



# The Power of Productivity

Adapted from Harvard “Getting the Work Done Right”

# You Can't Get it All Done

There is no escaping the surge of e-mail, texts, voicemail, social media...

## Getting it all done is a myth

We must make conscious choices about what we ARE going to get done

- ★ Intentionally put non-essential things to the side
- ★ Schedule and focus energy on what matters the most

2 Main Challenges in doing the right things

- ★ Identifying what they are
- ★ *And then doing them*



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# – Self Reflection

Never

Occasionally

Often

Always

1. Even though it feels like I work nonstop all day, I never get the most important things done
2. No matter what I intend to focus on at the beginning of the day, as soon as I start working (email, etc) I seem to get derailed and lose my focus
3. When I have something important and challenging, I want to accomplish, I spend my time doing lots of little things and avoiding the big one
4. When my work gets challenging, I somehow keep interrupting myself by checking my phone, looking at social media, email, etc.
5. When I am on a conference call, I get bored and multitask until I miss something important, then I try to cover it up
6. I am late for meetings and appointments because I try to get one more thing done instead of leaving enough time for preparation and travel

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# – Self Reflection

Never

Occasionally

Often

Always

7. I feel overwhelmed and stressed by the number of things I have to do

8. My work day ends in frustration as I think about all of the things I wanted to get done but didn't

9. When I try to make space for my own work, I get interrupted by others and I find it hard to protect my time

10. I don't spend enough time at work in my "sweet spot" (doing the work I'm really good at and enjoy the most)

**Score Yourself:**

**Number of Never**

**Number of Occasionally**

**Number of Often**

**Number of Always**

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# – What the scores mean

If you selected mostly “never” - congratulations! You’re already doing a great job of focusing on the work that will give you the highest reward. You likely already have rituals and tactics that make you productive. You can gain a few new tips and ideas to expand your collection of productivity tools.

If you selected mostly “occasionally” - you’re doing pretty well. Perhaps willpower or delegating is helping you focus on getting the right work done. But there’s even more you could be doing to boost your productivity.

If you selected mostly “often” you could use a process to help you get and stay focused on the right work. Resist the allure of “urgent” projects to focus on the work with the greatest long-term rewards. Learn how to craft the most useful to-do lists so that you can power through them and leave work feeling accomplished.

If you selected mostly “always,” you have some work to do to help yourself gain productivity. Pick your biggest pain point and start there, then return back to this presentation to pick up more useful practices.

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## 9 Things Successful People Do Differently

1. Get specific
2. Seize the Moment to Act on Your Goals
3. Monitor Your Progress
4. Be a Realistic Optimist
5. Focus on Getting Better vs Being Perfect
6. Have Grit
7. **Develop Rituals**  
Build Your Willpower Muscle
8. Don't Tempt Fate
9. Focus on What Will Do vs What You Won't Do

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# 4 Dimensions of Energy

## Physical

Fitness  
Sleep  
Nutrition  
Hormones

## Emotional

Cultivating Positivity  
Practicing Gratitude  
Giving Back

## Mental

Improve Focus  
Spending time being Creative  
Feed your Brain

## Spiritual

Discover your Why  
Overcome a Fear  
Believe in Yourself

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# Energy Tips



1. 90 minutes intense work - then break (aim for 3-90 minutes intense work daily)
2. Do the most important task first - **before you check your email**
3. Break down big tasks into smaller, more manageable
4. Eat small, energy rich meals throughout the day vs 3 large meals
5. 20 minute nap if possible
6. Stand up, move around, go for a quick walk
7. Drink water - constantly
8. Learn your own energy cycles

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# Prioritize the “right work”

## Prove your value



### Showing your value

- Increase revenue or profits
- Improve corporate culture
- Higher compensation
- Gain clients

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# Quick Value Test

1. Am I the right person?
2. Is this the right time?
3. Do I have enough/the right information to complete the request?
4. Do I have the resources that I need to complete the request?

*If the answer is no, explain why you are not the right person for this task and provide a realistic alternative*



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# – How to Determine What to Work On

→ Set Your Intentions

*Get specific about your goals*

→ Prioritize Your Commitments

*Don't prioritize your schedule - schedule your priorities*

→ Make it easy to say “no”

*Create different email signatures with polite ways to decline a request*

→ Focus on Your Criteria

*Write it down - if a request does not meet it, just say no*



## Tip

Get it out of your head and onto the paper (or digital document). Often times, when we have too much in our head, and not enough in “black & white” we feel overwhelmed.

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# A Practical Plan for When You Feel Overwhelmed

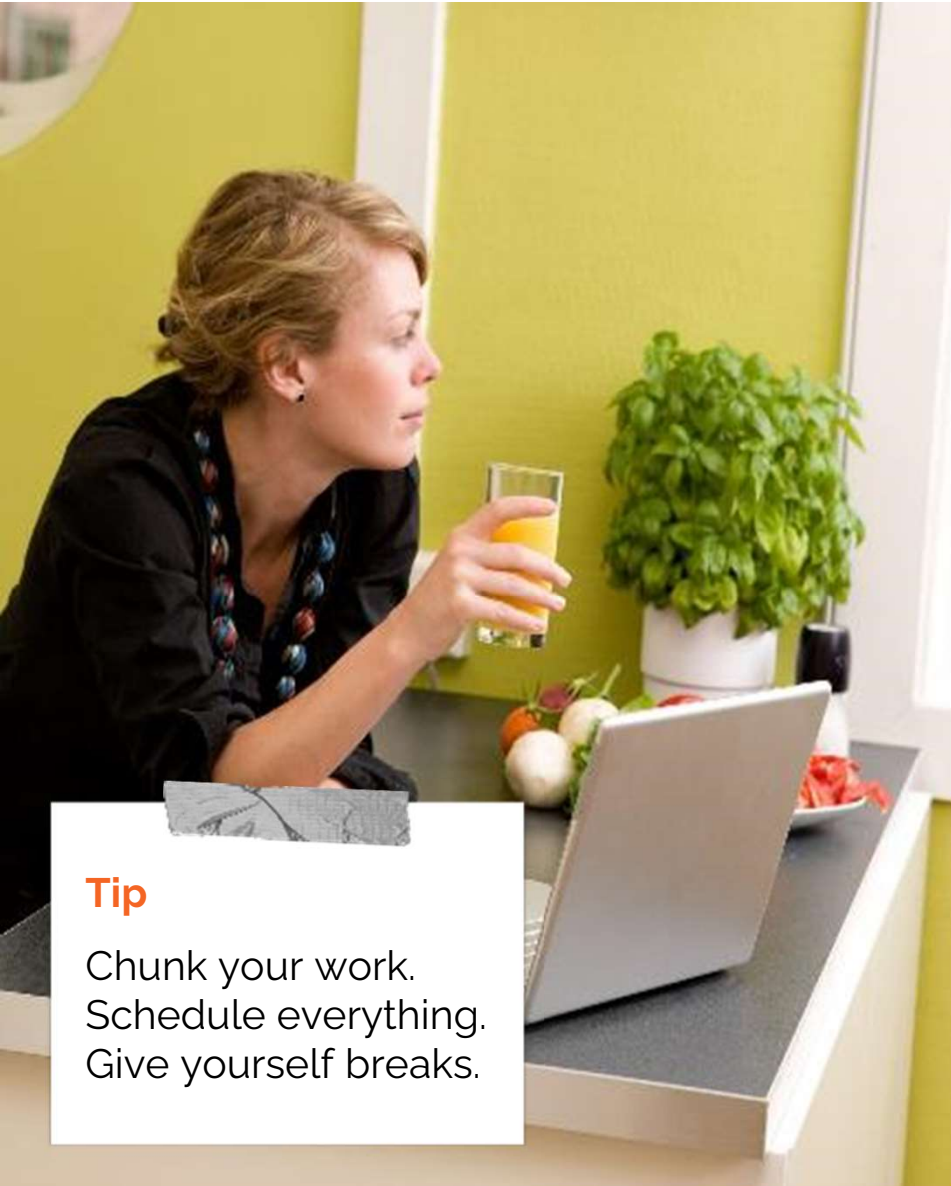
*It's not a question of "if" it's more like a question of "when"*



1. Write everything that you need to get done down on paper (use real paper and a pen).
2. Spend 15 minutes completing as many of the easiest, fastest tasks on your list as you can. Use a timer.
3. Work on the most daunting task for the next 35 minutes without interruption. Turn OFF your phone, notifications, etc. **Focus.**
4. Take a 10 minute break. Then do this cycle again.

*Working within a specific and limited time frame is important because the race against time keeps you focused.*

Learn more at: <https://bkomplete.com>



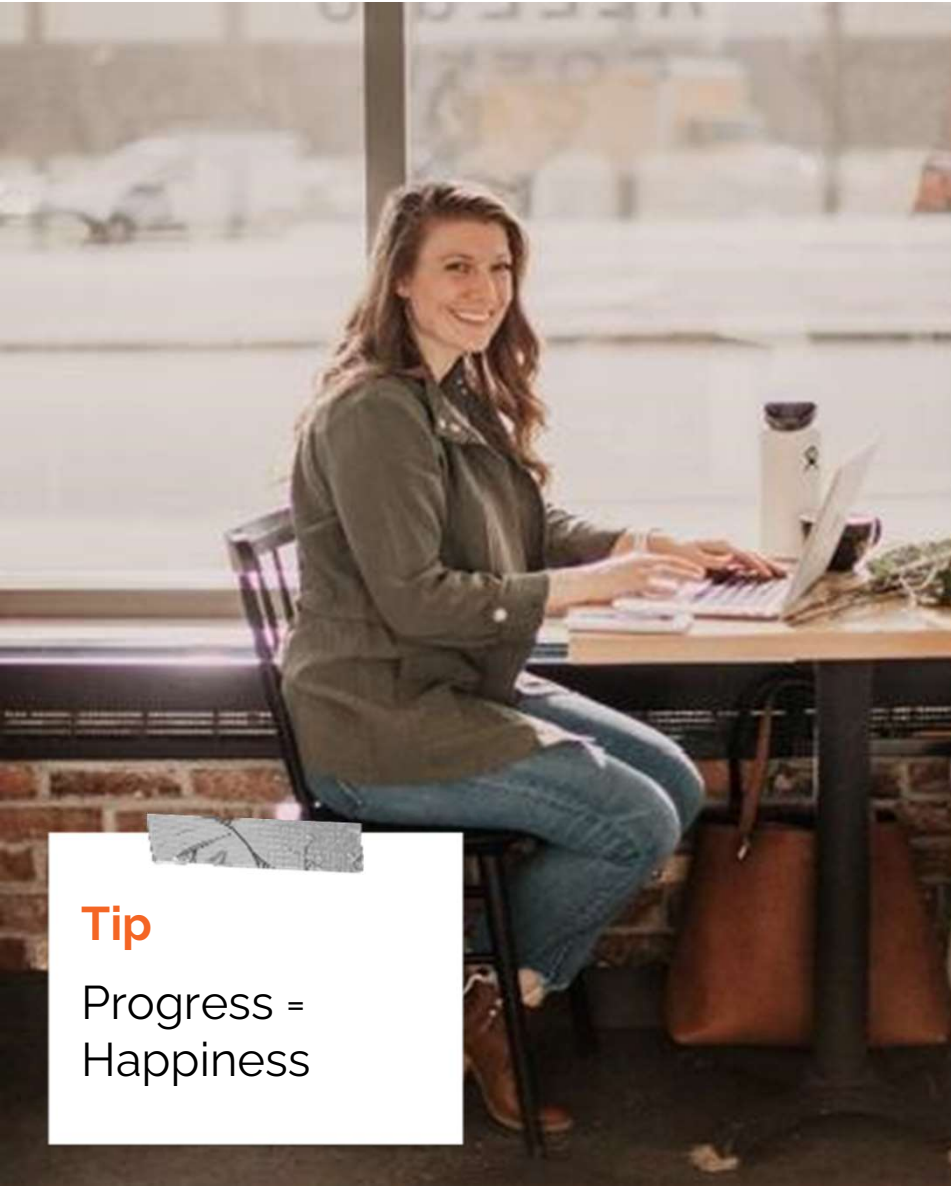
### Tip

Chunk your work.  
Schedule everything.  
Give yourself breaks.

# How to Quit Procrastinating

- Figure out what is holding you back:  
*It is something that you don't like?*  
*Is it something that you don't know how to do?*
- ID what is holding you back - then break the cycle
- Set Deadlines
- Increase the Rewards
- Involve Others
- Get in the Habit and Focus on Progress

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**Tip**

Progress =  
Happiness

## How to Tackle Long-Term/Large Projects

- Acknowledge/feel your fear
- Share your fear
- Get the tools/resources you need
- Drop the idea of perfection - aim for better
- Make it a priority and commit to it
- Chunk the work - and set deadlines

Learn more at: <https://bkomplete.com>

# Why Should We Stop Multitasking?

**Turn off  
distractions/  
interruptions**

**Prioritize**

**Laser focused  
on time  
management**

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# How to Stay Focused on What is Important

Learn the difference between Urgent and Important:

- Urgent tasks include frantic, last-minute requests, “fire drills,” fixing a crisis vs solving the bigger issue, and doing tasks because you don’t want to work on the bigger project

## How to stay focused:

- Choose 3 important tasks to complete each day
- Turn OFF your email and put your phone on airplane mode
- Can do an away message on your email
- Set up a weekly 20-minute meeting with yourself for time to review your work in the past week, your to-do list, and focus for the next week

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# How to Write a To-Do List, That Works

## **Break down the tasks**

- Very small and specific
- ID the tasks it will take to accomplish the goal (the goal should not be on the to-do list)
- The more specific, the faster it can get done

## **Use specific action verbs and include details**

- Call with Mentor → 2:30 PM Call with Mentor Natalie at 215-999-5555 to discuss personal development monthly goal

## **Bucket your work in the way that makes sense for your work style**



# How to Write a To-Do List, *That Works*

## Use a medium that works for you

- Paper vs electronic. Both?

## Create the to-do list at a frequency that works for you

- Weekly vs Monthly

## Highlight Top Priorities

## Build in Incentives/Rewards

## Double check priorities, adjust as needed

## Check OFF WHEN COMPLETE

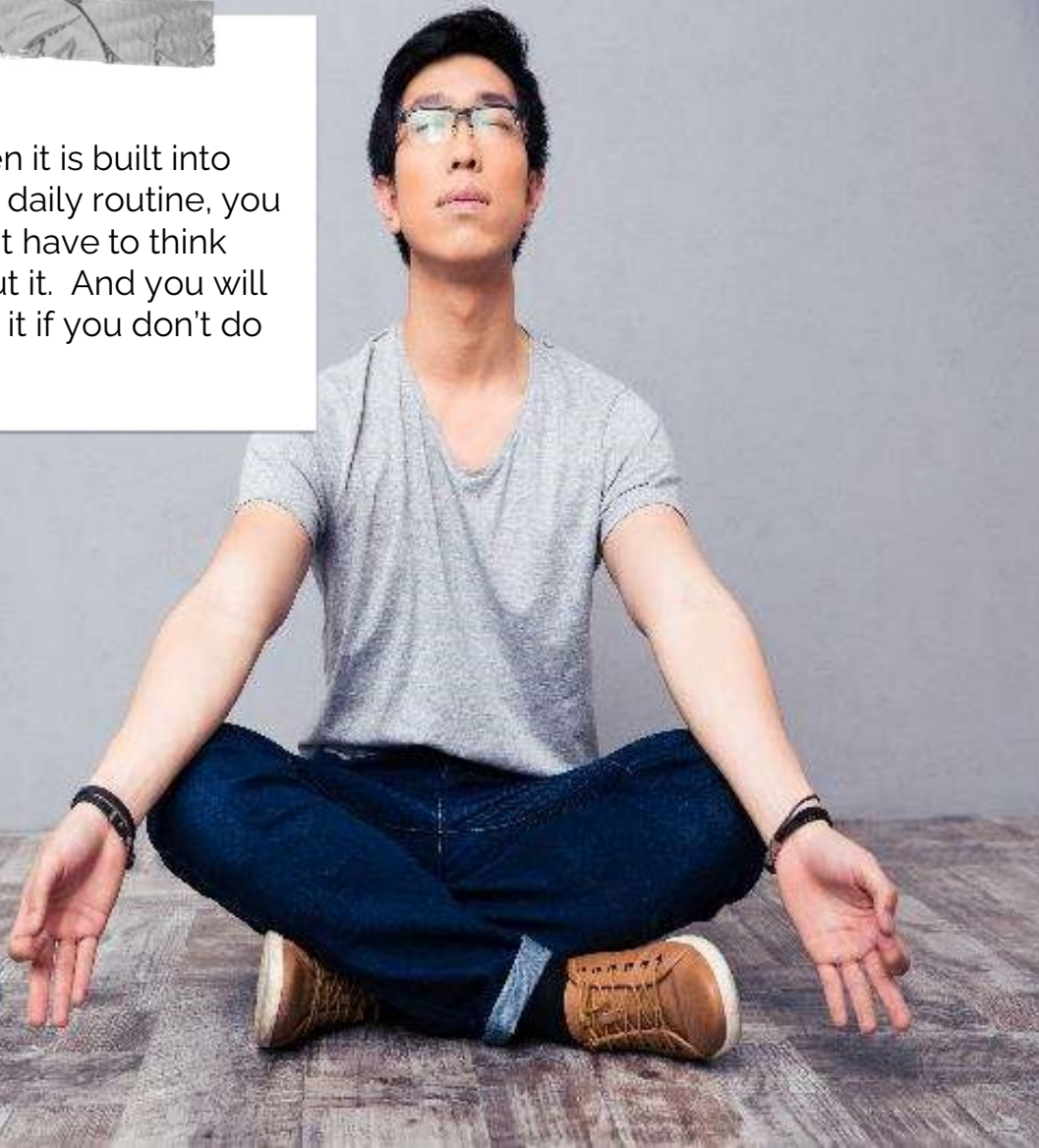
### Tip

Use a calendar to create your to-do list

Learn more at: <https://bkomplete.com>

## Tip

When it is built into your daily routine, you won't have to think about it. And you will miss it if you don't do it!



# Create Rituals

Rituals are highly specific behaviors, done at precise times that become automatic (and do not require effort)

- Built into your life to help you get the most important things done
- Examples:
- Sleep schedule, exercise in the AM, meditation, focus on important work first, writing down ideas (to get them onto paper and out of your head), speaking to a friend or colleague, etc.

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# Energy Quiz

True or False

## Body

1. I don't usually get 7-8 hours of sleep and I often wake up feeling tired
2. I usually skip breakfast or I eat something fast (not nutritious)
3. I don't exercise at least 3-4 times a week
4. I don't take regular breaks during the work day to recharge

## Emotions

1. I often find myself feeling irritable, impatient or anxious at work, especially when work is demanding
2. I don't have enough time for family and friends, and when I am with them I am thinking about work
3. I have too little time for activities that I enjoy outside of work
4. I don't stop often enough to thank others and express appreciation

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# – Energy Quiz

True or False

## Mind

1. I have trouble focusing on 1 thing at a time, and I am especially distracted during the day especially by email
2. I spend much of my day reacting to immediate crises and demands rather than focusing on activities with longer-term value and high leverage
3. I don't take enough time for reflection, strategy and creative thinking
4. I often work in the evenings or on the weekends and I almost never take an email-free vacation

## Spirit

1. I don't spend enough time at work doing what I enjoy the most – and do the best
2. There are gaps between what I say is most important and what I actually work on
3. My decisions at work are more influenced by external demands than by a strong, clear sense of my own purpose
4. I don't invest enough time and energy in making a positive difference to others or to the world

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Total number of statements checked TRUE

Guide to energy scores:

0 – 3 = Excellent energy management skills

4 – 6 = Reasonable energy management skills

7 – 10 = Significant energy management deficits

11 – 16 = Major issues with lack of energy management

# Scoring

What do you need to work on? Number of checks in categories:

Body \_\_\_\_\_

Mind \_\_\_\_\_

Emotions \_\_\_\_\_

Spirit \_\_\_\_\_

Guide to category scores:

0 = Excellent, 1 = Strong, 2 = Deficits, 3 = Poor, 4 = Major

Issues

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# Renew Your Energy

90 minutes intense work then a 15-minute break

Get up and go for a walk, stretch, meditate

Take a break for lunch

Work cycling allows you to be more efficient and focused

- Sleep
- Reduce alcohol
- Manage stress
- Nutrition
- Energy cycles

Physical

- Mindfulness
- Breath exercise
- Connections
- Smile
- Mantra

Emotional

- Reduce interruptions
- Schedule your time
- Important work first

Mental

- ID what you enjoy
- Goals
- Your “why”

Spiritual

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# Email Simplification

## Step 1

- **Clear out your inbox**
  - Sort by sender, date, subject
  - Clear out junk, unsubscribe from lists

## Step 3

### ● Maintain your new system

- Process email in batches – schedule time to do email
- 2-minute rule for quick emails
- Reconsider “reply all”
- 1 liners generally not needed

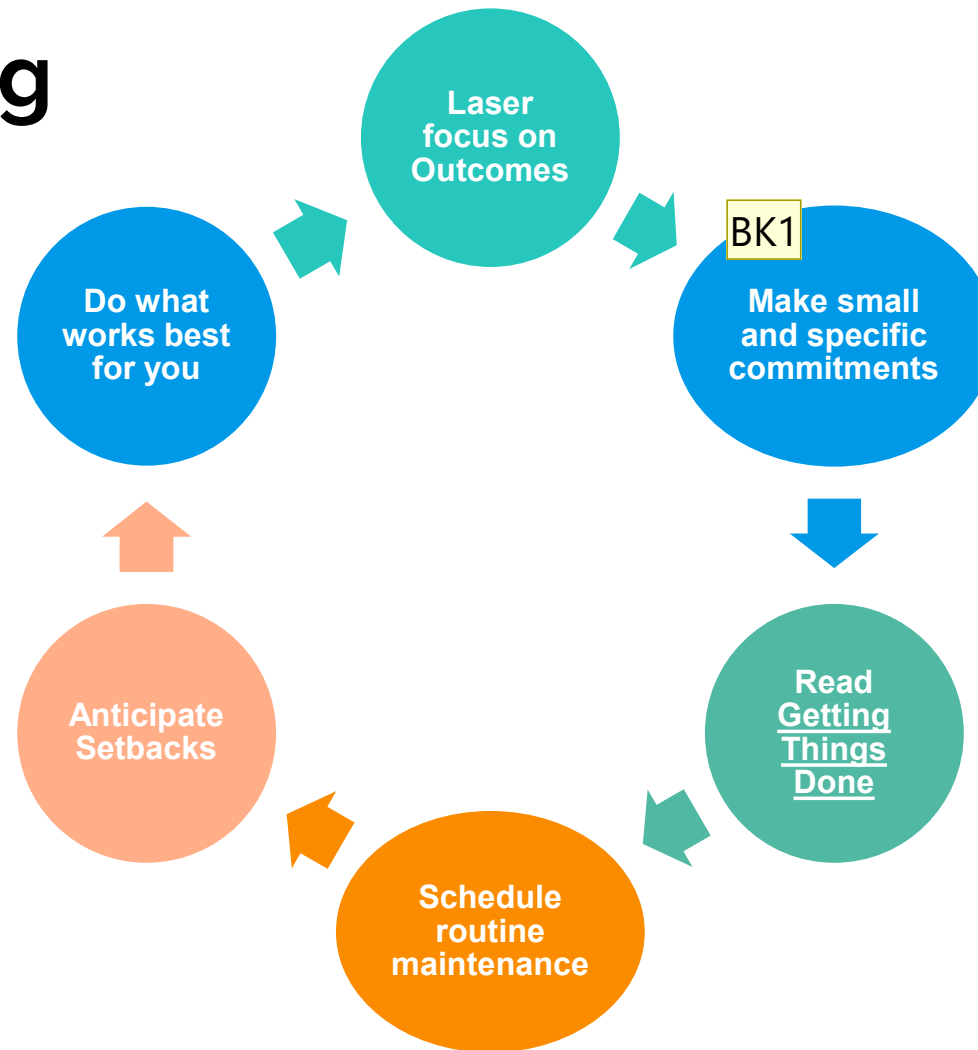
## Step 2

- **Set up just 3 folders:**  
Follow Ups, Hold, Archive

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# Keep it Going



Learn more at: <https://bkomplete.com>

**Slide 25**

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**BK1**

Sometimes we get so focused on organization we lose sight of the big picture

Beryl Krinsky, 1/3/2021

*B. Komplete*

**Thank you  
Questions**



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## Additional Resources

- **Steven R. Covey**  
**7 Habits of Highly Effective People**
- **Julie Morgenstern**  
**Organizing from the Inside Out**
- **David Allent**  
**Getting Things Done**