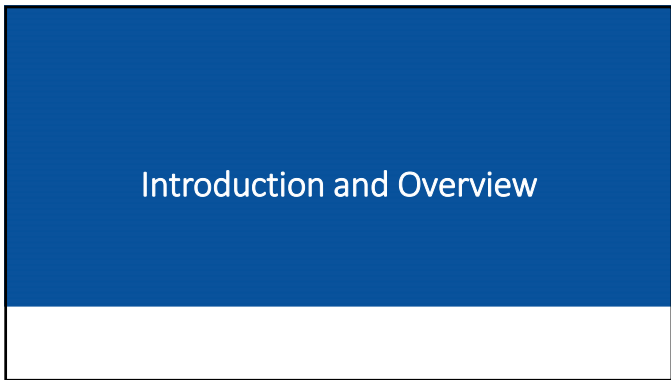


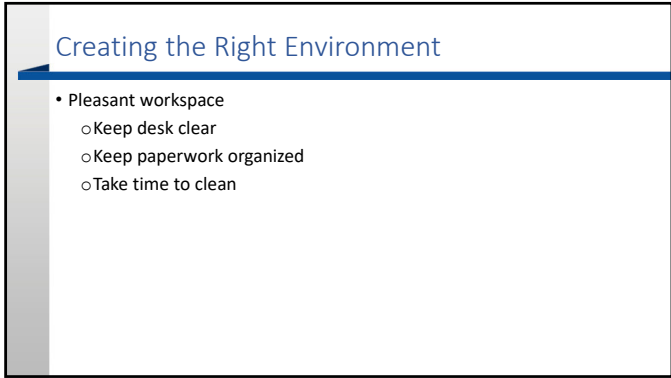
The Power of Efficiency



1



2



3

The Power of Efficiency

Creating the Right Environment

- Ergonomics are important
- To help focus:
 - Make sure chair provides support
 - Keep back straight
 - Consider monitor viewing angle
 - Pay attention to body

4

Creating the Right Environment

- Frequent stretching
- Ideas:
 - Deep breathing
 - Shoulder roll
 - Head turn
 - Arm whirl
 - Calf stretch

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Creating the Right Environment

**BACK
UP
AWAY**

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Goal Setting

7

- ### Goal Setting
1. Make goals motivational
 2. Set SMART goals
 3. Set them in writing
 4. Make an action plan

8

- ### 1. Make Goals Motivational
- Important starting point
 - Value in setting and accomplishing
 - Key in achieving set goals

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1. Make Goals Motivational

- Set goals that relate to high priorities
- Requires commitment
- Risk putting off what you need to do

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1. Make Goals Motivational

- Write down why valuable and important
- Ask:
 - If I were to share my goal with others, what would I tell them to convince them it was a worthwhile goal?"
- Use motivating value statements

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2. SMART Goals

Specific
Measurable
Achievable
Relevant
Timed

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2. SMART Goals

Specific

- “Vague goals produce vague results” (Jack Canfield)
- Clear about what you want
 - Where do you want to end up?

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2. SMART Goals

Measurable

- Crucial to track progress
- Include precise amounts, dates, % increases
- Be able to measure degree of success
- Need objective measuring system to stay on track and be motivated

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2. SMART Goals

Achievable

- Challenging but not unrealistic
- Resist setting goals that are too easy
- Achieve the right balance

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2. SMART Goals

Relevant

- Define core values and purpose
- Relevant to the direction you are going
- Consistent with each other

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2. SMART Goals

Timed

- Need deadline
- Subconscious mind begins to work
- Know when to celebrate success

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3. Set Goals in Writing

- Makes goal real and tangible
- No excuse for forgetting
- Use “will” **not** “would like to” or “might”
- Frame goal statement positively
- Post your goals so visible

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4. Make an Action Plan

- Need to refine steps that need to occur
- Writing a goal alone does not make it happen
- Specific steps helps achieve goals
- Especially important if long-term goal

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Stick With It

- Ongoing activity
- Build in reminders to keep on track
- Set time to review goals
- Action plan can change
- Make sure relevance, value and necessity remain high

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Prioritizing Your Goals

- Requires mental energy and effort
- Focus on most important goals
- Choose goals with greatest impact
- Identify what you must give up

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Evaluating and Adapting

- Circumstances can change
- When milestones reached, consider if change needed
- Questions to ask :
 - What percentage have I achieved so far?
 - Am I on track? Why or why not?
 - Are updates to my action plan required?
 - Do steps need to be added, changed or removed?
 - What is my next step?

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Task Management

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The Power of Routines

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What is a Routine?

- Random House Dictionary:

“Any practice, or pattern of behavior regularly performed in a set manner.”

25

Establishing Routines

- Three steps to build:
 - Identify task
 - Identify time and/or trigger
 - Identify sub-tasks

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Establishing Routines

- Routines:
 - Do not require us to predict how we will feel
 - Instead ask us to determine how we will act
- Non-complicated

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Establishing Routines

Identify Task

Identify Time and/or Trigger

Identify Sub-Tasks

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Personal Routines

- Business and personal overlap
- Sleep, meals, and exercise form building blocks
- Without stable foundation productivity efforts not as successful
- Ideas related to personal routines:
 - Sleep
 - Meals
 - Exercise

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Professional Routines

- Helps maximize time in office
- Ideas related to business routines:
 - Specific time to check email and news
 - System for maintaining your task tracking system
 - Perform tasks in an organized, routine manner
 - Plan next day before you leave

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Tips for Establishing Routines

- Spend time identifying what you do
- Know what you want, why you want it and be determined to get it
- Be willing to experiment
- When something works build on it
- Plan a small number of tasks
- Does not matter if you break your routine, just start again

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Scheduling Yourself

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Scheduling Yourself

- Routines and rituals form framework of the day
 - Unexpected issues can arise
- When scheduled can deal with unexpected

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The Power of Efficiency

Scheduling Yourself

- Know what has to get done and in what priority
- Start with a master list
 - Each day, break down into smaller tasks
- Use your calendar, Notes app on your phone or other tools
- Allocate between what is urgent and important

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Scheduling Yourself

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

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Scheduling Yourself

PERFORM THESE DUTIES NOW.	Urgent and Important	Important, Not Urgent	PLAN TO DO THESE TASKS NEXT.
POSTPONE THESE CHORES.	Urgent, Not Important	Not Urgent, Not Important	AVOID THESE ALTOGETHER.

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Scheduling Yourself

- Schedule important tasks
- Give yourself more time than you need
 - Block off the time in your calendar
 - Turn off your notifications
 - Let calls go to voice mail
 - Shut your office door
 - Strictly adhere to start time

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Scheduling Yourself

- Deconstruct large projects into smaller, bite-sized projects
- Delegate effectively
- Be strict with deadlines, but flexible
- Always have a backup plan!
- Allow for extra time when dealing with external parties

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Keeping Yourself on Top of Tasks

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Keeping Yourself on Top of Tasks

- Keep adjusting plan to stay in control of time
- Ideas to help keep you on track

2, 5 or More Minute Rule

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Two-Minute Rule

- Schedule "knock-off" time
- If can do a task in less than two minutes, do it
 - Quick replies to e-mails
 - Accept a meeting invitation
 - Book a meeting
- Stick to the time limit

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Five-Minute Rule

- If stuck on a task, hit a roadblock or not finishing
 - Set aside 5 minutes per hour until hit desired progress point
- Stick to the time limit

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More-Minute Rule

- Back to scheduling approach
- Book time to get it done
- Do it!

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More-Minute Rule

- Projects require “many” minutes or responsible for an ongoing tasks
- Need time to just think, brainstorm and be creative
- Set aside dedicated “creative” time
- Critical to set aside time to work on “dream projects”

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More-Minute Rule

- Set aside a large chunk of time per week, per month, per quarter
 - Enough time to get something done
- Book this time in your calendar months in advance
- Creative times are sacred
- Read linked article in Resources section

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More-Minute Rule

- Shut the door
- Turn off your phone
- Do not allow interruptions
- Get started
- Work out of the office

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Taking Stock

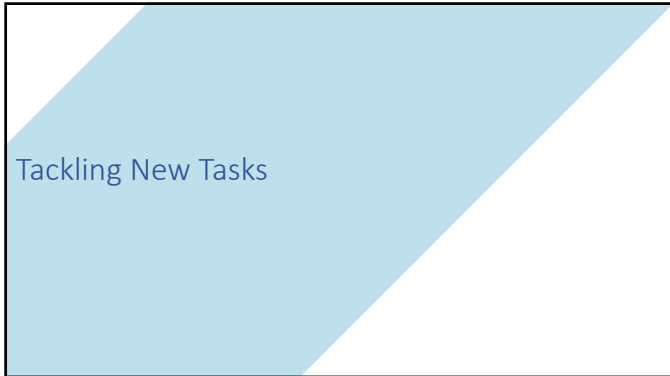
- Recognize when need to take stock
- List of all outstanding tasks
- Identify three most important and make a priority
- Start work on the most critical item
- Other ideas:
 - Take a 10-minute break
 - Play on your phone
 - Change locations
 - Call someone non-work related

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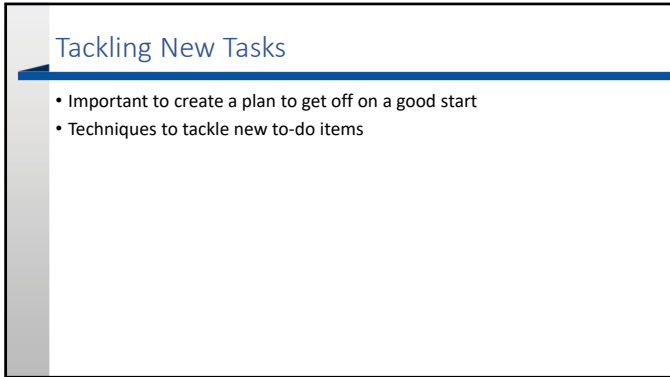
Taking Stock

- Five C's:
 - Calm yourself
 - Create a list
 - Add each item to your calendar
 - Identify the main concerns for today
 - Start on most critical item

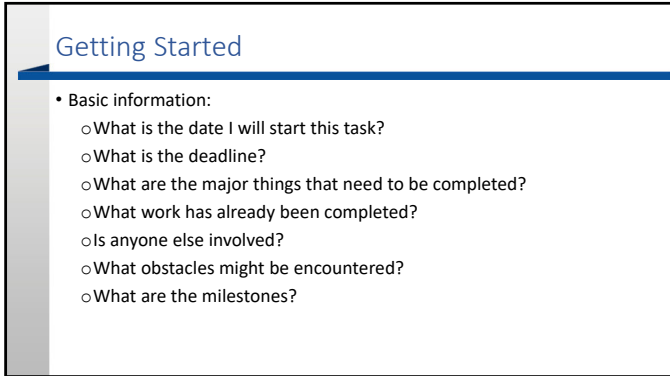
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Evaluating and Adapting

- For medium to large sized tasks, incorporate milestones
 - Review plan, determine what is working or not working and adjust
- Other signs time to review plan:
 - Falling further behind
 - Not motivated
 - Plan is not right
 - Major changes

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Personal Productivity

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Virtual Workspace

- Consider virtual workspace
- Keep virtual desktop like real desk
 - Organized and clutter free
- Organize Start menu
- Customize toolbars

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Virtual Workspace

- Organize computer files in a logical manner
- Use folders and sub-folders for electronic files
- Use operating system or search program features
 - Keywords, tags, jump lists and virtual folders

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Scheduling Archive and Clean-Up

- Clean up and archive files regularly
- Set a consistent date
- Calendar reminder
- Cost to keeping client files on hand

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Scheduling Archive and Clean-Up

- Paper files
 - Review working paper and reference files
 - Move old items to archive files
 - Label and store consistently
- Electronic files
 - E-mail archive features
 - Move to CD, DVD or external storage area
 - Perform backup of entire system
- Review archived files

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Managing Email

- Handle in batches at regularly scheduled times of day
- Set aside time to catch up on emails and clear inbox
 - Stick to schedule
 - Do not become distracted
 - Focus on getting inbox cleaned out
 - If not completed during designated time frame
 - Extend
 - Reschedule
 - Wait until next e-mail session

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Managing Email

- Take immediate action to keep as clear as possible
- One approach:
 - Read it, and then file or delete it
 - Reply to it and then file it
 - Delete it
 - Forward it and file it
 - Mark it for follow-up
- The 4-D's: Do, Delete, Defer or Delegate

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Managing Email

- 2-Minute Rule
 - If can respond in less than two minutes, do so then delete
- File other emails as follows:
 - @action
 - @waiting
 - @read
 - @webinars

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Managing Email

- Use your email programs to their fullest:
 - Custom folders
 - Rules to move emails
 - Colored flags
 - Integrated task, calendar, and contact management systems
 - Junk mail filtering

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Handheld Devices

- Ideas to manage:
 - Turn off notifications
 - Give your number to essential people only
 - Use your office line and forward when appropriate
 - Set device aside at your desk
 - Turn it off if possible (or at least to DND)
 - Schedule time to use

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Procrastination

- Biggest obstacle to being productive
 - Delaying a task that should be a priority
- Ability to overcome procrastination has biggest impact on being productive

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Why We Procrastinate

- No clear deadline
- Inadequate resources
- Task feels overwhelming
- Don't know where to begin
- An unpleasant task

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Overcoming Procrastination

Think of the why	Delete it	Ask for advice	Clear deadline
Delegate	Chop it up	Remove distractions	Discipline
Do it now	Set a time later	15-minute rule	Reward

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Overcoming Procrastination

- Be single-minded
- Discipline to begin immediately
- Start with big task first
- Resist temptation to start with easy task

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Bringing It All Together

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Bringing It All Together

Productivity is being able to do things that you were never able to do before.

- Franz Kafka

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Bringing It All Together

Even if you are on the right track, you'll get run over if you just sit there.

- Will Rogers

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Bringing It All Together

Discipline is the bridge between goals and accomplishment.
- Jim Rohn

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Thank You

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