

Time Management for Analysts

Balancing short-term delivery with long-term research

May 2026 | Concentric Global Intelligence Team All Hands Session

CONCENTRIC

Your World, Secured

AGENDA

01

Opening

02

Where Time Goes

03

The Framework

04

Interruptions

05

Group Discussion

06

Commitments

THE DUAL-PROJECT CHALLENGE

You already know how to do the work. This session is about protecting the time to do it.

SHORT-TERM PROJECTS

Duration: Hours to a few weeks

Nature: Urgent, visible, reactive

LONG-TERM PROJECTS

Duration: Weeks to months

Nature: Strategic, invisible if neglected

The struggle between these two efforts is **real**—and **manageable**.

EXERCISE: TIME AUDIT

Think back over the last week and write down the following for each task:

Log:

- Each task you worked on
- Roughly how long it took
- Categorize: Short-term vs. Long-term Projects

Short Turnaround: Daily tasks, urgent asks.
Feels productive.

Long-Term: Deep research, strategy. *Highest value, easiest to defer.*

Most people are surprised by the **gap** between perceived and actual time spent.

TIME BOXING: HOW TO

Most people approach work one task at a time until completion, which is difficult with strict deadlines.

Time boxing encourages you to focus on time instead of tasks by allocating a set amount of time (a "time-box") to each activity.

01. GOALS

Think about your weekly goals and high-priority tasks.

02. ESTIMATE

Estimate time for each to-do item and allocate a set amount.

03. PRIORITIZE

Place your higher priority items first in your schedule.

04. BOOKEND

Define when you start and stop; time-box the entire day.

05. CONTINGENCY

Build in time for unexpected requests and interruptions.

06. DEEP WORK

Identify your peak focus times for deeper thinking.

PRO TIP: Don't forget to include breaks for meals and exercise to sustain energy.

TIME BOXING: IN PRACTICE

Use your Google calendar to block out your time for short turnaround and long-term tasks. Factor in time for research, writing, and editing.

Set a timer to alert you when to move on. If unfinished, analyze what you accomplished and review your progress at the end of each timebox rather than just continuing. Then ask yourself:

Reflect on Completion

Did you complete your work? If not, how can you schedule differently? Do you need to engage teammates to pick up additional time?

Manage Deadlines

If a deadline drives your decision to finish before you're ready, what can you do next time to ensure this doesn't happen?

Stay Adaptable

Be realistic and open to changes. Time-boxing is a tool for organization, not a rigid cage.

Action Item

Do you need to make any updates for the upcoming week?

TIME BOXING EXAMPLE

Morning Routine 8:30am - 9:30am	Morning Routine 8:30am - 9:30am	Morning Routine 8:30am - 9:30am	Morning Routine 8:30am - 9:30am	Morning Routine 8:30am - 9:30am
Deep Work 9:30am - 10:15am Office	Deep Work 9:30am - 10:15am Office	Deep Work 9:30am - 10:15am Office	Deep Work 9:30am - 10:15am Office	Deep Work 9:30am - 10:15am Office
Shallow Work 10:15am - 11am	Shallow Work 10:15am - 11am	Shallow Work 10:15am - 11am	Shallow Work 10:15am - 11am	Shallow Work 10:15am - 11am
Work 11am - 1pm	Work 11am - 1pm	Work 11am - 1pm	Work 11am - 1pm	Work 11am - 1pm
Lunch 1pm - 2pm	Lunch 1pm - 2pm	Lunch 1pm - 2pm	Lunch 1pm - 2pm	Lunch 1pm - 2pm
Read Front & End 2pm, On Zoom	Shallow Work, 2pm	Shallow Work, 2pm	Shallow Work, 2pm	Shallow Work, 2pm
Work 2pm - 4pm	Work 2pm - 4pm	Work 2pm - 4pm	Work 2pm - 4pm	Work 2pm - 4pm
Shallow Work, 4pm	Shallow Work, 4pm	Shallow Work, 4pm	Shallow Work, 4pm	Shallow Work, 4pm
Work 4:30 - 5:30pm	Work 4:30 - 5:30pm	Work 4:30 - 5:30pm	Work 4:30 - 5:30pm	Work 4:30 - 5:30pm
Wind-down, 5:30pm	Wind-down, 5:30pm	Wind-down, 5:30pm	Wind-down, 5:30pm	Wind-down, 5:30pm
Family Time 6pm - 6:45pm	Family Time 6pm - 6:45pm	Family Time 6pm - 6:45pm	Family Time 6pm - 6:45pm	Transition D 8:10am - 8:45pm
Evening Routine 6:45 - 7:30pm	Evening Routine 6:45 - 7:30pm	Evening Routine 6:45 - 7:30pm	Evening Routine 6:45 - 7:30pm	Evening Routine 6:45 - 7:30pm

What a fully time blocked calendar might look like. via <http://bradfrost.com/blog/post/scheduling-every-minute-of-my-day/>

VISUALIZING THE DAY

A fully time-blocked calendar provides a clear roadmap for your energy and attention.

- Morning Routine & Focus
- Deep Work Blocks
- Meetings & Reactive Tasks
- Buffer for Breaks

What a fully time blocked calendar might look like. via <http://bradfrost.com/blog/post/scheduling-every-minute-of-my-day/>

THE TWO-LIST HABIT

At the start of every week, write two distinct lists—and treat both as commitments.

LIST 1: DELIVER THIS WEEK

- Reports and deliverables due
- Short-turn requests already in queue
- Briefings, meetings, and outputs expected
- Anything with a hard deadline

LIST 2: ADVANCE THIS WEEK

- Long-term project milestones to hit
- Research sections to complete
- Draft sections to write or review
- Any slow-burn projects that could stall

List 2 is often dropped under pressure. Writing it down makes it an **explicit commitment**—not just an intention.

PUTTING IT ALL TOGETHER

SCENARIO: Friday weekly report due, 2 ad-hoc requests arrive on Tuesday, six-week Executive Risk Assessment at 40% completed.

MONDAY MORNING

Write both lists. Identify realistic long-term milestones. Block two morning slots immediately.

TUESDAY MORNING

Batch ad hoc requests. Protect time-boxed blocks. If truly urgent, take only one block away.

MID-WEEK CHECK-IN

Stay on track for List 2. Reschedule lost blocks—do not absorb the loss.

FRIDAY: DELIVERY & REVIEW

Deliver weekly report. Analyze List 2 erosion. Adjust next week's schedule accordingly.

PRO TIP: Protect **List 2** as a commitment to prevent long-term projects from stalling.

HANDLING INTERRUPTIONS

Short-term projects are unpredictable and tend to expand. Use these three habits to stay on track.

1. BATCH REQUESTS

Set two windows (e.g., 11am and 4pm) for incoming requests.

Avoid switching to each request as it arrives to prevent productivity loss.

2. COMMUNICATE

Keep Becky and Yari informed if workload is too heavy.

Negotiate deadlines. Most things appearing urgent at 9am can wait.

3. USE TOOLS

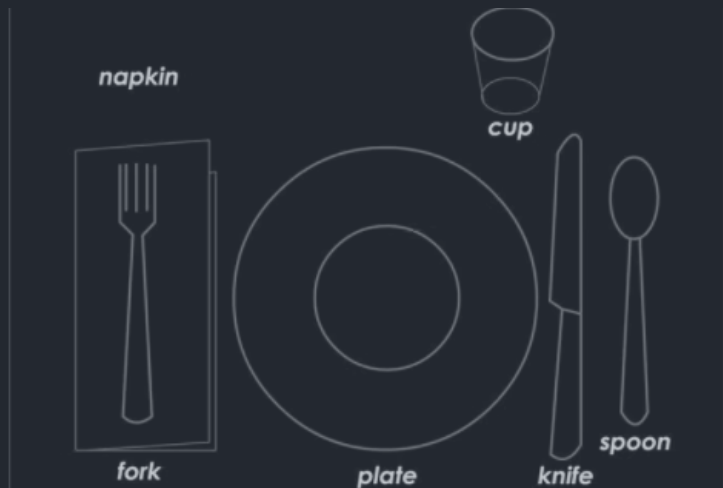
Leverage Monday.com to track workloads and protect time.

Don't exceed project hours; protect the team budget and editing time.

Context-switching cost: It takes **15-20 minutes** to return to deep work after an interruption.

EXERCISE: WHAT'S ON YOUR PLATE

Let's look at your projects and group them to see where you spend time and what drops off.



THE PLATE: Your main course—what do you spend the most time doing?

THE SILVERWARE: The fork, knife, and spoon are the tools you need to get work done.

THE CUP: What you wish you could work on.

THE MARGINS: Distractions keeping you from work or things to push off your plate.

Goal: Identify **priorities** and **distractions** through visual grouping.

YOUR TURN: GROUP DISCUSSION

REFLECT ON THE PAST

Think of a specific time when a long-term project stalled because short-term work took over. Or maybe a project that went over the maximum number of hours. What happened?

APPLY NEW TOOLS

What would you have done differently with the tools we discussed? Time-blocking, two lists, batching? What about our current tools including [Monday.com](https://monday.com)?

IDENTIFY OBSTACLES

What's the biggest obstacle to protecting your deep-work in practice?

PROTECTING TIME

What are other ways to help protect your time? How can we help?

Share your thoughts with the group. There are no wrong answers.

LEAVE WITH ONE COMMITMENT

Written commitments are far more likely to stick than verbal ones. Pick one and write it down before you leave. Let's plan to follow-up during our next 1x1 meeting.

CALENDAR CHANGE

Block at least two protected morning slots for long-term project next week.

NEW WEEKLY HABIT

Start next Monday with both lists written down before anything else.

BATCHING WINDOW

Set specific ad-hoc windows and stick to them for two weeks to set the habit.

CONVERSATION

Talk to your management team about your workload and protecting deep work time.

Goal: Turn **intentions** into **actions** through written accountability.

KEY TAKEAWAYS

PRIORITIZE VALUE

Urgency is not importance. Short-term work feels pressing; long-term projects often create the most value.

TIME-BLOCKING

Protect time for deep work and schedule ad-hoc and quick turnaround tasks appropriately.

THE TWO-LIST HABIT

Explicitly plan both lists to determine what to deliver and what to advance every week.

BATCH, DON'T REACT

Set defined windows for ad-hoc work rather than switching context constantly.

Commit to **one change**. Small, consistent habit shifts compound over time.