Be Productive, Not Busy

Strategies for Success

TJ Smith, Director

Sherman Township Library

Techniques

- Calendar Management
- Project Management
- Time Management
- Email Management
- Collaboration Tools

Start Your Day Right

- Start your work day by tidying your workspace.
- Set your goals for the day.
- No email until you've "eaten three frogs."
  - Spend your mornings on items that require a high level of concentration that you don't want to do. Your day will be easy sailing after that.
- Keep morning meetings on schedule.
- Don't multitask.
- Learn to say no.

"Eat a live frog first thing in the morning, and nothing worse will happen to you the rest of the day." – Mark Twain

Calendar Management Techniques

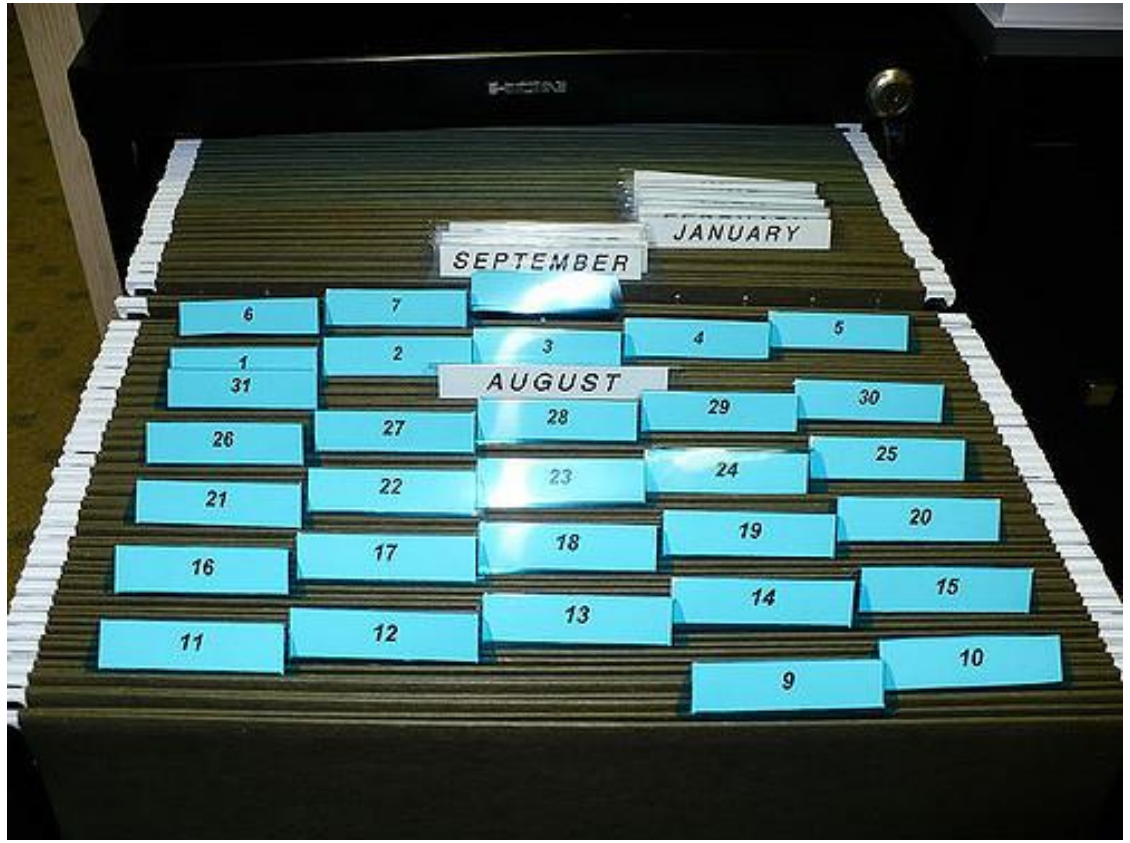
- Time Blocking
- 43 Folders Tickler Files
- Bullet Journal
- Planner
- Conditional Formatting in Spreadsheets

Time Blocking

- Group like tasks.
- Schedule in breaks/downtime.
- Try choosing a theme or focus each day.
  - Monday = planning, scheduling, delegating
  - Tuesday and Wednesday = peak productivity
  - Thursday = meetings and deadline checks
  - Friday = reminders, status checks, deep email work
- Gives a great visual of commitments.
- Adjust as needed.

http://www.raulpacheco.org/2013/08/scheduling-my-academic-life-to-the-very-minute-my-weekly-template/

43 Folders Tickler Files



- 43 folders
  - 12 month folders
  - 31 day folders
- Place for everything you need reminded of in future.
- Check file each morning.
- Place date file into next month's section.
- At the beginning of a month, sort files into days.
- Add quarterly and/or weekly folders if useful.
- Use index cards for daily tasks.

Dustin Wax https://www.lifehack.org/articles/featured/back-to-basics-the-tickler-file.html

Bullet Journal

- Use various bullets, markers, and signifiers to organize.
- Make a key of bullets, marks, and signifiers.
- Keep it simple.
- Does not need to be pretty to be effective.
- Utilize an index.
- As journal grows, thread like pages.

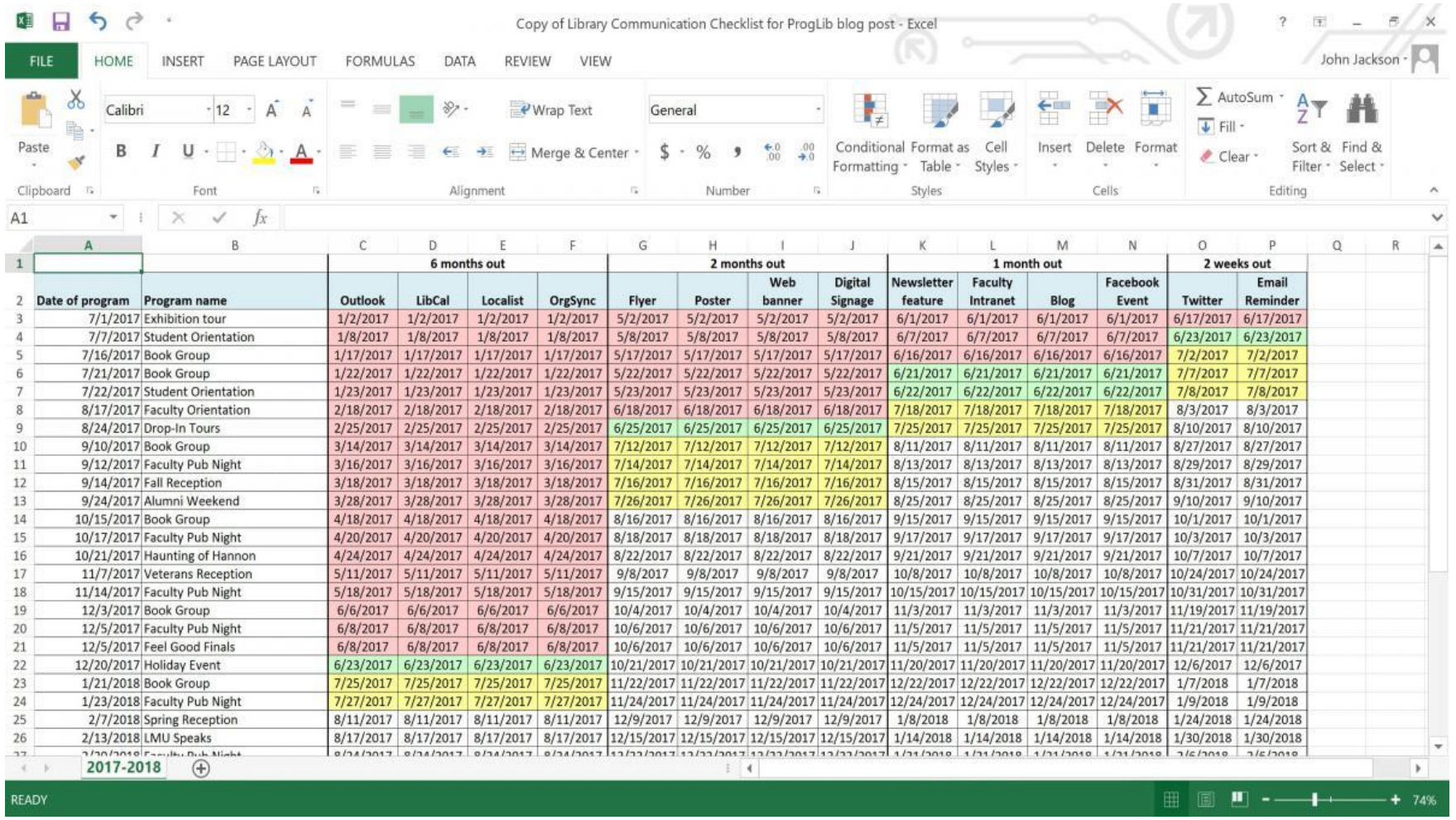
Zen of Planning http://zenofplanning.com/bullet-journal-index/

Planner

- Have a regular daily planning session.
- Have a regular weekly planning session.
- Use the monthly section.
- Use one planner for everything.
  - Try color-coding if necessary.
- Make your steps concrete.
- Check it a lot.
- Choose a planner that fits your needs.
- Make it fun to use.
- Don’t stress about filling it up.

https://www.treehugger.com/cleaning-organizing/8-steps-using-paper-planner-effectively.html

Conditional Formatting in Spreadsheets



			6 months out				2 months out				1 month out				2 weeks out	
Date of program	Program name	Outlook	LibCal	Localist	OrgSync	Flyer	Poster	Web banner	Digital Signage	Newsletter feature	Faculty Intranet	Blog	Facebook Event	Twitter	Email Reminder
7/1/2017	Exhibition tour	1/2/2017	1/2/2017	1/2/2017	1/2/2017	5/2/2017	5/2/2017	5/2/2017	5/2/2017	6/1/2017	6/1/2017	6/1/2017	6/1/2017	6/17/2017	6/17/2017
7/7/2017	Student Orientation	1/8/2017	1/8/2017	1/8/2017	1/8/2017	5/8/2017	5/8/2017	5/8/2017	5/8/2017	6/7/2017	6/7/2017	6/7/2017	6/7/2017	6/23/2017	6/23/2017
7/16/2017	Book Group	1/17/2017	1/17/2017	1/17/2017	1/17/2017	5/17/2017	5/17/2017	5/17/2017	5/17/2017	6/16/2017	6/16/2017	6/16/2017	6/16/2017	7/2/2017	7/2/2017
7/21/2017	Book Group	1/22/2017	1/22/2017	1/22/2017	1/22/2017	5/22/2017	5/22/2017	5/22/2017	5/22/2017	6/21/2017	6/21/2017	6/21/2017	6/21/2017	7/7/2017	7/7/2017
7/22/2017	Student Orientation	1/23/2017	1/23/2017	1/23/2017	1/23/2017	5/23/2017	5/23/2017	5/23/2017	5/23/2017	6/22/2017	6/22/2017	6/22/2017	6/22/2017	7/8/2017	7/8/2017
8/17/2017	Faculty Orientation	2/18/2017	2/18/2017	2/18/2017	2/18/2017	6/18/2017	6/18/2017	6/18/2017	6/18/2017	7/18/2017	7/18/2017	7/18/2017	7/18/2017	8/3/2017	8/3/2017
8/24/2017	Drop-In Tours	2/25/2017	2/25/2017	2/25/2017	2/25/2017	6/25/2017	6/25/2017	6/25/2017	6/25/2017	7/25/2017	7/25/2017	7/25/2017	7/25/2017	8/10/2017	8/10/2017
9/10/2017	Book Group	3/14/2017	3/14/2017	3/14/2017	3/14/2017	7/12/2017	7/12/2017	7/12/2017	7/12/2017	8/11/2017	8/11/2017	8/11/2017	8/11/2017	8/27/2017	8/27/2017
9/12/2017	Faculty Pub Night	3/16/2017	3/16/2017	3/16/2017	3/16/2017	7/14/2017	7/14/2017	7/14/2017	7/14/2017	8/13/2017	8/13/2017	8/13/2017	8/13/2017	8/29/2017	8/29/2017
9/14/2017	Fall Reception	3/18/2017	3/18/2017	3/18/2017	3/18/2017	7/16/2017	7/16/2017	7/16/2017	7/16/2017	8/15/2017	8/15/2017	8/15/2017	8/15/2017	8/31/2017	8/31/2017
9/24/2017	Alumni Weekend	3/28/2017	3/28/2017	3/28/2017	3/28/2017	7/26/2017	7/26/2017	7/26/2017	7/26/2017	8/25/2017	8/25/2017	8/25/2017	8/25/2017	9/10/2017	9/10/2017
10/15/2017	Book Group	4/18/2017	4/18/2017	4/18/2017	4/18/2017	8/16/2017	8/16/2017	8/16/2017	8/16/2017	9/15/2017	9/15/2017	9/15/2017	9/15/2017	10/1/2017	10/1/2017
10/17/2017	Faculty Pub Night	4/20/2017	4/20/2017	4/20/2017	4/20/2017	8/18/2017	8/18/2017	8/18/2017	8/18/2017	9/17/2017	9/17/2017	9/17/2017	9/17/2017	10/3/2017	10/3/2017
10/21/2017	Haunting of Hannon	4/24/2017	4/24/2017	4/24/2017	4/24/2017	8/22/2017	8/22/2017	8/22/2017	8/22/2017	9/21/2017	9/21/2017	9/21/2017	9/21/2017	10/7/2017	10/7/2017
11/7/2017	Veterans Reception	5/11/2017	5/11/2017	5/11/2017	5/11/2017	9/8/2017	9/8/2017	9/8/2017	9/8/2017	10/8/2017	10/8/2017	10/8/2017	10/8/2017	10/24/2017	10/24/2017
11/14/2017	Faculty Pub Night	5/18/2017	5/18/2017	5/18/2017	5/18/2017	9/15/2017	9/15/2017	9/15/2017	9/15/2017	10/15/2017	10/15/2017	10/15/2017	10/15/2017	10/31/2017	10/31/2017
12/3/2017	Book Group	6/6/2017	6/6/2017	6/6/2017	6/6/2017	10/4/2017	10/4/2017	10/4/2017	10/4/2017	11/3/2017	11/3/2017	11/3/2017	11/3/2017	11/19/2017	11/19/2017
12/5/2017	Faculty Pub Night	6/8/2017	6/8/2017	6/8/2017	6/8/2017	10/6/2017	10/6/2017	10/6/2017	10/6/2017	11/5/2017	11/5/2017	11/5/2017	11/5/2017	11/21/2017	11/21/2017
12/5/2017	Feel Good Finals	6/8/2017	6/8/2017	6/8/2017	6/8/2017	10/6/2017	10/6/2017	10/6/2017	10/6/2017	11/5/2017	11/5/2017	11/5/2017	11/5/2017	11/21/2017	11/21/2017
12/20/2017	Holiday Event	6/23/2017	6/23/2017	6/23/2017	6/23/2017	10/21/2017	10/21/2017	10/21/2017	10/21/2017	11/20/2017	11/20/2017	11/20/2017	11/20/2017	12/6/2017	12/6/2017
1/21/2018	Book Group	7/25/2017	7/25/2017	7/25/2017	7/25/2017	11/22/2017	11/22/2017	11/22/2017	11/22/2017	12/22/2017	12/22/2017	12/22/2017	12/22/2017	1/7/2018	1/7/2018
1/23/2018	Faculty Pub Night	7/27/2017	7/27/2017	7/27/2017	7/27/2017	11/24/2017	11/24/2017	11/24/2017	11/24/2017	12/24/2017	12/24/2017	12/24/2017	12/24/2017	1/9/2018	1/9/2018
2/7/2018	Spring Reception	8/11/2017	8/11/2017	8/11/2017	8/11/2017	12/9/2017	12/9/2017	12/9/2017	12/9/2017	1/8/2018	1/8/2018	1/8/2018	1/8/2018	1/24/2018	1/24/2018
2/13/2018	LMU Speaks	8/17/2017	8/17/2017	8/17/2017	8/17/2017	12/15/2017	12/15/2017	12/15/2017	12/15/2017	1/14/2018	1/14/2018	1/14/2018	1/14/2018	1/30/2018	1/30/2018

John Jackson http://programminglibrarian.org/blog/keeping-tabs-deadlines-excels-conditional-formatting

Project Management Techniques

- Priority Lists Brain Dump Method
- David Allen's GTD Brain Dump Method
- Ivy Lee Method
- Warren Buffett's Two List Strategy
- Eisenhower Matrix Priority Sorting
- 10/10/10 Method for Decision Making

Priority Lists Brain Dump Method

1. Grab pen and paper.
    1. Not the time for tech.
    2. Carve out time, this requires focus.
    3. Be patient with yourself.
2. Create three lists
    1. Musts: items you are already committed to
    2. Wants: like to do, but not yet committed
    3. Perhaps: items in consideration that may require more research, decisions, or are a generally low priority
    4. Begin with Musts and work to Perhaps items.
3. Evaluate your lists.
    1. During evaluation, consolidate projects.
    2. Freely move items between lists as priorities and/or commitments change.
    3. Least amount of Musts so you can get to Wants faster.
4. Completing items.
    1. Begin completing items on your Musts list.
    2. Once all of your Musts are complete move on to your Wants, then Perhaps items.
    3. If you are feeling overwhelmed or out of balance, try repeating the process.

Mike Vardy: https://www.lifehack.org/articles/productivity/how-to-do-the-ultimate-brain-dump.html

David Allen's GTD (Getting Things Done) Brain Dump Method

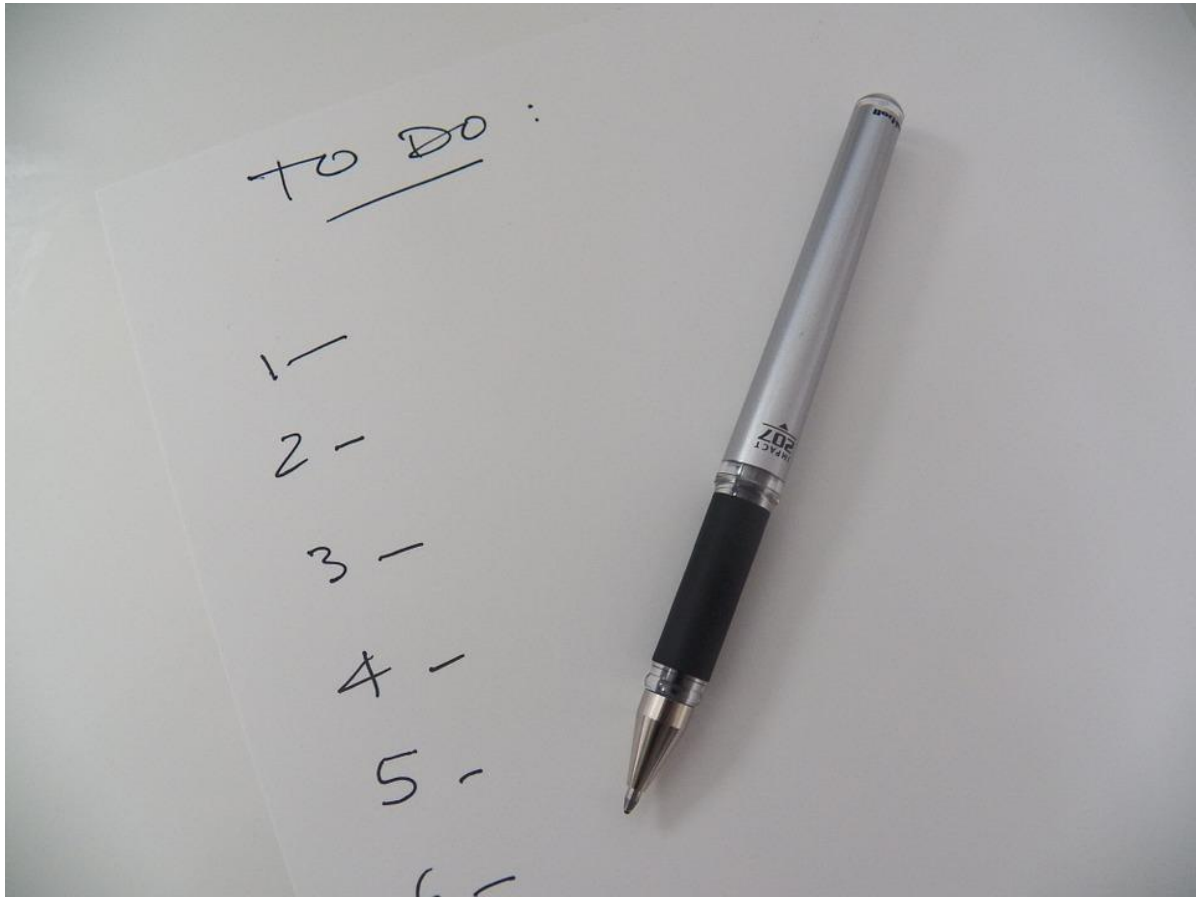
1. Grab pen and paper.
2. Write down *every* task.
    1. Work /Career
    2. House/Chores
    3. Family
    4. Health & Fitness
    5. Friends/Colleagues
    6. Shopping & Bills
    7. Books, Articles, & Education
    8. Hobbies & Entertainment
    9. Miscellaneous
    10. If <300 tasks, keep listing.
    11. Adjust categories to fit you.
    12. Work in order from #1-9.
3. Separate list into Projects.
    1. Group similar tasks.
    2. Some tasks are already projects.
4. Create a Next Tasks List
    1. Write first task for each project.
5. Select Next Task
    1. Context/Environment
    2. Available Time
    3. Available Energy
    4. Priorities
    5. Do task.
    6. Add next task for project to list.
    7. Repeat these steps.
6. Future/Maybe List
    1. Much like Perhaps List
7. Calendar is Sacred Space
8. "Waiting For" List
    1. Keep track of items you need to remain aware of, but can't do anything about in the moment.
9. Resource Files
    1. Store non-actionable items.
10. The Intangible Element
    1. Trust the process.
    2. Make it work for you.
    3. Customize as needed.

Karol Krol https://www.lifehack.org/articles/productivity/productivity-made-simple-where-to-start-with-gtd.html

Ivy Lee Method

1. At the end of a day write down the six most important items you need to accomplish the next day. Stick to six items.
2. Prioritize and number those items.
3. The next day, begin with task one and work your way down the list.
4. At the end of the day, move any remaining tasks to tomorrow's list.
5. Return to step 2.

Six isn't a magical number, the importance is focusing on a limited number of items, one at a time.



James Clear https://jamesclear.com/ivy-lee

Warren Buffett's Two List Strategy

1. Write down your top 25 goals.
    1. Choose a timeline that makes sense to you- this week, month, year…
    2. You can also use this in a bigger picture sense- career, social, personal
2. Select and circle your top five goals.
3. Only focus on your top five goals.

-The remaining items get ZERO focus until the first five are reached.

-The items most likely to derail your progress are other things you care about. These things populate your original list.

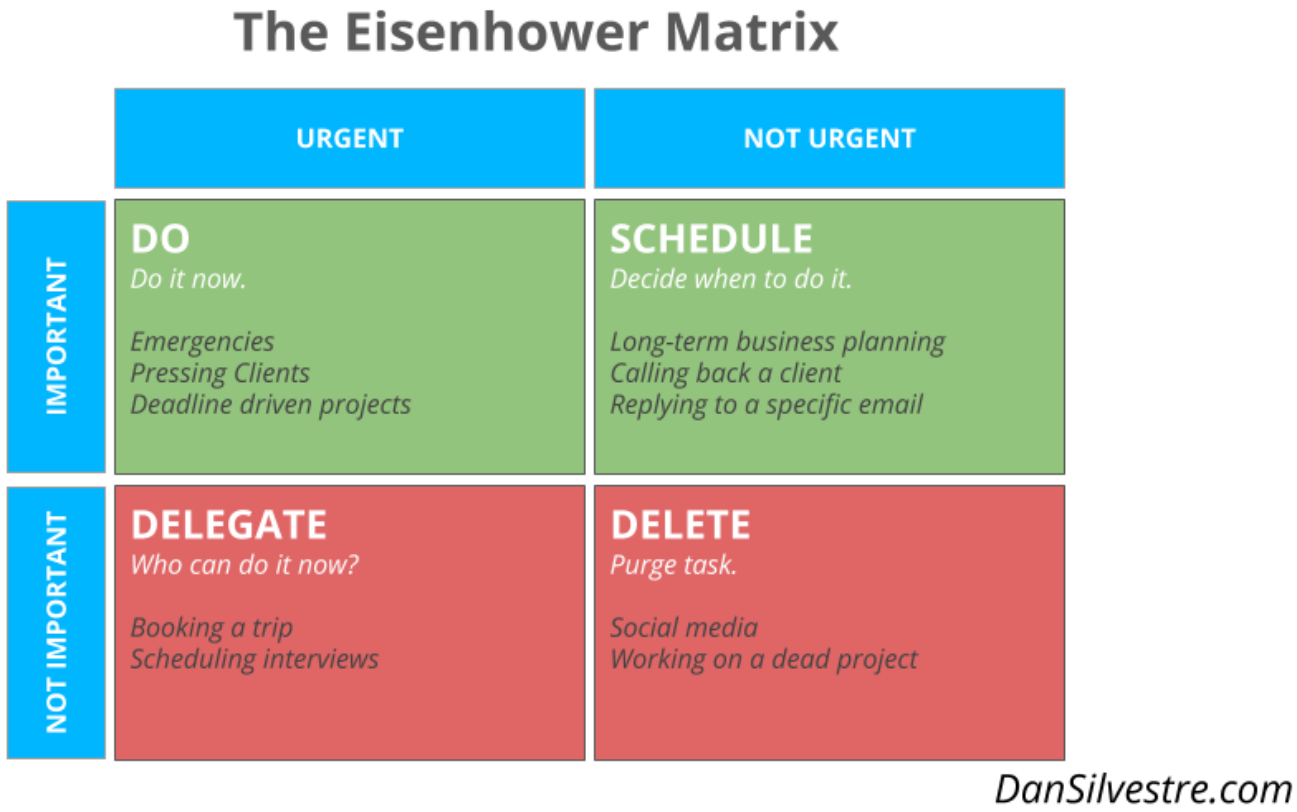
-Compared to your top five goals, the remaining goals are distractions.

-Be ruthless with your focus.

James Clear https://jamesclear.com/buffett-focus

Eisenhower Matrix Priority Sorting

1. Write down all tasks.
2. Sort your items based on priority.
    1. Identify Urgent items with a U.
    2. Identify Important items with an I.
    3. Items can have both, one, or no labels.
3. Sort items according to the matrix.
    1. Items that are both Urgent and Important are top priority.
    2. Items that are Important, but not Urgent should be scheduled.
    3. Items that are Urgent, but not Important need delegated. Find someone who can do it now.
    4. Items that are neither Important or Urgent get purged.



Dan Silvestre http://www.dansilvestre.com/time-management-techniques/

10/10/10 Method for Decision Making

- For any decision you're struggling with, ask yourself:
  - How will I feel about this 10 minutes from now?
  - How will I feel about this 10 months from now?
  - How will I feel about this 10 years from now?
- Process your choices during spare moments.
- Focusing on the future impacts current choices.
- Long term choices, done consistently and in large numbers, create an exponential curve of quality of life over time.
- Helps you establish a pattern of behavior.
- Each day is fresh for new choices and patterns.

Trent Hamm https://www.thesimpledollar.com/putting-the-10-10-10-rule-to-work-in-your-life/

Time Management Techniques

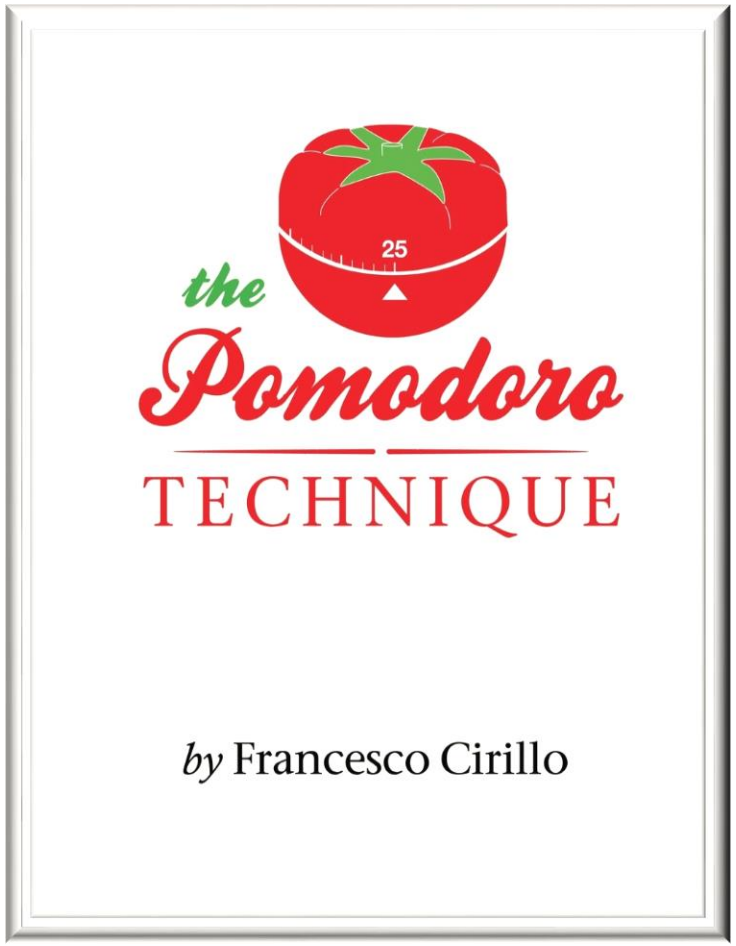
- Two-Minute Tasking
- Pomodoro Technique
- 18 Minutes
- 100 Blocks A Day
- Warren Buffett's 20 Slot Rule
- C.O.P.E.
- RescueTime

Two-Minute Tasking

- For every new task:
  - Will it take less than two minutes to complete?
  - If yes, start it right away.
  - If no, but a priority, spend two minutes on the task.
  - If no and not a priority, write down for later.

Based on information in David Allen's "Getting Things Done: The Art of Stress-Free Productivity" (2001).

The Pomodoro® Technique



1. Choose a task.
2. Set a timer for 25 minutes.
3. Work only on that task until the timer goes off.
4. Place a checkmark next to the task.
    1. Some tasks may require multiple checks.
    2. This allows you to track time needed for different tasks.
5. Take a 5 minute break.
6. Repeat.
7. Every four sessions, take a longer break (15-30 mins).
8. If distracted by others, either
    1. Stop where you are and begin a new session later, or
    2. Inform them you are busy, let them know when you will get back to them, and get back to them as scheduled.

Alan Henry https://lifehacker.com/productivity-101-a-primer-to-the-pomodoro-technique-1598992730

18 Minute Technique

1. Take 5 minutes to set your plan for the day.
    1. Set goals for the day.
    2. Complete first thing at work.
    3. Schedule urgent/important tasks and try to complete them early in the day.
    4. Decide when/where you'll complete your tasks.
2. Every hour take a one minute break to refocus.
    1. Reflect on your productivity.
    2. Recommit to your task or goals for the next hour.
3. Use 5 minutes to reflect on your day.
    1. What worked?
    2. What didn't work?
    3. Where did you get distracted?
    4. What can you do to be more productive tomorrow?

Peter Bregman https://hbr.org/2009/07/an-18minute-plan-for-managing

100 Blocks A Day

- If 8 hours are set aside for sleep, 16 hours remain.
- 16 hours can be broken into 100 10-minute blocks.
- It may sound like a lot, but here are some facts about how the average American spends them:
  - 14 blocks on social media
  - 12 blocks on commuting to & from work
  - 48 blocks at work
  - 12 blocks eating
- You can schedule your work blocks to boost efficiency.
- Also be mindful of using your remaining free blocks each day for things that bring you joy or to reach goals.
- Take in the bigger picture; where are you spending your time and do those things deserve your time?

Henry Latham https://medium.com/the-polymath-project/100-blocks-per-day-617b7474cddc

Warren Buffett's 20 Slot Rule

- Limit yourself to 20 investments.
  - Time
  - Goals
  - Financial
- Make smarter investments.
- Load up on what you're good at.
- Focus on a smaller selection of items.
- Be willing to go "all in."
- Trim the good to make room for the great.

James Clear https://jamesclear.com/buffett-slots

C.O.P.E. Technique

- Clear-Organized-Productive-Efficient
  - Analyze how you spend your day.
  - Log your activities.
  - Eliminate time wasters.
  - Organize everything around you.
  - Prioritize tasks.
  - Work on one task at a time.
  - Systemize repetitive tasks.

http://www.growingleader.com/time-is-the-real-luxury-4-effective-time-management-techniques/

RescueTime Application

https://www.pcworld.com/article/2066770/review-rescuetime-helps-you-figure-out-where-your-week-went.html

Email Management Techniques

- Inbox Zero
- Deadline Folders
  - Today
  - This Week
  - This Month/Quarter
  - FYI
- Color Coding
  - Automatic Formatting
  - Conditional Formatting
- Management Software (Free)
  - Shift
  - Unroll.me
  - IFTTT
  - Google Inbox
  - Checker Plus

Collaboration Tools

Files & Documents

- Dropbox
- Microsoft OneDrive
- Google Docs
- Zoho Docs
- ONLYOFFICE
- Microsoft Office Online

Project Management

- Trello
- Asana
- Wunderlist
- TickTick
- Monday

Notes

- Evernote
- Dropbox Paper
- Google Keep
- INKredible
- Notejoy
- AnyList

Scheduling

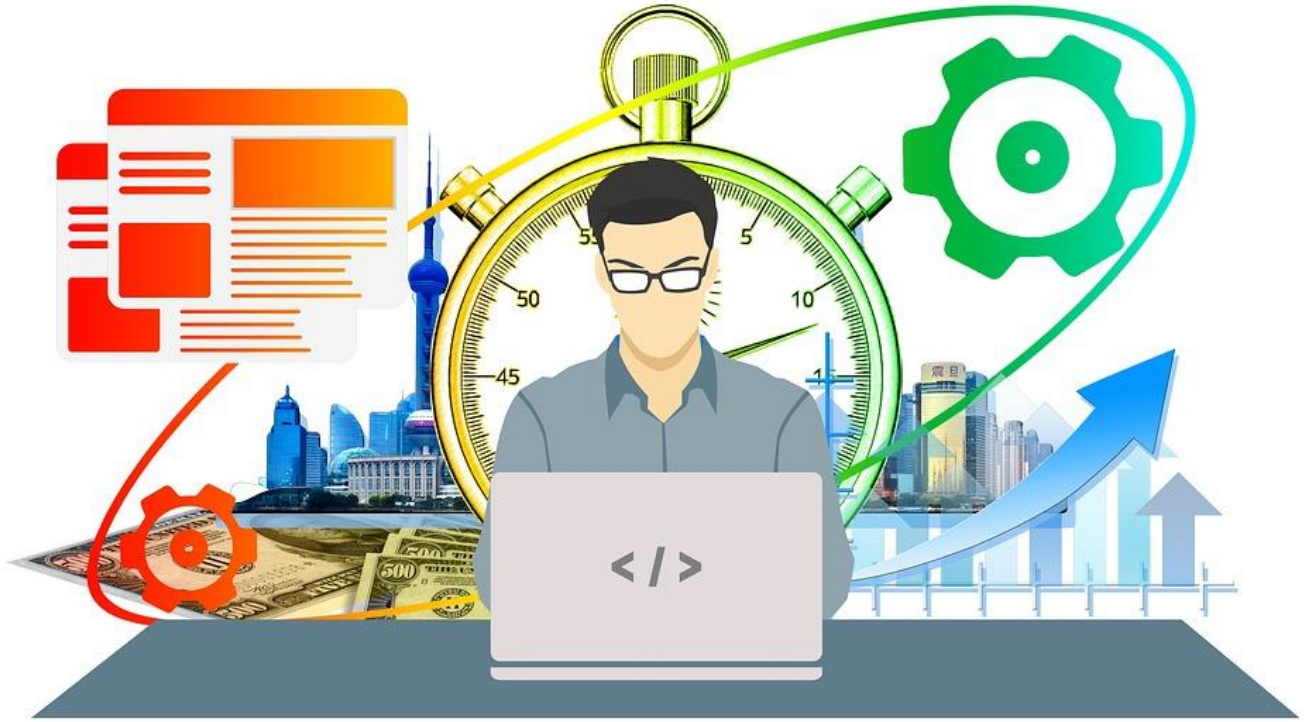
- Doodle
- TeamUp Calendar

Design

- Canva
- InVision

Big Ideas

- Be intentional.
- Make it personal.
- Find tools that work for you.
- Limit your focus.
- Tackle the big stuff first.
- Reflect and adjust.



DON'T BE BUSY. JUST BE PRODUCTIVE.

TJ Smith, Director
Sherman Township Library
libdirector@shermantwplib.org
(989) 644-5131