

Time and productivity management

MAVA Conference 2018



Talk amongst yourselves

- Why did you come to a session on time and productivity management?
- How do you currently do time management?
- How much of your day do you get to have a sharp focus on the task at hand?
- What are your typical distractions? Emails? Social media? Impromptu meetings? Interruptions?



IN LOVING MEMORY
TIME MANAGEMENT
R.I.P

Time management is
dead



Why?

- The modern world is PAID
 - Pressure
 - Always on
 - Information overload
 - Distractions



"Time can't really be managed. We have 24 hours each day, and that's it. "Time management" is more work flow and information management than anything else."

Tobi Johnson

"You can't save time. You can only spend it. Spend it wisely, not wasting it by chasing after things that you think will save you time."

Benjamin Hoff



This was me. Is it you?

- Using (daily?) to do lists sorted by priority but having to frequently reprioritise based on new inputs during the day / week
- Scheduling work into blocks of time in your diary but having to spend time moving those allocated blocks around because something comes up



"I would describe productivity as the ability to achieve what you want to achieve for the least effort."

"The art of decision making, our ability to make space for the 'quality thinking time' we need, and how we react on our gut instincts, defines us at work."

Graham Allcott



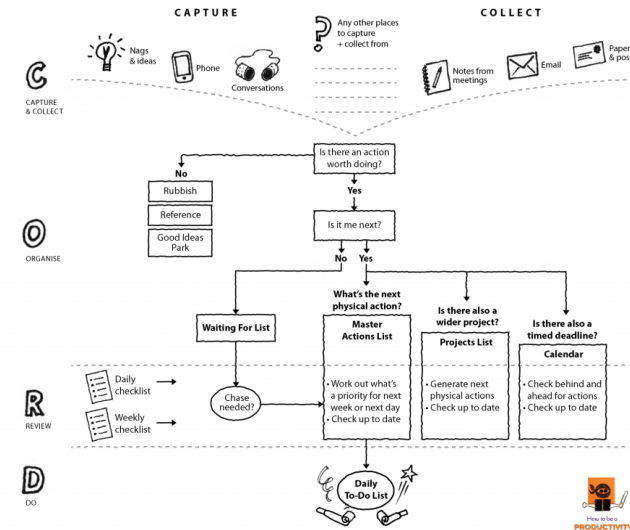
Graham Allcott's CORD method

- Capture and collect
- Organise
- Review
- Do



The CORD Productivity Model

Find out more at
thinkproductive.co.uk



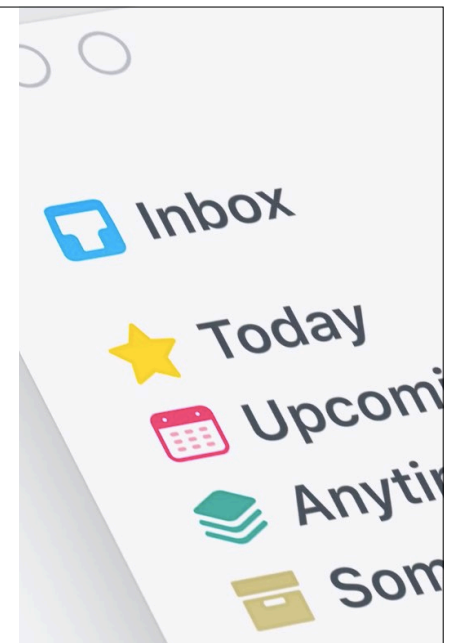
Capture & collect

- Capture **everything** - to dos, nags, ideas
- Capture **everywhere** - inputs come at all times
- Collect all the inputs together
- Try and keep the number of collection points to a minimum



Organise

- Group into projects
- Identify the next task
- Avoid allocating to dates unless absolutely necessary
- Waiting for
- Someday / good idea

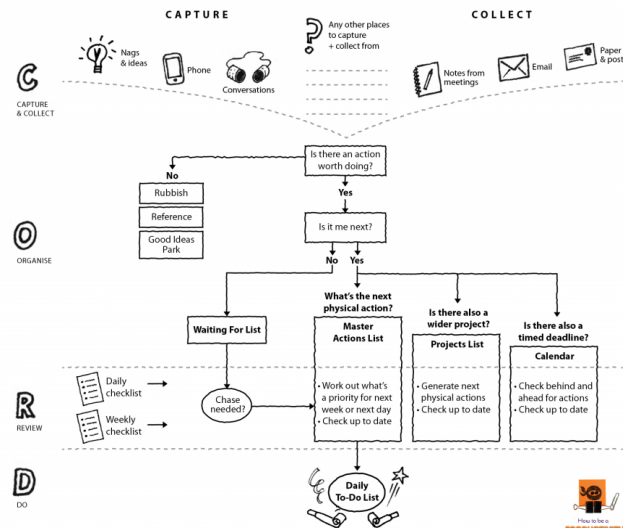




Rob Jackson
Consulting Ltd



Rob Jackson
Consulting Ltd



- Daily - Spend time at the start of each day deciding what should be done in the next few hours
- Weekly - Periodically review everything in your second brain to keep things organised



Daily review

- What's in my calendar for today?
- What deadlines are coming up?
- What would success look like today?
- What do I really need to concentrate on?
- Is anything dependent on time, others, resources etc.?



★ Today

NZ Student Volunteers Week
USA and Canadian National Volunteers' Week
19:30 Trial Shift

All At computer / device - online Errands Travel Read / review

- ☒ Buy train tickets At computer / device - online Travel
Westminster Briefing
- ☒ Do some writing At computer / device - online
Writing
- ☐ Session prep At computer / device - online 11 May
MAVA
- ☐ Do short video for Ally at RSPB At computer / device - online 4 days left
Marketing
- ☐ Return shoes to Next and buy padded envelopes Errands
Miscellaneous
- ☐ Review progress on whole publication At computer / device - online Read / review 11 days left
DSC - CVMH
- ☐ Read "Thinking Fast And Slow" Read / review 31 May
Professional development

The weekly review

- Get all inputs back to zero
- Get your second brain up-to-date
- Think ahead
- Get ready
- Questions



Do

- Places and context
- Priority - big rocks!
- Time available
- Energy available





Attention management

Three kinds of attention

- **Inactive attention** - The lights are on but there is nobody home. Not much brain power left. Not ideal for complex tasks. Attention value limited but not worthless.
- **Active attention** - Plugged in, ticking along, flagging slightly. Easily distracted, occasionally brilliant, often sloppy.
- **Proactive attention** - Fully focused, alert, in the zone. Ideal for important decisions and complex tasks.

Attention and the CORD model

Phase of work	Inactive attention	Active attention	Proactive attention
Capture & collect (worker)	X		
Organise (boss)		X	
Review (boss)			X
Do (worker)	X	X	X

My attention timetable

Time	Attention	Capture & Collect (worker)	Organise (boss)	Review (boss)	Do (worker)
0730-0830	Proactive			X	X
Shower / school run					X
0900-1000	Proactive			X	X
1100-1200	Proactive			X	X
1200-1300	Active		X		X
1330-1400	Active		X		X
1400-1500	Inactive	X			X
School run					X
1600-1700	Active		X		X

Attention and the CORD model

Phase of work	Inactive attention	Active attention	Proactive attention
Capture & collect (worker)	X		
Organise (boss)		X	
Review (boss)			X
Do (worker)	X	X	X

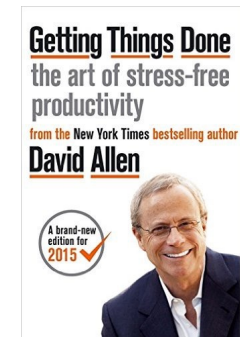
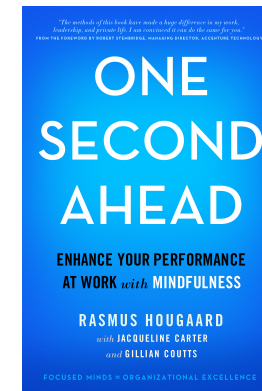
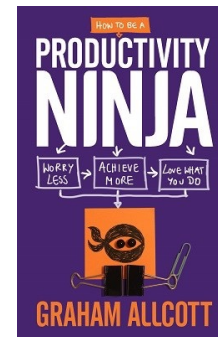
Getting your mojo back

- Walk
- Go to the gym
- Nap
- Meditate
- Eat and drink well
- Do nothing



QUESTIONS?

Helpful resources



Getting in touch

rob@robjacksonconsulting.com

+44 (0)7557 419 074

www.robjacksonconsulting.com

@robjconsulting and facebook.com/
robjacksonconsulting

robjacksonconsulting.wordpress.com
medium.com/@RobJConsulting

