

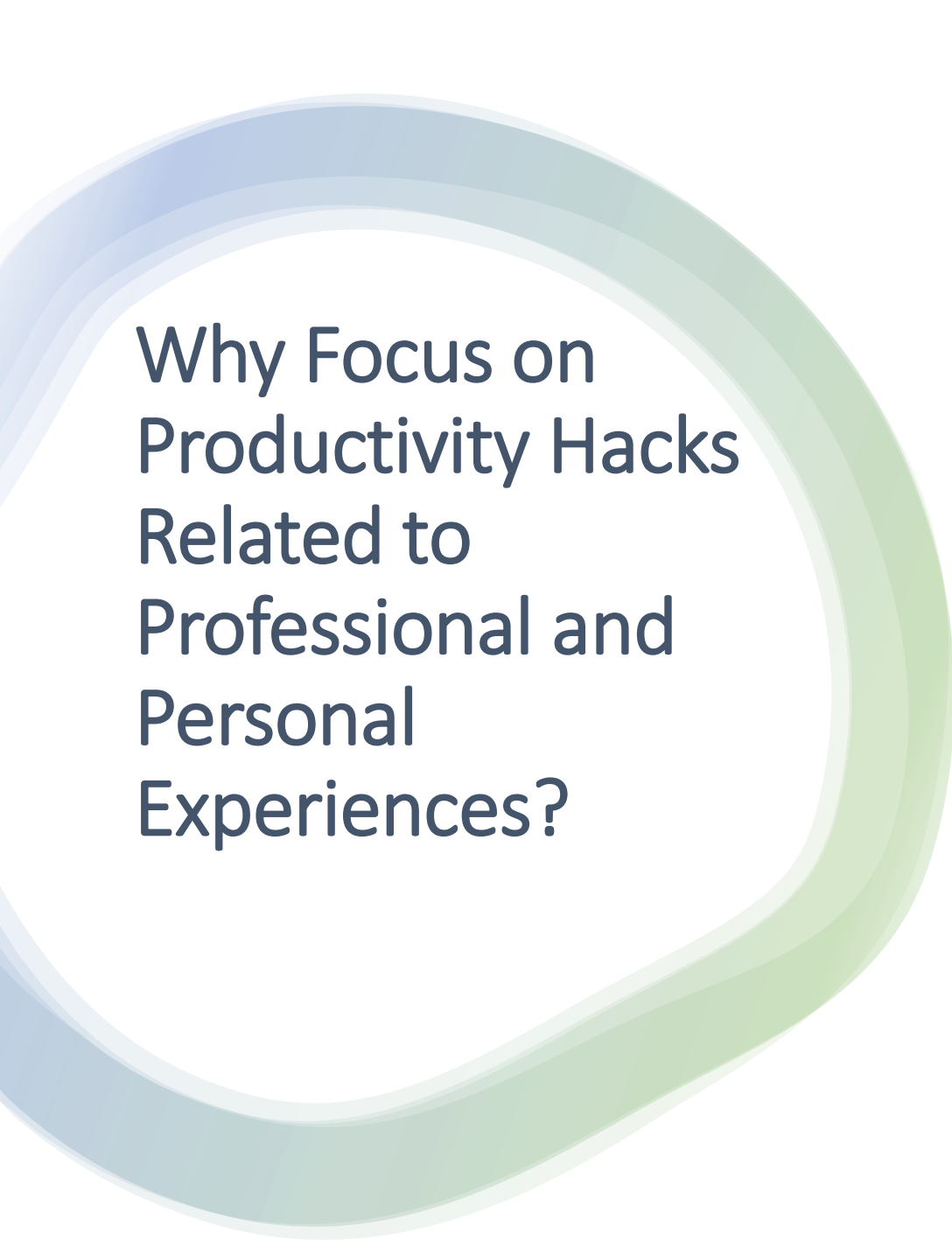


Productivity Hacks

Presented by Tamara Thomas & Ellen Rutledge

I'm pleased to introduce. . .





Why Focus on Productivity Hacks Related to Professional and Personal Experiences?

- *According to a recent HR Executive magazine article, 7.5M individuals are available to fill 11M vacancies.*
- *In this labor market, employees have many employer choices about their working conditions from home or in the office.*
- *Employees can choose their own employment experience and how long they stay with any one employer. The working conditions matter.*
- *Employees (you) want a positive and healthy work environment that includes getting stuff done!*
- *Wellness matters! We all want to be happy and productive at work.*



Mentimeter



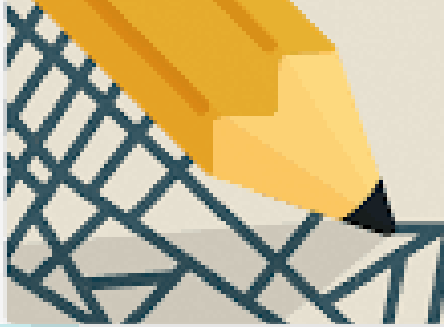
The Workforce is Changing

Each Generation has been influenced by different life events and thus has different perspectives that can impact their motivation and performance ***and productivity*** when at work.

For example, each person:

- Has unique ways of viewing quality
- Has a definition of priority
- Has their own established routine (or lack of one! 😊)
- Has distinct and preferred ways of managing and being managed
- Has different priorities on how and when they show up for work and when they are most productive during the day
- Preference matters

VALUES-DRIVEN PRODUCTIVITY



- Personal Growth
- Mental Health
- Family
- Spiritual Health
- Home
- Adventure

- Training
- Customer Service
- Automation
- Life Balance
- Housework
- Organization
- Time Management
- Teamwork
- Creativity
- Process
- Efficiency
- Vacation
- Career

- Friendships
- Safety
- Finances
- People/Relationships
- Holidays
- Wellness
- Improvement
- Commitment
- Design
- Trust
- Community
- Joy
- Travel

How You Prioritize Productivity Values!

Our Preferences, Priorities, Around Productivity Will Generally Reflect our Different Values

- Generations in the workplace value differently methods of productivity and the way they work
- Our desire to work a certain way can be driven by left-brain and right brain predominance
- It can be heavily influenced by our learning style
- No one shoe fits all
- The important point is to find a way that prioritizes your values and what matters to you!



The Workplace is Changing...What is Impacting Productivity in the Workplace?



- High Stress Environment
- Greater Caseloads and Volume of Work
- Higher Expectations to Get Stuff Done (GSD)
- Increased Vacancy Rates
- Lack of Resources
- Automated Task Delegation
- Interruptions
- Flexible Schedules
- Competing Priorities
- Unplanned Events
- Less Building Footprint (Space)



Closed-Door or Open-Door Policies?

- Open Door actually creates more interruptions, less productivity
- Closed Door, Open Calendar Approach
 - Establish a rhythm of days of availability
 - Share your calendar
 - Update everyone's expectations around interruptions and focus on the value of time through the calendar
 - Keep your appointments and stay focused when you are with people
 - Employees want to be validated and respected
 - Provides more focus and more ultimate production time.

What Does it Look Like for a Productive Workspace for Optimal Performance?

- Your five senses have a powerful influence on your ability to be productive
- Workplace set up can radically produce results
 - Positive and negative results
- Sight: Large Monitors, Indirect light, Avoid florescent light, Take visual breaks, Consider your décor
- Sound: Call both pull you away or cause focus
 - Music: Switch tasking or Background tasking
 - Use headphones
 - White noise generators
 - Silence/Soundproofing, add rugs and drapes, noise cancelling devices
- Workspace: Make sure you have basics of ergonomics, neutral posture, natural positions, items within reach, reduce motions, reduce pressure points

[https://www.helloraderco.com/multitasking-switch tasking/](https://www.helloraderco.com/multitasking-switch%20tasking/)
<https://Freedom.to>



How Does the Workplace Help Manage Time and Resources in Open Work Environments?

- Open Work Environments are an Increasing Trend with Modern Work Spaces
- Creates Positive Atmosphere and Discussion at Any Time Approach
- Establish Ground Rules in Writing
 - Discuss boundaries about how and when interruptions are acceptable
- Create a Visual Boundaries for Yourself
 - Indicates not to be interrupted such as:
 - Headphones/Earplugs
 - Article of Clothing
 - Quiet Time Sign



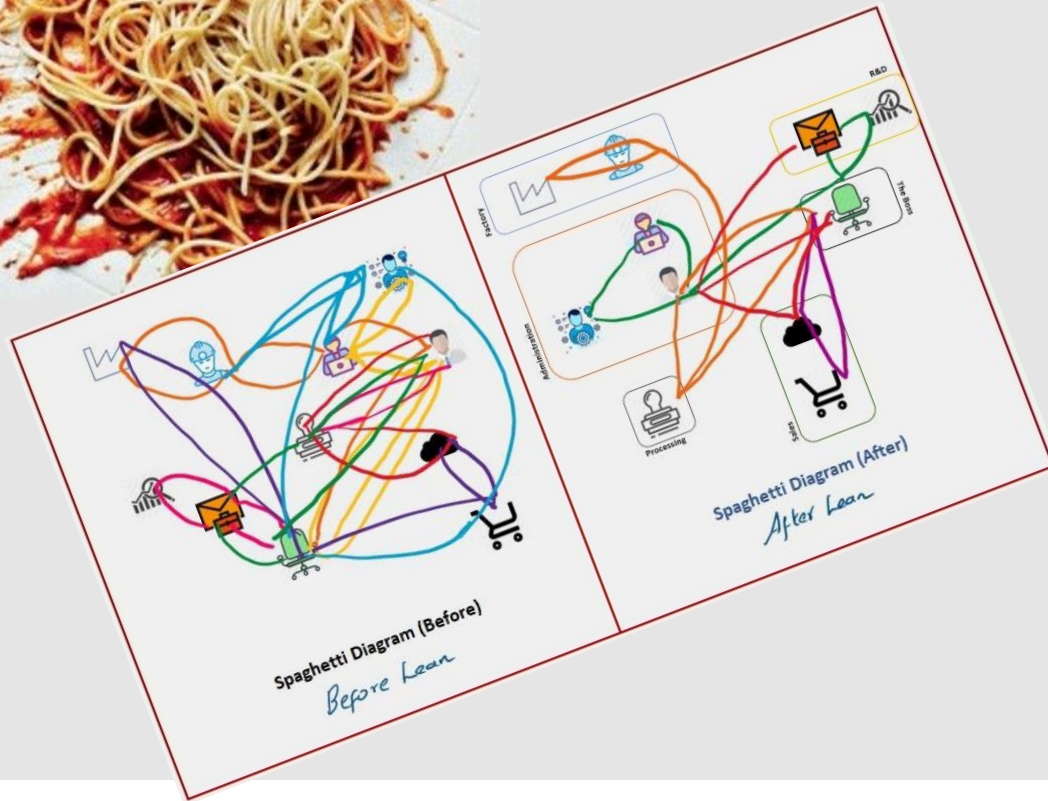
Open Work Environment

Creates a team-oriented and collaborative environment



- Create a Sound Boundary for Yourself
 - Shield Yourself from Distractions
 - Listen to Music
 - Listen to White Noise/Nature Signs
- Alternatives to Interruption
 - One on Ones Meeting Schedule
 - Schedule into Calendar
- Establish a Private Space for Focused Work and Confidentiality

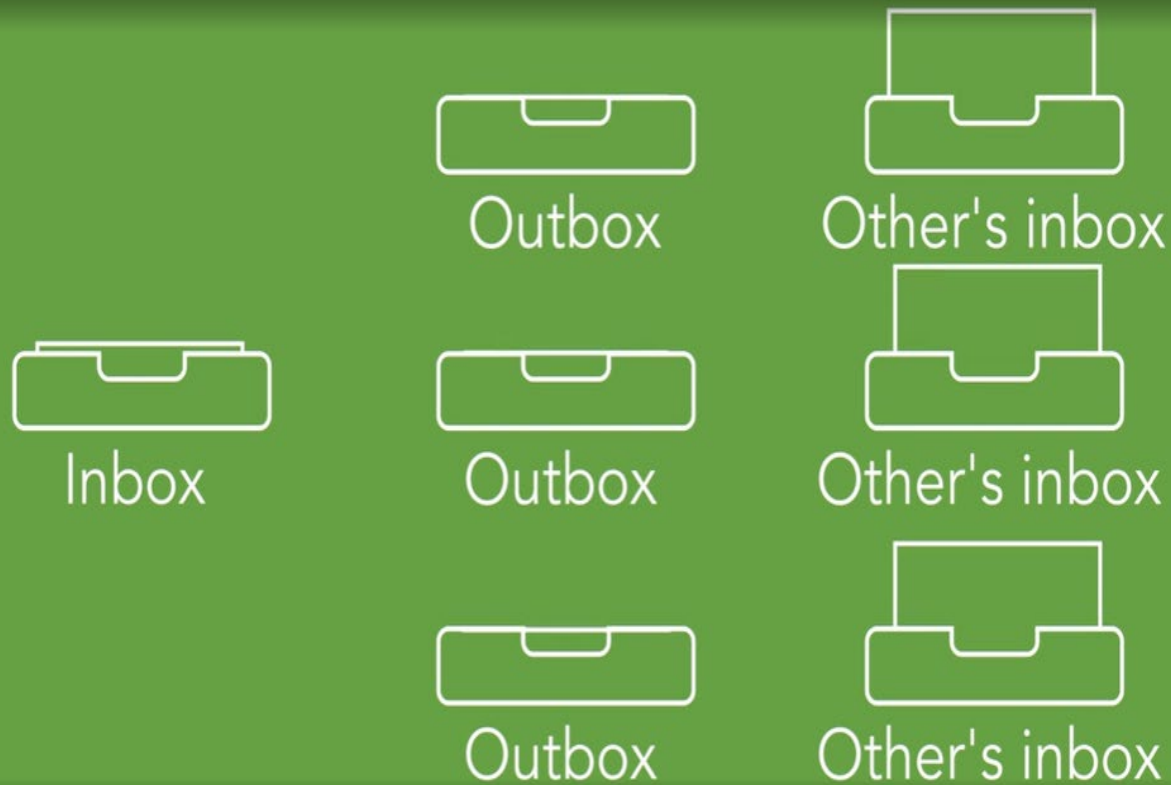
Spaghetti Diagram



How Does the Workplace Help Manage Time and Resources?

Do Employees Have the Right and Desirable Equipment, Policies, and Tools to do the Job?

- Address the work barriers that prevent employees from GSD
- Task management software
- Efficient data storage
- Digital workflow
- Office layout
- Is the equipment subject to deferred maintenance?
- How often does it get replaced?
- Flexibility in the Workplace
- What's reasonable to provide to improve focus and productivity
- Spaghetti diagrams
- Is training made available and relevant for the skills needed for the position?
 - LinkedIn 24/7
- Yes, even the pens are meaningful!!! 😊

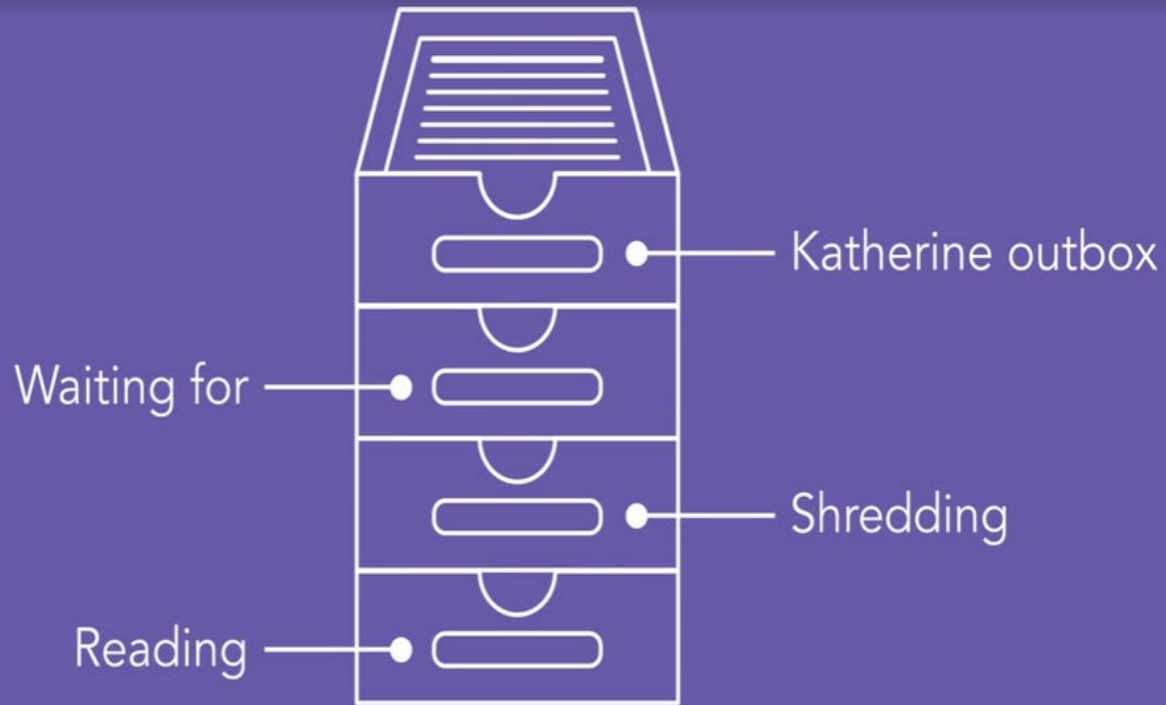


How You Work!



How We Work is Highly indicative of Personal Lifestyle Characteristics?

- Managing Paper
- Create In and Out Box Habits
- For hardcopy materials, use individual Out Boxes with those you regularly communicate with
- Outboxes reduce interruptions while processing your inbox
 - Allows a cue-up of all the information to be transferred at one time
 - Prevents getting up and down losing time, and repetition, over and over
 - Simple tool that can enhance productivity



Use Stacking Priority Trays to Determine Importance

- Top Box Priority empty every day: *Urgent/Important*
- Waiting for Box: *Not Urgent/Important*
- Shredding Box: *Not Urgent/Not Important*
- Reading: *Important But Not Urgent*
 - Find time to read
 - Get faster at reading material
 - Scan It as opposed to read
 - Read now if it will take 5 min or less
 - Delegate reading to someone else and ask for a summary

How Do You Navigate the Workplace To Help Manage Time and Resources?

When Exploring Productivity Hacks You Should Want to Support, Understand, React, Improve Conditions in the Workplace

Organizations
and Agencies
Must Remain
Flexible

Foster Desire
to Produce
Best Results

Honor
Diversity

Embrace
Change

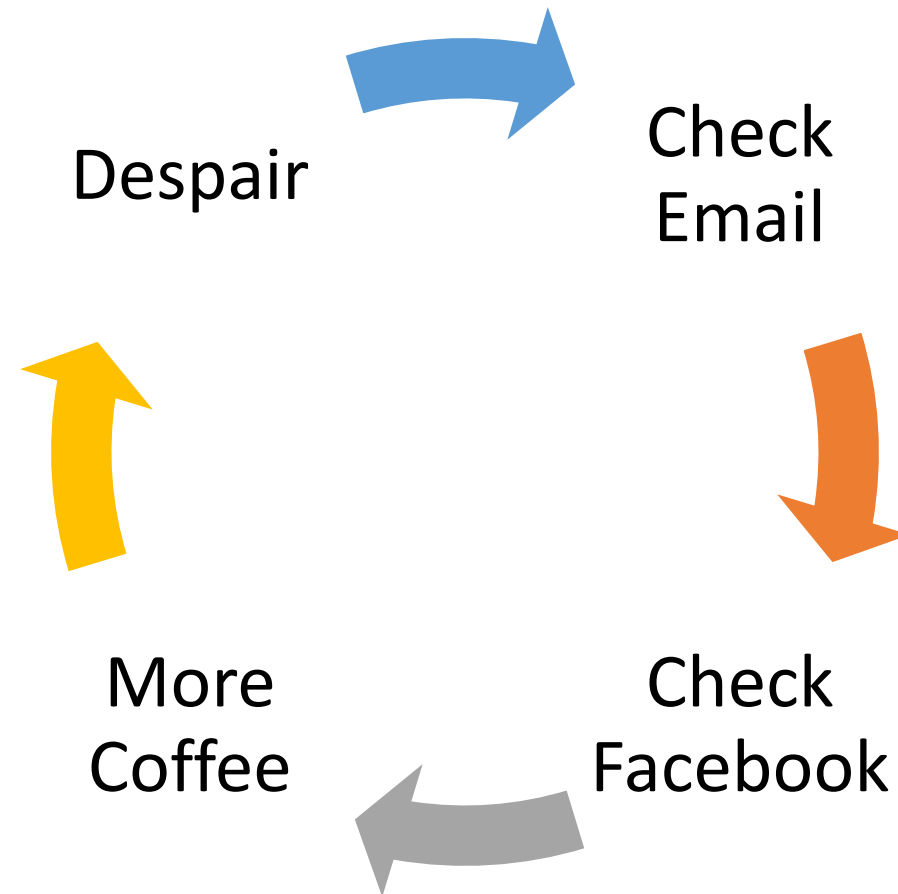
Encourage
Innovation

Consider New
Effective
Routines

View Instability
as Opportunity
to Grow

Offering
Remote
Options

Work Avoidance Cycle



When are you at your best?



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Lark



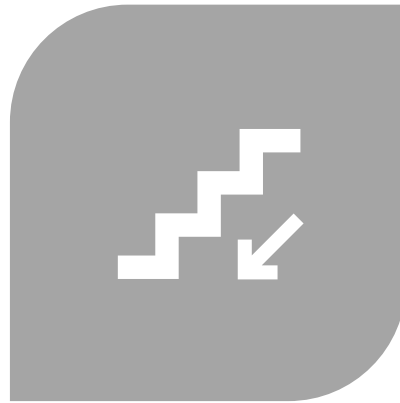
Third Bird



Owl



PEAK



TROUGH



RECOVER

Task	Lark	Third Bird	Owl
Analytic tasks	Early morning	Early to midmorning	Late afternoon and evening
Insight tasks	Late afternoon/early evening	Late afternoon/early evening	Morning
Making an Impression	Morning	Morning	Morning
Making a decision	Early morning	Early to midmorning	Later afternoon and evening

Breaks

- Prevent decision fatigue
- Restore motivation
- Encourage the “Aha” moment





Pomodoro Timer



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Steps

Decide on the task to be done

Determine how long it should take

Set the timer for 25 minutes

Work on the task

End work when the timer rings and
take a short break (5 minutes or so)

After three/four Pomodoros, take a
long break



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Guidelines for Pomodoro

Can't divide a pomodoro

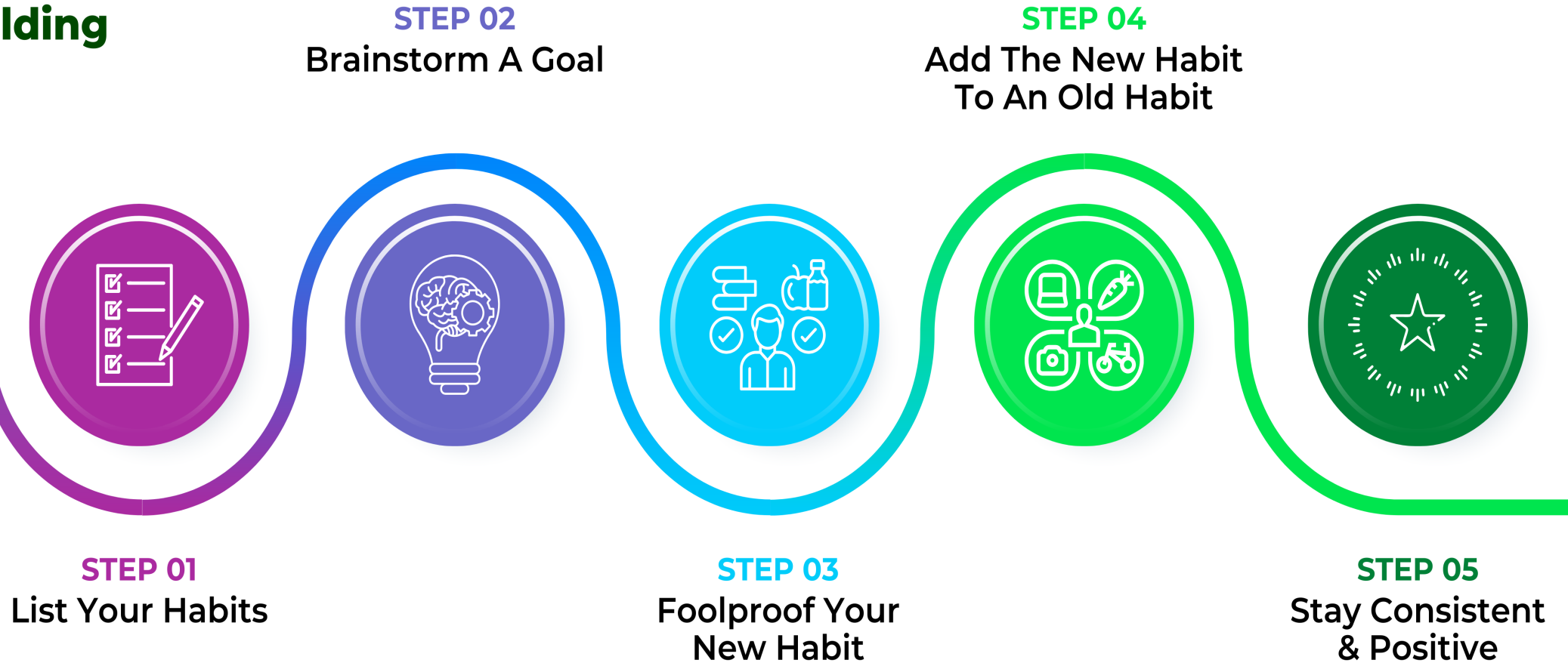
If you get interrupted, note the interruption. Address it when pomodoro over OR address it immediately but you must restart the pomodoro

If you finish the task, review the work, review the work from a learning point of view, review your list of upcoming tasks



Habit Stacking

5 Steps to Building a Habit Stack





For The Workers At Home

Goal: To move once a day

CURRENT HABIT:
Brush Teeth



NEW HABIT:
Ten Minutes of Yoga

**Example: After I get up and brush my teeth,
I will do ten minutes of yoga.**



Commit 30



Mentimeter

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