OPTIMIZING YOUR TIME AND FOCUS: YOUR BEST JUST GOT BETTER

Name: ______________________________
Date: _______________________________

3 Words To Describe Productivity:
_________________________________
_________________________________
_________________________________

Presented by:
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You’re Getting Better!

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What Does Better Mean To You?

Peter Drucker
Follow effective action with quiet reflection. From the quiet reflection will come even more effective action.

Helen Keller
I long to accomplish a great and noble task, but it is my chief duty to accomplish small tasks as if they were great and noble.

Steve Jobs
Be a yardstick of quality. Some people aren't used to an environment where excellence is expected.

________________________ (Your Name)

_______________________________________________________

_______________________________________________________

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_______________________________________________________
Your Best Just Got Better

Maximize your productivity:

Today, you will see, hear and practice ways to utilize your resources and improve the quality of your work. Doing so, you will more consistently get more of the right things done and learn to use fundamental principles of performance to maximize your productivity.

Be, work and live at your best:

Being productive means you are managing current priorities while taking full advantage of new opportunities. To be, work and live at your best, you need to have a firm grasp of what your priorities are and synchronize them with the priorities of the team and your organization.

Achieve greater and more rewarding results:

We will work together to design behaviors and systems leading to constant improvement, resulting in achievements that are meaningful. The productivity principles we coach are simple enough to use, and significant enough to matter.

In this seminar you will see how your workflow can unfold in a more productive and more sustainable way. You will put yourself in the position of taking calculated and consistent action steps towards a larger vision of yourself and your role within the organization.
Your (Productivity) Profile
4 Factors of Productivity and Excellence

Time

__________________________________________

Energy

__________________________________________

Focus

__________________________________________

Ecosystem

__________________________________________

The “Big IDEA” from *this* part of the workshop is: ________________

_________________________________________________________________

_________________________________________________________________
What’s (Really) Going On?
Work To Think About

(Please write down at least 40 things that have a piece of your attention this week/month/quarter.)

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(...yeah, seriously, at least 40 things, you’re almost there! Keep writing, keep writing...)
Before embarking on a journey to learn NEW skills, NEW technologies, NEW habits, you must start at the beginning. What are you already doing?

What takes up your time, energy and focus by mid-morning most work days?

__________________________________________  ____________________________________________  ____________________________________________

__________________________________________  ____________________________________________  ____________________________________________

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What tools, systems, technology, gear do you use during the work-day?

__________________________________________  ____________________________________________  ____________________________________________

__________________________________________  ____________________________________________  ____________________________________________

__________________________________________  ____________________________________________  ____________________________________________

What do you do regularly to re-invent and re-engage with your life and work?

__________________________________________  ____________________________________________  ____________________________________________

__________________________________________  ____________________________________________  ____________________________________________

__________________________________________  ____________________________________________  ____________________________________________

* Research shows that practice makes: normal...acceptable...comfortable...repeatable.
At My Best When ...

(www.womackcompany.com/ambw)
Your “Daily” Dashboard

1 __________________

2 __________________

3 __________________

Interruptions (by topic)

Today’s MITs
(Most Important Things)

Started Waiting For...

Made Progress On...

CALENDAR
(digital, wall, desk, whiteboard)
Digital Dashboards: OutlookDashboard.com and LotusNotesDashboard.com

www.OutlookDashboard.com

www.LotusNotesDashboard.com
## Personal Productivity Audit

| TIME: I do not have a daily planning system to prioritize my tasks and activities. | I create a daily plan each morning. I re-prioritize tasks based on new information. |
| INTENTION: I start many tasks and projects, but don’t finish them right away. | I complete projects, managing deadlines and interruptions effectively. |
| COMMITMENT: The work will get done, whether I give my 100% or not. | I actively participate in the planning and execution of the work my team has to do. |
| MINDSET: I doubt my contribution and am quiet about my opinions. | I am confident that I have skills and professional skills to enhance the work we do. |
| CHANGE: I get frustrated and tired by the amount of times things change. | “Shift happens,” and I am ready to re-engage when new information appears. |
| ACCOUNTABILITY: I refrain from giving negative or course-corrective feedback. | I let people know when they are off-course immediately, and then move on. |
| DELEGATION: I don’t delegate. When I do, I have to re-explain what I need. | I practice effective delegation techniques & regularly discuss delegation with the team. |

1= Needs improvement

5= I could teach this stuff
Productivity and Interruptions

Interruptions of “task momentum” are frequently cited reasons for NOT working on your Most Important Things during the day.

Generally speaking, there are just a few “types” of workplace interruptions:

Asking for advice
Social Interaction
Documentation Issues
Organizational Issues

Study and Practice the
“Cycle of Completion”

I - Identify

D - Define

e - experiment

A- Assess

List the 5 most common interruptions during your work day:

_____________________________________________
_____________________________________________
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Maximize Interruptions Using Agendas

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<tr>
<th>Names</th>
<th>Upcoming topics of discussion Questions/Comments/Clarifications/Requests (next 1-12 weeks)</th>
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Prioritization Models

**Perceived Effort**

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<th>Anticipated Value</th>
<th>Project A tasks</th>
<th>Project B tasks</th>
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<td>important</td>
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<td>urgent</td>
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**Notes:**
- Project A tasks are represented by green pluses (+).
- Project B tasks are represented by orange circles (○).

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**Page 15**
Identify the Final Valuable Result of the work you manage.

*When we identify the end point to create boundaries to guide tasks, meetings & activities. Defining work is a significant part of improving productivity & performance.*

It's usually easiest to think in terms of Outcome Vocabulary:

*(Complete, Install, Submit, Organize, Finalize, Set up, etc)*

Examples:

**Complete** automated SF-182 plan to management team

**Install** Enterprise Income Verification (EIV) system

**Submit** MS PowerPoint 2007 presentation on skilled nursing facilities (SNF)s

**Organize** trade show set up and product launch for the client month event

Identify several multi-step projects you are managing…

__________________________

__________________________

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Work You Need To Do (Soon)

A simple change in focus provides control over the list of things on your mind (as well as the list of things in your E-mail inbox!). Move away from making lists of things to think about toward listing tasks you can actually do the next time you are:

at the office,  
at a phone or  
on the web, etc.

It is often easier to think – and work – using “task verbs.”  
(Call, E-mail, Buy, Draft, Waiting for, Test, Review, etc)

Write down one VERY next task

Examples

Call Maria S. re: Finance and Budget meeting location on Tuesday (202-602-9100)  
Go to bookstore: “Project Management PMBOK” (Project Management Institute)  
Draft Intro to presentation for the Deputy Assistant Secretary of Housing  
Email: Steve B. re: assistance with completing the Individual TAP (ITAP)

Identify your very next actions…

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The Three Kinds of Work

Work you are thinking, talking and meeting about.

“What should you be expected to contribute?”

“What hampers you in doing your task and should be eliminated?”

- Peter Drucker

Work you are managing, overseeing and planning.

“A wow project confronts and redefines an important issue or problem.”

- Tom Peters

Work you are doing, delegating and tracking.

“Sustained success means making the greatest possible impact...”

- Marcus Buckingham
The Triangles:
Communication and ______________

[Diagram of two overlapping triangles]
Appendix: MIT’s / So That

<table>
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<tr>
<th>MIT</th>
<th>So That...</th>
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What’s distracting you...still?

Declare what you will focus on, and minimize the smaller distractions that might generally pull you away from working on your MITs (Most Important Things). Workplace interruptions, suspension & disruption deters you from working on purpose and enhancing your professional improvement. Research shows time and time again that teams and individuals work more effectively and efficiently when there is clarity and objective goals.
Appendix: Planning and Doing

The Secret to Goal Achievement and Professional Success:

It is especially important that you stop, review, and reflect on your priorities at the beginning of the goal-setting process. Consider sitting down with a mentor, coach or manager and discuss specific ideas and goals for the next 9-18 months. Total time invested should be about 60 minutes, you’ll then have enough to think about as you create your goals.

Check back in on your goals at least weekly. Create daily tasks, meetings and milestones that will get you moving toward the outcomes you outlined during the goal-setting process. At least monthly, set a meeting with someone to share the process and what you’re experiencing.

By keeping your goals close, you’ll be able to progress on them. Plan to take calculated and significant actions each day.

Practice on the small things. Create daily milestones, as small as, “By 3:30pm I’m going to submit this report.” This has a lasting and expanding effect. When we say what we are going to do and then do it, we put into perpetual motion a process of layering success on success. Do “goal setting” throughout the year, and you’ll find yourself looking for more, working on more, and achieving more; more of the Most Important Things...

Achievement Formula

<table>
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<th>Goals + Planning + Action + Debrief</th>
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1. Meet with someone who challenges you to “think bigger.”
2. “Advertise” your goals where you can see/reflect on them often.
3. Practice goal setting on “smaller” things; the process carries over.
Appendix: Email Management

Use smart EMAIL "Etiquette". When you create a new email message, increase the likelihood of a response, use all the fields to your greatest advantage.

Edit the SUBJECT LINES of the emails in your inbox. Instead of opening, reading, and closing emails to do later, change the subject line of that email to tell yourself exactly what you need to do. Clarify the action you need by answering as many of the "who, what, where, why & by when" questions as possible. You can do that in Outlook by editing the message (double click to open the message) and then type in the new subject line directly.

For example, when you receive an email with:

**SUBJECT:** budget meeting

Edit the subject line to:

**SUBJECT:** Call Kevin re: budget meeting 4/22

If you do this as e-mails show up, you will spend less time opening, closing, and searching for e-mails later. Your email inbox will look more like a To-Do list that you can actually do!

Write subject lines for your outgoing email messages using this same strategy. Your emails will be answered more quickly as people will actually know what is needed without having to spend extra time to open and read your message.

1. **Use the To, CC, and BCC fields to determine who has the Action**
2. **Edit the Subject line to include: who, what, where and by when info**
3. **Write emails with clear and direct Subject lines**

### Email Address Fields:

**TO:** Only the person(s) who needs to take action.

**CC:** People who may be interested or need to be "kept in the loop", no action required though.

**BCC:** Yourself, your assistant, or a big group announcement (i.e. Distribution List). This way if someone hits "Reply All" only the sender & receiver get the response.
## Appendix: Working Preferences

### True/False

(Generally...most of the time)

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<tr>
<td>1.</td>
<td>I generally pick up on other people’s moods; I can tell when someone is upset, excited, etc.</td>
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<td>2.</td>
<td>I like people to explain the rules of a game so I understand what to do and how to play.</td>
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<td>3.</td>
<td>If I am driving to a new place, I like to print out step-by-step directions, and even draw a map of how to get there.</td>
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<td>4.</td>
<td>I match people’s body and facial expressions and tailor my conversation accordingly.</td>
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<td>5.</td>
<td>When I hear a song, I usually remember the name or a few of the lyrics.</td>
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<td>6.</td>
<td>I distinguish patterns and differences between similar things.</td>
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<td>7.</td>
<td>I play (or used to play) a musical instrument and enjoy(ed) it.</td>
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<td>8.</td>
<td>As I read a book or magazine article, I can usually hear myself inside my head as if I were reading out loud.</td>
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<td>9.</td>
<td>I can see an object, and imagine it from other views easily.</td>
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<td>10.</td>
<td>I put together models of things to figure them out.</td>
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<td>11.</td>
<td>It’s easy to discuss topics of interest, or even debate them with others.</td>
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<td>12.</td>
<td>I can draw a picture of the house I grew up in with a lot of details.</td>
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<td>13.</td>
<td>I would say that I am very coordinated.</td>
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<td>14.</td>
<td>I will immediately stop someone in conversation if they say something that is wrong or doesn’t make sense.</td>
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<td>15.</td>
<td>I enjoy drawing. I draw pictures or doodle while working.</td>
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<td>16.</td>
<td>Even if it has been a long time, I know I could ride a bike.</td>
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<td>17.</td>
<td>Any time I read something (an e-mail, a letter, a memo) I immediately notice typos and misspellings</td>
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<td>18.</td>
<td>I have taken, or would like to take a photography class.</td>
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<td>19.</td>
<td>I enjoy figuring things out with a calculator or computer.</td>
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<td>20.</td>
<td>I listen to music during most of the day, every day.</td>
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<td>21.</td>
<td>I enjoy drawing sketches of rooms, houses or buildings.</td>
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Please circle the numbers that you marked TRUE:

- **A.** 1, 4, 7, 10, 13, 16, 19 **Kinesthetic**
- **B.** 2, 5, 8, 11, 14, 17, 20 **Auditory**
- **C.** 3, 6, 9, 12, 15, 18, 21 **Visual**
Incoming Ideas, Information, Opportunities, Etc...

- Take Action
  - Me
  - Now
  - Track

- Delete/File/Purge (no action)
  - Them
  - Later
  - Trust
About The Jason Womack Company

“Jason did an excellent job presenting his course to a very internationally mixed group of managers and staff. Not only did he confront head on the usual productivity killers that we all know all too well, he provided very constructive input about what could actually be done about it. As an organizer, I was delighted to have such an experienced professional who works with many individuals and organizations and look forward to seeing at least some of these insights in print.” John Stemper, Investment Banking (Zurich, Switzerland)

Jason W. Womack, MEd, MA provides practical methods to maximize tools, systems and processes to achieve quality work/life balance. He has worked with leaders and executives for over 16 years in the business and education sectors. His focus is on creating ideas that matter and implementing solutions that are valuable to the organization and the individuals in those organizations.

Jason is an avid learner who earned two Master’s degrees after studying US History and Spanish Literature as an undergraduate student at the University of California (Berkeley, Santa Barbara, San Diego campuses).

He earned his Masters Degree in Education to understand how to teach. In 2001, he returned to academia to earn his Master’s Degree in Psychology to find out how people most effectively learn. He applies this wealth of knowledge to corporate learning environments to help solve the day-to-day challenges of work/life balance in an era of increased personal accountability.

Jason succeeds in the health and wellness areas of his life. While traveling worldwide, he trains and competes regularly as an age-group triathlete. Since 2000, he has completed six 1/2 Ironman distance races, several half-marathons and several smaller triathlons around the United States. Jason consistently places in the top 10% of his age group in both 5K and 10K races.

In October, 2010 he earned first place in his age group at the Carpinteria Triathlon (California). His 2009 PR for the 1/2 marathon distance race is 1:30:37. Jason applies his expertise in work performance into his athletic goals to create exceptional personal and professional results.

Jason’s next book, “Your Best Just Got Better” is available at Barnes and Noble, Amazon.com and wherever great books are sold.

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Where *Could* Your BEST Be Better?

Please identify up to 3 IDEAs you will want to re-think about during the week after this seminar.

**IDEA #1:**
______________________________________________________________________________

Next step to implement: ____________________________________________________________

One person to connect with/ask for assistance: _______________________________________

“I will know this was a good idea if: ________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

**IDEA #2:**
______________________________________________________________________________

Next step to implement: ____________________________________________________________

One person to connect with/ask for assistance: _______________________________________

“I will know this was a good idea if: ________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

**IDEA #3:**
______________________________________________________________________________

Next step to implement: ____________________________________________________________

One person to connect with/ask for assistance: _______________________________________

“I will know this was a good idea if: ________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(For resources and/or assistance, just email info@womackcompany.com or call 805-640-6401)