



**GET ORGANIZED AND DO MORE
IN 2016**

**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**



AGENDA

- Intro's
- Increase Your Focus
- Set Goals
- Increase Productivity

- Questions

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INTRODUCTIONS

- President, Adigo
- Experience at Public and Private companies

○ **New Years Resolution**

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INCREASE YOUR FOCUS

FOCUS
ON THE OUTCOME
NOT THE OBSTACLE

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INCREASE YOUR FOCUS



- **Work on the most demanding or difficult task.** We procrastinate difficult tasks hoping to finish it when we have more time or resources. This can increase stress, making it harder to focus on completing the task. Get an early start on a demanding task to lower your stress and stay focused.
- **Use a timer and work for 25 minutes straight-then take a break.** Setting a timer will keep you focused on a task without any distraction and a break will help you recharge. During the 25-minutes make sure to put aside distractions including phone calls and emails.
- **Encourage mindfulness in your work.** When you practice mindfulness in a group setting it helps you resolve conflicts quickly with better communication. In addition to improving your communication, mindfulness sharpens your thinking. Your cognitive abilities grow and you perform better under pressure.

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INCREASE YOUR FOCUS



- **Make a to-do list and prioritize.** Create your to-do list the night before so you are ready to go in the morning. Once you have your list, prioritize. What are the top 3 to 4 items that you have to complete and which tasks can be done later? Keep the list in a place where you can see and check off when completed.
- **Adopt a healthy lifestyle.** Being in good health reduces stress and makes it easier to concentrate on your work.



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SET GOALS



READY, SET, GOAL....

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GOALS



- **Set Goals with Deadlines:** Do you want to organize your home? Your office? Your exercise program? Jot down exactly what you want to do and designate a deadline for accomplishing that goal. The deadline should be as specific as possible.
- **Make Mini-Goals:** Break your goals down into small, bite-sized pieces. For instance, instead of organizing all of your business files, start with one drawer. Smaller pieces are easier to accomplish.
- **Designate Rewards:** Designate an enticing reward for each goal you accomplish. The reward acts as your motivator and helps you to achieve your objectives.

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GOALS

- **Use a Cheering Section:** Inform your family and/or friends of your goals. Have them ask you about your accomplishments from time to time, so you stay on track.
- **Laugh at Minor Setbacks:** Don't expect everything to run perfectly smooth. Don't get discouraged. If it looks like you're not going to accomplish your goal by your deadline, reschedule. It's better to get back on track, than to give up.
- **Keep a “Can-Do” Attitude:** Attitude is everything. If you think you're going to fail, you will. If you think you're going to succeed, you will.

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DO'S AND DONT'S OF SETTING GOALS

DON'T: Make a long list of goals. Setting too many goals will leave you overwhelmed before you even start.

DO: Make a big goal and break it down into smaller chunks that are easy to achieve.

DON'T: Make a goal that isn't meaningful to you.

DO: Set goals that will impact your life in some way and align with your values.

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DO'S AND DON'T'S OF SETTING GOALS

DON'T: Set a goal without creating a plan.

DO: Put action steps into achieving a goal. Set smaller goals and timelines to achieve the big goals.

DON'T: Set an unrealistic timeline. Unrealistic timelines can demotivate and discourage you.

DO: Be realistic. Setting a realistic timeline helps you become aware of roadblocks and prepare you to remove them.

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INCREASE PRODUCTIVITY BY BREAKING BAD HABITS



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INCREASE PRODUCTIVITY BY BREAKING BAD HABITS

Bad Habit #1: Impulsive web browsing

- **Break It:** Write down the random thoughts or questions that pop into your head on a notepad instead of looking them up online. This way, you can look up the information you want later, when you're not trying to get work done.

Bad Habit #2: Checking email throughout the day

- **Break It:** Quit Outlook, close your email tabs, and turn off your phone for 25-30 minute chunks of deep-diving work.

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INCREASE PRODUCTIVITY BY BREAKING BAD HABITS

Bad Habit #3: Moral Licensing. The idea that we "deserve" to splurge on fancy meal after being thrifty for a week is called "moral licensing" and it can undermine people's plans for self-improvement.

- **Break It:** Try making your goal part of your identity, such that you think of yourself as the kind of person who saves money or works out regularly, rather than as someone who is working against their own will to do something new.

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INCREASE PRODUCTIVITY BY BREAKING BAD HABITS

Bad Habit #4: Taking too many meetings

- **Break It:** Don't accept a meeting unless the person who requested it has put forth a clear agenda and stated exactly how much time they will need.

Bad Habit #5: Sitting all day

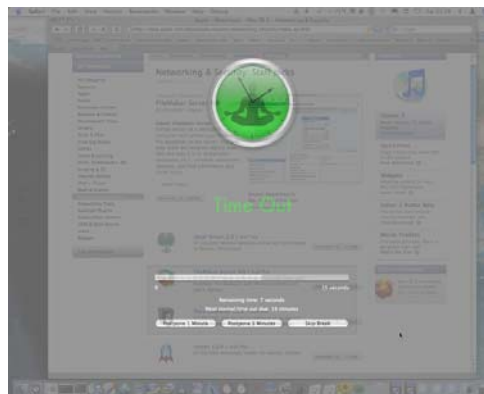
- **Break It:** Set breaks to get outside during the day. Or turn your meetings into "walking meetings."
"You'll be surprised at how fresh air drives fresh thinking, and in the way that you do, you'll bring into your life an entirely new set of ideas." Business consultant and author of "The New How: Creating Business Solutions Through Collaborative Strategy Paperback," Nilofer Merchant says.

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INCREASE PRODUCTIVITY THROUGH ONLINE TOOLS

- **Time Out by Dejal:** This break reminder tool helps you actually take the breaks you often skip. The *Time Out* can be scheduled for various amounts of time throughout the day. While in a break, your screen is grayed over and there is a progress bar showing how much time is left. Buttons are also available to postpone or skip the break.



www.dejal.com/timeout

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INCREASE PRODUCTIVITY THROUGH ONLINE TOOLS

- **Rescue Time:** This tool runs securely in the background on your computer and mobile devices and tracks time spent on applications and websites, giving you an accurate picture of your day. It then gives you a detailed report and data based on your activity.

www.rescuetime.com

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INCREASE PRODUCTIVITY THROUGH ONLINE TOOLS

Rescue Time

The screenshot shows the RescueTime dashboard with the following callout boxes:


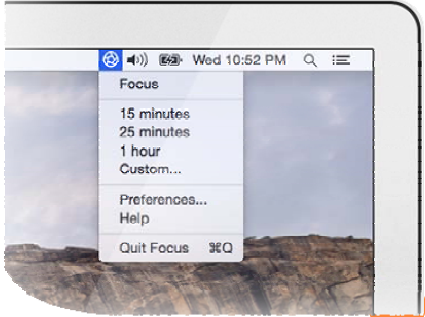
- Set alerts to let you know when you spent a certain amount of time on an activity.** (Icon: bell)
- Log highlights about what you accomplished during the day.** (Icon: star)
- Block distracting websites by choosing an amount of time to focus and RescueTime will block those websites.** (Icon: shield with slash)
- How much time did you spend on email? In meetings? RescueTime gives you the answers.** (Icon: magnifying glass)
- Time measurement when you want it. Pause or quit at any time. You are in complete control.** (Icon: pause button)

The dashboard itself displays: "Your Daily - Dashboard", "8h 33m Logged this day", "productivity index 65", and a bar chart showing time spent on various activities like Software Development, News & Opinion, Business, Social Networking, and Entertainment.

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INCREASE PRODUCTIVITY THROUGH ONLINE TOOLS

- **Focus:** Focus is a Mac app that blocks distracting websites (like Facebook and Reddit) on all browsers. Focus can also block other applications like Twitter, Skype or Mail.

www.heyfocus.com

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RESOURCES FOR GETTING MORE DONE IN 2016

99u

- <http://99u.com/articles/6969/10-online-tools-for-better-attention-focus>

ResourceCoaching.com

- <http://resourcescoaching.com/6-mistakes-to-avoid-when-setting-goals/>
- <http://resourcescoaching.com/6-things-to-increase-your-focus-get-more-done-in-2016/>

GetOrganizedNow.com

- <http://www.getorganizednow.com/art-newyear.html>

Independent

- <http://www.independent.co.uk/news/business/news/13-bad-habits-you-should-break-in-2016-to-be-more-productive-a6787461.html>

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CONNECT



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

For links, details and references, see our post:

Register for our next webinar:

[Register for an upcoming Conferencing Tips Webinar](#)

