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| Sick of being **too busy** but not **productive**?  Are you working **flat out** and buzzing around from one task to another with no time to breathe?  **Time to get focussed.**  Following on from the request in the prior newsletter I have collated some key themes below around getting organised and how to become more productive.   |  |  |  | | --- | --- | --- | |  | **Emails**   * Schedule time for emails and don't let them **distract** you from your **core work plan**. If it's urgent they will find another way * Set up a **CC folder** and **set up a rule** to drop all copied in emails here. * **First thing** in the morning go through emails in the inbox received yesterday and action or clear, that way **nothing waits too long**, and you have lots of time to do the actual work. * Create Tasks from emails, which automatically drop into the Things App to keep track of *[See utilising technology section below]* * Daily / weekly go through cc folder to see if anything needs to be actioned. | | | **Friday Night Brain Dump**   * Write everything down what needs to be done in the next week * **Prioritise** this list;   1. Immovable Task / Deadline   2. Value Adding   3. Anything Else * **Schedule**;   1. The 1’s first at the beginning of each day   2. Schedule your 2’s around the 1’s   3. Fit the 3’s in or delegate.   Obviously the above is just a guide but by writing everything down and scheduling your key priorities – this will help massively in keeping **focussed**, **filtering the noise** and **increasing your productivity.** | |  | | Image result for feedback | **Feedback and Self Reflection**   * Take time to **review** the tasks you have undertaken * Ask if what you prepared / completed was actually used and for any feedback from it.   Sometimes things may be prepared just because they always have been or may not have hit the requirement – both of these points are important to understand as you could either save time if the output was not needed or help shape communication if what was completed did not suit the requirement.   * Consider if what you have done be done differently next time? | | | **Using Technology**   * **Things Application** – Others are available but Lynn Hartley find this one particularly useful and has synergies with her thought process;   + You canlink this application to pick up calendar and tasks from outlook.   + Select **three** must do items each day from the **long list** and **be happy you got three things done.**   [Somewhat the electronic version of the Friday Night brain dump described above] | |  | |  | **Work Life Balance**   * Outside of work – **what do you do** and **what do you want to do?** * Block time for the menial tasks that need to be undertaken but more importantly, schedule time for **you**   **Be who you need to be and own it** | | | **Personal Resilience**  Keeping stress at bay **is key to regaining control** and stopping you **reacting** to everything.  In the words of Dr Steve Bull, “Control your Controllables” so make sure you know what they are.  For more tips on personal resilience, there is a top tips document on the Skills Development Network website - [Top Tips for maintaining personal resilience](https://www.skillsdevelopmentnetwork.com/tinymce4/js/tinymce/plugins/moxiemanager/data/files/Library/Docs/FSD%20Docs/TopTips%20-%20Managing%20Resilience.pdf) | |  | |  | |  | |
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