



Productivity Boosters

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Objectives

- You'll know how to apply theories, tools and techniques that can improve your productivity.
- You'll make a commitment to taking some next steps.



Basic Premise

- You are the instrument of your work
- Anything that develops your:
 - Health
 - Resilience
 - Concentration
 - Mental and emotional well beingWill also improve your productivity.
- Half the game is what's between your ears

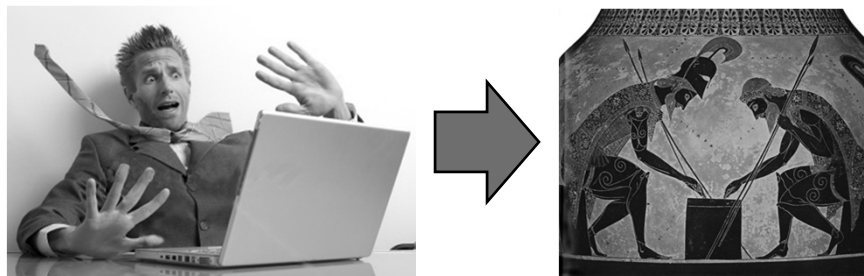
Agenda

- From Overwhelm to Focus
- Energy and Attention Boosters
- Action Planning

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- **From Overwhelm to Focus**
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From Overwhelm to Focus



Characteristics of Overwhelm and Focus

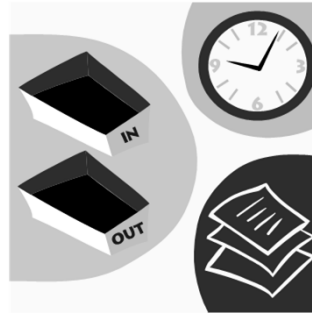
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Symptoms of Overwhelm and Focus

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Get It Out of Your Head

- Anything you consider unfinished in any way must be captured in a trusted system outside your mind.
- Sample systems:
 - Wunderlist
 - Active Inbox
 - Google Tasks
 - Notebooks



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Get It Out of Your Head List

List as many incomplete tasks, activities, and projects as you can think of in the allotted time.

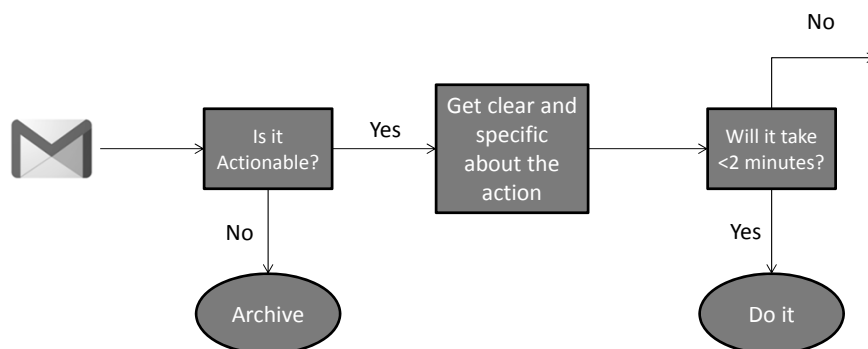
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From Overwhelm to Focus

- Get it out of your head
- **Process**
- Prioritize
- Focus

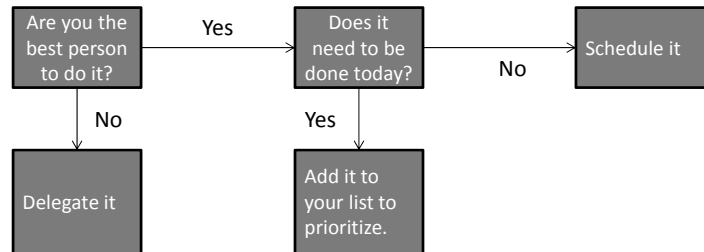


GTD Processing System Part 1 of 2

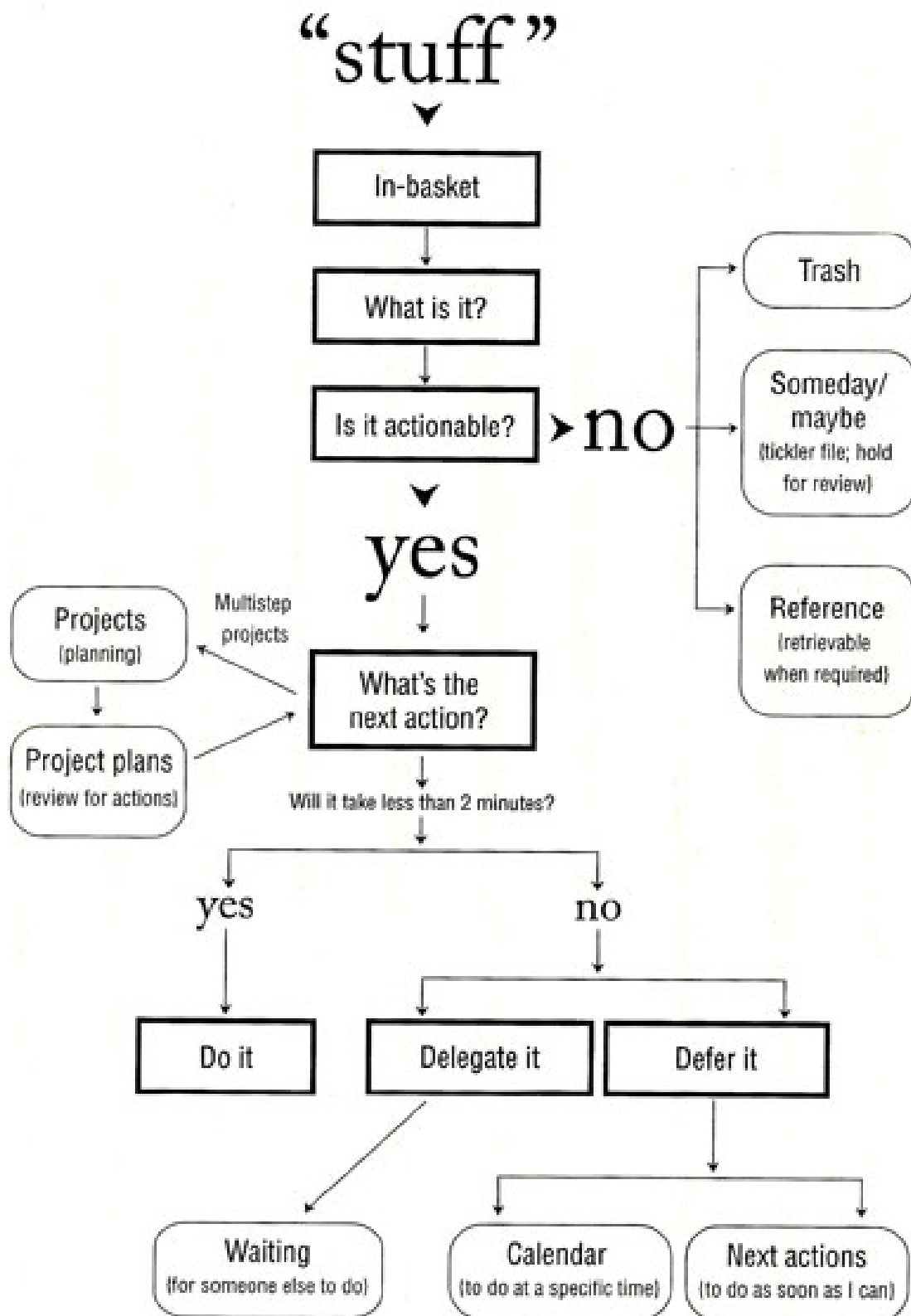


GTD Processing System

Part 2 of 2: Action Needed, >2 min



THE ART OF GETTING THINGS DONE | PART ONE



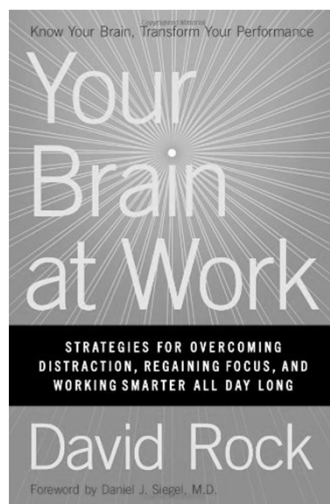
WORKFLOW DIAGRAM—PROCESSING

From Overwhelm to Focus

- Get it out of your head
- Process
- **Prioritize**
- Focus



Attention is a Limited Resource



Attention as a Limited Resource

- If you respected attention as a limited resource, what would you do differently?



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What would you do differently if you respected attention as a limited resource?

Activities

Figure 1: Urgent/Important Matrix



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Urgency and Importance Matrix

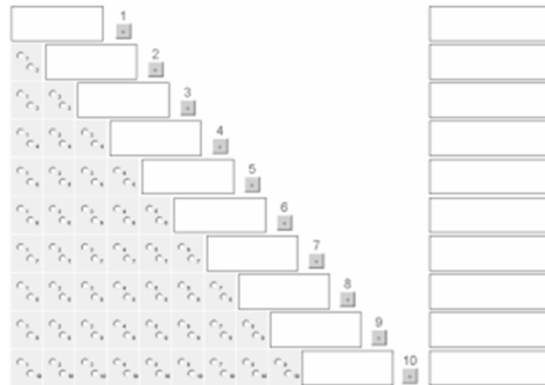
“What is important is seldom urgent and what is urgent is seldom important.”

– Dwight D. Eisenhower

Think about your typical work activities, and write them down in the appropriate box on the matrix.

Important and Urgent	Important, Not Urgent
Not Important, Urgent	Not Important, Not Urgent

Prioritizing Grid



The diagram illustrates a prioritizing grid. On the left, a staircase-like structure of boxes is shown, with each box containing a small icon of a person. The boxes are numbered 1 through 10, starting from the top left and moving down and to the right. To the right of this staircase is a vertical column of 10 empty boxes, corresponding to the 10 items in the staircase.

From Overwhelm to Focus

- Get it out of your head
- Process
- Prioritize
- **Focus**



Focus

- Lower the stakes
- Give your brain instructions
- Time-limited work periods
- Centering Exercise



Lower the Stakes

- Loss aversion impairs performance
- Reduce the fear of loss/failure by preparing for it.



Worry Worksheet

1. What is the worst that could happen? Keep asking “what would happen then” until nothing worse can happen.

2. What would I do if the worst really happened? What would be my plan? How would I take care of myself? How would I make the best of things?

3. What can I do now that would lessen the probability that the worst will happen?

4. What can I do now that would increase my chances of success?

Giving the Brain Clear Instructions

- The brain evolved to deal with concrete situations.
- For your highest priority activity, what specifically do you need to do next?
- Camera check.



Time-Limited Work Periods

- Notice what happens when I say:
 - “Go to your office and don’t come out until you finish your report.”
 - “Go to your office, turn on your computer, open a web browser, and spend 30 minutes starting the research for your report. Then get outside and go for a walk around the block.”



Productive Self Talk

Counterproductive	Productive
I have to.	I choose to.
I must finish.	When can I start?
This project is so big and important.	I can take one small step.
I must be perfect.	I can be perfectly human.
I don't have time for fun.	I must enjoy myself.
In Sum: I have to finish something big and do it perfectly by working hard for long periods of time without ever having fun.	In Sum: I choose to start on one small step, knowing I have plenty of time for play.

Focused Work

- What comes to mind when you hear the phrase "Focused Work"?
- What specific actions can you take to create greater focus?

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Focused Work Notes

What are the characteristics of focused work? What specific actions promote focus?

Increasing Focus in 12 Breaths

- 3 breaths: letting go of the past
- 3 breaths: letting go of the future
- 3 breaths: coming into the present moment
- 3 breaths: arriving at the right level of energy, creativity, concentration, etc.

ACROSS

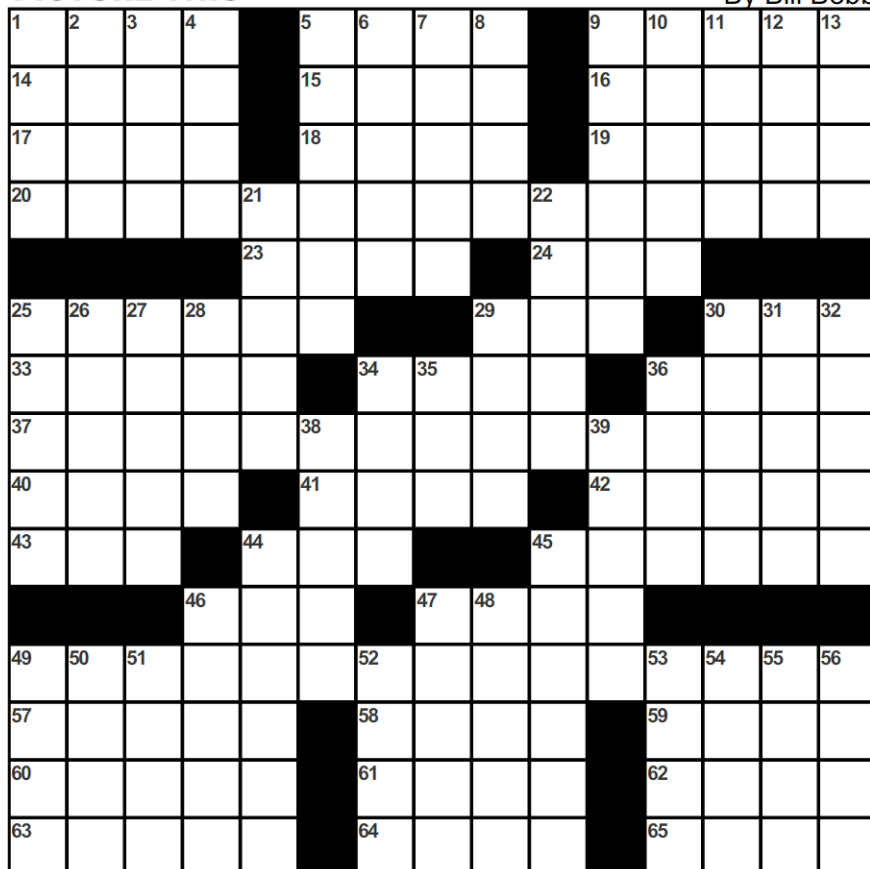
- | | |
|--------------------------------------|-------------------------------|
| 1) Microbrewer's need | 40) Deteriorates |
| 5) Etcher's material | 41) Blockhead |
| 9) Practical jokes | 42) Spherical map |
| 14) Keystone State port | 43) "What ___ the odds?" |
| 15) "Singin' in the Rain" first name | 44) Love handles, essentially |
| 16) First letter, in Hebrew | 45) Mountain ridges |
| 17) Super server | 46) Luau food |
| 18) Classic Icelandic poetry | 47) Indian dress |
| 19) Eyelashes | 49) White, gray or black |
| 20) Brief description | 57) "Go ahead and ask" |
| 23) Piece of property | 58) Unwakable state |
| 24) Biddy | 59) Barn topper |
| 25) Contemptibly small, like a tip | 60) Kind of pasta |
| 29) Four-footed friend | 61) Roulette bet |
| 30) Eliminate | 62) Aussie birds |
| 33) Tries to persuade | 63) Nasty look |
| 34) British slammer | 64) Withered |
| 36) Olympic champ Kulik | 65) Bird's abode |
| 37) Determine based on evidence | |

DOWN

- 1) Headcheese, e.g.
- 2) Foot part
- 3) In ___ of
- 4) School session
- 5) NASA, for one
- 6) ___ Rapids, Iowa
- 7) Non-studio film, briefly
- 8) Finalized agreement
- 9) Blazer, e.g.
- 10) Ewok or Klingon
- 11) Assail with snowballs
- 12) "Spartacus," e.g.
- 13) Persian potentate
- 21) Very light wood
- 22) Beach souvenir
- 25) Hindu ritual movement
- 26) Overthrow, e.g.
- 27) 5 1/2- point type
- 28) Emulates a seamstress
- 29) Kind of mark
- 30) Ness of "The Untouchables"
- 31) Greek weeper
- 32) Claire of Hollywood
- 34) Joint problem
- 35) Cape ___, Mass.
- 36) Maroon's home
- 38) Adjuster's investigation
- 39) Hungarian language group
- 44) Page-bottom info
- 45) Known by few
- 46) Lying facedown
- 47) Cook's need
- 48) Drawer of a bead
- 49) Some snakes
- 50) "Big Brother" host Julie
- 51) Give an edge to
- 52) "Bullets," to a poker player
- 53) See 47-Down
- 54) Poor, as excuses go
- 55) Albatross, figuratively
- 56) Symbol on a staff

PICTURE THIS

By Bill Bobb



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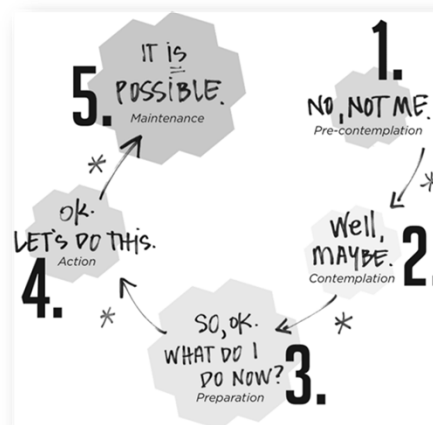
Energy and Attention Boosters

Activity	Benefit
Exercise	Greater energy, increase sense of agency
Nutrition	Increased energy, better mood, lower stress,
Meditation	Increased concentration, lower stress
Naps	Increases productivity and alertness
Walking	Boosts creativity
Breaks (brief diversions)	Increases task focus
Experience of nature	Reduces fatigue, decreases stress

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From Preparation to Action



Focus on What You Want



Instead of trying to suppress an unwanted behavior, focus on new, desired behaviors

WOOP It Up

Wish, Outcome, Obstacle, Plan

- Wish – What you hope will come from this session.
- Outcome – the best outcome you can imagine for your meetings
- Obstacle – what might get in the way?
- Plan – make a plan to make it happen

Make a Specific Commitment

- What?
- Where?
- When?
- Research is mixed on sharing the goal publicly or with significant others ... your mileage may vary

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WOOP Action Planning Worksheet

Wish – Your reason for coming to today’s session

Outcome – the best outcome you can imagine

Obstacle – what might get in the way?

Plan – make a plan to make it happen – include What, Where, and When for your next step.



Thank you

- Program evaluation link will be sent by email.
- You'll get a link to a course page with all the materials.

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