



GET MORE DONE: FIND YOUR PRODUCTIVITY STYLE

DIAL 844- WEB ADIGO

(844-932-2344) *NO ID NEEDED*

START TIME: 5 MINUTES AFTER THE HOUR
WE'LL GO FOR 20 MINUTES UNTIL 25 PAST



**A Conferencing Tips
Webinar with Brad Volin,
President of Adigo – 9/8/2015**



AGENDA

- Intro's
- Top 4 productivity styles (according to Carson Tate of 99U.com)
- Tips on how to achieve a “productivity streak”



INTRODUCTIONS

- President, Adigo
- Experience at Public and Private companies
- Definitely times of being MORE and LESS ☹

PRODUCTIVE!



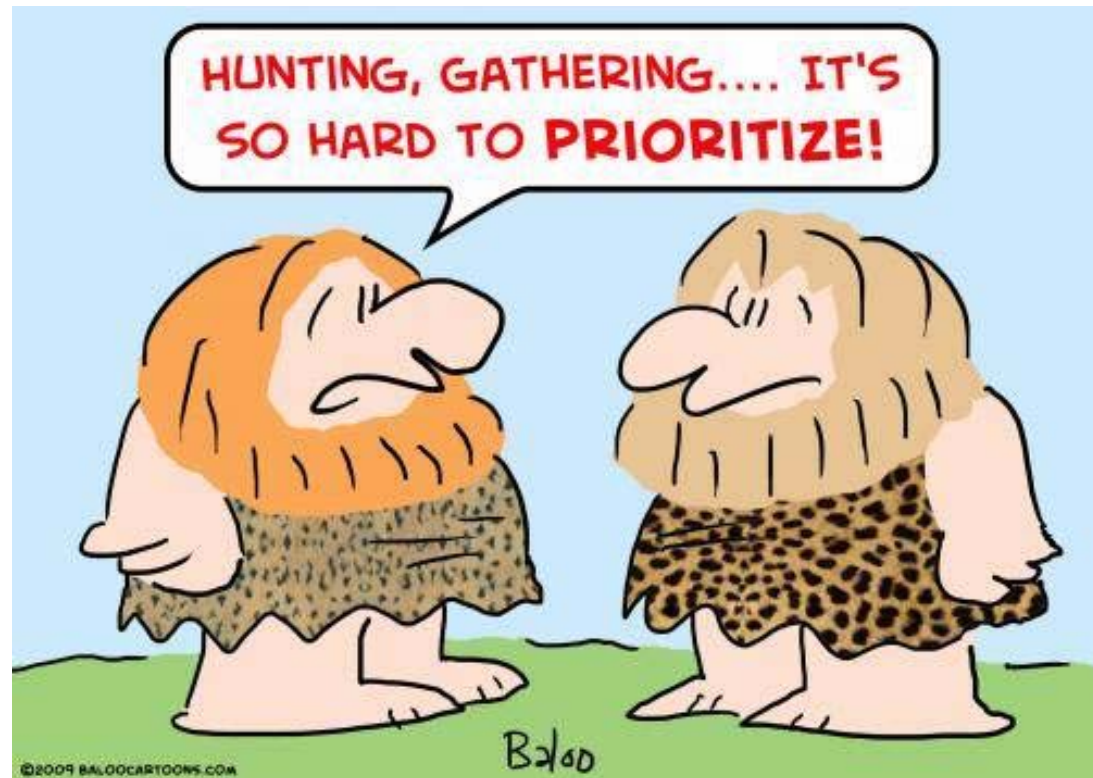
A FLEXIBLE APPROACH TO PRODUCTIVITY

- When it comes to productivity, there is no one size fits all approach. What works for one person might not work for the next.
- BUT – if we look at strengths and habits, we can build a plan that actually works...



THE PRIORITIZER

- **Logical, analytical, fact-based, critical, and realistic** thinker.
- Plans according to how long it takes to complete tasks.
- **Focused on execution**, which can make them seem controlling and rigid.
- Hates chit-chat, missing data, or oversharing.





WHAT'S AWESOME ABOUT A PRIORITIZER:

- Data analysis
- Critical analysis and logical problem solving
- Goal oriented, consistent and decisive





PRODUCTIVITY TOOLS FOR A PRIORITIZER

- 42Goals: Tracks your daily goals and keeps a log of your daily activities.
- Daytum: Helps you collect, categorize, and communicate any and all of your data.
- Moosti: A timer-tool based on the Pomodoro Technique.
- Wunderlist: Tracks and reminds you of your to-dos.
- Classic low-tech tools, like legal pads and a label maker.

The screenshot shows the 42goals app interface. At the top, there's a header with the '42goals' logo and a navigation bar with tabs for 'All types', 'Habits', 'Workout', 'Nutrition', and 'Poker'. Below the navigation bar, there's a date selector for 'Aug 24—30'. The main content area is a table with columns for 'Mon August 31', 'Tue September 1', and 'Wed September 2'. The rows represent different goal categories: 'Productivity' (all days have a green checkmark), 'Coffee' (Mon: 2 cups, Tue: 1 cup, Wed: 2 cups), 'Daily expenses' (Mon: \$23, Tue: \$353, Wed: \$23), 'Wake up' (Mon: 07:40⁰⁰, Tue: 07:43²⁰, Wed: 07:38²⁰), and 'Work on project' (Mon: 00:46⁴⁰, Tue: 00:46⁴⁰, Wed: 00:48²⁰). At the bottom, there's a link to 'Add a new goal'.

	Mon August 31	Tue September 1	Wed September 2
Productivity	✓	✓	✓
Coffee	☕☕	☕	☕☕
Daily expenses	\$ 23	\$ 353	\$ 23
Wake up	07:40 ⁰⁰	07:43 ²⁰	07:38 ²⁰
Work on project	00:46 ⁴⁰	00:46 ⁴⁰	00:48 ²⁰



THE PLANNER

- **Organized, sequential, planned, and detailed thinker.**
- Immerses themselves in the details of a project.
- *Not* known for their spontaneity.
- Thrive on schedules and action plans.
- **Want you to get to the point;** they'll read the fine print later.
- Hate attending a meeting without an agenda.



WHAT MAKES A PLANNER AWESOME

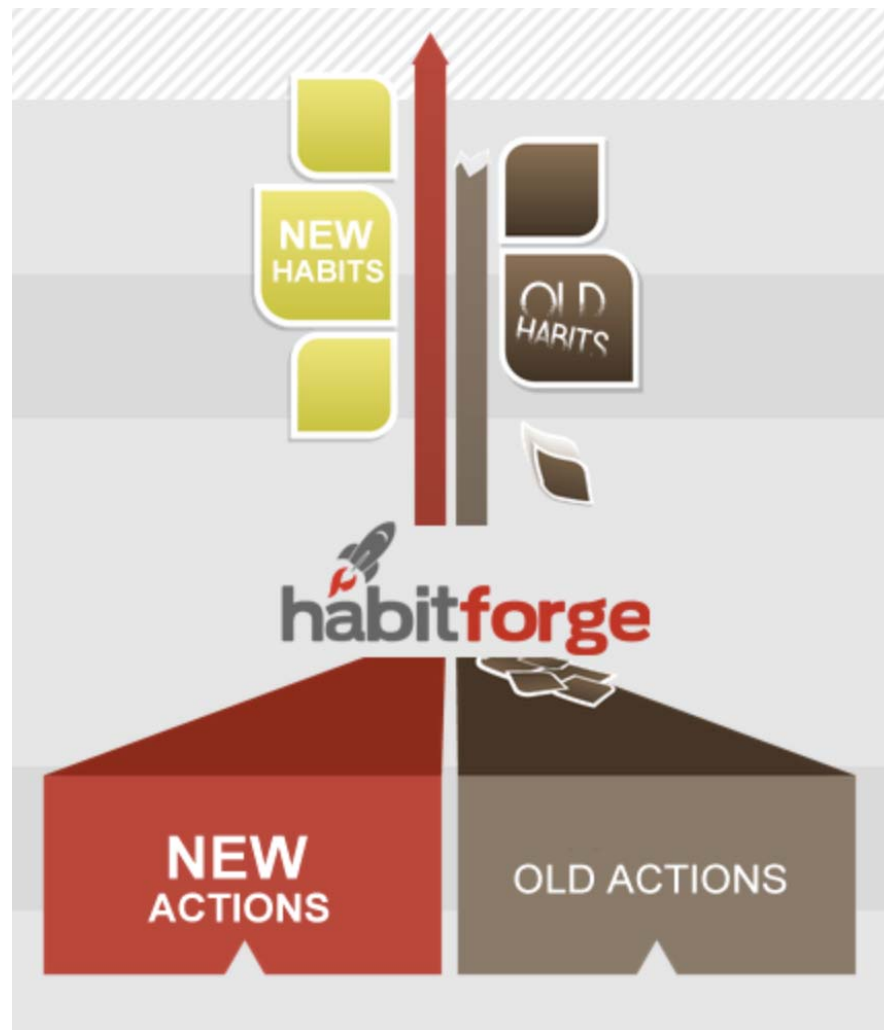
- Action oriented and practical
- Find overlooked flaws in plans or processes
- Organize and maintain data and project plans





PRODUCTIVITY TOOLS FOR A PLANNER

- Toodledo: Lets you make custom lists, create structured outlines, and view tasks on a calendar.
- HabitForge: A habit-forming tool designed around accountability that includes daily check-ins and progress reports.
- Agendas: Creates interactive agendas and broadcasts them to iPad users
- Objectiveli: Manages and track goals in real time.



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THE ARRANGER

- **Supportive, expressive, and emotional thinker.**
- The ultimate team player and natural communicator.
- Easily facilitate project meetings.
- **Hate when people lack personal touch** or rely too heavily on data or facts.
- Talkers; they love stories, eye-to-eye contact, expressing concern for others, and asking questions.



WHAT'S AWESOME ABOUT ARRANGERS

- Anticipating how others will feel, understanding their underlying emotions
- Facilitating team interaction
- Persuading and selling ideas

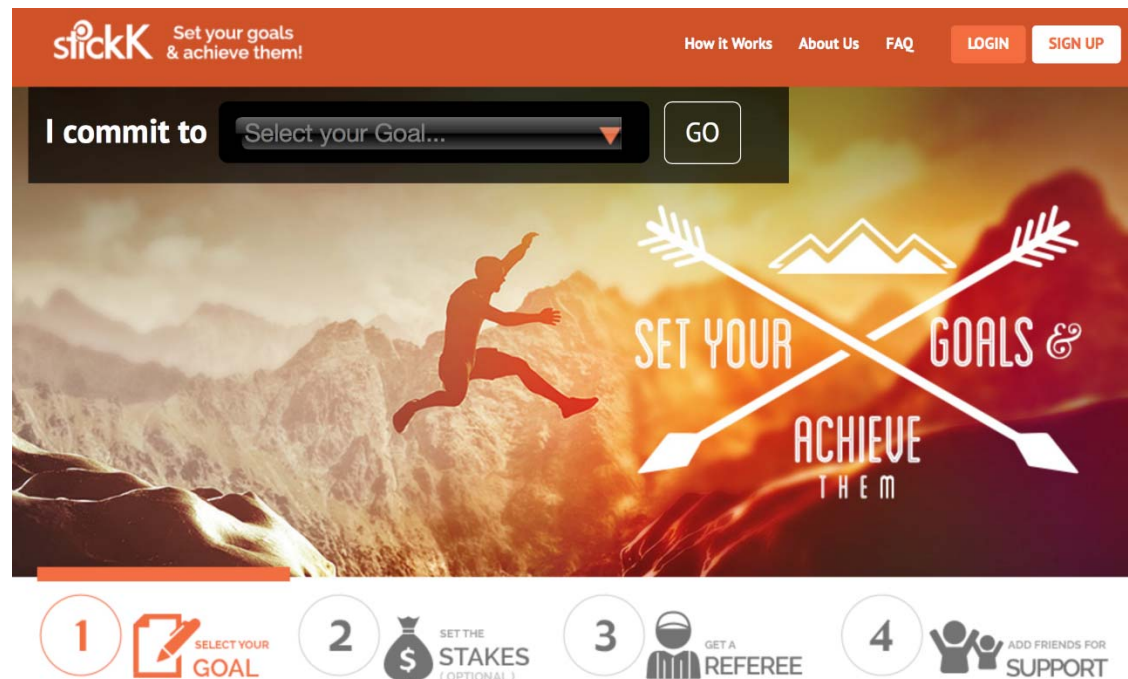


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PRODUCTIVITY TOOLS FOR ARRANGERS

- focus@will: A neuroscience-based music service that helps you focus and retain information.
- stickK: A habit forming tool that focuses on incentives, accountability and community
- workshifting: A resource site that shares ideas to help you shift when, where and how you work.



THE VISUALIZER

- **Holistic, intuitive, integrating, and synthesizing thinker.**
- Thrive under pressure, easily bored if they are not juggling multiple, diverse projects.
- **Focuses on the big-picture and broad concepts.**
- Spontaneity and impulsiveness can lead to breakthrough ideas, but can also derail project plans at times.



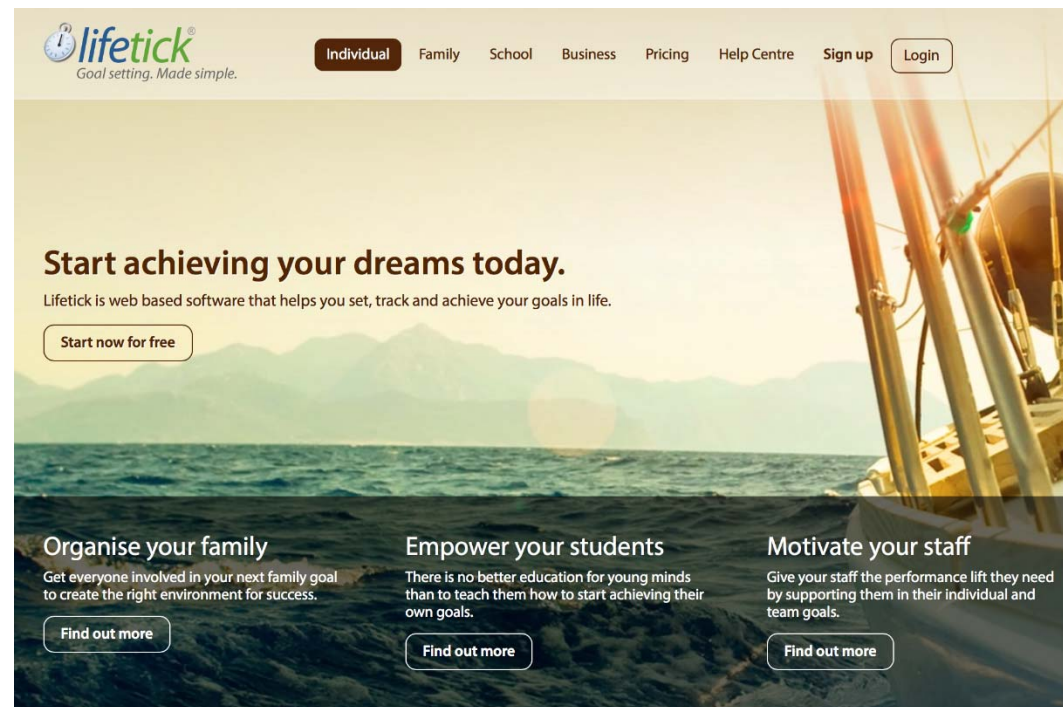
WHY VISUALIZERS ARE AWESOME

- They serve as a catalyst for change
- Creative problem solving
- Ability to envision the future, recognize new opportunities and integrate ideas and concepts



PRODUCTIVITY TOOLS FOR VISUALIZERS

- **Lifetick:** A highly visual dreams achievement tool where you can create and add to your lifelong “bucket list.”
- **ZenPen:** A tool that creates a minimalist writing zone where you can block out all distractions.
- **Visually vibrant, low-tech tools:** multicolored Post-It notes, colored folders, notebooks with unlined pages, pens in a variety of ink colors, large white boards, baskets, folders, and bags and clipboards for keeping papers visible while still organized.



GET ON A PRODUCTIVITY KICK

- Identify the highest-value activities and do them first. Other tasks will take up your time – reserve the best time for the most valuable tasks.



GET ON A PRODUCTIVITY KICK

- **Beware of fake breaks** (like surfing the web). Instead, **go outside**, call a friend, or **walk** around the house or office.



GET ON A PRODUCTIVITY KICK

- Give your time away.

→ In one experiment conducted by professors from Yale, Wharton, and Harvard, people who spent 15 minutes helping to edit research essays by local at-risk students reported that they **felt like they had more spare time**, committed to spending more time on a follow-up task, and then worked longer on that task. In some magical way, **this group of givers was both more productive and felt like they had more time.**





FREE RESOURCES FOR UPPING YOUR PRODUCTIVITY

- “Escaping the Time Scarcity Trap” by Janet Choi. *99u.com*
- “If It Doesn't Get Scheduled, It Will Never Get Done” by Elizabeth Grace Saunders. *99u.com*.
- “The 4 Types of Productivity Styles” by the Carson Tate. *99u.com*
- “The Case for Vacation: Why Science Says Breaks Are Good for Productivity” by Derek Thompson. *TheAtlantic.com*.



CONNECT

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How helpful was this? 1 (not much) – 5 (super)

For links, details and references, see our post:

[3 Credos Growth-Based Collaborators Have for Holding Better Meetings](#)

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