



Getting Things Done

WORK 2 LIVE
PRODUCTIONS



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You Have Time!



- Being unable to complete tasks on time is not about having too little time.
- It's about how you're prioritizing, focusing on and managing your tasks and projects.
- What do you have trouble finishing on time?

Is there a pattern to what you can't get to and what you don't enjoy?

List tasks that you have trouble getting to or completing:	Amt of Time Needed	Do you enjoy this task?	
		Yes	No

Expectations and Intentions



- Are you realistic about what you can accomplish in a day?
- Do you set your tasks up to become routine?
- Do you take care of the tasks you don't want to do in a timely manner? Or first thing each day?
- Do you know where your time goes?
- Let's see how we would like to spend our 24 hours in a day...

Where does your time go?

Pick a recent, typical day for each category and record what you do and how long it takes:

Description	Typical Work Day	Typical "Off" Day
Total Hours:		

Planning Fallacy

- Whatever you just estimated, it's probably wrong.
- Studies show that we are VERY optimistic about planning for how long things take. For instance, when we try to predict how much time we need to get to work, many assume the best-case scenario. Moderate traffic, no accidents, etc. How often does that happen for you?
- We grossly underestimate how long anything will take when we try to plan in advance.
- The only way you can really determine how long it takes you to do something is to track your time. You can choose a day or a week, but it's well worth the investment of time.
- You can use a list like we just viewed or you can use an app on your phone, like toggl, which works on your computer as well.



How to Gain Control of Your Free Time

https://www.ted.com/talks/laura_vanderkam_how_to_gain_control_of_your_free_time?language=en

Look at Your Processes

Calendars and “To-Do” Lists

- Reduce the number of programs or apps you are using to keep track of your obligations.
- Combine into one so that you don't have to remember to check multiple places.
- You can enter your tasks in your calendar as “all-day” events and they will be listed on the top of the screen. This allows you to correlate your to-do's with your events.



The screenshot displays a Google Calendar interface for the week of October 20-26, 2019. The calendar is organized into a grid with days of the week as columns and time slots as rows. Key events include:

- October 20 (Sun):** Record Podcast (5:45-9:15am), Send podcast to Paola & Melissa (9:30-10:30am), Write Time/Productivity Workshop (10:45am-1:45pm), Write Cultural Responsiveness Workshop (1:45-4:45pm), Print Handouts (5-7pm).
- October 21 (Mon):** Birthdays (4:30-7am), W2L Payroll (4:30-7am), Email (7-8am), Edit Transitions for FFS (8-9am), Job Description for new admin (9-10am), Clean Office & Walkway (10-11am), Write EI for Teens (11am-12pm), Travel to Good Sam (12-1pm), HVP Leads Meetings for FY 19-20 (1-4pm), Travel (4-5:30pm), Gas & pack for Tuesday (5:30pm), Coaching session (6-7pm), Webinar: Getting Things Done (7-8pm).
- October 22 (Tue):** Private (4:30-6:30am), Travel (6:45-8:45am), BSC Wilmington (8:45-10:45am), William Green Elementary School, Travel (11am-12:30pm), EI for Teens - Write/Prep (1-3pm), Coaching Session (3:30-4:45pm).
- October 23 (Wed):** MSB Payables (4:30-7am), MSB Payroll & Taxes (4:30-7am), Email (7-9am), Dr. Kaye (8-9:30am), Coaching Session (10-11am), Finish EI for Teens (11am-1:45pm), Work on Leadership Retreat (11:45am-2:30pm), LAF (2:30-3:30pm), Write Communications/Gossip Workshop (3-5pm), Certified Facilitators video meeting (6pm, Zoom).
- October 24 (Thu):** Private (4:30-7am), Email (7am), Dr. Kaye (8-9:30am), Coaching Session (10-11am), Email (2-3pm), Write Communications/Gossip Workshop (3-5pm).
- October 25 (Fri):** Private (4:30-7am), Email (7am), Travel (7:30-9:30am), Foothill Family Services (9:30-11:30am), Travel (11:30am-1:30pm), Spirit - Cultural Responsiveness (2-4pm), Travel (4-5:45pm).
- October 26 (Sat):** Private (4:30-8am), Module I: Instructions for Google (4:30-8am), Module II - Introduction to Coach (4:30-8am), MSB - Payables (8:30am-1pm), M's P (6-8:30pm).

- ### Teresa's Priority List
1. Manage business, supervise staff & maintain business relationships
 2. Write and facilitate workshops for 3 contracts plus miscellaneous clients/projects
 3. Manage foundation's business processes
 4. Produce podcast & blog
 5. Conduct coaching sessions
 6. Family & Friends
 7. Self-Care
 8. Facilitate On-Line Coaching Course
 9. Continuous learning

How do you schedule your clients?

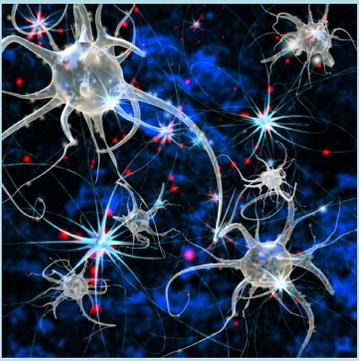
- How long is your typical home visit?
- How much time do you allocate on your calendar per visit?
- Do you accurately schedule travel time?
- Do you allow any buffer in case a visit goes long?
- What do you do in between visits?
- Do you schedule time to complete your notes?
- When do you file your notes?
- Do you usually submit the notes on time?

Top Time-Wasters



- #1 “Multi-tasking” – Task Switching
- #2 Social media, other apps, devices
- #3 Procrastination
- #4 Disorganization





Mono-tasking (again!)

- It takes more time to get tasks completed if you switch between them than if you do them one at a time.
- You make more errors when you switch than if you do one task at a time.
- If the tasks are complex then these time and error penalties increase.
- Each task switch might waste only 1/10th of a second, but if you do a lot of switching in a day it can add up to a loss of **40% of your productivity**.
- Research shows that people can attend to only one cognitive task at a time. The only exception is that if you are doing a physical task that you have done very often and you are very good at, then you can do that physical task while you are doing a mental task. So if you are an adult and you have learned to walk then you can walk and talk at the same time.



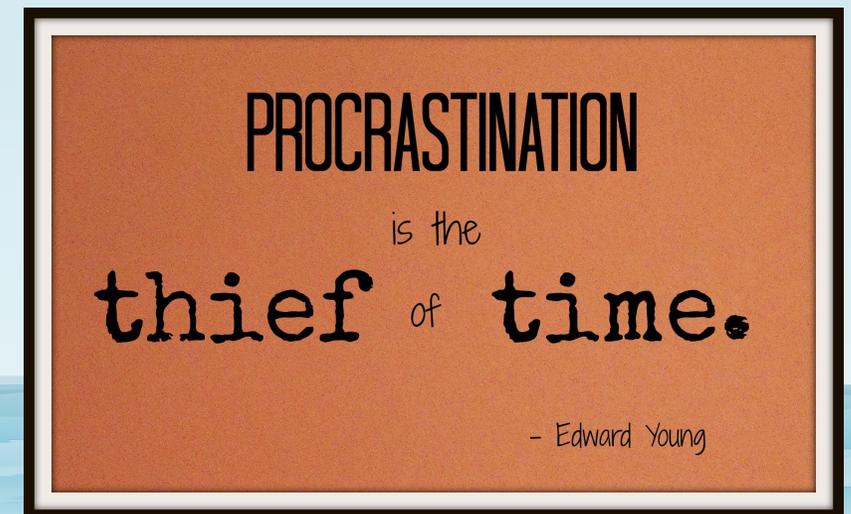
Devices



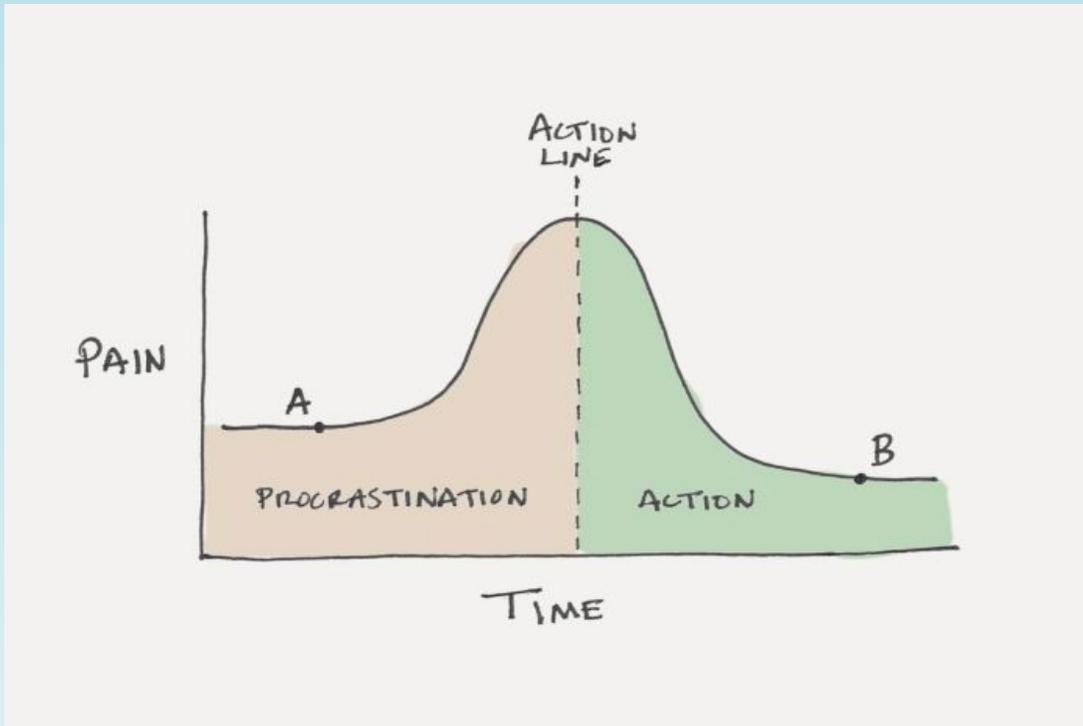
- Includes social media, texting, IM and streaming.
- How many of you can watch just one show on Netflix or other streaming services?
- How many of you can hear your device notification and not at least glance at what just happened?
- We check our phones over 150 times a day on average. If you open & close your phone – about 1 minute each time. That's 2.5 hours per day! Or 38 days a year!!
- **TURN OFF** notifications that are not work-related when you are working. This includes FB, Instagram, Twitter, Netflix, Amazon Prime, dating apps, game apps, breaking news...

Procrastination

- This is one of the most common issues when you find you're struggling to complete a task or project.
- Everyone procrastinates sometimes or on some tasks.
 - If you regularly procrastinate, consider that typically, we do this when the task is difficult or boring, and we deliberately look for distractions.
 - Procrastination largely reflects a struggle with self-control, as well as the general inability to accurately predict how we'll feel tomorrow or the day after.
- Look back at your list of things you don't like to do...
- How do you procrastinate?



Overcoming Procrastination

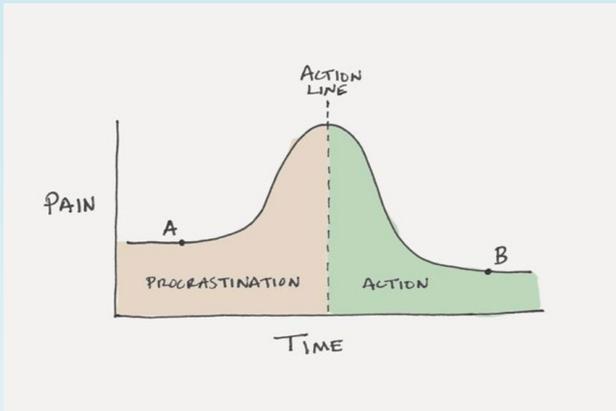


- You can't rely on long-term consequences and rewards to motivate your Present Self. You have to find a way to move future rewards and punishments into the present moment.
- You have to make the future consequences become present consequences.
- This is exactly what happens during the moment when we finally move beyond procrastination and take action.
- For example, you have a report to write that you've known about for weeks, but continued to put off day after day.
- You experience a little bit of nagging pain and anxiety thinking about this paper you have to write, but not enough to do anything about it.
- Then, suddenly, the day before the deadline, the future consequences turn into present consequences, and you write that report hours before it is due. The pain of procrastinating finally escalated and you crossed the "Action Line."



The Agony!

- As soon as you cross the Action Line, the pain begins to subside. In fact, being in the middle of procrastination is often more painful than being in the middle of doing the work.
- Point A on the chart is often more painful than Point B. The guilt, shame, and anxiety that you feel while procrastinating are usually worse than the effort and energy you have to put in while you're working.
- The problem is not doing the work, it's **starting** the work.



Stop Procrastinating

- We need to make it as easy as possible for our Present Self to get started and trust that motivation and momentum will come after we begin.
- Note that motivation often comes after starting, not before.
- Strategies:
 1. Make the Rewards of Taking Action More Immediate - Only do [something you love] while doing [the thing you procrastinate on].
 - **Temptation bundling** is a strategy that suggests that you bundle a behavior that is good for you in the long-run with a behavior that feels good in the short-run.
 - Only [listen to an audiobook] while [exercising].
 - Only [watch Netflix] while [doing household chores].
 2. Design Your Future Actions
 - **Commitment devices** can help you stop procrastinating by designing your future actions ahead of time. Helps you eliminate your distractions or poor habits.
 - If your device is your go-to when procrastinating, remove the apps, games, social media, etc., that you're attracted to.
 - Remove the batteries from your remote control if channel-surfing is your distraction. Having to replace them each time you want to avoid doing what you need to do will give you enough pause to really think about what you're doing.

Change Your Habits

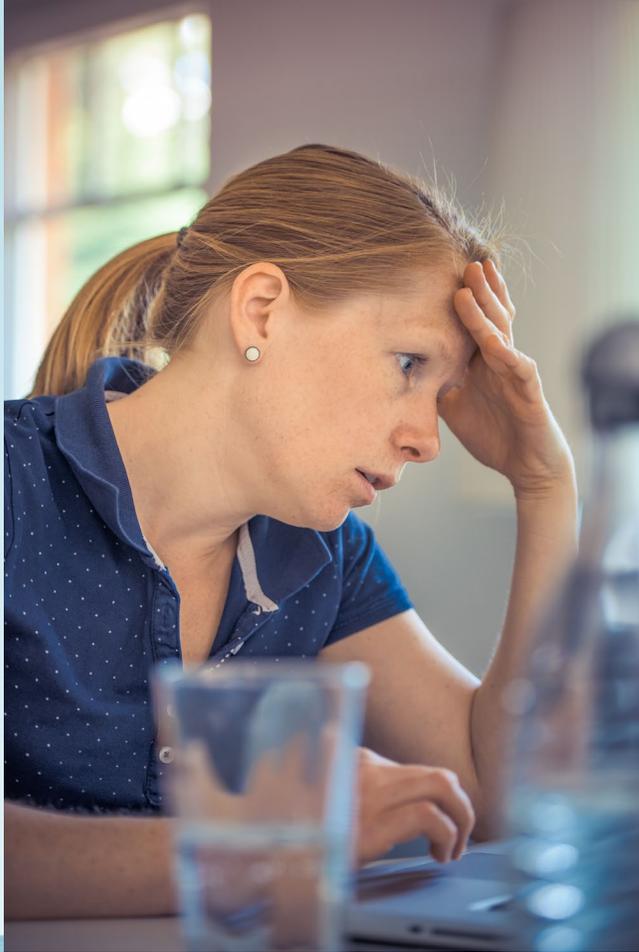
3. Make the Task More Achievable

- Use the **2-Minute Rule**, which states, “When you start a new habit, it should take less than two minutes to do.” The idea is to make it as easy as possible to get started and then trust that momentum will carry you further into the task after you begin. Once you start doing something, it’s easier to continue doing it. The 2–Minute Rule overcomes procrastination and laziness by making it so easy to start taking action that you can’t say no.

4. Break the Task Down

- Instead of looking at the whole project at once (which feels overwhelming, so you procrastinate), break it down into smaller chunks.
- An easy way to accomplish this is to shift from # of outcomes, try time. Dedicate to working for 15 minutes on a task. Odds are, if you spend 15 minutes doing it, you’ll become motivated to do more, but even if not, if you spend 15 minutes every day on it, it will become more manageable as the project shrinks.

Are You Over-Extending Yourself?



- If you have planned your time accurately, you could easily stop this habit.
- Look back at your “where your time goes.” Are there a lot of extra hours in the day? If so, go ahead and commit to something. If not, say no.
- If you don’t have time, but really want to say yes, what are you willing to cancel that day?
- If you regularly over-extend yourself, what’s your motivation? Are you trying to fill an unmet need?

Organizing Your Workspace & Your Mind

- Keep your most used items at hand. Put everything else away.
- If you have a complex task you have to perform repeatedly, or periodically, document the steps and post it where you can see it. Then you save taxing your brain and make it a routine habit.
- Make a standard kit that you take with you. Don't "pack" each day. Load forms, handouts/give-aways, references, pens, paper, equipment, etc., into a bag or box and replenish when supplies get low.
- Block off everything on your calendar, at least while you're shifting habits.
- Break tasks down into time chunks. Anything 2 minutes or less on your list, do immediately. Then tackle your most challenging task first (or the task you really don't want to do, but have to).
- Routine, routine, routine. The more tasks and activities that you can streamline and repeat, the more you'll get done!

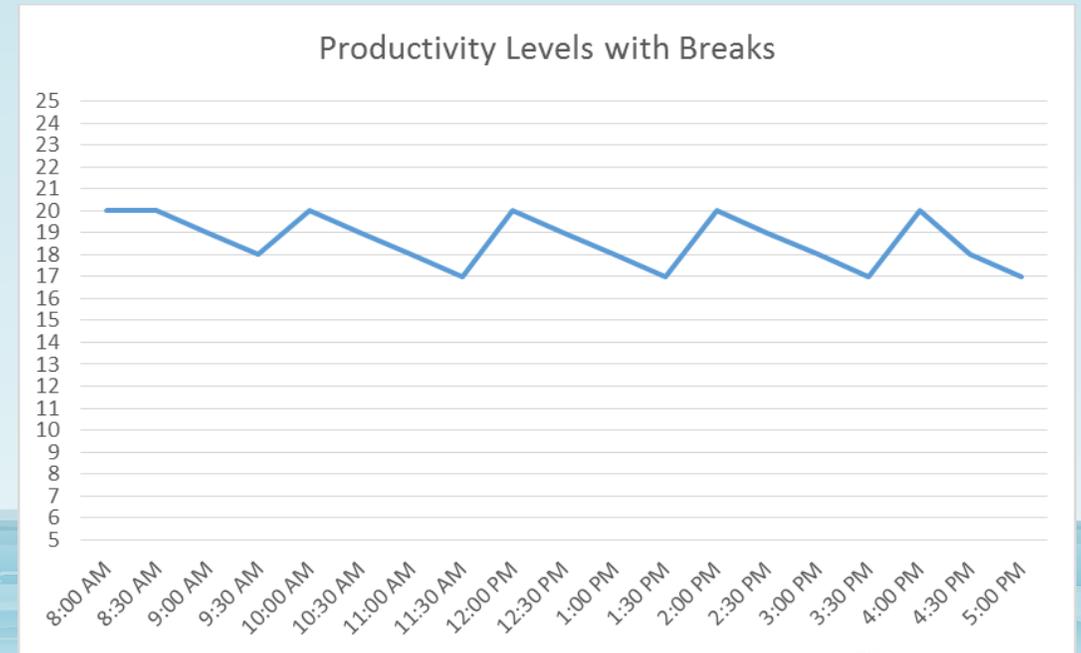
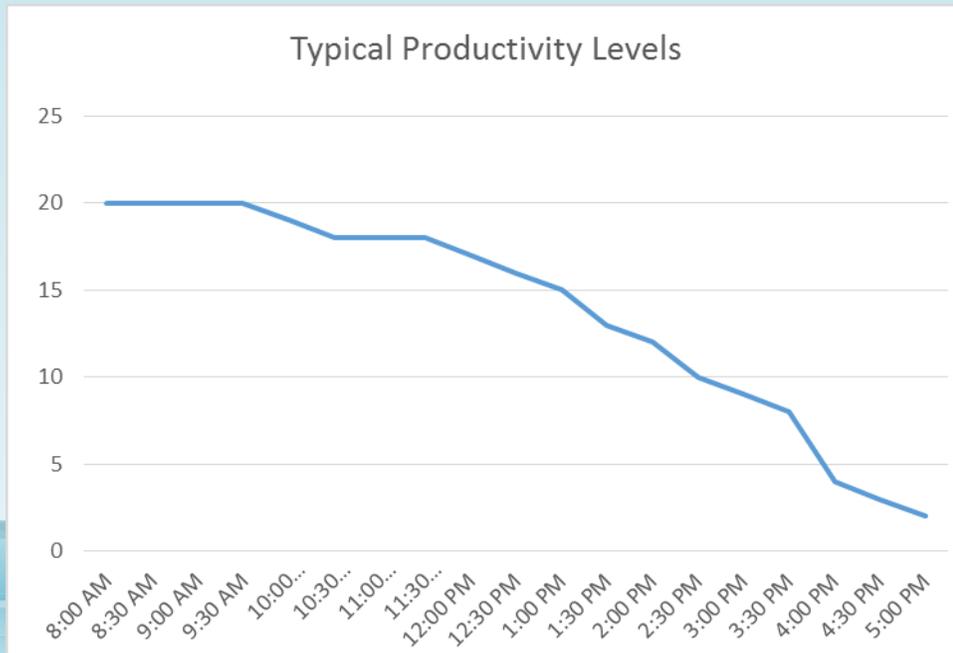


Self Care that Boosts Productivity

- Take breaks. The top 10% of performers take 15 minute breaks every hour. While that may not be realistic for your role, take at least a 5 minute break every 90 minutes. This allows your brain to reset and refresh, it gives your eyes and/or body a boost, and it will allow you to maintain productivity throughout the day instead of decreasing steadily from the morning on.
- Studies show that following our Ultradian Rhythms enhances performance and increases productivity over the course of a day because we don't "crash."

Productivity Levels in a Typical Day

- It sounds counterintuitive, but taking scheduled breaks can actually help improve concentration. Some research has shown that taking short breaks during long tasks helps you to maintain a constant level of performance; while working at a task without breaks leads to a steady decline in performance.



More Self-Care

- Integrate self-care throughout your day. These are all scientifically proven methods for improving your time-management & productivity:
 - Be mindful.
 - Spend some time in the sun.
 - Get some exercise.
 - Eat healthy.
 - Be happy.
 - Give yourself rewards.

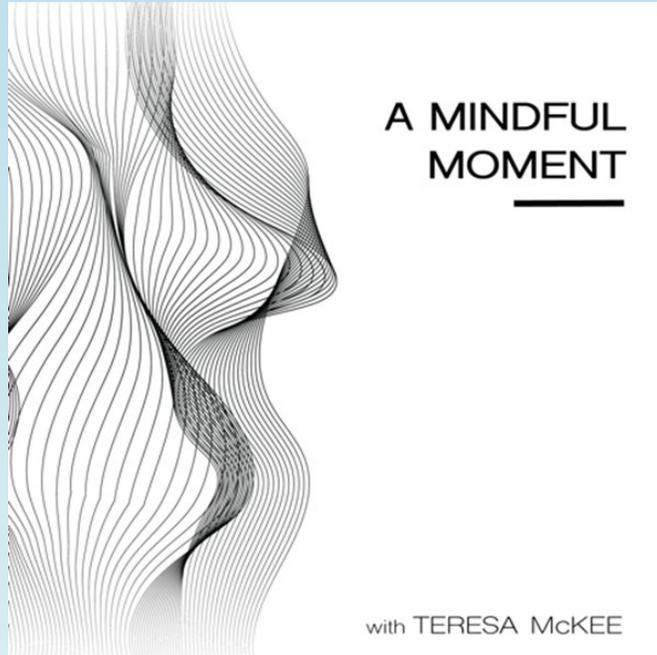


What Else?



- Let's look back at the list we made of what you have trouble getting done on time.
- What can you change now about how you approach the task(s)?
- What tips do you have that you can share with the group?

Subscribe to our podcast in English or Spanish. Available on Spotify, Apple Podcasts or any of your favorite podcast outlets:



If you have additional questions or would like more information about this presentation, please contact us.

Resources

- The True Cost of Multi-tasking.
<https://www.psychologytoday.com/us/blog/brain-wise/201209/the-true-cost-multi-tasking>
- Procrastination: A Scientific Guide on How to Stop Procrastinating.
<https://jamesclear.com/procrastination#Make%20the%20Rewards%20of%20Taking%20Action%20More%20Immediate>
- How To Be More Productive: 18 Top Tips To Help You.
<https://www.workzone.com/blog/how-to-be-more-productive/>
- Time Management - 10 Productivity Tips and Tricks That Work.
<https://www.youtube.com/watch?v=1FsEr8owBOc>
- Avoid Burnout and Increase Awareness Using Ultradian Rhythms.
<https://betterhumans.coach.me/avoid-burnout-and-increase-awareness-using-ultradian-rhythms-5e64158e7e19>