

Optimize Productivity

Goal Setting & Habit Formation

How can I be more productive?

Productivity

Hundreds of Productivity Methodologies

- Pomodoro Technique
- GTD-Getting Things Done
- ZTD-Zen to Done
- Don't Break the Chain
- The Action Method
- 80/20 Rule
- ETF - Eat The Frog
- The Checklist
- Singletasking
- Kanban
- SMART Method
- Eisenhower Matrix
- 12 Week Year
- 5 Second Rule
- Time Boxing
- 30-30 work cycle
- 'Must, Should, Want' Method
- Anti-ToDo Listing
- Superfocus System
- Biological Priming
- MIT Method-Most Important Tasks
- 6 Lists Method
- Workstation Popcorn
- 18 Minutes A Day

Habit Changing

- Habit Stacking
- 3 R's of Habit
- Habit Chunking
- The Hook Canvas
- Habit Looping
- Behavior Change Formula

Selectorus Neuroticus: Maximizers

“Not content with the good, they want only the best; and they're willing to go through an exhaustive (and exhausting) search for it.”

Ondřej ROUBAL, Ph.D. MAXIMIZERS AND SATISFICERS

"Satisficing: A Way Out of the Miserable Mindset of Maximizing"

The Gameplan

Priming Morning Routine

Morning meditation (:15)

Establish daily 3 priorities (:05)

Establish firm time blocks for tasks (:05)

Movement- endorphins, GABA, neurogenesis and positive action momentum (:30)

Family Morning Routine

Un-Rushed family morning (1 hr)

Project Set Up

Set up distraction-free work station (no phone)

Tackle most important task first moving adhering to priorities list, start timer (*cue*)

Take (*reward*) breaks upon each completed item (*response*)

Timer & reward time slot to curb (*craving*) of exploring ideas and possibilities and curiosity

Self control measure- I cannot finish if I divert from schedule (4 working hours - 7 x :25 bursts plus breaks)

Cue - Craving - Response - Reward

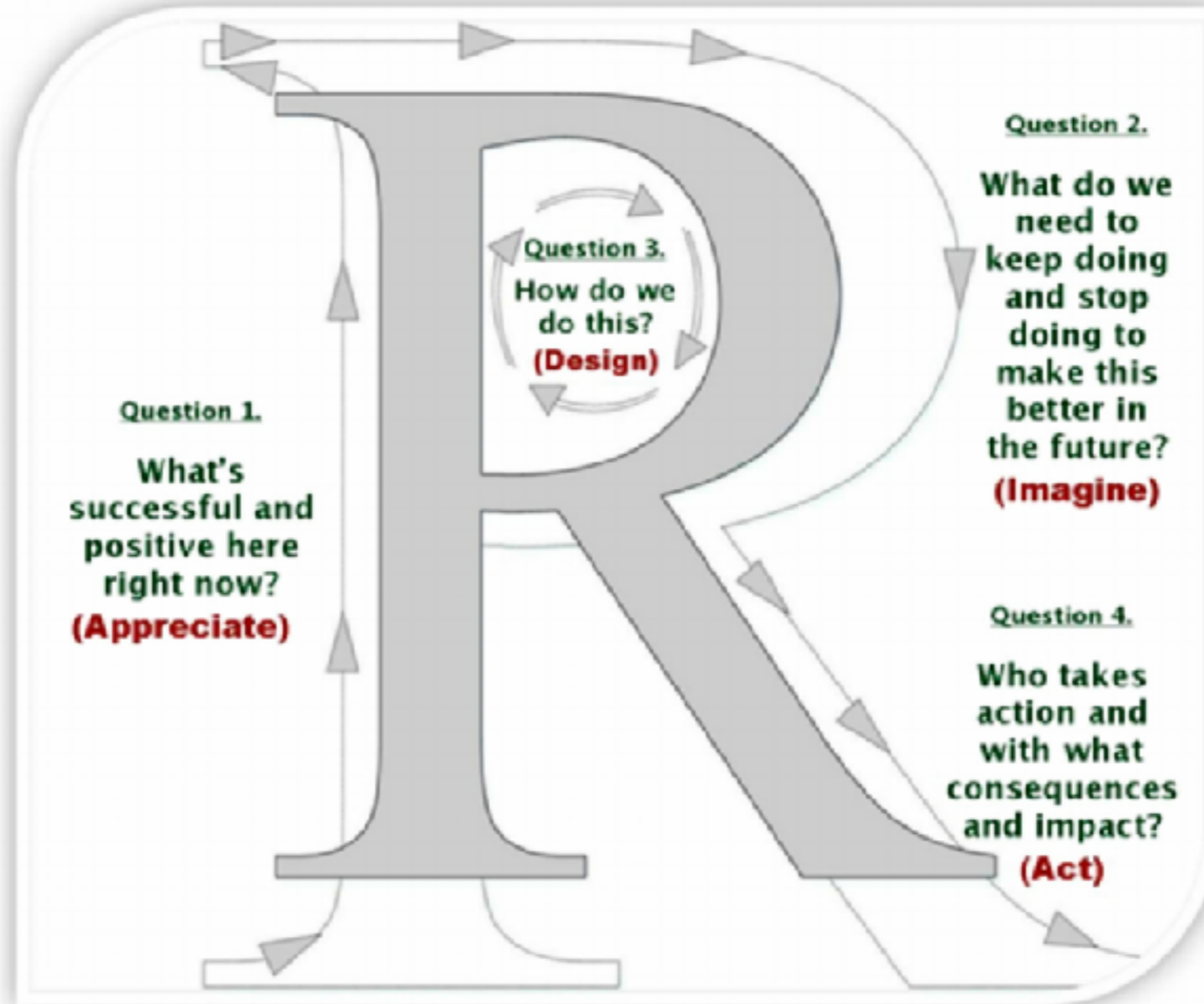
Reflection

Nightly reflection notes evaluating adherence to plan of action (:10)

Daily Reflective Milestone(s): 10 review

Weekly accountability, adjustments as needed :15 review

The Big R



An appreciative reflective practice process (Ghaye, 2011)

Motivation & Intention

1. **Appreciate** - What's working and positive?

WHY?

2. **Imagine** - What do we need to keep doing and stop doing to make this better in the future?

WHY?

3. **Design** - How do we do this?

WHY?

4. **Act** - Who takes action and with what impact?

WHY?

Rationale

- Problem: I am not productive enough
- Solution: Find ways to be more productive
- Pathway: Mimic the antithesis of me and thus “better”
Satisficer model
- Reflection: Wait...why is being more productive important? Why do I believe “more” will feel better? What threshold am I hoping to achieve...why? What are the outcomes that I most value...why?

Reflective Reckoning

- Morning Meditation & Movement
- :15 Free-Flow Writing
- Daily 3 *Purpose-Driven* Actions
- Weekly Big R Contribution Reflection

Reimagining

*How can I prioritize my **creativity**?*

Future Focus

- Cultivate Creativity
- Foster a daily disciplined approach to mindfulness, capture curiosity and develop pathways to contribute
- The Big R weekly reflective accountability
- Reflective Leadership - integrate to elevate these techniques within existing roles (volunteer boards, clients, kids)

Cultivating Creativity

- Ongoing learning & growth
- Disrupted environments & experiences
- Daily a.m. disciplined practice
- Apply strategic techniques & share in workshops
- Reflective Practice & Leadership for life

“The desire to create is one of the deepest yearnings of the human soul.”

~ Dieter F. Uchtdorf