



PRODUCTIVITY HACKS FOR YOUR WORKDAY



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- Employee Assistance Programs (EAP)
- Critical Incident Stress Management (CISM)
- Career Transitions
- Custom Training Solutions
- Coaching Services
- Health and Productivity Services
- Human Resource Consultation
- Organizational Development
- Employee Surveys
- Workplace Mediation

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UPCOMING WEBINARS



OCT 12: NAVIGATING CONFLICT IN THE WORKPLACE



NOV 9: PRACTICAL GRATITUDE: EXPANDING YOUR APPRECIATION



DEC 14: DEVELOPING A GROWTH MINDSET

 THE BUSINESS *bite* 

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OBJECTIVES:

Discuss the workplace cultural fixation on productivity, its benefits and its flaws

Explore research regarding places where productivity is most often a struggle during the workday

Identify tips and tricks for how to overcome such challenges and establish routines/practices to find new success




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OPENING POLL:

Where would you rate your **current level of the confidence** of your **productivity at work**?

Scale of 1-10:
1 being **completely unproductive** and
10 being **completely productive**



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BENEFITS OF PRODUCTIVITY

Financial *Customer*
Time *Satisfaction*
Utilized *Morale*
Decreased Stress



<https://enagin.com/importance-of-productivity/>

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FLAWS OF FOCUS ON PRODUCTIVITY

- Raises question of our personal value
- **Strive for better can make us less productive**
- Loss of meals / sleep / family time
- **Narrows our view from the “big picture”**
- High pressure / less motivating

<https://www.fastcompany.com/90389332/why-you-should-stop-focusing-on-productivity>




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DO WE HAVE A TOXIC OBSESSION WITH PRODUCTIVITY?

<https://www.theguardian.org/2020/04/26/toxicity-has-a-toxic-obsession-with-productivity>



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3 ESSENTIAL COMPONENTS OF PRODUCTIVITY

Ability To Plan Strategically

Ability to Remain Focused

Ability to Remain Consistent



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Hacks for Planning Strategically



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HACKS FOR PLANNING STRATEGICALLY

- 2-Minute Rule
- Make “To-Do Lists” manipulatable, i.e. w/ Post It Notes
- Time Blocking
 - GTD (Get Things Done) System – by David Allen
 1. Needs to be done
 2. Identify actionable steps
 3. Group similar tasks
 4. Time block those groups



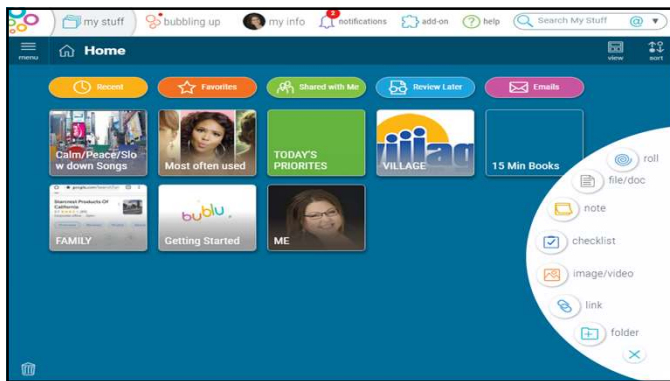
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MORE HACKS FOR PLANNING STRATEGICALLY

- Find a system that works for you and build it well
 - Examples:
 - Slack (messaging communication tool)
 - Todoist (to-do list and task manager)
 - Dropbox (file storage, sharing and collaboration)
 - Evernote (create and organize digital notes)
 - Trello (project, workflow or task tracking for self or collaboration)
 - Bublrup (organizing any kind of content visually)



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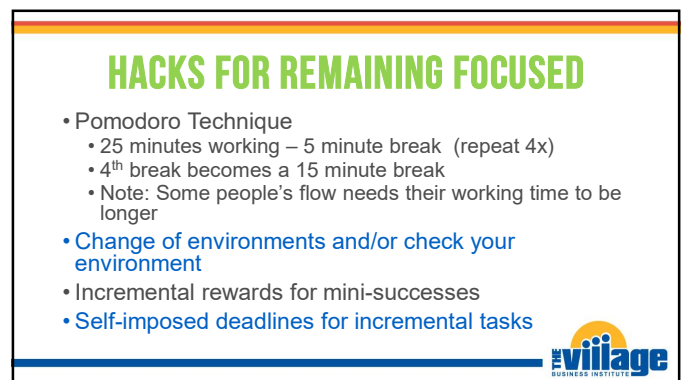
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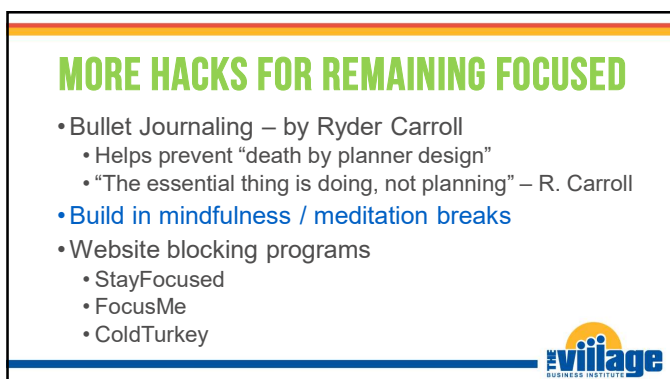
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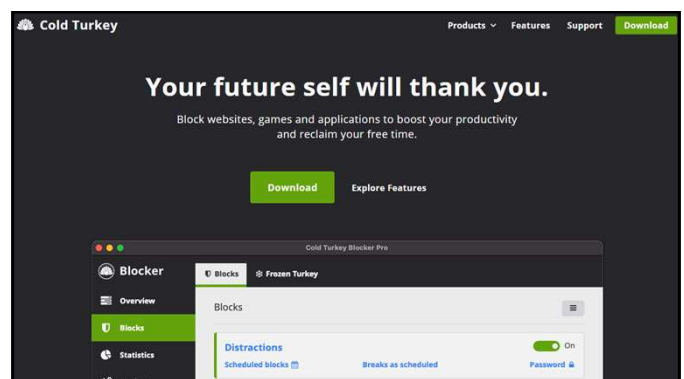
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HACKS FOR REMAINING CONSISTENT

"We often assume productivity means getting more done. Wrong. Productivity is getting things done consistently."
— James Clear

- Daily Highlight or Top 3
- Make successes smaller, which creates momentum
- Routines, regardless of time of day
- Retire the perception of perfection

<https://www.madforasham.com/blog/how-to-be-consistent/>

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MORE HACKS FOR REMAINING CONSISTENT

The "Goldilocks Rule"

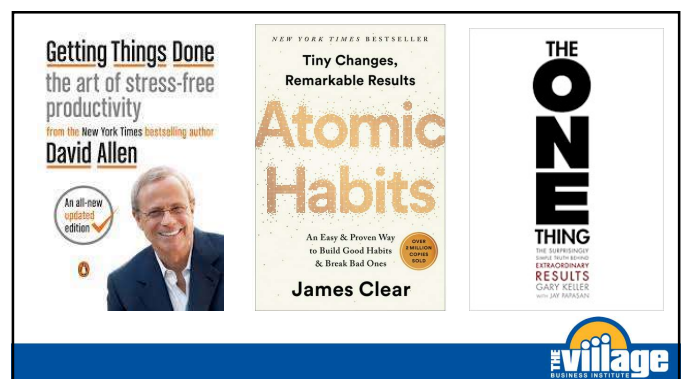
- "Our failure to adequately appreciate the strength of our shadow commitments' grip can leave us angry at ourselves for not 'doing what I know I should do.'" — Linda & Charlie Bloom
- You can't draw a line between instant gratification and delayed gratification at work. Too much (or too little) of either will have negative consequences.
- Productivity audit – which techniques are getting you closer to "just right" without the guilt.

<https://blog.recurtime.com/how-to-be-productive-consistently/>

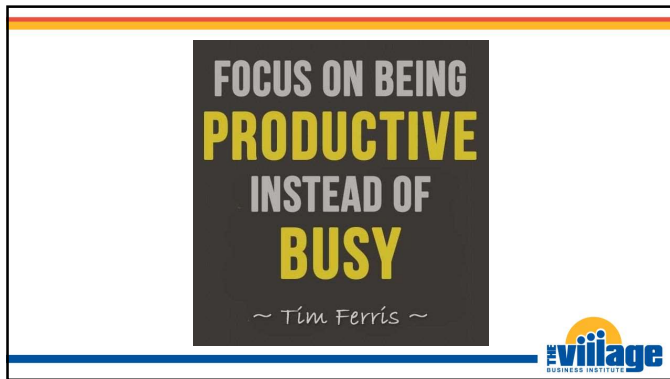
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