Managing your Productivity: Is there an APP for that?

Too many meetings? Staff and students at several campuses? Too much email? Too many digital tools? **Are you busy but not accomplishing enough?**

This workshop will provide practical suggestions, techniques and tips to help you better manage your day-to-day schedule, work more effectively and better plan for the key business cycles each year.

1. Welcome and Workshop Overview

2. The Basics

3. Macro to Micro

   ➢ planning the year
   ➢ scheduling "your" day

4. Tips, resources and techniques to try

productivity- rate of being productive

productive- yielding results; effective in bringing about; having the quality or power of producing, especially in abundance

Source: www.meriam-webster.com

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Check out these resources:

1. The 7 Habits of Highly effective People by Stephen R. Covey, 1989
www.stephencovey.com

- ✓ Be proactive
- ✓ Begin with the end in mind
- ✓ Put first things first
- ✓ Think win-win
- ✓ Seek first to understand, then to be understood
- ✓ Synergize
- ✓ Sharpen the saw

2. The Pomodoro Technique by Francesco Cirillo
www.thepomodorotechnique.com

3. "Getting Things Done" by David Allen www.davidco.com

4. The Action Method www.actionmethod.com

5. "One a day" Technique www.entreprenuer.com

6. "10 minute hack" www.lifehacker.com

7. "Don't Break the Chain" Jerry Seinfeld's Productivity Secret
www.wallstreetinsanity.com

8. "Want a perfect schedule? Create a perfect not-to-do-list" Jason Selk
www.enhancedperformanceinc.com

9. "7 Time Maximizing Tips for 2014" Jason Selk
www.enhancedperformanceinc.com

<u>Tips compiled from the Globe and Mail's Business section</u>
www.theglobeandmail.com

1. **Managing your Email:**

- Check email on a schedule and stick to it
- Sort and Act
- Clear older emails
- Use folders
- Trash it/file it/take action on it
- When deciding to keep or trash-What's the worst that could happen if you needed it and didn't have it? Could you get the information elsewhere?

Set your own pace

- Send quick replies when you can
- Add emails that require more action to your to-do-list
- Delete the rest

Stop the flow

- Unsubscribe from newsletters, sales alerts and others you're not using
- Use filtering functions to route into folders

Email effectiveness:
- Subject line, attach files, write brief message, address last
- Make the subject lines say what you want done and by when
- Know when not to write an email

2. Organizing yourself

- Consultant Tony Jeary recommends asking yourself this question every quarter: What do you need to do more of? What do you need to do less of? What do you need to start doing? What do you need to stop doing?
- 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 3 x 5 cards. Each time he heard an idea that clicked for him, he wrote it on a card. At the end of the day, he would transfer the cards to the appropriate file.
- 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 Corp., says her most important list is her contacts. She periodically runs through hundreds of names to see whom she hasn't spoken to recently, according to the New York 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 to focus. Workers often reel from one task to the next without making any real progress.
- Develop a priority action plan each day. Assess importance of interruptions based on the list

Desk
- Desk top clutter- personal stuff, files, printed emails, lunch....
- Make a habit of putting things away
- Make three piles for documents: active files, archival materials, reference materials. Only the active file 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, the "makers" 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"
- The Management Craft blog suggests that leaders think of management as if it were a GPS. The GPS keeps the same pleasant tone no matter how many times the driver veers off course. Recalculating the route is normal, daily routine for management and should not be a source of frustration. Indeed, it is why managers are needed.
- The Harvard Business Review reveals that within two years of taking over, 40 percent of transitioning leaders fall short, according to research by Van Buren and Safferstone. Those leaders, in the rush for quick wins, succumb to five traps: They focus too heavily on details, react negatively to criticism, intimidate others, jump to conclusions or micromanage.