

4WRD

Get Organized. Be More Productive



Learn how to work smarter,
not harder.



Today's Course

How to find more hours in the day

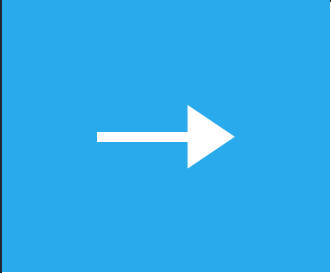
- Productivity Superhero
- Benefits of increasing productivity
- Use your time more wisely
- Can procrastination make you more productive?
- Task chunking and time blocking
- Wrap up



On a scale from 1 – 10, with 10 being the best score, how productive do you feel like you were TODAY?



How about this week? This year?



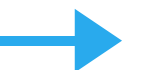
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Our well-being is very
closely tied to what we
feel we are accomplishing
– or our productivity.

Overwhelmed with Everything

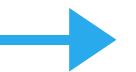
Most of us, when we are overwhelmed with everything we have to do, simply decide to work harder or longer.

This just leads to feeling more overwhelmed, stressed, and a decreased sense of well-being.



Have you ever met anyone who seemed as if they were productive all the time?

THE PRODUCTIVITY SUPERHERO



What is a Productivity Superhero?

You can be one

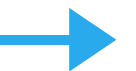
Anyone can learn to be more productive and reap all the benefits and rewards that high-level productivity brings with it.



Activity Time

Reflection

Reflect on your productivity level. Based on the previous slide, how would you rank your productivity on a scale of 1-10 and why would you rank yourself that number?



Tangible Benefits of Increasing Productivity



You get more done in less time



Everything you need to do & that you're doing feels like it comes together easily & with less effort



Your confidence grows



Your stress is reduced



You have greater work-life balance



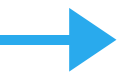
Your well-being increases



Additional opportunities come your way!



Increasing
productivity is like
magically finding
more hours in the
day!





Hindrances to Productivity

1

Disorganization

2

Poor Time Management



The productivity-killing chain reaction

1 You can't find the things you need to be successful

2 You experience stress looking for them

3 Creativity suffers as a result

4 Deadlines get missed

5 Physical clutter = mental clutter

6 Your performance suffers

7 Your reputation suffers

8 Future opportunities become limited

9 You get stressed over your performance

10 You begin to work longer & harder

11 You take your stress out on those close to you

12 Your work-life balance suffers

13 Relationships suffer

14 Your well-being suffers



Wasted Time

If an employee is like the ones profiled by the Wall Street Journal, they are wasting 1 hour a day because of disorganization. That is 6 weeks of “wasted” time due just to disorganization.

1 HOUR PER DAY

5 HOURS PER WEEK

240 HOURS PER YEAR

6 WEEKS OF WASTED TIME



Three simple ways to get more organized



Declutter



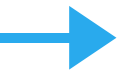
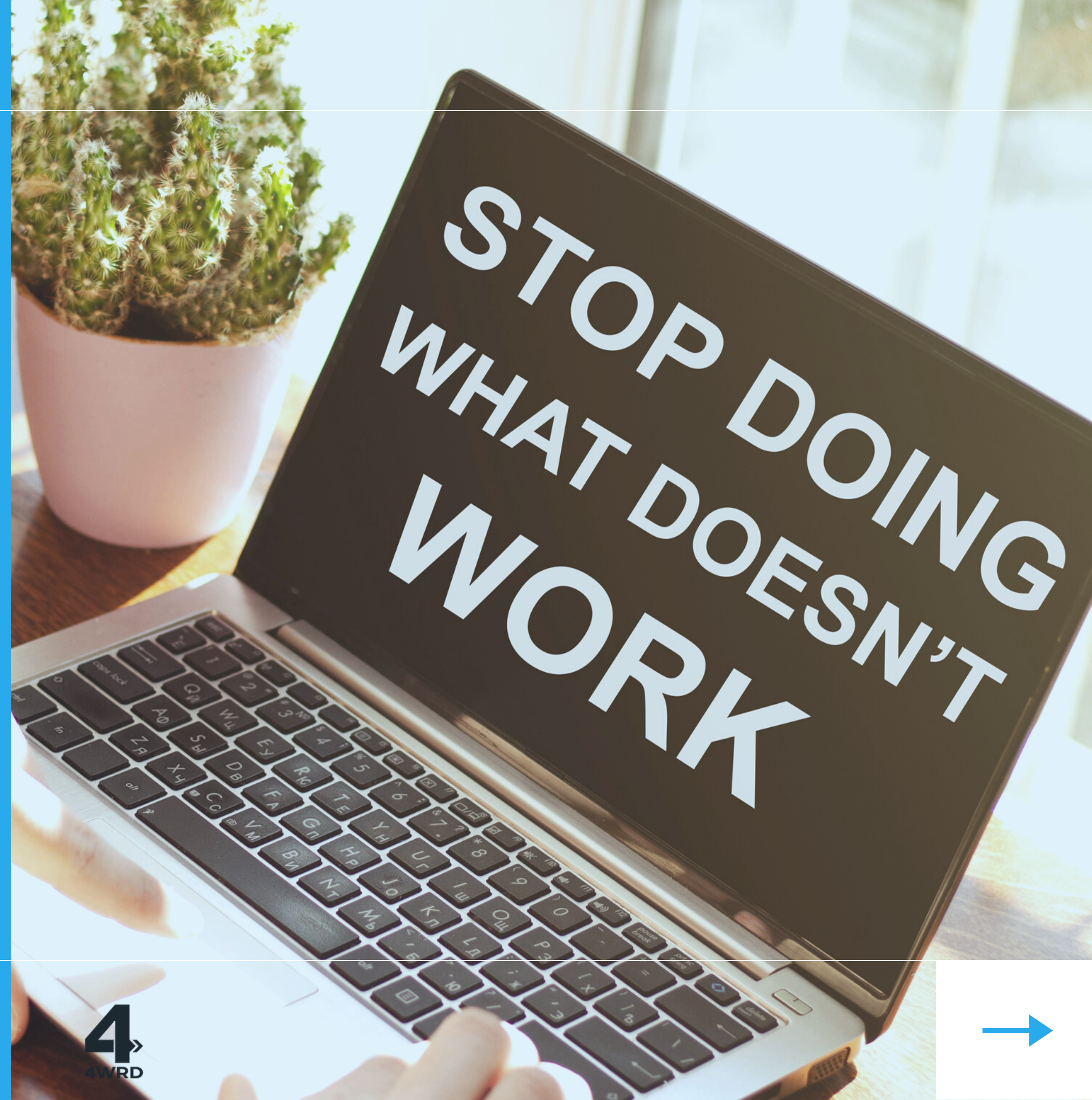
Develop an
organization
system



Create a filing
system



Where are you
wasting time?



Ways we can use our time more wisely



Make a schedule and stick to it



Limit decisions



Manage interruptions



Delegate appropriately



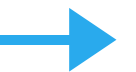
Ask for help



Don't micromanage



Can procrastination
make you more
productive?



Why & How Most People Procrastinate

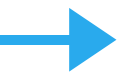
Tasks seem too big, daunting, and overwhelming

We can't deal with the pressure of tasks/projects, so we put them off

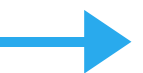
We then find other things to do instead of just getting started

At the last minute, we finally buckle down & get the work done, but with some added stress or negative emotions until...

We find relief when the task/project we were avoiding is done.



Many organizational behavior experts now say that procrastination can make you **MORE** instead of **LESS** productive. This is called Productive Procrastination and when understood, it might represent the best one way we can all become more productive, almost overnight.

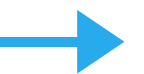


General Benefits of Procrastination

- It forces us to prioritize
- We check off easy, but ignored things on our to-do list
- We become more creative
- We learn how to not go around speedbumps
- With tight deadlines, we work more efficiently
- Energy is boosted – activation energy
- Anxiety is reduced



It can be hard to feel or be productive if you feel like you're juggling and you're not a great juggler. Thus, to succeed, the first thing you need to do is learn how to juggle.



How do we learn to **procrastinate well** and become more **productive**?



Secrets of Proactive Prioritization & Time Management



Acknowledge that we are procrastinating... proactively



Embrace delegating - let qualified "others" help



Recognize we must still practice self-discipline



Take advantage of activation energy



Set strategic priorities



Use the productivity-boosting power of task chunking and time blocking



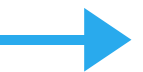
Reward yourself for a job well done



Task Chunking

Break it down

Breaking big projects into smaller, simpler to digest and manage, “chunks” that make it easier to get started.



Time Blocking

Blocking your day into pre-scheduled blocks where certain tasks are performed and/or problems are addressed.



Three Benefits of Time Blocking



Allows you to intentionally practice and get the benefits of proactive procrastination.



Helps prevent decision fatigue.



Relieves the pressure of deciding what to do when and associated feelings of stress and overwhelm.

BONUS: Check out The Pomodoro Technique, a time-tested and science-backed form of time blocking and the many apps out there that make it simple!



Worksheet

Let's analyze your productivity



Question 1: What goals could you accomplish if you could be more productive? What do you think you could do or be if you were more productive?

Question 2: Where are you wasting time? What are some ways that you waste time and harm or diminish productivity?

Question 3: What is one thing you learned today that you will commit to doing to improve your productivity?

Summary

Proactive Procrastination

The easiest way to improve time management is with Proactive Procrastination (or Proactive Prioritization and Time Management)

Get organized now & improve time management

Being disorganized and poor time management are the biggest hindrances to productivity

Break it down

The 2 easiest ways to do that is with Task Chunking and Time Blocking



Thank you for joining!

if you have any questions or feedback,
please reach out to us at
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WWW.GO4WRD.COM

