



CASE STUDY

# Thomas: The Overloaded Project Manager

How Thomas Saved 10+ Hours Per Week  
and Became the Strategic Leader His Team Needed



## CLIENT OVERVIEW

Thomas is a seasoned engineering project manager with over 8 years of experience leading large-scale projects and cross-functional teams of 15+ people. Despite his dedication and long hours, Thomas found himself constantly overwhelmed, reactive, and struggling to make meaningful progress on the work that mattered most.



## THE CHALLENGE

- Calendar packed from 8 AM to 7 PM
- 6–8 meetings every day
- Constant Slack & email interruptions
- Never enough time for deep, meaningful work
- Projects delayed and team waiting on decisions
- Working late nights and weekends to catch up
- High stress, low energy, and little life balance



## THE SOLUTION

Productivity Accelerator implemented a customized 6-step framework to help Thomas regain control of his time, reduce overwhelm, and focus on high-impact leadership.



1  
Clarify  
Goals



2  
Conduct  
7-Day Audit



3  
Apply Pareto  
Principle



4  
Build a  
Structured  
Schedule



5  
Implement  
Systems



6  
Weekly Review  
& Optimize



## THE RESULTS



10+

HOURS SAVED  
EVERY WEEK



6–8

MEETINGS REDUCED  
EACH WEEK



20%

IMPROVEMENT IN  
PROJECT DELIVERY



9/10 → 3/10

STRESS LEVEL  
REDUCTION



5+

EVENINGS & WEEKENDS  
BACK EACH WEEK



## STRONGER LEADER

MORE FOCUSED, PROACTIVE,  
AND IN CONTROL



“Before Productivity Accelerator, I felt like I was drowning—always working but never actually achieving anything. My schedule was packed, my stress was through the roof, and my personal life was taking a hit. Within weeks of using the system, I completely flipped my routine. I stopped wasting time on things that didn’t matter, started leading my team more effectively, and finally had time for the things I love. If you’re overwhelmed, trust me—this is the solution you’ve been looking for.”

– Thomas Reynolds  
Engineering Project Manager

## THE 6-STEP FRAMEWORK: THOMAS’ PATH TO TRANSFORMATION

A replicable process to go from overwhelmed to in control.

|                                  | THE PROCESS                                                                                   | HOW THOMAS APPLIED IT                                                                          | OUTCOME                                  |
|----------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------|
| 1<br>CLARIFY GOALS               | Defined what success really looked like and set clear, measurable goals across work and life. | Identified top priorities, set boundaries, and committed to focusing on what moved the needle. | ✓ Clear direction and daily focus        |
| 2<br>CONDUCT 7-DAY AUDIT         | Tracked every hour for 7 days to uncover how time was actually spent.                         | Captured meetings, emails, admin work, interruptions, and deep work.                           | ✓ Full visibility into time leaks        |
| 3<br>APPLY PARETO PRINCIPLE      | Identified the 20% of tasks, projects, and meetings that produced 80% of results.             | Focused on high-impact activities and eliminated or delegated the rest.                        | ✓ Focused on what moves the needle       |
| 4<br>BUILD A STRUCTURED SCHEDULE | Created a time-blocked weekly schedule to protect focus time and reduce context switching.    | Blocked deep work, meetings, leadership, and admin time with buffer time built in.             | ✓ Predictable days and protected focus   |
| 5<br>IMPLEMENT SYSTEMS           | Built simple, repeatable systems for email, meetings, delegation, and decision-making.        | Used templates, SOPs, automation, and meeting agendas to save time and drive consistency.      | ✓ Less chaos, more efficiency            |
| 6<br>WEEKLY REVIEW & OPTIMIZE    | Established a weekly rhythm to review results, adjust priorities, and continuously improve.   | Reviewed KPIs, updated plan, celebrated wins, and fixed what wasn’t working.                   | ✓ Consistent progress and accountability |



**THE OUTCOME:** Thomas regained 10+ hours every week, delivered projects faster, led his team more effectively, and finally had the time and energy for life outside of work.



## THOMAS’ GOALS

- ✓ Leave the office by 5:30 PM
- ✓ Save 10+ hours per week
- ✓ Become proactive instead of reactive
- ✓ Deliver projects on time, consistently
- ✓ Spend quality time with family on nights and weekends
- ✓ Build a reputation as a strategic leader



## FINANCIAL IMPACT

### BEFORE

|                            |           |
|----------------------------|-----------|
| Annual Salary              | \$145,000 |
| Average Work Week (Before) | 65 Hours  |
| Hours Per Year             | 3,380     |

EFFECTIVE HOURLY VALUE (BEFORE) **\$42.90**

### AFTER

|                           |           |
|---------------------------|-----------|
| Average Work Week (After) | 47 Hours  |
| Hours Saved Per Week      | 10+ Hours |
| New Hours Per Year        | 2,444     |

EFFECTIVE HOURLY VALUE (AFTER) **\$67.12**



**56% INCREASE IN THE VALUE  
OF HIS TIME.**



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MORE TIME AND LESS OVERWHELM?  
REFER THEM AND GET REWARDED.**

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you’ll receive **50% OFF YOUR FIRST PAID MONTH  
OF TRAINING** as our way of saying thank you.



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YOUR FIRST PAID MONTH  
OF TRAINING