

Unlocking the secrets to greater efficiency & effectiveness

Practical Tips to Improve Your Productivity

FinPro Annual Conference

October 2018



Specialisations include:

- Productivity/Time Management Training
- MBTI Team Building Programs
- Personal Effectiveness Coaching
- Emotional Intelligence – EQi-2.0 & EQi-360

Time Management - Misnomer

- We cannot manage time, change time right...
- Improved personal productivity will not just happen;
 - Conscious and deliberate effort to change the way you do things.
 - Work Smarter...not necessarily Harder



Activity

What things you do that help keep you organised and more productive?

Take a few minutes to chat with the person next to you...

I'm more organised and productive when I....	Can you control this? Y/N/?

Get Yourself Organised

Productivity Strategies for organising:

- Your paperwork
- Your Information
- Your Workload

Organise Your Desk/Workspace

- A well organised desk/workspace can help you be more organised and more productive.
- A Place for Everything – Everything in its Place!



Eliminate Piles - Store in Files

Step File Organiser for organising Paperwork



Organise Paperwork

- Use Stacked Document Trays for different types of paperwork
- **Paper Tray System**
 - **In** (Sort your paperwork)
 - **Action/Follow Up**
 - Also place on your *To Do List*
 - Use Folders to store or Scan and Store
 - **Doubtful Tray**



Process Admin Tasks in Batches



- Store paperwork you need to process in Trays or Folders
- Schedule time to “*batch process*” your regular administrative tasks
 - Invoicing, entering receipts, data entry, time sheets, assessments etc
- You can do same with thing with emails
(*by using Email Folders*)

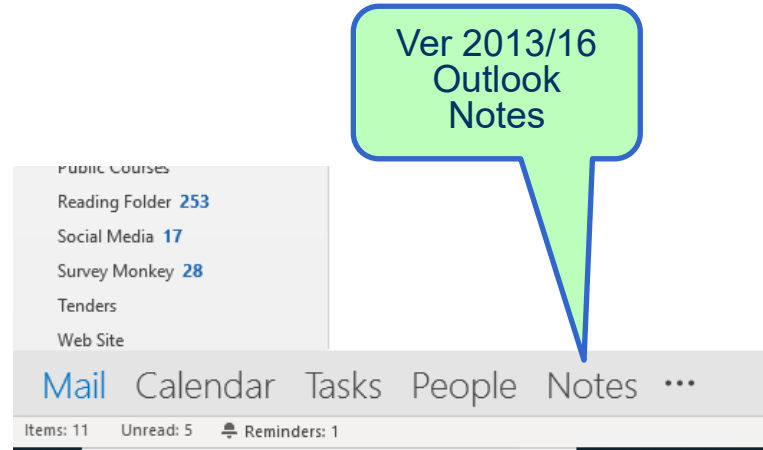
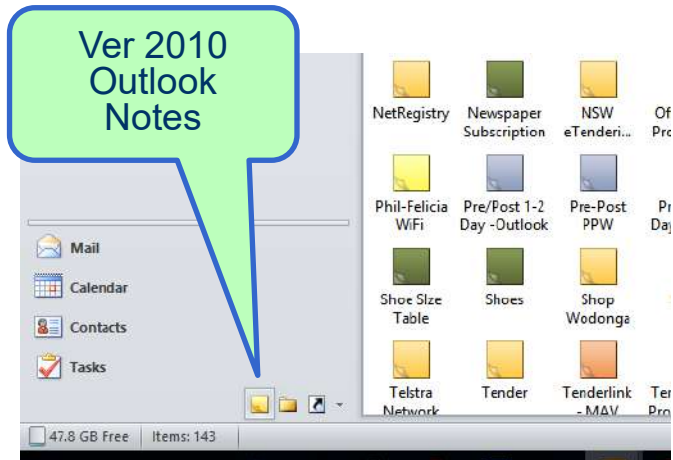
Outlook Notes for Reference information/links

- Use Windows Sticky Notes or
- **Outlook Notes**



Outlook Notes

- Finding Notes in Outlook depends upon your Outlook Version.



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Note-Taking - Productivity

What system do you use to record...

- Ideas you have throughout a day
- Meetings notes etc

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Note Taking - Principles

1. Write everything down –

...eliminate “mind clutter” (*Do not rely on your memory!*)



Zeigarnik Effect

- The Zeigarnik Effect is:
 - the **unconscious** mind asking the **conscious** mind to **MAKE A PLAN.....**
- Hence the importance of **writing things down** and making a **To Do List**



Note Taking - Principles

2. One Book

Capture ALL your ideas in one place (*Avoid Multiple Notebooks*)

Don't use Sticky Notes/scrap paper as your To Do List.



Note Taking - Principles



3. Day/Date every page - ie New Day, New Page
4. Keep your Notebook with you (ALWAYS)
5. Differentiate between *Notes* and your “*to Do*’s”
6. Transfer “actions” to your “To Do List” asap...
end of day at least.
Cross things out once completed

Electronic Note Taking Options...

Microsoft One Note

- Part of the Microsoft Office Package.
- Great electronic note-taking tool.
- Integrates nicely with MS Outlook

To Do List Principles

1. Write it down immediately

2. Make a TO List *every day*

3. *One List to rule them all*



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Prioritising for Productivity

We are dominated by the urgent!

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Domination of Urgent

URGENT tasks seem to demand instant action and continually crowd out the IMPORTANT things we know we should be doing!



Covey's Urgent V Important Matrix

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

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

Implications of the Covey Quadrants

- **Quadrant 1 (Urgent/Important)**
 - ***Reactive Quadrant***
 - Usually unplanned....though we can create this problem ourselves
 - Do first...
 - Not responding timely can be career limiting!



Implications of the Covey Quadrants

- **Quadrant 2 (Important/Not Urgent)**
 - ***Proactive Quadrant***
 - Leaders spend time in Q2
 - Allocate time to work on Q2's
 - Workplan/Council Plan etc
 - Time out to Plan, to Think etc
 - Looking after Self



Use the “Cone of Silence”

- Work from home
- Book out a meeting room
- Use Headphones



Implications of the Covey Quadrants

- **Quadrant 3 (Urgent/Not Important)**
 - ***Deception Quadrant (Tricky...)***
 - Agree with your Boss on what might be in this quadrant for you
 - Watch out for the “Squeaky Wheels”
 - Inhouse Expert distractions
 - Are you the “Go To Person” for things that are not your responsibility?



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



Be Your Own Boss

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Take Charge - Be Your Own Boss



- Block out time to work on important Tasks
- Plan Meetings with yourself!
- Don't just plan *WHERE* you need to be, but also plan *WHAT* you need to do.....
- Use your Outlook Calendar to block out time

.....All the possible things I could do.....



Set Goals

Know Your Commitments

Organise Your Week

Modify Plan Daily

**What I
actually
achieve**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	17	18	19	20	21
		Productivity with Outlook/OneNote - Pub...		Travel to Torquay; 2 Sands Boul...	Vicki's Birthday
7 AM					
8		Respond to Gabrielle re Conference Notes	Update PPO OneNote Manual		Productivity 101 - Surf Coast Shire
9	Personal Productivity Training - Rural Clinical Leadership Program Sydney	Dentist appointment		Send [redacted] from Aust Post MBTI Proposal	
10		Update/Revise proposal to Leonie at Banyu			
		Ring [redacted] at Aust Post re MBTI			
11		[Ext] RE: Web Site Enquiry - Send Proposal to Hannah		Social Media Updates	
12 PM		Lunch	Travel to Melbourne	EPA Training Evaluations to Bree	
1				Travel to Torquay	Productivity with Outlook & OneNote - Surf Coast Shire
2				Meeting with Jane Mitchell	
3	Plan tomorrow			Emails protocols and process [redacted] Office [redacted] [redacted]	
	QF2213 Sydney to Albury Sydney (terminal 3) Geoff Prior	Social Media Updates	Plan tomorrow	Meeting with [redacted] CEO	
4		Plan tomorrow	Travel		Plan for next week
5				Plan tomorrow	Travel
6			Table Tennis Training		
7	Home Group	AW Table Tennis Club Championships	Loops Season 3 Table Tennis Pennant 618 Somerville Road Sunshine West		
8					

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Avoid Multi-Tasking

Dividing your time means
dividing your attention



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Can you Multitask?

- On a piece of paper draw 2 horizontal lines

Now use your watch/phone to time yourself following my instructions below:

On the first line write – I am a great multitasker

On the second line write the numbers 1, 2, 3, 4.....
and so on up to20

How long did this take? _____

Now lets Multitask

- On another piece of paper draw 2 horizontal lines

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

Now use your watch/phone to time yourself following my instructions below:

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

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

How long did you take this time? _____

Did you make any mistakes?

Did you have to stop and think more?

Implications

- When you Multi-Task...
 - Things take longer to finish (twice as long!)
 - We make more mistakes!

Focus on *ONE* TASK

- ...before you start another Task, finish the Task you have started
- Push back a little and manage expectations



Get Control of your Notifications

- Turn off your Email Alert
- Turn off all Social Media Notifications



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Thank you



I hope you have enjoyed today's session

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