



Maximising your personal productivity

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*Before we start, please have to hand **a pen and paper***

output / input

output / input

quality

output / input

quality

impact

Do you **REALLY** want to be more productive...?

The reason productivity improvements don't work (as well as they could)

GTD, 18 minute plans, organized folders... none of them work as well as you'd like.

The reason is simple: you don't *want* to get more done.

You're afraid. Getting more done would mean exposing yourself to considerable risk, to crossing bridges, to putting things into the world. Which means failure.

The leap the lizard brain takes when confronting the opportunity is a simple formula: $GTD = \text{Failure}$.

Until you quiet the resistance and commit to actually shipping things that matter, all the productivity tips in the world aren't going to make a real difference. And, it turns out, once you do make the commitment, the productivity tips aren't that needed.

You don't need a new plan for next year. You need a commitment.

seth godin's
BLOG

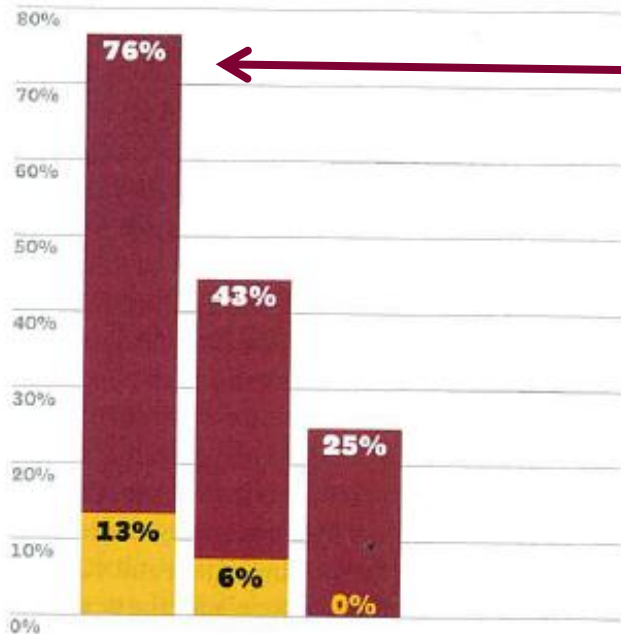




The motivation of progress

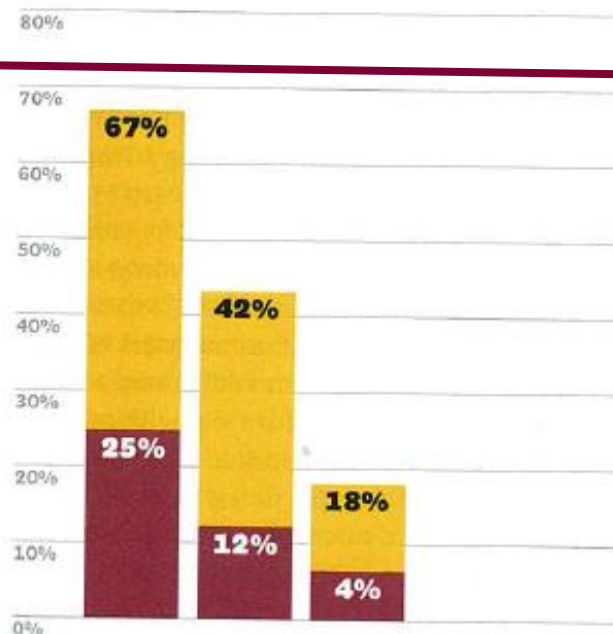
WHAT HAPPENS ON A GOOD DAY?

Progress—even a small step forward—occurs on many of the days people report being in a good mood.



WHAT HAPPENS ON A BAD DAY?

Events on bad days—setbacks and other hindrances—are nearly the mirror image of those on good days.



% OF GOOD-MOOD DAYS

PROGRESS
SETBACKS

CATALYSTS
INHIBITORS

NOURISHERS
TOXINS



Watching out for your “*shadow self*”



From the work of Steve Radcliffe

Setting **goals** is essential

12 weeks

Setting **goals** is essential

What you'd like to **do**

What you'd like to **have**

What you'd like to **be**

Agreeing **priorities**



Who are your judge and jury?



*Understand
YOUR (and the organisation's)
capacity*

Ability

Quality

Usefulness

Absorption

Sustainability

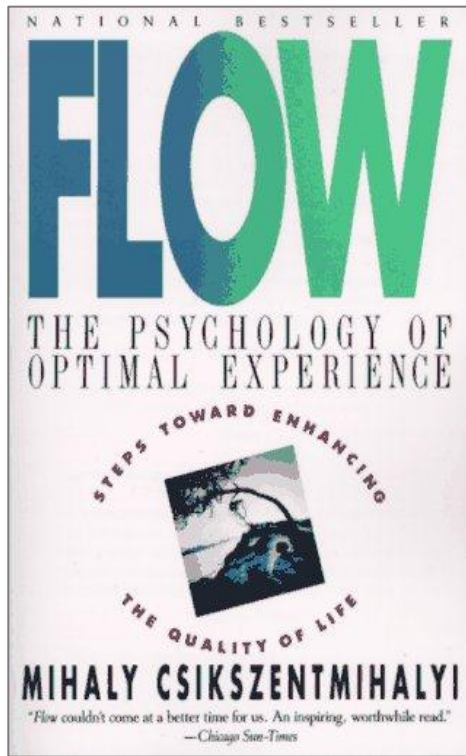


Understand **how much time** things take

*Focus – put the **blinkers** on*



Get into the **Flow**



Get into the **Flow**

When?

Who?

Where?

Why do we
put off starting?

Why do we
put off starting?



Displacement (pain)

Distraction (pleasure)

Diversion (pressure)

Direction(less) (puzzlement)

Why do we
put off starting?



*Find
your
own
Trigger*

Plan ahead



“Planning is an unnatural process.

It is much more fun just to do something.

That way failure comes as a complete surprise, rather than being preceded by a period of worry and depression.”

John Harvey Jones

Translate priorities into
diary commitments

1 month



Translate priorities into
diary commitments



Translate priorities into
diary commitments



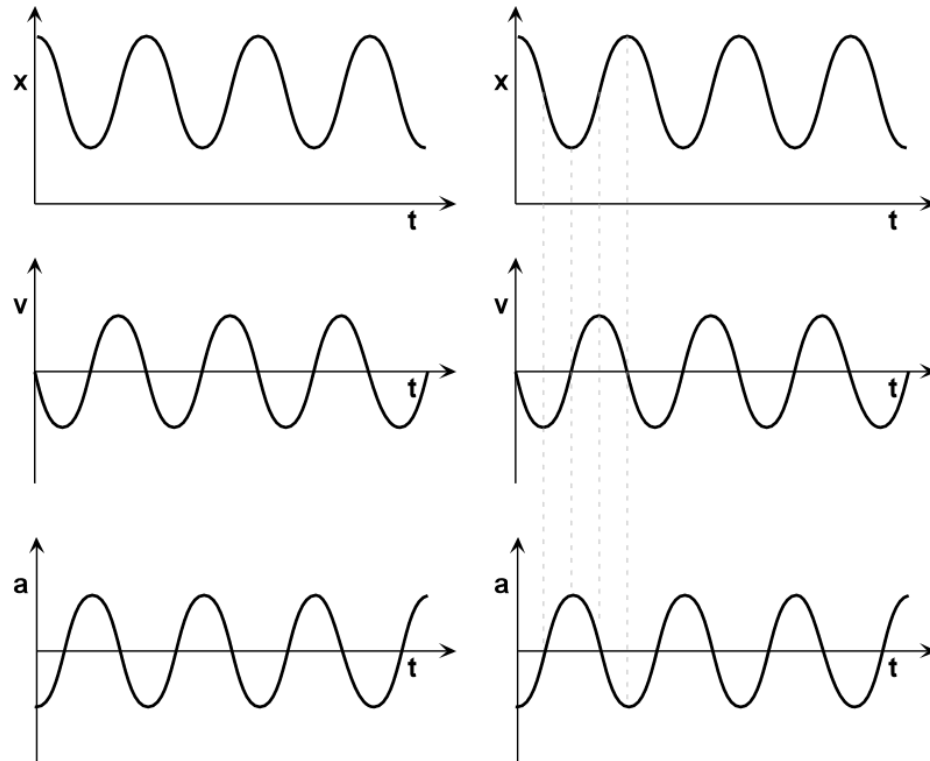
Just **ONE** thing

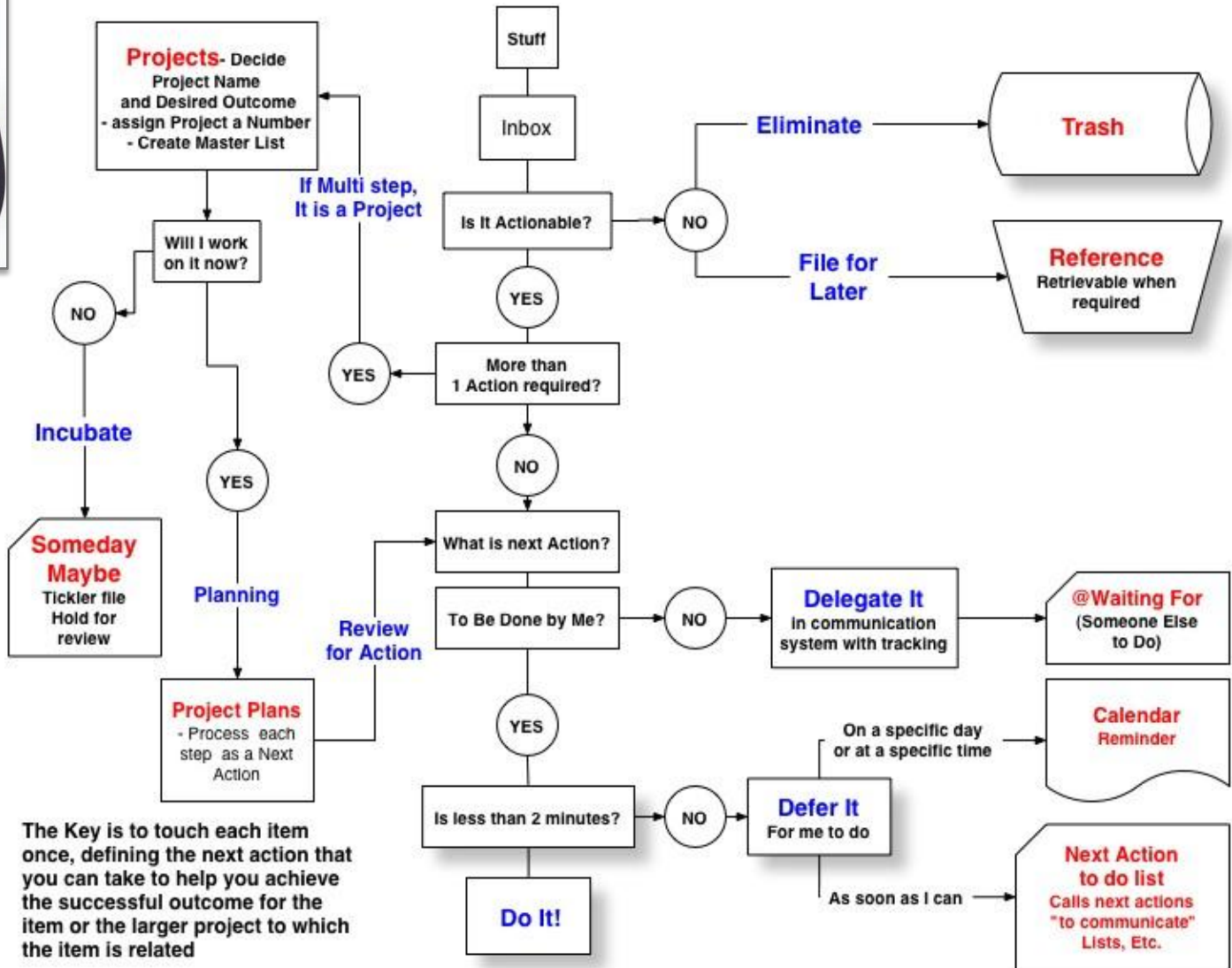
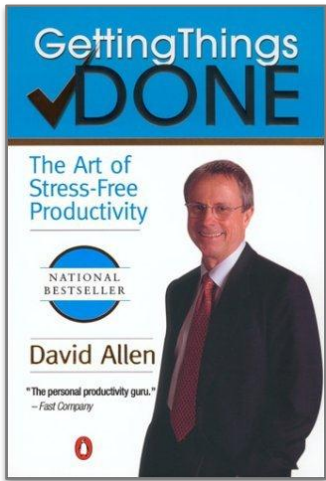
Translate priorities into
diary commitments

Fill your diary to manage **capacity** and **energy**

	23 Monday	24 Tuesday	25 Wednesday	26 Thursday	27 Friday	
	<div style="background-color: #f0e68c; padding: 2px;">E</div> <div style="background-color: #90ee90; padding: 2px;">F</div>					
08 ⁰⁰	EMAIL: daily check	EMAIL: daily check	EMAIL: daily check	EMAIL: daily check	EMAIL: daily check	
09 ⁰⁰		PROJECT XYZ: Critical work	MEET: Management team meeting	TRAVEL	KEEP FREE	
10 ⁰⁰	PREP: Marketing collateral					PROPOSAL: client 123 project
11 ⁰⁰				MEET: Client ABC		
12 ⁰⁰						
13 ⁰⁰				CALL: Sarah J		LUNCH: Client XYZ
14 ⁰⁰	CALLS: Regular phone catch ups		PREP: JB annual review	CALL: John T		
15 ⁰⁰			MEET: JB annual review	Email: Jill N		
16 ⁰⁰				MEET: Client 123		
17 ⁰⁰	EMAIL: Ann		Leave for home - out tonight			
	EMAIL: Jack Z					
18 ⁰⁰						

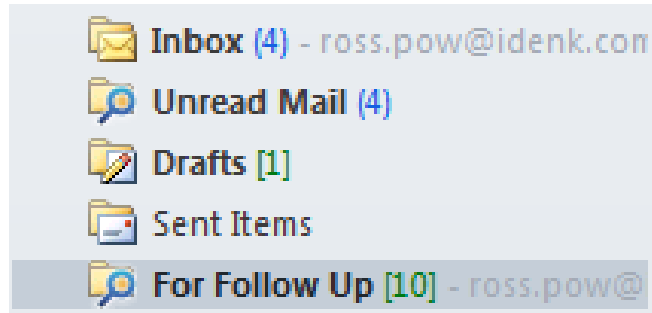
What *'rhythm of work'* gets you the best results?



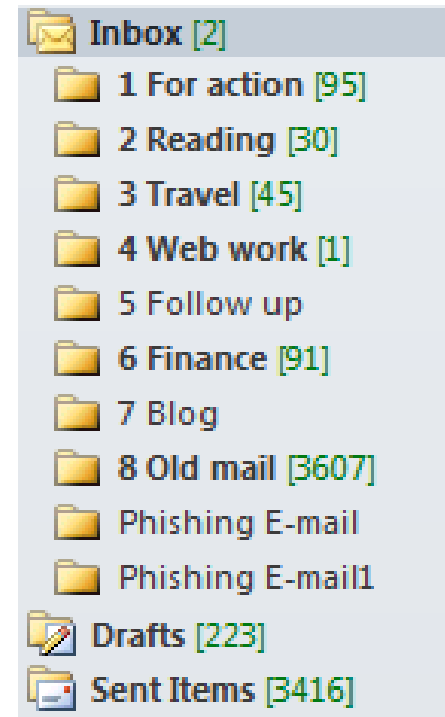


Empty your **inbox**

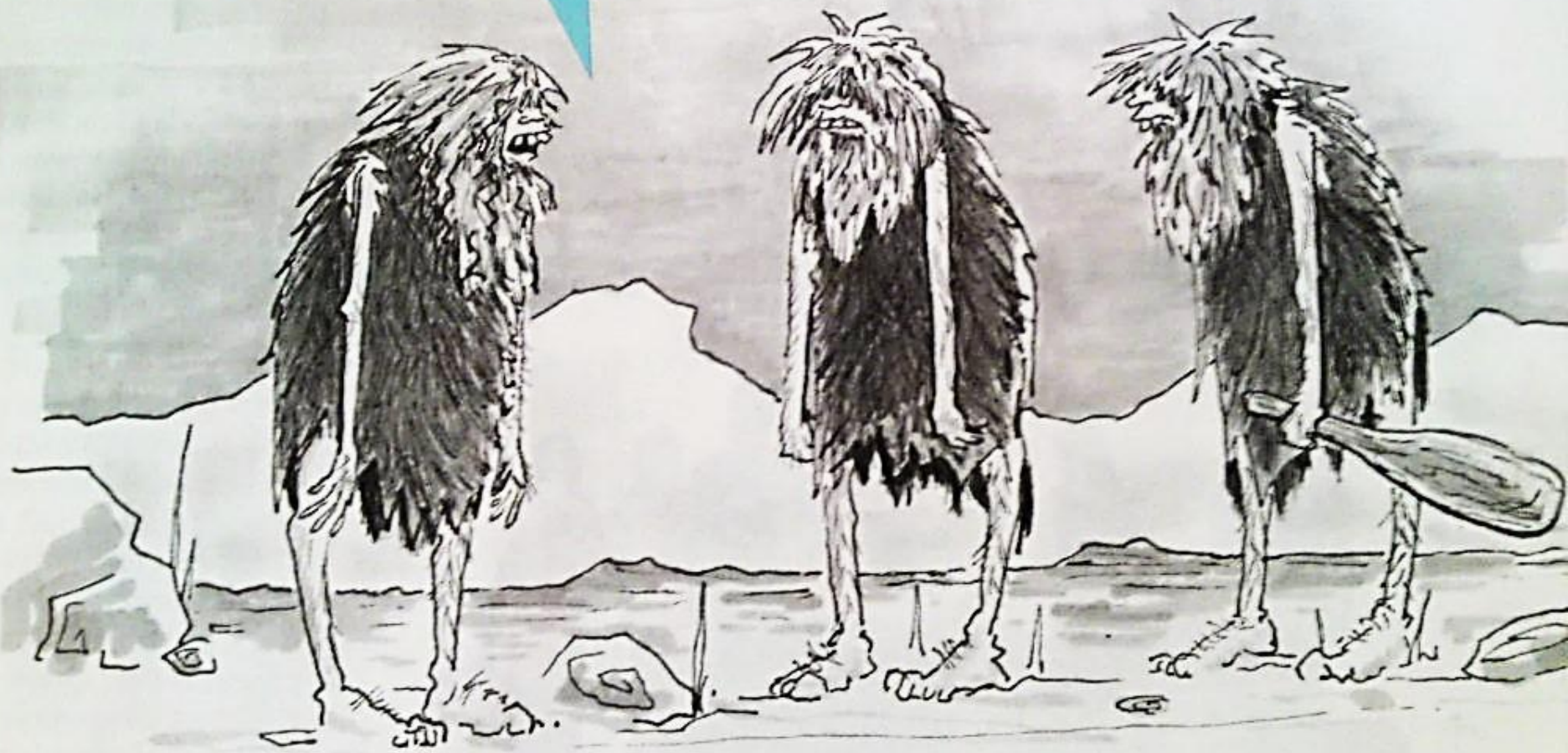
Empty your inbox



What are the most important numbers here?



Okay, we've got fire and the wheel. All we need now is to invent meetings and we've got ourselves a civilization.



BURNS

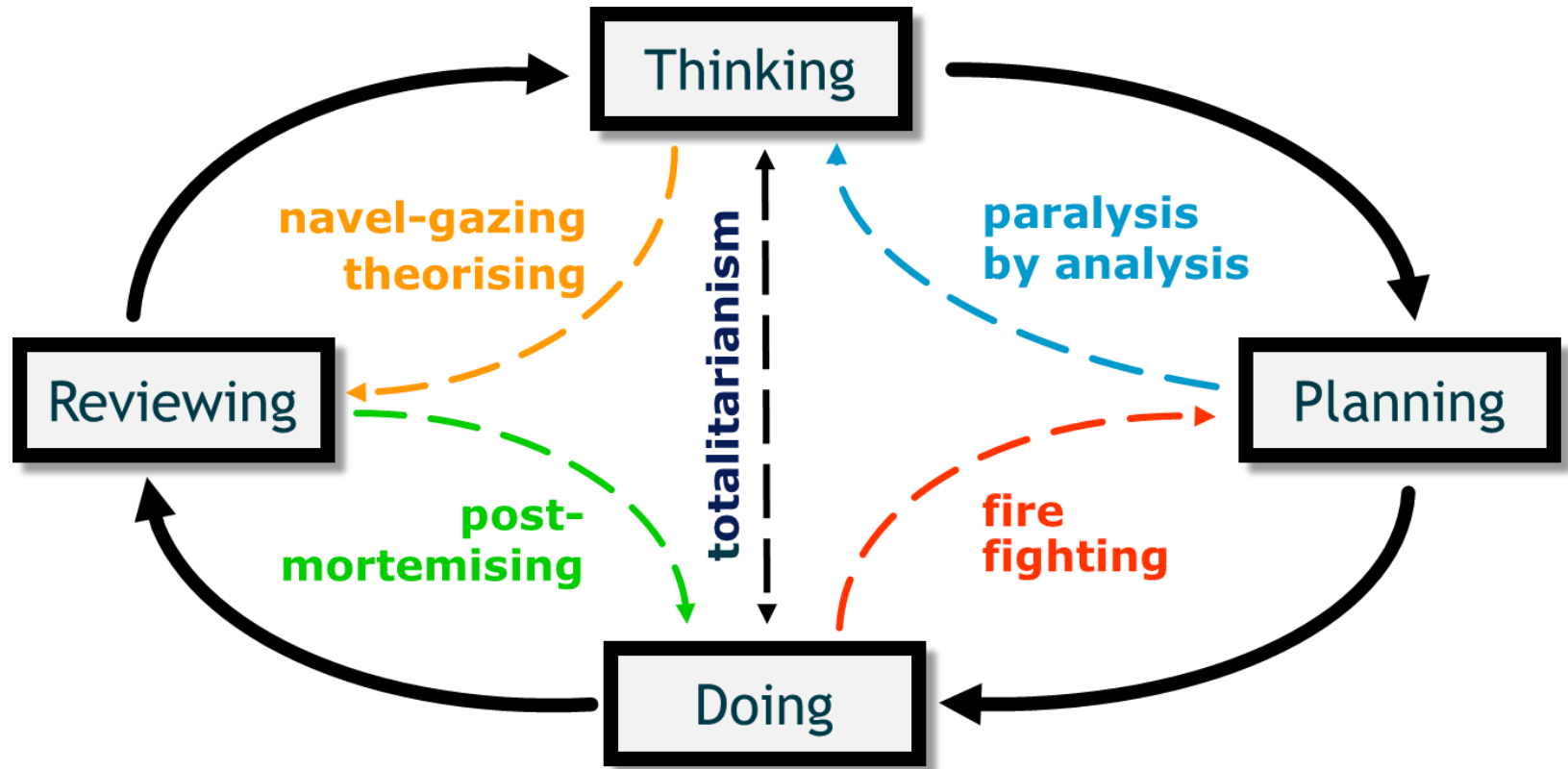
Making the Most of Meetings

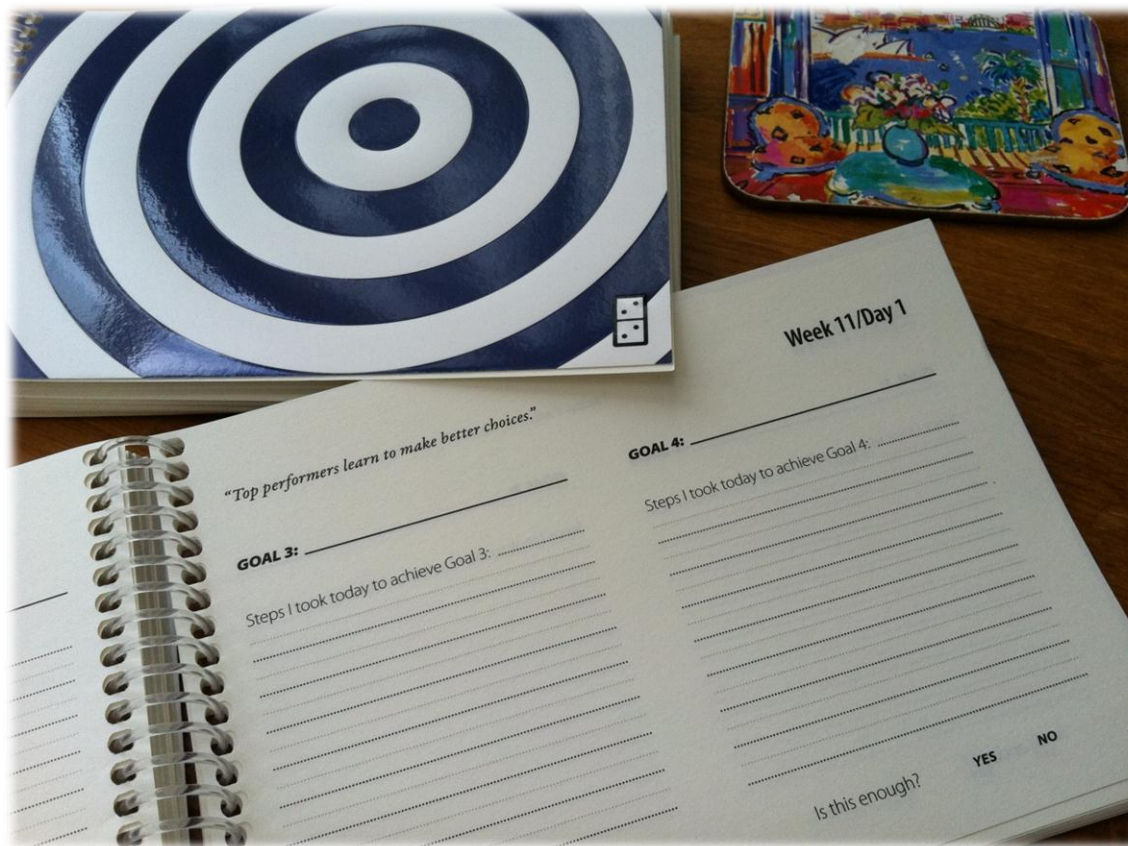
*What can I do to help my (and others')
productivity around meetings?*

Use the **people you know** who can advise, teach, signpost and support



Which *learning short-cut* can you find yourself getting stuck in?





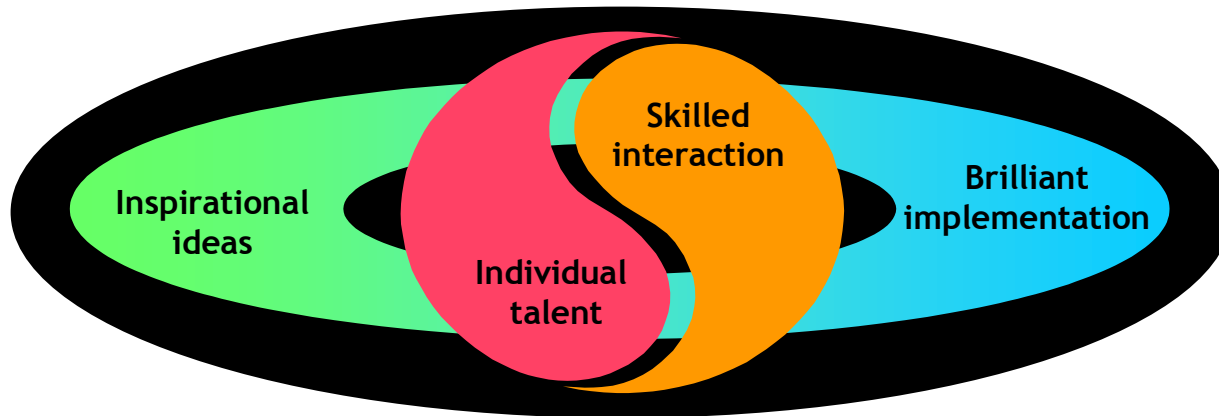
Learn by *recording*
and *reflecting*

Top tips *to try out*

1. Set 12 week goals and work each day towards these
2. Agree priorities with others and keep talking about them
3. Understand your capacity and how much time things take
4. Find your trigger for getting into the flow
5. Plan ahead to manage capacity and energy
6. Fill your diary
7. Empty your inbox
8. Make the most of meetings
9. Get people to help you
10. Keep learning by tracking how you do

idenk support encompasses the critical '4 Is' :
 ideas | implementation | individuals | interaction

The inspiration-implementation cycle
 All organisations face the challenge of delivering results today while creating fresh ideas that make them successful in the future



The individual-interaction balance
 People need to learn how to unlock their talents through building their own capabilities and improving the quality of how they work together