



PRODUCTIVITY PRACTICES FOR THE BUSY PROFESSIONAL

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Stay Day 2016**

WHAT IS
GRABBING YOUR
ATTENTION?



DECIDING THE NEXT ACTION...

To Do List A:

- Mom birthday
- Call student x
- Campus store

To Do List B:

- Sign and mail birthday card to mom
- Call student x to remind them about their appointment
- Purchase 10 copies of Getting Things Done at the Campus Store



- Sign and mail birthday card to mom
- Call student x to remind them about their appointment
- Purchase 10 copies of Getting Things Done
- Walk to TAPS to purchase bus pass
- E-mail agenda for Retention Workgroup
- Schedule 1x1 meetings with staff
- Create actionable to-do list
- Purchase fruit platter for potluck



IS IT ACTIONABLE?

YES

- What is the next action?
 - Delegate
 - Defer
 - Do

NO

- Eliminate
- Reference





JUST DO IT



GETTING THINGS DONE

- Eat that frog
- Time block
- Pomodoro Method
- Automate
- Themed days
- Use Contexts





EMAIL

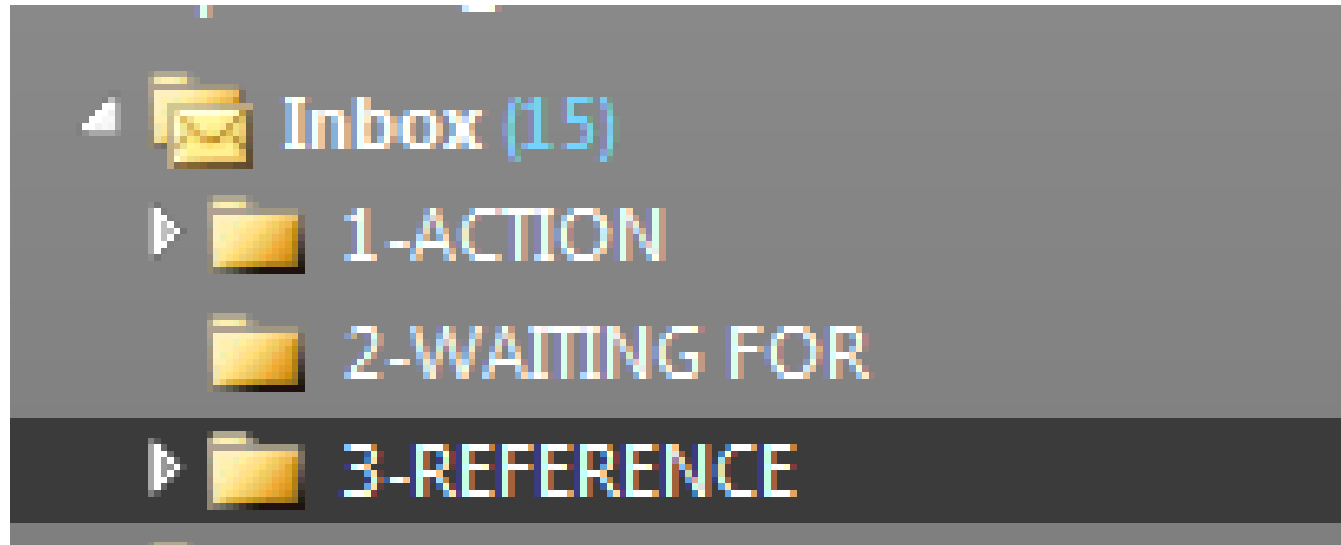


IN-TO-ZERO

- Unsubscribe search
- Unroll.me
- Turn off notifications
- Use email rules to filter messages
- Schedule time to check email
- Create email templates for common messages
- Use delay send feature for recurring messages
- Use a simple folder structure



EMAIL FOLDER STRUCTURE



SIMPLE EMAIL PROCESSING

- 1-ACTION – requires action beyond what could be done in two minutes or less
- 2-WAITING FOR – waiting for others to take action
- 3- REFERENCE – no further action required but may be needed for future reference
- TRASH – The best organizer of them all



EMAIL PRACTICES

- Be descriptive in your subject
- Change the subject with the topic
- Include expected response and date in subject
- Use the email flags
- Save attachments, delete email
- Change the text color of emails from VIPs



WHAT'S YOUR
NEXT ACTION?

