


ADIGO™


TIME MANAGEMENT

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 – 6/9/2015**



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AGENDA

- Intro's
- Common time challenges
- Dave Allen's *Getting Things Done* Principles
- Productivity tips by Brigid Schulte



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INTRODUCTIONS

- President, Adigo
- Experience at Public and Private companies
- I never have enough to do!
- I have lots of free time!

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TIME MANAGEMENT TROUBLES

- 40 percent of American workers surveyed **report feeling overworked.**
- Half felt there were **too many tasks to complete in a typical workweek.**
- Two thirds said they didn't have **enough time for themselves or their spouses.**
- Three-fourths felt they **didn't spend enough time with their kids.**
- Many said they **worked on vacation**, or failed to take it at all.



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SOME OBSERVATIONS...

“What often matters more than the activity we’re doing at a moment in time is **how we feel about it. Our perception of time is indeed reality.**”

–Brigid Schulte

“In the Middle Ages, the sin of sloth had two forms. One was paralysis, the inability to do anything – what we would see as lazy. But the other side was called *acedia* – running about frantically. The sense that ‘there’s no real place I’m going, but I’m making great time getting there.’”

- Ben Hunnicutt

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DAVE ALLEN: GET IT OUT OF YOUR HEAD

- Everything we need to do but haven’t done yet is constantly being evaluated by our subconscious.

→ *In other words: Get it somewhere else – a notepad – an app – the notes on your phone – anywhere but your brain.*



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DAVE ALLEN: CAPTURE EVERYTHING

- Don't allow any input into your brain without collecting it somewhere.
- **Whatever you use must fit into your normal flow.** There should never be a reason to say "I'll add it to my list later."
- **Capture it immediately** so you don't have to think about it again until it's time to do it.



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DAVE ALLEN: PROCESS

Ask yourself, can you take action on it immediately?

- **No: throw it away,** save it for reference or file for later
- **Yes: If it takes less than 2 minutes, do it,** delegate or determine the first step

		URGENCY	
		High	Low
IMPORTANCE	1 Urgent and important Do it now	2 Important not urgent Decide when to do it	
	4 Urgent not important Delegate it	3 Not important not urgent Dump it	
		Low	

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DAVE ALLEN: CLARIFY

Clarify the things you have to do. Don't just write down "Plan vacation," – break it into actionable steps.

Example:

- Identify 4 potential destinations
- Discuss destinations with family
- Narrow down to 2 resorts
- Buy plane tickets.
- Book hotel room/ airbnb.



DAVE ALLEN: ORGANIZE

- Organize actionable items by category and priority.
- Assign due dates.
- Set reminders.
- Keep the list somewhere handy - and refer to it often.



DAVE ALLEN: REFLECT



Regularly review your lists, calendars, etc.

Review your to-do list once a week to see where you're making progress, where you need to adjust your priorities...



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DAVE ALLEN: ENGAGE – TAKE ACTION

→ **Get to work.**

- Your to-dos are organized by priority and placed in categories.
- You know what to work on, and when.
- They're broken into manageable, bite-sized chunks that are easy to start.



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FIND THE RIGHT TOOL

- Google calendar? Evernote? Kanban? A good old-fashioned notebook? Sticky notes on a cork board?
- **Choose one. And use it.** That way you don't have to stress over it, or try to remember it later.



BRIGID SCHULTE: PRODUCTIVITY

Work in pulses. *Alternate between periods of intense concentration – no more than 90 minutes - and then change the channel.*





BRIGID SCHULTE: PRODUCTIVITY

Plan. Review. Do. *Cut down on the number of small decisions you have to make in a day, reserving brain power for the big decisions.*



BRIGID SCHULTE: PRODUCTIVITY

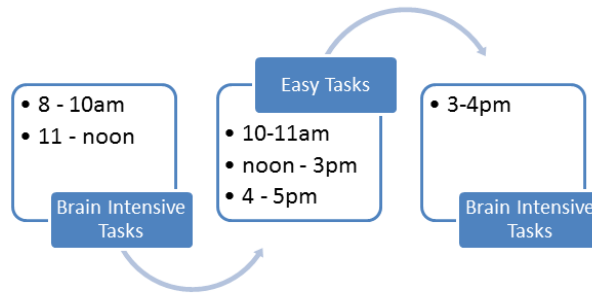
Choose ONE thing that's most important to do each day.





BRIGID SCHULTE: PRODUCTIVITY

CHUNK your time. *Multi-tasking makes you stupid. Work in concentrated blocks of time with regular breaks. **Do the important stuff first.***



AND FINALLY...

Create a work-friendly space. Practice productive habits.





FREE RESOURCES FOR BETTER TIME MANAGEMENT

- *Overwhelmed: Work, Love and Play When No One Has the Time.* Brigid Schulte
- *Getting Things Done: The Art of Stress Free Productivity.* David Allen
- “Time Management Training Doesn’t Work.” Maura Thomas. *HBR.org* (Harvard Business Review)
- “Time Management Secrets Anyone Can Use.” Susan Adams. *Forbes.com*

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CONNECT

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

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