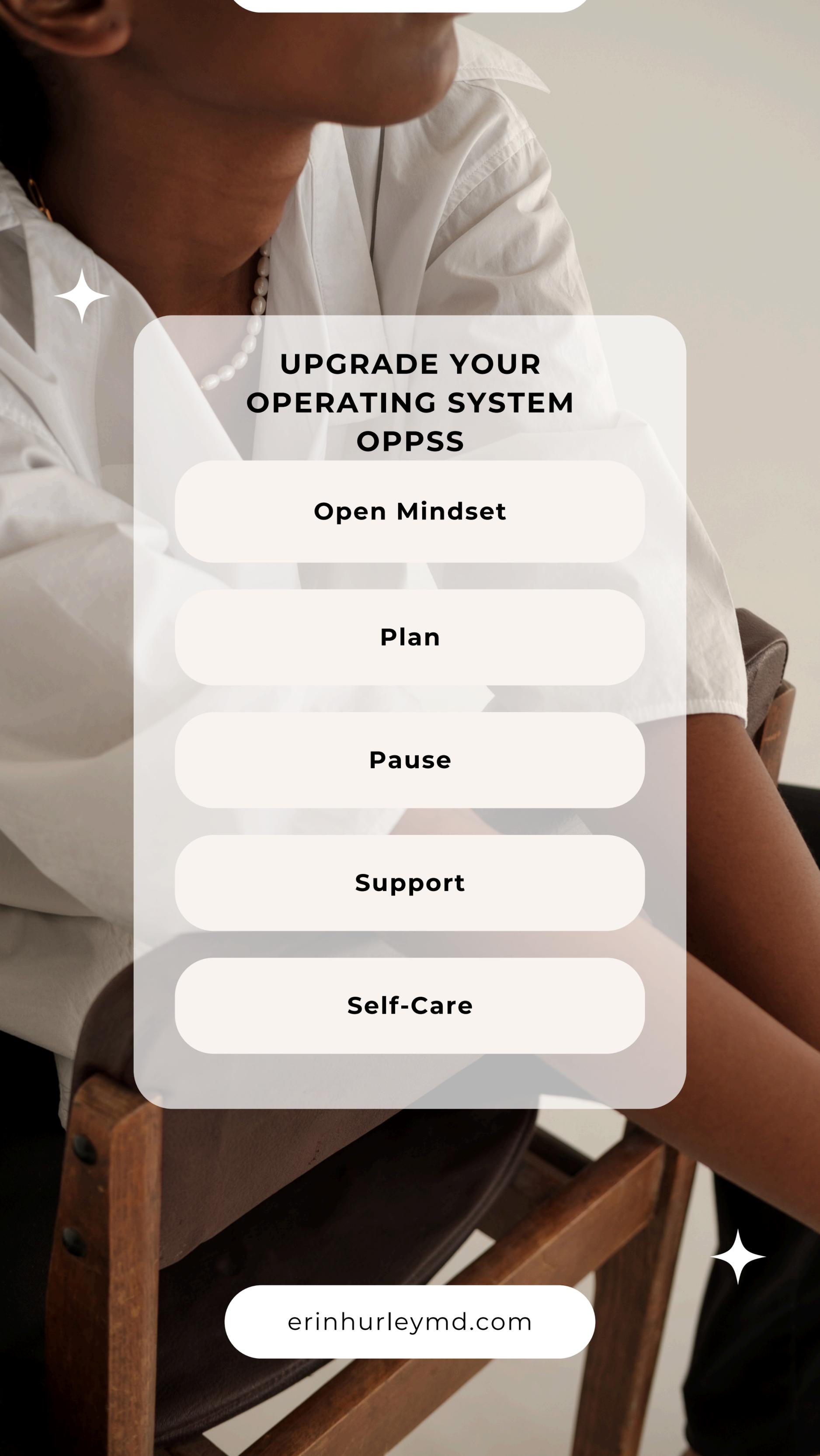
What if there was a better way?

What if you could achieve more while using less time and energy?

Imagine creating a new way of working – feeling calmer, more in control, and getting things done efficiently.

Upgrade your Operating System using the OPPSS approach!

This framework provides a practical and sustainable strategy for busy professionals to optimize their time, energy, and overall well-being.



**UPGRADE YOUR
OPERATING SYSTEM
OPPSS**

Open Mindset

Plan

Pause

Support

Self-Care

erinhurleymd.com

Open Mindset

The first step is cultivating an open mind.

Remember, you don't always need to have the "right answer."

1. Ditch the mentality of *this is how we've always done it*.
2. Embrace today's tools and technologies to revolutionize your efficiency.
3. Be open to learning from everyone you encounter, regardless of their role, age, or status.
4. Let others contribute to problem-solving and truly listen to their input.

Plan

**Do you wonder how you got so swamped?
Planning is the key to a fix.**

At the beginning of your day, week, month, and year, create actionable, goal oriented plans.

1. Use a planning system that prioritizes your tasks and aligns them with your goals (like the Full Focus Planner System I teach my clients).
2. Schedule focused blocks of work time (at least 90 minutes) to move complex projects forward.
3. Minimize interruptions, distractions, and multitasking to complete projects up to 5 times faster.
4. Plan for breaks and personal time to maintain high levels of energy and create a sustainable pace.
5. Schedule important work and family commitments on your calendar.

Pause

Our fast-paced world demands a shift from constant reaction to calculated response.

Cultivate the power of the pause.

1. Bring intention to your actions!
2. Before reacting to an infuriating situation, take a deep breath and collect your thoughts.
3. Let your emotions settle in order to allow your “best self” to respond.
4. A well-placed pause can save you time, energy, and prevent regrettable decisions.
5. What daily practices could help you build a stronger pause muscle? (Such as getting consistent quality sleep and regularly meditating.)

Support

Humans are social creatures!

Collaboration and a good support network are key.

1. Building a strong support group is essential for long-term success.
2. At work, delegate tasks, utilize resources effectively, and ask colleagues for help.
3. As a leader, seek input from your team which creates more buy-in and acceptance of solutions.
4. At home, ask for help from your family and outsource/pay for extra help when possible.
5. A team approach saves time and energy for everyone, fostering a collaborative community.

Self-Care

Self-care fuels your energy and resilience, making you a better professional and a happier person.

Prioritizing self-care is not selfish, it's a necessity.

You can't pour from an empty cup.

1. Consistently schedule activities on your calendar that nourish your mind, body, and spirit.
2. Prioritize exercise, meditation, spending time with loved ones, enjoying a hobby, or simply getting enough sleep.
3. As a parent or leader, ditch the self-sacrifice approach and role model healthier ways of getting things done.

Wrap Up

The **OPPSS** approach is not a one-size-fits-all solution.

This framework can be customized to fit your unique needs and lifestyle.

Schedule focused work blocks, batch similar tasks, and set clear boundaries.

These practices free up time and energy, paving the way for a balanced life.

Ready to dive deeper into the OPPSS approach and additional success strategies?

Sign up for my newsletter at erinhurleymd.com. Learn powerful strategies for doing more with less, and be the first to know about upcoming workshops and courses!

Erin Hurley, MD

Balance. Passion. Results.

Transformational Doc: Coaching for Peak Performance

erinhurleymd.com