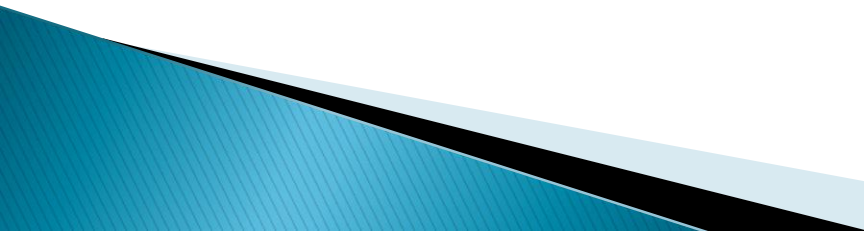

Managing Your Productivity:

Is there an APP for that?

Tips: Taking Control of Your Time

- ▶ **Scheduling “Your” Day**
- ▶ **Organization**
- ▶ **Extra Hours**
- ▶ **Examples**
- ▶ **Audit of your calendar**
- ▶ **Time wasters**

Check out these resources:

- ▶ **The 7 Habits of Highly Effective People-Covey**
 - ▶ **The Pomodoro Technique-Cirillo**
 - ▶ **Getting Things Done–Allen**
 - ▶ **One a Day Technique**
 - ▶ **10 Minute Hack**
 - ▶ **Don't break the Chain-Seinfeld**
 - ▶ **Create a perfect not-to-do list–Selk**
 - ▶ **7 Time Maximizing Tips for 2014-Selk**
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Managing the Information Flow

- ▶ **Emails / Messages**
- ▶ **Filing / Notes / Reading Materials**
- ▶ **Agendas / Minutes / Committee Work**
- ▶ **Working with an Assistant**

Managing Your Emails – Sort & Act

- ▶ **Clear Older Emails**
- ▶ **Use Folders to Organize**
- ▶ **Trash It / File It / Take Action on It**
- ▶ **When Deciding Whether to Keep or Trash – Ask Yourself:**
 - **If need be, could you retrieve the information elsewhere?**
 - **What’s the worst that could happen if you needed it and didn’t have it?**

Managing Your Emails – Set Your Own Pace

- ▶ **Send Quick Replies When You Can**
- ▶ **Schedule email work, develop routines**
- ▶ **Add Emails that Require More Action to Your “To –Do” List**
- ▶ **Delete the Rest**

Managing Your Emails – Stop the Flow

- ▶ **Unsubscribe from Newsletters, Sales Alerts, and Other services you are not using**
- ▶ **Use Filtering Functions to Route Emails into Folders**

Managing Your Emails – Email Effectiveness

- ▶ **Preferred Order When Writing an Email:**
 - i. **Subject line**
 - ii. **Attach Files**
 - iii. **Write Brief Message**
 - iv. **Add Recipient's Address**
- ▶ **Make the Subject line say what you want done and by when**
- ▶ **Know when not to write an email**

Organizing Yourself

- ▶ **Consultant Tony Jeary recommends asking yourself these questions every quarter:**
 - ▶ *What do I need to do more of?*
 - ▶ *What do I need to do less of?*
 - ▶ *What do I need to start doing?*
 - ▶ *What do I need to stop doing?*

Organizing Yourself

- ▶ **Brian Fetherstonhaugh, CEO of OgilvyOne, has a flipchart in his office with his top priorities marked down**
- ▶ **The *Harvard Business School Blogs* reported that famed marketing professor Ted Levitt started each day with a stack of blank 3x5 cards. Each time he heard an idea that clicked for him, he wrote it on a card. At end of day, he would transfer the cards to the appropriate file**

Organizing Yourself

- ▶ When something happens that you don't like, ask one question: *“What can I do to improve the situation?”*
- ▶ When travelling, expect the unexpected and plan ahead
- ▶ Anne Mulcahy, CEO of Xerox, says her most important list is her contacts. She periodically runs through hundreds of names to see who she hasn't spoken to recently, according to the NY Times

Interruptions

- ▶ **Interruptions by co-workers; obsession to check email, voice mail and the web; overwhelming list of tasks to complete; fewer staff; more work – lost ability. Workers often reel from one task to the next without make any real progress.**
- ▶ **Develop a priority action plan each day. Assess importance of interruptions based on the list.**

Your Desk

- ▶ **Desktop clutter – personal stuff, files, printed emails, lunch ...**
- ▶ **Working in various locations**
- ▶ **Make a habit of putting things away**
- ▶ **Make three piles for documents:**
 - **Active Files**
 - **Archival Materials**
 - **Reference Materials**

Only the *Active Files* should stay on the desk.

Meetings

- ▶ **Start meetings by reviewing action items on your list.**
- ▶ **Circulate minutes within 48 hours, with agreed upon action points.**
- ▶ **Capture every action and assign tasks before meeting completion.**
- ▶ **Consider styles and types: managers prefer hourly units of meeting time, while “makers” – e.g. writers, programmers – prefer half day units of time. Accommodate.**

Leadership

- ▶ **Consultant Seth Godin urges: “Make more decisions”. They don’t have to be perfect. Make them and move on.**
- ▶ **Leaders as GPS**