

2020 Vision

Looking forward clearly



Productivity Presentation

FinPro

October 2019


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Productivity...

- The pace of life has increased dramatically.
 - It's a smaller world!
 - It's a faster world!
 - It's a more complex world
 - It's a more information-rich world




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Information Overload



- The more we know, the faster we know more.
- Knowledge volume undergoes exponential growth, doubling and redoubling over time.

Knowledge Doubling Curve (Buckminster Fuller)

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Personal Impact of Information Overload

- Increased stress
- Poor Productivity
- Continual distractions/interruptions
- Incorrect/Poor/ decisions
- Decision fatigue

Source: Information Overload Research Group

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Impact of Technology at Work

- Our technology means we can be more Productive?
- BUT...are we more effective?
 - Upsides?
 - Downsides?



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Unlocking the secrets to greater efficiency & effectiveness

My plan for this presentation

- Manage the Urgent v Important
- Plan to be more productive
- Multitasking and Focus
- Manage Email – The 4Ds

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Urgent V Important



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Dominated by the Urgent

A Smart Sign

- **Urgent** - *Required Today*
- **Very Urgent** - *Required NOW*
- **Extremely Urgent** - *It's too late now, I will do it tomorrow!*



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Covey's Urgent V Important Matrix

- Important is always Important
- Urgent is not always important!
- How do you define what is Important?

Q1 Important/Urgent	Q2 Important/Not Urgent
Q3 Not Important/Urgent	Q4 Not Important/ Not Urgent

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Implications of the Covey Quadrants

Quadrant 1 (Urgent/Important)

Reactive Quadrant

- Usually unplanned....though we can create this problem ourselves
- Do first.... or else!



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Implications of the Covey Quadrants

Quadrant 2 (Important/Not Urgent)

Proactive Quadrant

- Leaders spend more time in Q2
- Allocate time to work on **Important stuff!**



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Implications of the Covey Quadrants

Quadrant 3 (Urgent/Not Important)

Deception Quadrant (Tricky...)

- Not important for you...maybe for someone else
- Learn to say No/Push back
- Watch out for the “Squeaky Wheels”



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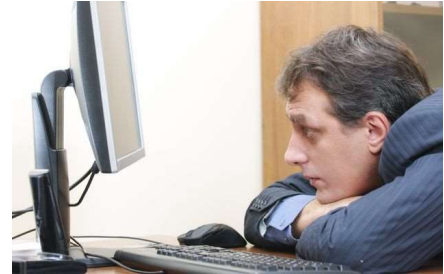
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Implications of the Covey Quadrants

Quadrant 4 (Not Important/Not Urgent)

Escape Quadrant!

- Beware the tendency to gravitate to this quadrant....
 - ironically when under pressure
- Be careful not to self-distract



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PLAN AHEAD



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Block out time for Tasks



- Unplanned time is easily lost – Take Charge of your time!
- Don't just plan **WHERE** you need to be, but also plan **WHAT** you need to do....
 - Block out time to work on important Tasks
 - Plan Meetings with yourself!
 - Live in your Calendar at work!



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Plan for ALL your commitments

- Block out time for:
 - Known meetings
 - Meeting preparation/Post meeting actions
 - Travel time
 - Regular routine tasks
 - Others...?

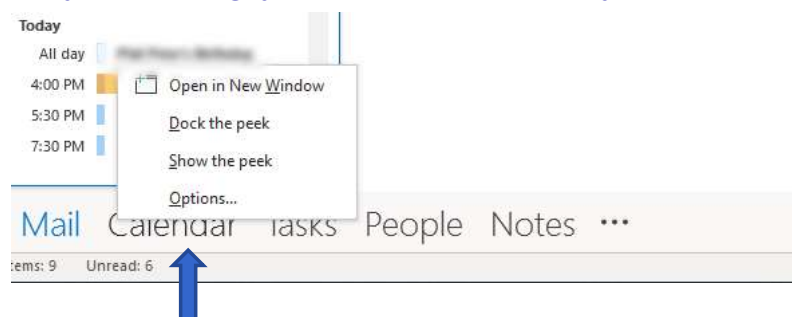


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Live in your Calendar...

- Two screens?
- Try opening your Calendar on your second screen!

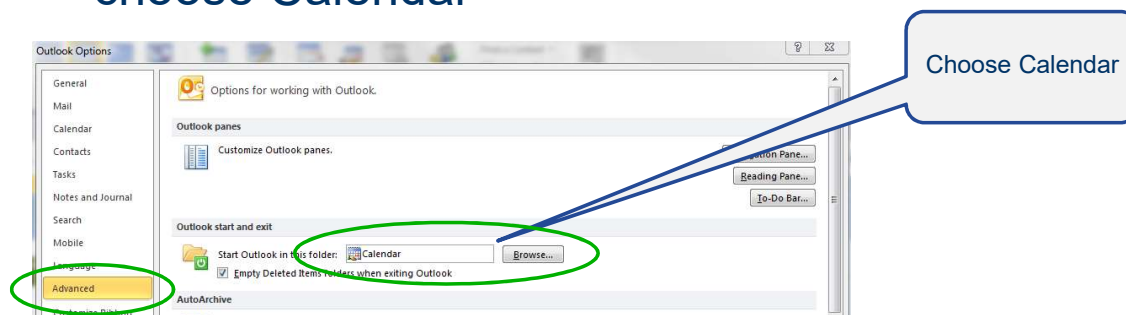


- Right Mouse-Click on Calendar Icon
 - Open in New Window

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Start your day in your Calendar

- Change default settings so that Outlook starts up in your Calendar - not your Email screen.
 - **File > Options > Advanced > Browse** and choose Calendar



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Multitasking



Can we truly Multitask?

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Can you Multitask?

- On a piece of paper draw 2 horizontal lines and write the following:

I am a great multitasker

1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17, 18,19, 20

Use the Stopwatch to see how long this took you and record your score. <https://www.online-stopwatch.com/full-screen-stopwatch/>

How long did this take? _____

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Now lets Multitask

This time you need to write the first letter of the sentence and then the first number on the next line until finished.

le l then 1, a then 2, m then 3 and so on...

l1,a2,m3,a4,g5,r6,e7,a8,t9,m10,u11,l12,t13,i14,t15,a16,s17, k18,e19, r20

Use the Stopwatch to see how long this took you and record your score.

How long did you take this time? _____

Did you make any mistakes?

Did you have to stop and think more?

<https://www.online-stopwatch.com/full-screen-stopwatch/>

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Stop Multi-Tasking

- Dividing your time means dividing your attention
- ***Kids... shut up, I can't see!***
– Participant - (in relation to the inability to multi-task)
- Email often causes us to Multitask!



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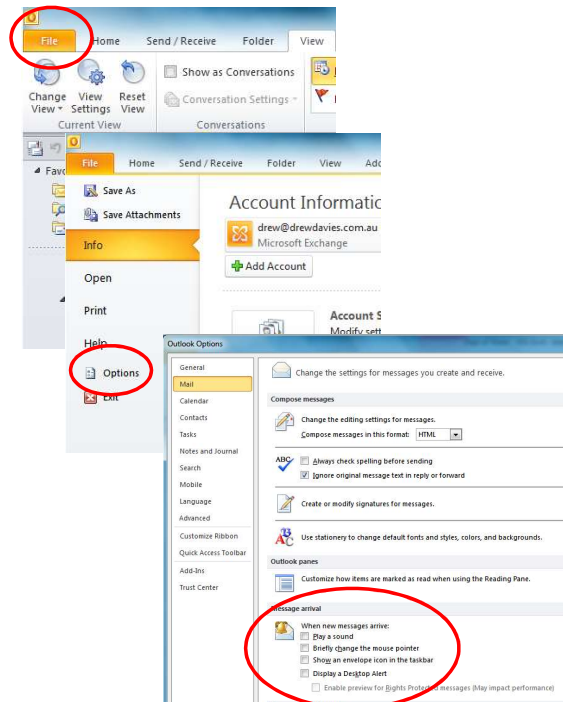
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Turn off your Email Alert

Do you need to be notified every time an email arrives in your Inbox?

File > Options > Mail > Message arrival>

...then uncheck all the relevant boxes.



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Other Notifications

- Turn off notifications on your other devices as well
 - Email notifications
 - Social Media etc



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Use the “Cone of Silence”

- To get “Deep Work” done...
 - Shut your Door
 - Work from home
 - Use a meeting room
 - Use the “Coffice”



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Block out distractions and Focus

- Use the Pomodoro Technique
 - Balancing your focus for short periods of time with deliberate breaks.



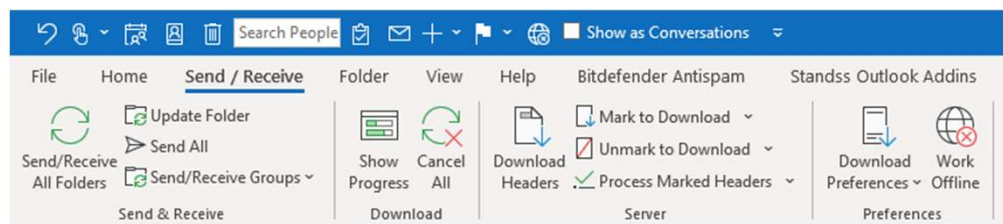
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Customised Pomodoro – Using Calendar

1. Decide upon a single task you need to complete.
2. Block out Outlook Calendar for the time required. (Say 45 minutes)
3. Set the calendar reminder for that time.
4. Snooze the reminder for 45 minutes.
5. Work offline from emails in Outlook. (Send/Receive > Work Offline)



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Customised Pomodoro – Using Calendar

6. Reevaluate when the Reminder sounds.
 1. Snooze for another 10 or 15 minutes until it's done
 2. Once completed, go back to working online

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Manage Emails using the 4s

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Your Inbox should not be your To Do List

- WHY?
 - Potentially working on someone else's priorities
 - Causes you to Multitask
 - You will be too reactive
 - There are better ways!

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Avoid double-handling emails

- Try to handle once
- Open the email and do something

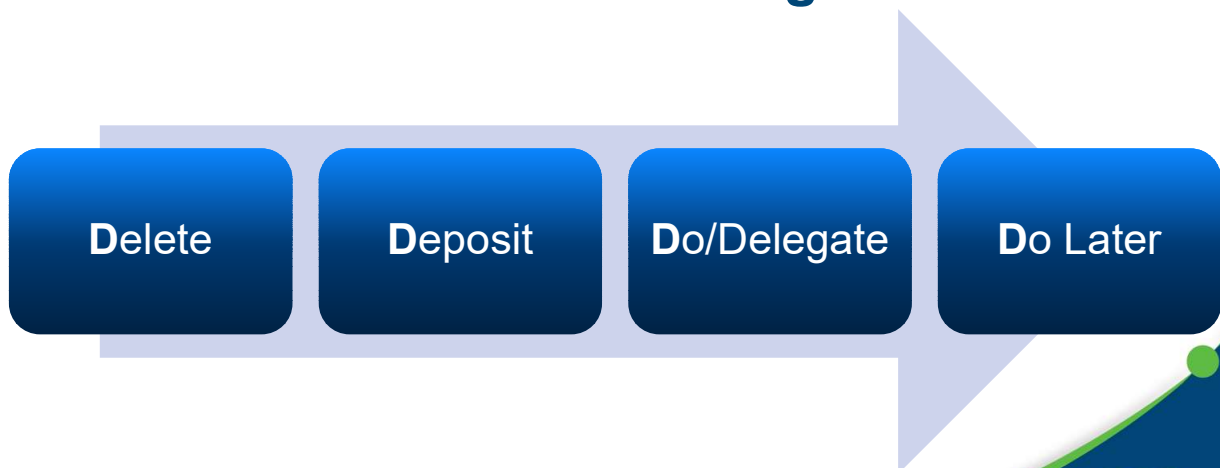
**HANDLE
WITH CARE**

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Use the 4D Method of dealing with emails



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