



# Increasing Your Productivity: Concepts, Tools, and Discussion

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# Productivity

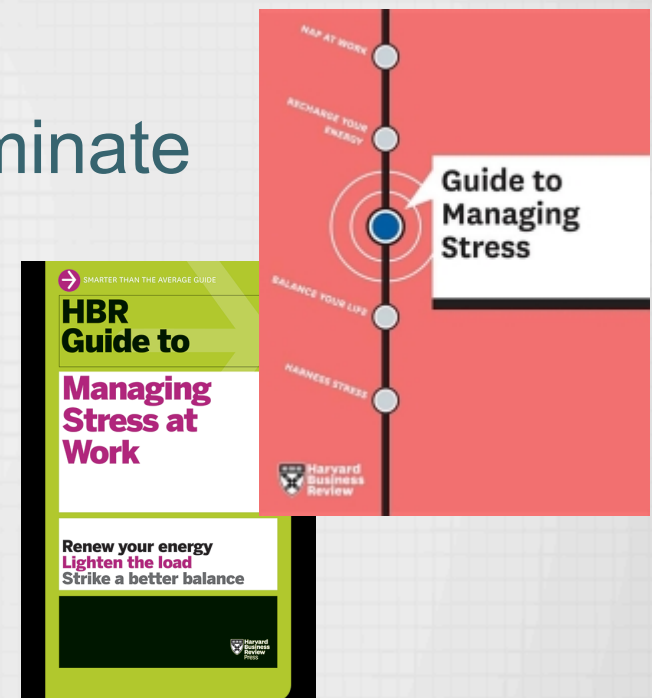
- “Output for a unit of input”
- “Putting ideas to work”
- “Feeling that I have achieved something”
- “Value/Time” (Labor productivity)
- National (economic) productivity – measured by Gross Domestic Product



# Prevent work from taking over your life

1. Manage your time ruthlessly, and set clear priorities
2. Draw up a list of things to eliminate
3. Push back against your boss

Can we find new ways to boost our energy, and become more productive? You'll learn how to: (1) Harness stress so that it spurs your productivity, (2) Renew yourself physically, emotionally, mentally, and spiritually, (3) Juggle it all by proposing a flexible work schedule that will benefit you—and your company, (4) Manage your online time—or step away from it, (5) Leave a bad day at the office at the office, (6) Calm your frayed nerves by venting, meditating, and/or giving yourself a time out, (7) Vacation without your laptop—and without guilt, (8) Stretch at your desk to ease the physical tension of spending too much time at your computer, (9) Help your people manage stress by giving them jobs with purpose, eradicating meaningless tasks and injecting fun into the workplace, and (10) Boost productivity by providing places to nap



- Gill Corkindale from *Guide to Managing Stress*, Harvard Business Review
- HBR Guide to *Managing Stress at Work*

# 10 laws of productivity

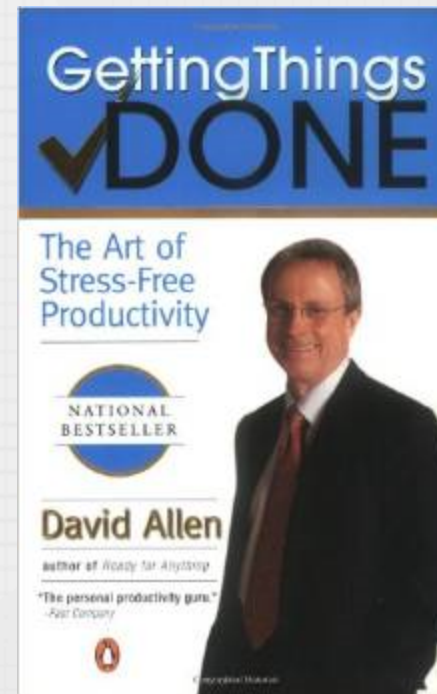
1. Break the seal of hesitation
2. Start small
3. Prototype, prototype, prototype
4. Create simple objectives for projects, and revisit them regularly
5. Work on your project a little bit each day
6. Develop a routine
7. Break big, long-term projects into smaller chunks or “phases”
8. Prune away superfluous meetings (and their attendees)
9. Practice saying “no”
10. Remember that rules – even productivity rules – are made to be broken

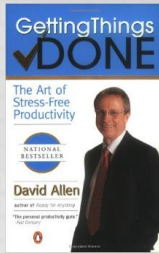
- Behance Team



# Time management and productivity

- 7 Lessons from “Getting Things Done” by David Allen
- My approaches:
  - Desktop
  - Calendars
  - To do lists
  - E-mail management
  - File management
- Your approaches?





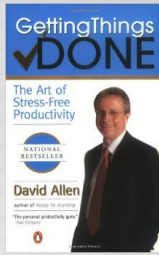
# “Getting Things Done”

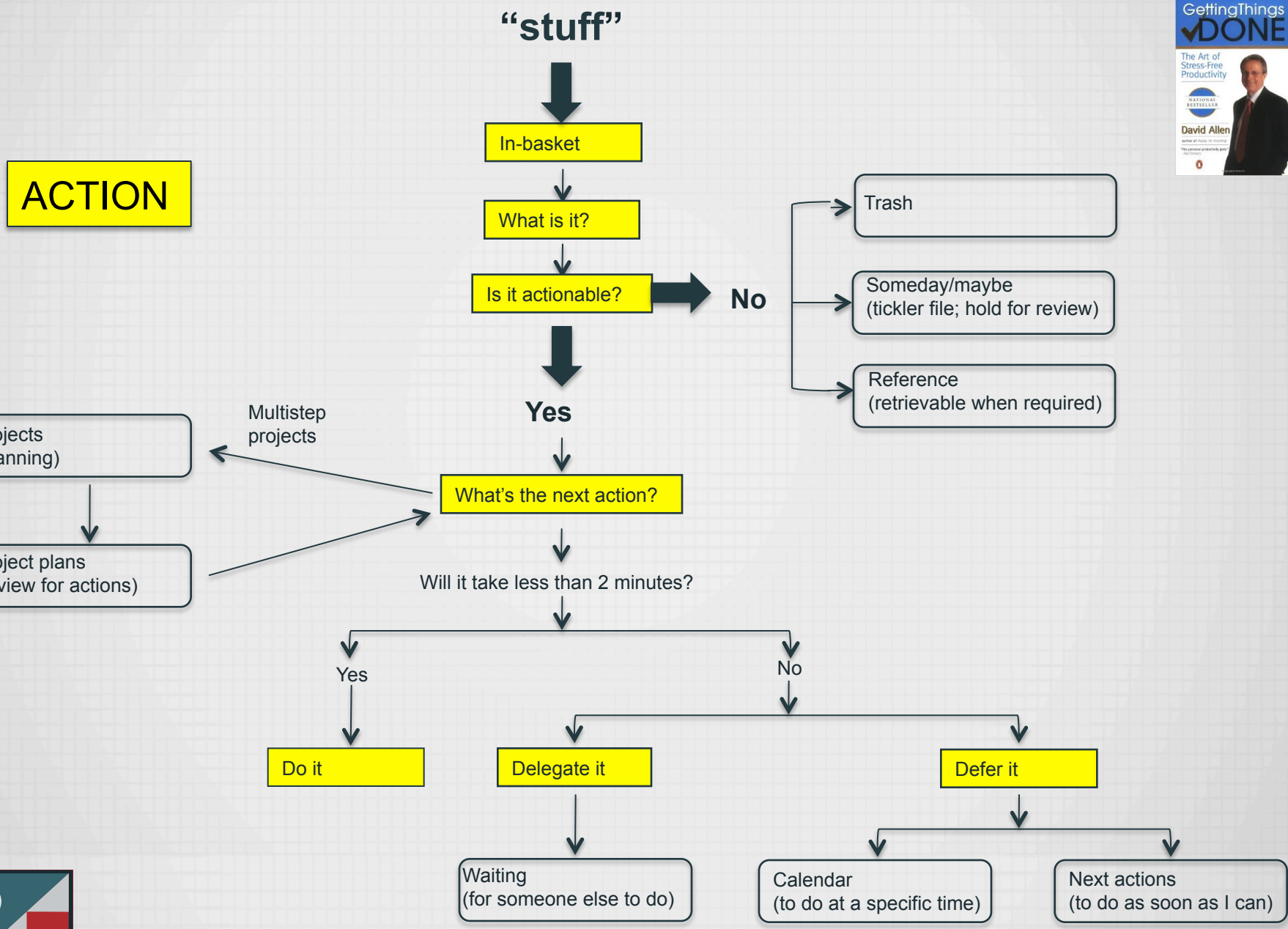
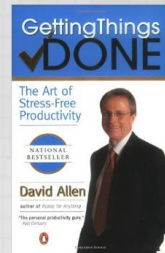
- Lesson 1 (prepare)
  - Set aside time
    - 3 hrs to 1-2 days, initially (\***desktop**, one file drawer, room in house, etc.)
    - 1 hr /week, thereafter
  - Get your hardware in place
    - File folders
    - In-boxes or in-baskets
    - List management system
    - Calendaring/scheduling system
  - Create a personal filing system (see 114-117)



# “Getting Things Done”

- Lesson 2 (**act**; page 32):
  - Do it
  - Delegate it or
  - Defer it

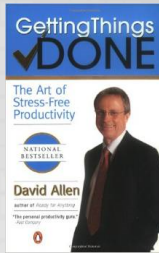




**ACTION**



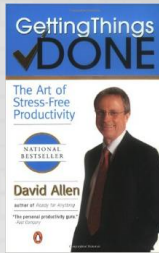




# “Getting Things Done”

- Lesson 3 (**organize**; pages 139 and 140):
  - **Seven types of things to track and manage:**
    - “Projects”
    - Project support material
    - Calendared actions and information (e.g., a meeting)
    - “Next actions”
    - “Waiting for” list
    - Reference material
    - “Someday/maybe” list

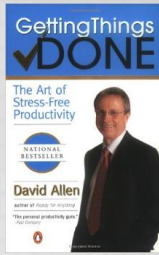




# “Getting Things Done”

- Lesson 4 (create action reminders; page 144):
  - Organize actions by context
    - “calls”
    - “at computer”
    - “errands”
    - “office actions”
    - “at home”
    - “agendas”
    - “read/review”

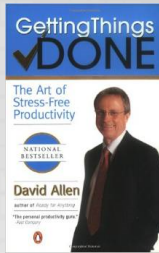




# “Getting Things Done”

- Lesson 5 (getting e-mail/in-box to empty; page 152):
  - Re-use personal filing system approach (e.g., by projects)
  - Add:
    - @ACTION
    - @WAITING FOR
  - See lesson 2 (do it, delegate it, defer it, OR delete it)





# “Getting Things Done”

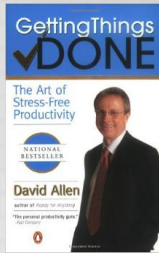
- Lesson 6 (review weekly—“empty your head”; page 184):
  - Loose papers—collect in in-box for processing
  - Notes
  - Previous and upcoming calendar
  - Review “projects”
  - Review “next actions”
  - Review “waiting for”
  - Review “someday/maybe” list





# “Getting Things Done”

1. Prepare
2. Act
3. Organize
4. Create action reminders
5. Empty your inbox (get email to empty)
6. Empty your head (review weekly)
7. Plan



# My approaches



# Doodle



## Poll: January Meeting of DataONE External Advisory Board

Summary: 13 participants, 0 comments

[more ...](#)

William Michener has created this poll.

"Please select preferred 2-day meeting periods for the next in-person meeting the Board. The Board voted to hold the next meeting in Santa Fe, New Mexico (which has limited flights to/from Dallas and Los Angeles, but is also only an hour from Albuquerque which has numerous flights daily from many locations)."

Time zone:

[Switch to calendar view »](#)

January 2011		Thu 6	Fri 7	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21	Mon 24	Tue 25	Wed 26
		8:30 AM - 5:00 PM	8:30 AM - 5:00 PM	8:30 AM - 5:00 PM	8:30 AM - 5:00 PM	8:30 AM - 5:00 PM	8:30 AM - 5:00 PM	8:30 AM - 5:00 PM	8:30 AM - 5:00 PM	8:30 AM - 5:00 PM	8:30 AM - 5:00 PM	8:30 AM - 5:00 PM	8:30 AM - 5:00 PM	8:30 AM - 5:00 PM	8:30 AM - 5:00 PM	8:30 AM - 5:00 PM
William Michener		OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
Martha Maiden				(OK)	(OK)	(OK)	(OK)	(OK)		(OK)	(OK)	(OK)		(OK)	(OK)	(OK)
Clifford Lynch									OK	OK	OK	(OK)		OK	OK	OK
Paul Risser		OK	OK	OK	OK	(OK)	OK	OK	OK	OK	(OK)	OK	OK	OK	OK	(OK)
Kevin Guthrie		OK	OK						OK	OK	OK	OK	OK	OK	OK	OK
Tony Hey		OK	OK							(OK)	OK	OK				
Adrian Burton														(OK)	(OK)	OK



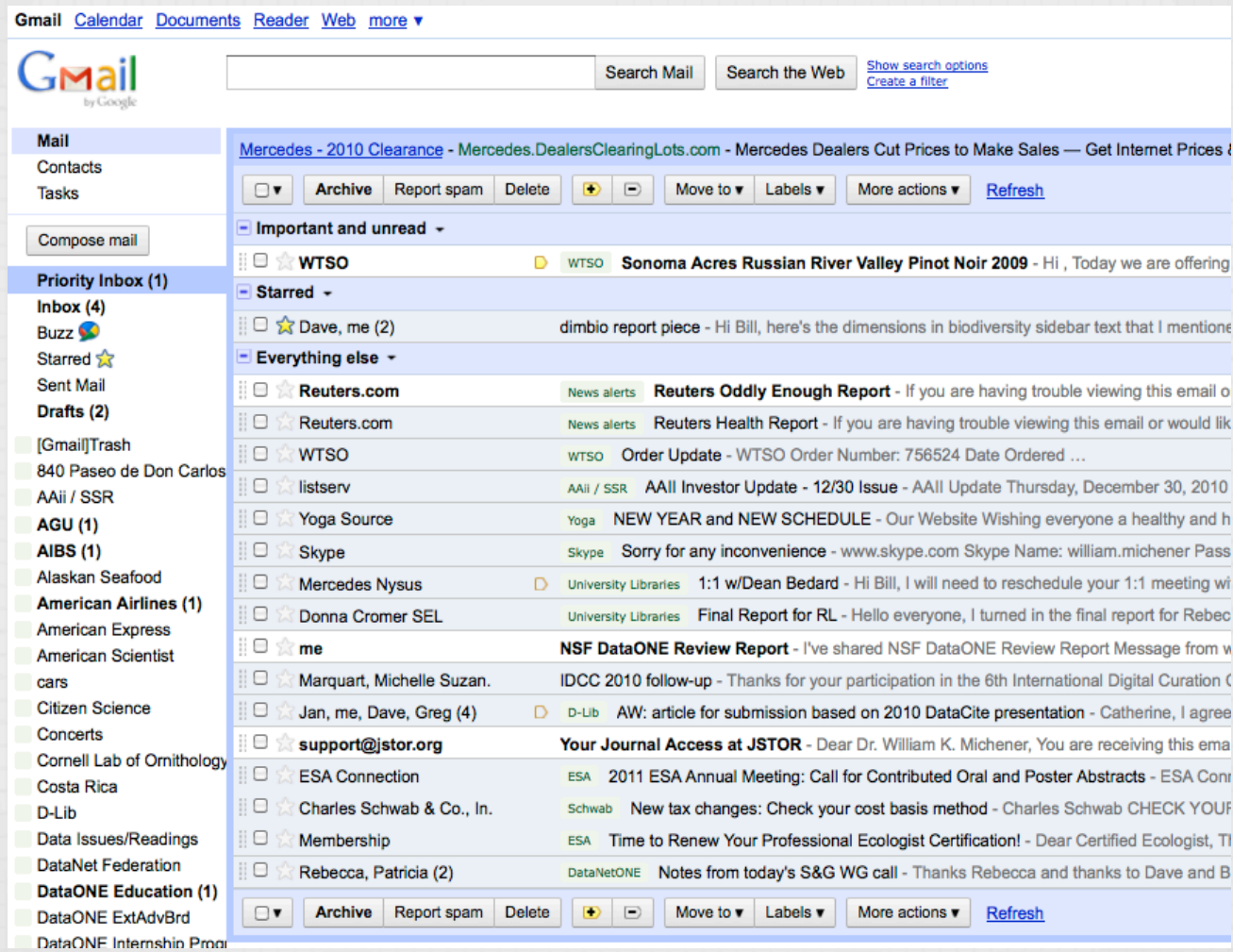


# Email productivity

- Schedule uninterrupted time to deal with email
  - Process 1 item at a time starting at the top (or bottom)
- Reduce the amount of time you spend on email
  - 1, 2, or 3X per day
- 4 D's
  - Delete it, Do it, Delegate it, Defer it
- Reduce the amount of incoming email
  - Unsubscribe to any email lists that lack value
  - Filter and prioritize emails
    - Set up a logical folder reference system
      - Action\_January2012
      - @Project\_Ecology paper



# Filtering of email



The screenshot shows a Gmail interface with a search bar at the top. Below the search bar, there are navigation tabs for Mail, Contacts, and Tasks. The main content area displays a list of emails, each with a checkbox, a star icon, and a preview of the subject and sender. The emails are grouped into sections: 'Important and unread', 'Starred', and 'Everything else'. The left sidebar shows a list of folders and categories, including 'Priority Inbox (1)', 'Inbox (4)', 'Buzz', 'Starred', 'Sent Mail', 'Drafts (2)', '[Gmail]Trash', '840 Paseo de Don Carlos', 'AAlI / SSR', 'AGU (1)', 'AIBS (1)', 'Alaskan Seafood', 'American Airlines (1)', 'American Express', 'American Scientist', 'cars', 'Citizen Science', 'Concerts', 'Cornell Lab of Ornithology', 'Costa Rica', 'D-Lib', 'Data Issues/Readings', 'DataNet Federation', 'DataONE Education (1)', 'DataONE ExtAdvBrd', and 'DataONE Internship Pro...

Category	Sender	Subject
Important and unread	WTZO	Sonoma Acres Russian River Valley Pinot Noir 2009 - Hi , Today we are offering
Starred	Dave, me (2)	dimbio report piece - Hi Bill, here's the dimensions in biodiversity sidebar text that I mention
Everything else	Reuters.com	News alerts Reuters Oddly Enough Report - If you are having trouble viewing this email o
Everything else	Reuters.com	News alerts Reuters Health Report - If you are having trouble viewing this email or would lik
Everything else	WTZO	Order Update - WTZO Order Number: 756524 Date Ordered ...
Everything else	listserv	AAlI / SSR AAlI Investor Update - 12/30 Issue - AAlI Update Thursday, December 30, 2010
Everything else	Yoga Source	Yoga NEW YEAR and NEW SCHEDULE - Our Website Wishing everyone a healthy and h
Everything else	Skype	Sorry for any inconvenience - www.skype.com Skype Name: william.michener Pass
Everything else	Mercedes Nysus	University Libraries 1:1 w/Dean Bedard - Hi Bill, I will need to reschedule your 1:1 meeting wi
Everything else	Donna Cromer SEL	University Libraries Final Report for RL - Hello everyone, I turned in the final report for Rebec
Everything else	me	NSF DataONE Review Report - I've shared NSF DataONE Review Report Message from w
Everything else	Marquart, Michelle Suzan.	IDCC 2010 follow-up - Thanks for your participation in the 6th International Digital Curation C
Everything else	Jan, me, Dave, Greg (4)	D-Lib AW: article for submission based on 2010 DataCite presentation - Catherine, I agree
Everything else	support@jstor.org	Your Journal Access at JSTOR - Dear Dr. William K. Michener, You are receiving this ema
Everything else	ESA Connection	ESA 2011 ESA Annual Meeting: Call for Contributed Oral and Poster Abstracts - ESA Conr
Everything else	Charles Schwab & Co., In.	Schwab New tax changes: Check your cost basis method - Charles Schwab CHECK YOUR
Everything else	Membership	ESA Time to Renew Your Professional Ecologist Certification! - Dear Certified Ecologist, TI
Everything else	Rebecca, Patricia (2)	DataNetONE Notes from today's S&G WG call - Thanks Rebecca and thanks to Dave and B



# File management

- 1 folder per hanger
- Printed labels
- Purge dead folders 1X per year



# Your time management and productivity tools and approaches



# Email etiquette

1. Use a descriptive subject
  - a) “Status of DataONE annual report 2012”
  - b) “Executive team meeting January 12, 2012”
2. Answer swiftly
3. Be concise and to the point
4. Use proper spelling, grammar, and punctuation
5. Use proper format
6. Do not write in CAPITALS
7. Don’t leave out message thread
8. Read the email before you send it



# Email etiquette

9. Do not overuse “Reply to All”
10. For mailings, use the “bcc” field
11. Minimize use (be mindful of) abbreviations and emoticons
12. Do not forward chain letters, virus hoaxes, and spam
13. Do not request delivery and read receipts
14. Do not copy a message or attachment without permission
15. Do not use email to discuss confidential information
16. Avoid long sentences



# Email etiquette

17. Never send or forward email containing libelous, defamatory, offensive, racist, sexist, or obscene remarks
18. Keep language gender neutral
19. Don't reply to spam
20. Use cc: field sparingly
21. Make it personal
22. Do not overuse high priority option

