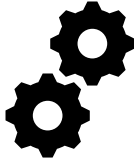


WICSEC 2022 – Productivity Hacks Handout

	A Simple Test to Identify the Most Productive Time of Your Day How Productive Are You? Improve Your Personal Effectiveness Which Productivity Method is Right For You? 16personalities.com The Enneagram Personality Test
	Books When by Daniel H. Pink Happier Hour by Cassie Holmes Habit Stacking: 127 Small Changes to Improve Your Health, Wealth, and Happiness by S.J. Scott Articles Top 30 Productivity Hacks to Get More Done in 2022 Five Women Founders Share Their Favorite Productivity Hacks Mashup Mom Aldi Meal Plan
	Tomato Timer Commit 30 Journal Bullet Journal Fill-in Mousepad Calendar Schedule Magic Time Blocking Daily Planner & To Do List Notebook
	AnyList Engross (Pomodoro Timer) Tripcase (Travel tool that keeps all information organized by Trip) Grammarly
	The Modern Manager: Episode 135 Daily Routines to Boost Productivity and Well-being Beyond the To-Do List, hosted by Erik Fisher Hurry Slowly, hosted by Jocelyn K. Gleib Before Breakfast, hosted by Laura Vanderkam

What workplace conditions get in the way of productivity?

Too cold or too hot environment

Lack of staff

Lack of resources

Virtual chats

Walk-in's

Disorganization

Stress; covering multiple caseloads

Interruptions

Lack of staff

What workplace conditions get in the way of productivity?

Too many tasks

Vacancies

False sense of urgency

Too loud

Too hot of an environment

Lazy co worker's

Lack of staff

Chatter

Lack of resources

What workplace conditions get in the way of productivity?

Too many meetings

Meetings

Burnout

Interruption

Staffing shortages

unproductive co-workers

Micromanagement

Lack of staff

Too much responsibility

What workplace conditions get in the way of productivity?

Negative attitude

Lack of happiness

Unpleasant bosses

Negativity

Lack of motivation

Burnout

Personal time

Interruptions

Lack of resources

What workplace conditions get in the way of productivity?

Staff shortage and lack of employee retention

Supervisor changes often

Too much to do - overstimulated

Open door policy

Nonproductive employees.

Walk-ins

Temperature

Disorganization

Lack of staff, stress

What workplace conditions get in the way of productivity?

Bad culture

Interruptions

To many social conversations

Too many meetings

InterruptionsWalk ins

Interruptions

False sense of urgency

Not using their strengths

Lack of resources

What workplace conditions get in the way of productivity?

Too much chatter (starved to talk to other adults that are not customers).

Talking ..too cold..interruptions

Lack of staff

Lack of staff

False sense of urgency

Lack of support for morale

Vacancies

Pulled in too many directions

Meetings

What workplace conditions get in the way of productivity?

Lack of staff

Lack of resources, interruptions

Interruptions

Stress, covering large case load in multiple districts

Diisorganization

Lack of resources

False sense of urgency

Lack of staff

To much work

What workplace conditions get in the way of productivity?

Reliance on internet connection

Location

Interruptions

Lazy coworkers

Overwhelmed

Burnt out

Micromanaging

Rushing

Lazy co workers

What workplace conditions get in the way of productivity?

Meetings,

Too many priorities

Lazy co-worker

Quotas

All that was listed...

Interruption

Pay

Micromanagment

Micro managing

What workplace conditions get in the way of productivity?

Unproductive co-workers

Environmental (unpleasant)

Disruptions

Managers not leading my example

Lack of accountability

A little bit of all choices

Missed knowledge transfer

Too many tracking logs

Negative boss

What workplace conditions get in the way of productivity?

Lazy coworkers

Burnout

Too many meetings

Ineffective training

Lack of encouragement from upper management

Mean bosses

Personal drama in the workplace.
Disorganization. False sense of urgency.
Meetings. MICROMANAGEMENT.

Personal time, too cold or hot of environment, walk/ins, interruptions, disorganization, burnout,

Lack of staff. Stress covering multiple caseloads. Burnout.

What workplace conditions get in the way of productivity?

Staffing shortages & stress, too many meetings,

Too many tasks, false sense of urgency, lack of staff, too many meetings, nonproductive employees, burnout, negativity

Interruptions walk ins stress xoveeing multiple caaeloads lack of staff burnout unproductive coworkers bad culture

Lack of staff in the office

Lack if staff

One on one with staff

What workplace conditions get in the way of productivity?

By in bulk

Automating tasks

As a result of those things, what don't you have time for?

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Project

Breaks

The extras

Laziness

Planning

Time for staff and coaching

I don't have time for every single case

Breaks

As a result of those things, what don't you have time for?

Tracking logs

Projects

Research

Self care during work hours

Efficient case work

Breaks lunch

Daily tasks

Interstate

Outreach

As a result of those things, what don't you have time for?

Performance evaluations

Proactive Work

self improvement

Personal life

My to do list

Lunch

Breaks

Time off

Everyday tasks

As a result of those things, what don't you have time for?

Quality of work

Planning

Breaks

Thorough research

Breaks

Marketing program

My own work

Self care

Personal wellness

As a result of those things, what don't you have time for?

Time for self growth

Self care

Research cases

Following up

Research

Research

Efficient case work

Less thorough

Performance appraisals not on time

As a result of those things, what don't you have time for?

Innovation

Thoroughly reviewing the cases

Coaching

Extra reports

Reflection

Personal connection with staff

Engage team

Tracking logs

Smaller projects / details

As a result of those things, what don't you have time for?

Too much to do

Self care

Outreach

Meeting deadlines

Proper coaching and mentoring of staff

Research

My team , hands on supervision

Building bench of future leaders

Projects

As a result of those things, what don't you have time for?

Time to strategize

self care

More chaos w/fewer staff

Meet all of the demands of the job

Collaboration

Proactive work

Profesional development

Staff development

Performance management

As a result of those things, what don't you have time for?

Teaching other staff

Outreach in the community

My case loads

Time off

Breaks/lunches

Happiness

Organization

Personal contact

Mentoring

As a result of those things, what don't you have time for?

Not solving issues until they are fires	Planning	Coaching and encouraging direct reports
Self care	Self care during work hours, breaks, outreach, time off, everyday tasks	Research for growth
.	Training	Work is reactive versus proactive

As a result of those things, what don't you have time for?

Less thorough

Follow up on everything

Not enough time to do the work the way that i want to. Too many logs to keep up with. Tasks to do on each case that takes alot of our time.

Time for self growth

Breaks, bathroom, lunch, self care during work hours, my own work,

growth and development

Honestly I really don't know because it all comes at one time

One on one with staff

Evals

As a result of those things, what don't you have time for?

Research, personal life, self improvement, proactive work, my own work, self care	Tracking logs, planning, breaks, my own work, extra reports	Professional development
Breaks/Lunch...Making me also be priority...	Constant changes	Planning
Follow up	.	Multitasking, a to do list, Planning a head , Time for myself...

What are your productivity hacks?

Get the harder work done first

Ineffective communication

Listening to music

Meetings

Ineffective communication

Multitasking

Multitasking

Lists

Multitasking

What are your productivity hacks?

Schedule

Kids first

Color code items

Block my calendar for essential tasks I have to do each day/week

Get the easier stuff done first

Multitasking

Create a list

I'm an avid habit stacker!

I get all priority tasks completed every morning 1st thing

What are your productivity hacks?

Routine

Music

Listening to background noise, music, podcasts, etc

Priority list

Listening to music

List making

Pre plan for the following week. Review schedules and prepare agendas

Calendar Tasks

Lists

What are your productivity hacks?

Do whatever I don't want to do first

A to do list

Multi-task

Headphones to block out background noise

Multitask

Filter email into different folders

Kids first

Make a list

Prioritize

What are your productivity hacks?

Do the things I'm worried about first

Set aside time for prayer throughout the day

Schedule time for most unpleasant tasks

Prioritize my day

Have a good smelling candle burning

Playdoh

Organize like tasks together

To do lists

Flagging important tasks

What are your productivity hacks?

Planning weeks in advance

Calendar blocking by color

Scheduling

Spread out my tasks throughout the day, divide up by each hour and not overwhelm my day!

Leave the last 15 of each day to close out the day at work.

Catch up email before I head in to office

Re-prioritize my work throughout the day.

I still use a to do list

Task lists

What are your productivity hacks?

Daily to do lists

Tackle the hard stuff first

Set out clothes for the entire week for kids and even self

Digitally detox a specific time of the day

Music

Do easy things to get a feeling of accomplishment.

Diffuse essential oils

Time

Delegate

What are your productivity hacks?

Dry erase board for my lists that is visual in my workspace

Pre plan my week

Draft hard emails and review/send the next day.

Listen to music

Multi task, listen to music, schedule

Schedule breaks

Automating tasks

Ready for meetings with Agendas, docs, etc. so at least look prepared!!

Task and reminders using Outlook

What are your productivity hacks?

To do list

Lists, get hard tasks done,

Staying organized

Do same tasks or similar one after the other

Focus

Give myself 15 minutes when the work day begins to set myself up for success

Making lists - I enjoy checking things off

Use technology to keep me organized and on task

Get easier stuff done first, listen to music, multitask, have a good drink, snacks, shut my office door, prioritize

What are your productivity hacks?

Prioritize my day

Staying organized

Calendar tasks

Make a list, multi-task, prioritize, plan in advance

To do list

Virtual breaks with peers, great way to also vent

Planning

Set specific times to check and reply to emails.

Break up my tasks throughout the day

What are your productivity hacks?

To do list on sticky notes so I get to throw them away as done

List, plan in advance

Tackle things that are stressing me out

Schedule tasks ahead on my calendar

Switch tasking calendar tasks make a list flagging important tasks

Yoga breaks refreshes me

Play music, turn it up loud!

Do weekly tasks the same time each week

To do lists and cross off when done!
Physically crossing off item helps.

What are your productivity hacks?

Get to work early to set out my priority tasks for the day

Sort emails by subject to read all replies and reply to the last then delete or file the chain

Use basic pieces to create a versatile and simple wardrobe for work. Almost like a uniform!

PRODUCTIVITY HACKS

Time Management

To Do Lists

- Make a plan
- Prioritize tasks and re-evaluate often
- Paper list vs. Electronic list - Use what works best for you!
- Don't underestimate the motivation of physically crossing items off your list!

Focused Time

- Dedicate time for specific tasks
- Avoid procrastinating
- Limit distractions

Training

- Adequate training = Greater efficiency and increased productivity
- Training team members allows for delegation
- Continuous training and education on policy and procedure changes in order to stay ahead of the curve
- Utilize conferences to enhance skills and increase motivation

Teamwork

- Communicate your needs. If you need help, ask for it!
- Delegate when possible - provide the opportunity for growth to a team member
- Collaborate when stuck on an idea or in need of a fresh perspective
- Meet with team regularly to reduce excessive email exchanges
- Prioritize team building to connect on a personal level

Automation

- Use technology to your advantage - Outlook calendar and task tracking apps like Microsoft To Do - My Day Tracking and Asana can help you keep motivated.
- Templates - increase consistency and productivity

Life Balance

- Take breaks - even a 5 minute mini-break can restore focus
- Go for a walk
- Listen to music
- Get enough sleep!
- Stay hydrated
- Remember the big picture - prioritize your health and happiness while also remembering the importance and purpose of the work you do!