



**WHAT TO DO WHEN THERE'S  
TOO MUCH TO DO**  
LAURA STACK'S 6 STEP METHOD OVERVIEW

**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 –  
10/13/2015**



**AGENDA**

- Intro's
- Productivity Workflow Formula Overview
- 6 Step Productivity Method Overview

*confidential*



## INTRODUCTIONS

- President, Adigo
- Experience at Public and Private companies

○ **Always: Too much to do!**

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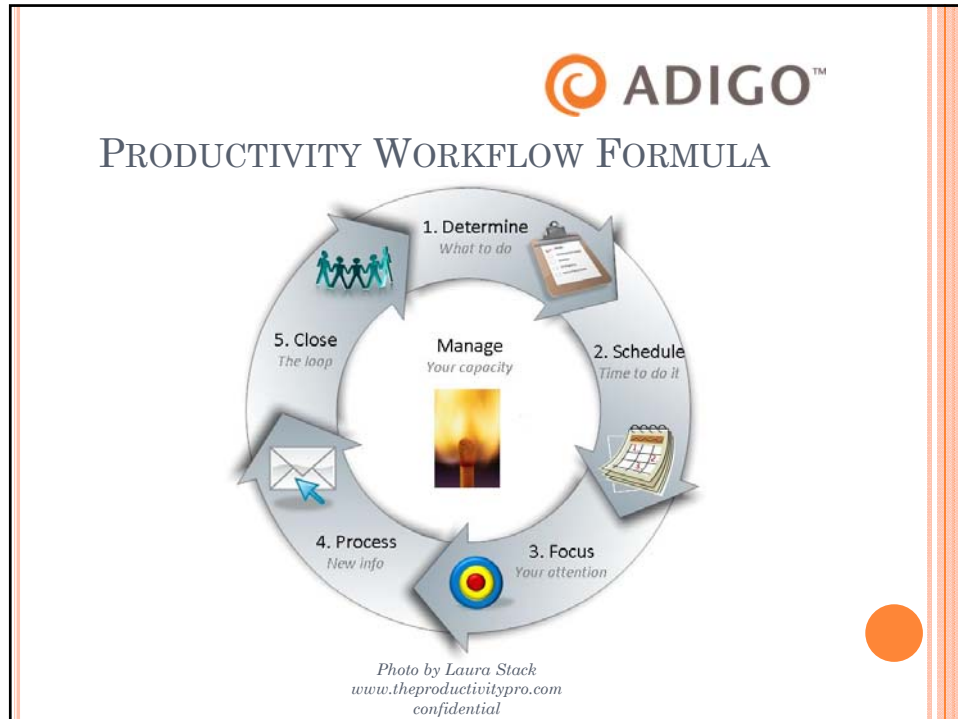



## THE CENTRAL THEME:

*“It’s better to do less,  
not more,  
so you can do better,  
more focused work.”*

*-Laura Stack*


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 ADIGO™

## STEP ONE: DETERMINE WHAT TO DO

- Determine exactly which tasks you need to perform on a regular basis, and then commit to doing only those tasks whenever possible.
- Triage: *To assign degrees of urgency to.*
  - Establish task priorities on the fly and push aside anything minor until you either can take care of it, or it drops off your to-do list.



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## STEP ONE: DETERMINE WHAT TO DO

### **TIP:**

Spend 15 minutes a day assigning the tasks on your HIT list P1-P4 priorities, following this schema:

- P1: You'll get fired if this isn't done today
- P2: A valuable long-term activity that should be done soon (often from the master list)
- P3: Someone will be unhappy if you don't do this eventually
- P4: Human "pain-management" activities such as socializing and Facebook

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## STEP TWO: SCHEDULE TIME TO DO IT

Once you've established a deadline for a particular task, calculate how much time you must work on the task each day. Then fit the time into your schedule according to the task's priority.

### **Tasks generally fall into three scheduling categories:**

- Daily "have-to" items required by the job
- Regular tasks
- Items from your daily and master to-do lists

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## STEP TWO: SAY NO

**Turn down any work that you don't want or can't handle.**

- Say no in an upbeat, positive way.
- Don't make empty promises.
- Don't apologize or explain yourself.
- Negotiate as necessary.
- Meet the other person halfway.
- Be persistent and consistent.
- Be crystal clear.
- Don't worry too much about the other person's feelings.

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## STEP TWO: KNOW YOUR "YES"

“ You have to decide what your highest priorities are and have the courage - pleasantly, smilingly, nonapologetically - to say 'no' to other things. And the way to do that is by having a bigger 'yes' burning inside.”

— STEPHEN COVEY

*Photo from  
waldorfsaladandcottagefries.com  
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### STEP THREE: FOCUS YOUR ATTENTION

- Hone your concentration to razor sharpness
- Shut out distractions
- Learn focus techniques
- Avoid multitasking



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### STEP THREE: ELIMINATE WASTE

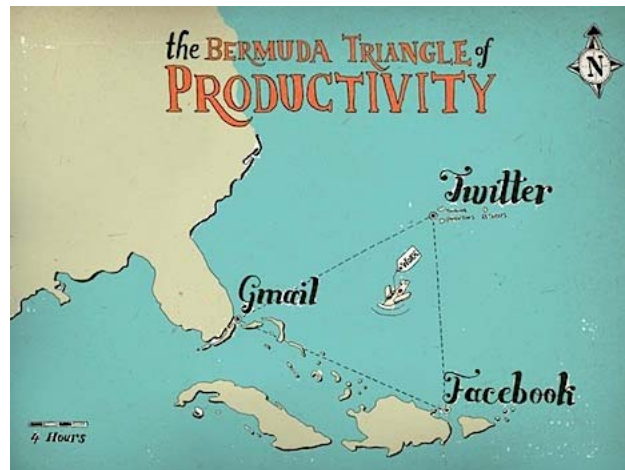
#### **Eliminate Time Wasters:**

- Paying too much attention to e-mail
- Overuse of the Internet, including social networks
- Excess socializing
- Handling personal issues on the clock
- Smoking
- Arriving late/leaving early
- Too many meetings

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### STEP THREE: THE NASTY 3



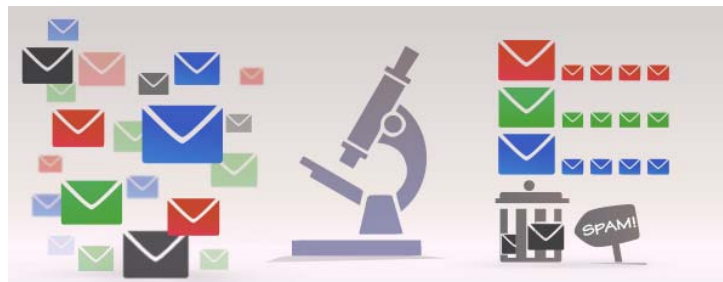
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### STEP FOUR: PROCESS NEW INFORMATION

#### o File digital information

- Set filters on your email.
- Create rules to automatically file with certain words in the subject line in particular folders, or play a sound when an email is received from a particular person



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## STEP FOUR: FOCUS ON SPEED

- **Quickly handle incoming email, voicemail, and paper**
  - Employ the right means of communication. A brief phone call can often save days of email strings
  - Check email and phone messages only at specific times
  - Maximize your reading time
    - If you have a lot of material to wade through, adopt a speed-reading system like J. Michael Bennett's Rhythmic Perusal method.
    - Carry around material for downtime reading, either as printouts in your briefcase or electronic copies on an e-reader

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## STEP FIVE: CLOSE THE LOOP

- Determine what does and doesn't work
- Reduce inefficiencies
- Solve people problems and bottlenecks
- Tighten up systems as you go



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## STEP FIVE: LOOK INWARD

### Ask Yourself:

- What changes can you make to improve the methods and procedures you're using?
- What can you do to work more effectively? What's holding you back?
- What new systems are benefiting your life?
- What's frustrating you?
- What's keeping you from doing what you know you should be doing?
- What obstacles do you perceive?

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## STEP SIX: MANAGE YOUR CAPACITY

Focus on the physical factors affecting your energy; manage sleep, diet, exercise, and your own happiness.



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## FREE RESOURCES FOR UPPING YOUR PRODUCTIVITY

- “What to Do When There’s Too Much To Do ” by Laura Stack, *TheProductivityPro.com*
- “Recovering Your Common Sense: How to Rein in Information Overload” by Laura Stack, *TheProductivityPro.com / Blog*

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## CONNECT

Brad Volin, 888-552-3446, [bvolin@adigo.com](mailto:bvolin@adigo.com)  
<http://linkedin.com/in/bradvolin>

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