

Personal Productivity

Presented by
Dadabek Achildiev



Personal Productivity & *Getting Things Done*

Good to hold a meeting, **better** to teach a principle, but **best** to actually improve lives as a result of the meeting.

- Elder Oaks

Good, Better, Best, November 2007 *Ensign*

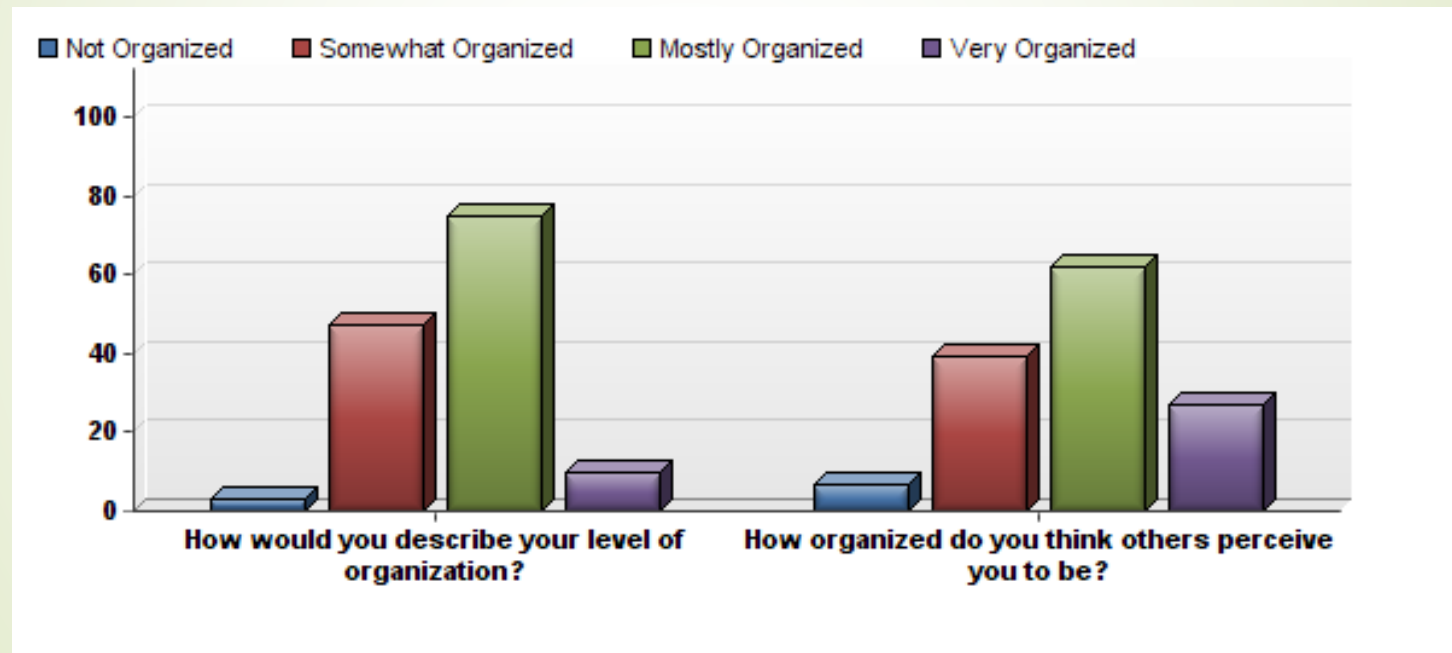
Radio dial tuned to ... WII FM

What's in it for me?

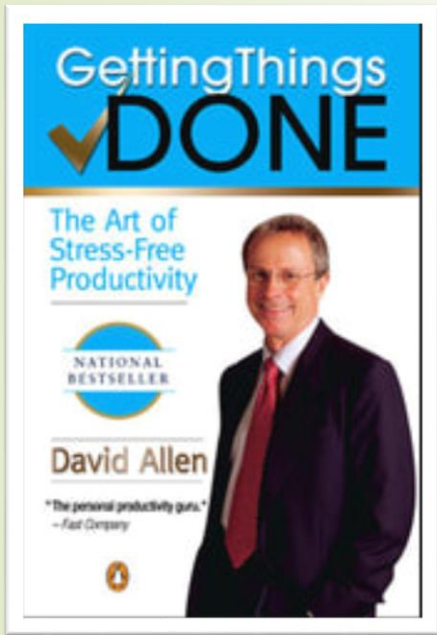
What's in it for me?

When asked "How organized are you?"

You said...



Personal Productivity & *Getting Things Done*



Let me give you a little secret. *Getting Things Done* is not about getting things done. It's really about being appropriately engaged with what's going on in your life. Appropriate focus & control is the real key.



Personal Productivity & *Getting Things Done*



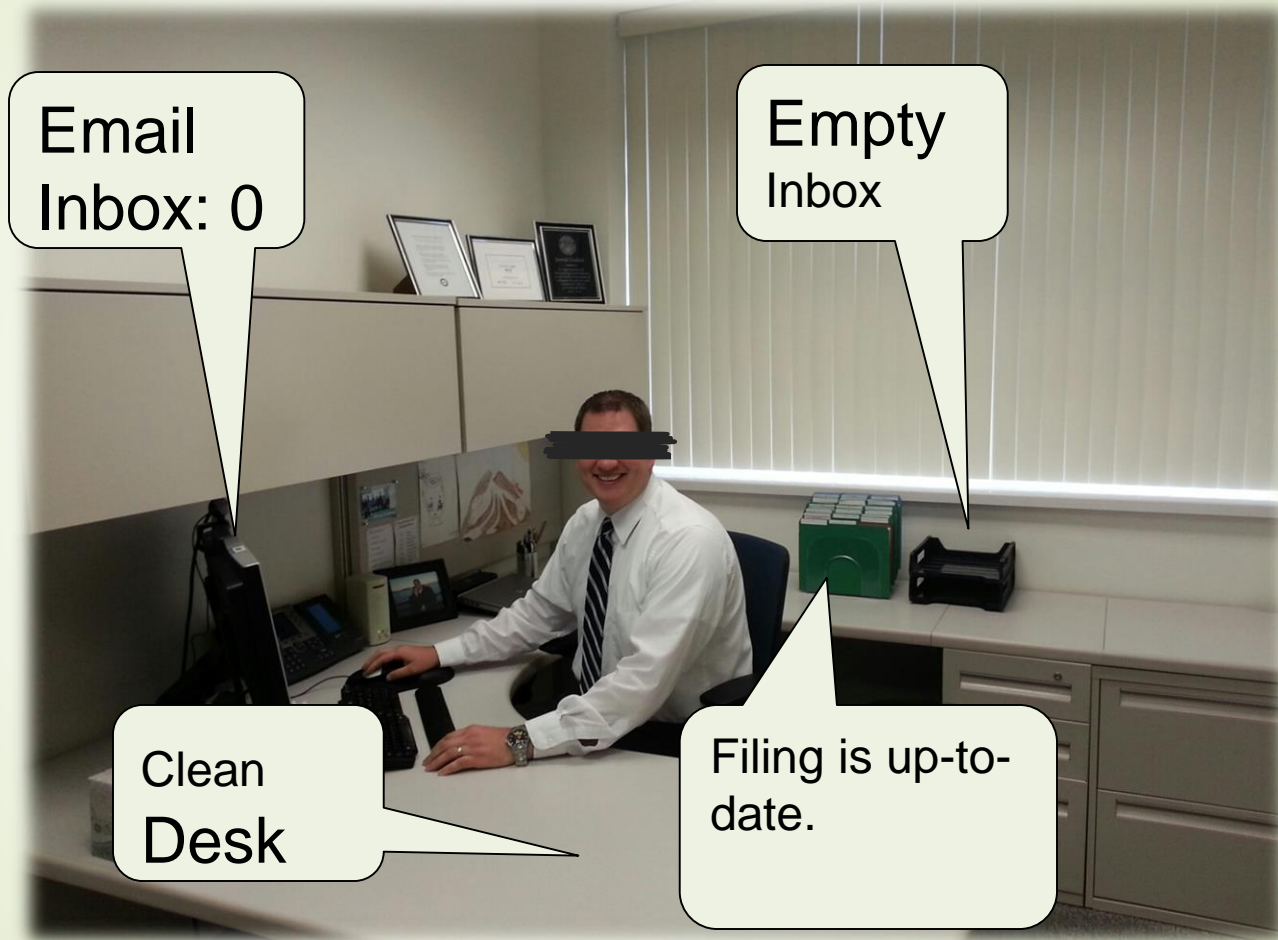
- 3 core principles of getting things done
- GTD workflow process
- Setting up a tickler file system

Disclaimer: This is intended to be very simple... not complex

Disclaimer: This presentation only includes part of a 300-page book

Disclaimer: I don't know everything. But I do know some good parts!

This is someone on campus!



This is someone on campus!



Personal Productivity & Getting Things Done

“A basic truism I have discovered over twenty years of coaching and training is that *most of the stress people experience comes from inappropriately managed commitments they make or accept.*”

Let's look at an example of trying to manage commitments and reduce stress - David Allen



Personal Productivity Example



Browser

← → ↻ × http://owa.byui.edu/ Search

From: Cochran, Jeremiah
Sent: Thursday, May 08, 2014 5:00 PM
To: Cochran, Jeremiah
Subject: Leadership Development and Training Opportunity - Getting Things Done

Employee Training Opportunity!

Storehouse of Talent: *Getting Things Done*

Join Jerrod Gudrat from the Records and Information Services office as he presents on David Allen's *Getting Things Done*... effective work-life management system... presentation on techniques that have transformed the daily work load. Key takeaways will include:

- Hands-on tools for managing the workload
- A refreshing perspective
- Realistic examples of how to execute tasks and projects common at BYU-Idaho
- Practical understanding of how to implement the concepts being taught
- Interactive and engaging discussions with colleagues across campus

Personal Productivity Example

Write down the task, assignment, situation, or project that is most on your mind at this moment.



My course
lecture



Assignment:

*I need to prepare my next course
lecture*

Personal Productivity Example

Describe in a single written sentence, your intended successful outcome for this task or situation.



Assignment:

I need to prepare my next course lecture

Successful

*Outcome:
Polished notes and a few slides to represent the course content to be covered that day in class.*

Personal Productivity Example

Write down the very next physical action required to move the task or situation forward.



Assignment:

I need to prepare my next course lecture

Successful

Outcome:

Polished notes and a few slides to represent the course content to be covered that day in class.

Next Action:

Look at the syllabus schedule to see what we will be covering in our next class.

Personal Productivity Example

“Even those who are not consciously ‘stressed out’ will invariably experience greater relaxation, better focus, and increased productive energy when they learn more effectively to control the ‘open loops’ of their lives.” — David Allen *Getting Things Done*



That
wasn't so
bad!

Assignment:

I need to prepare my next course lecture

Successful

*Outcome:
Polished notes and a few slides to represent the course content to be covered that day in class.*

Next Action:

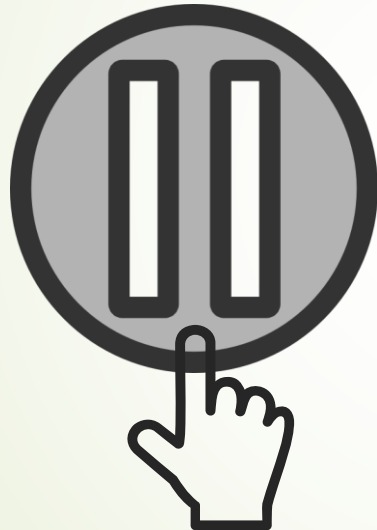
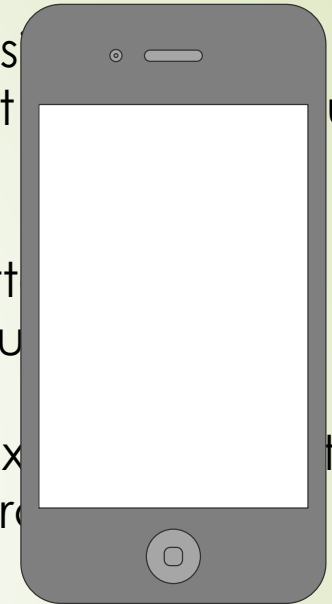
Look at the syllabus schedule to see what we will be covering in our next class.

Personal Productivity for You

1. Write down the task, assignment, situation, or project that

2.


3.





Personal Productivity for You

“If you are like the vast majority of people who complete that drill during my seminars, you’ll be experiencing at least a tiny bit of enhanced control, relaxation, and focus.” - David Allen



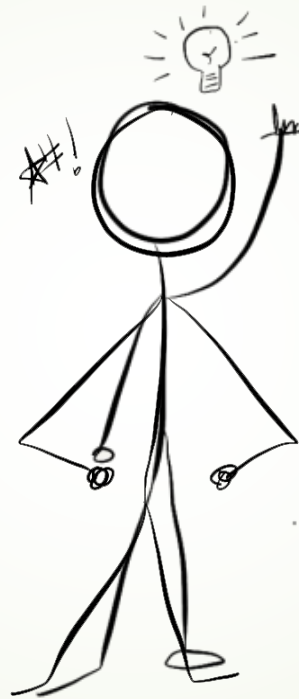
Getting Things Done

Personal Productivity for You

Let's talk about what we wrote down



Capture



Clarify



Complete



3 Core Principles of Getting Things Done

Everything out of your brain in one place

Everything w/ an outcome and next action

Everything through a review process in a trusted system.

Capture



Clarify



Complete





Personal Productivity for You

How do we do this for all our co
Let's look at the *Getting Things Done* worki



Open
Loops
?

Getting Things Done Workflow



In Box



What is it?

Is it Actionable?

Yes

What is the Next Action?

Next Actions

Eliminate



Incubate



Reference



Do it!

If less than 2 minutes

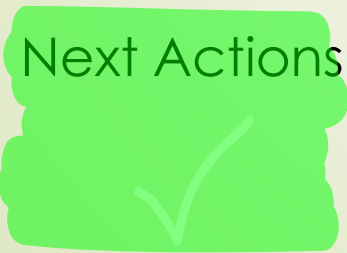
Delegate it



Defer it

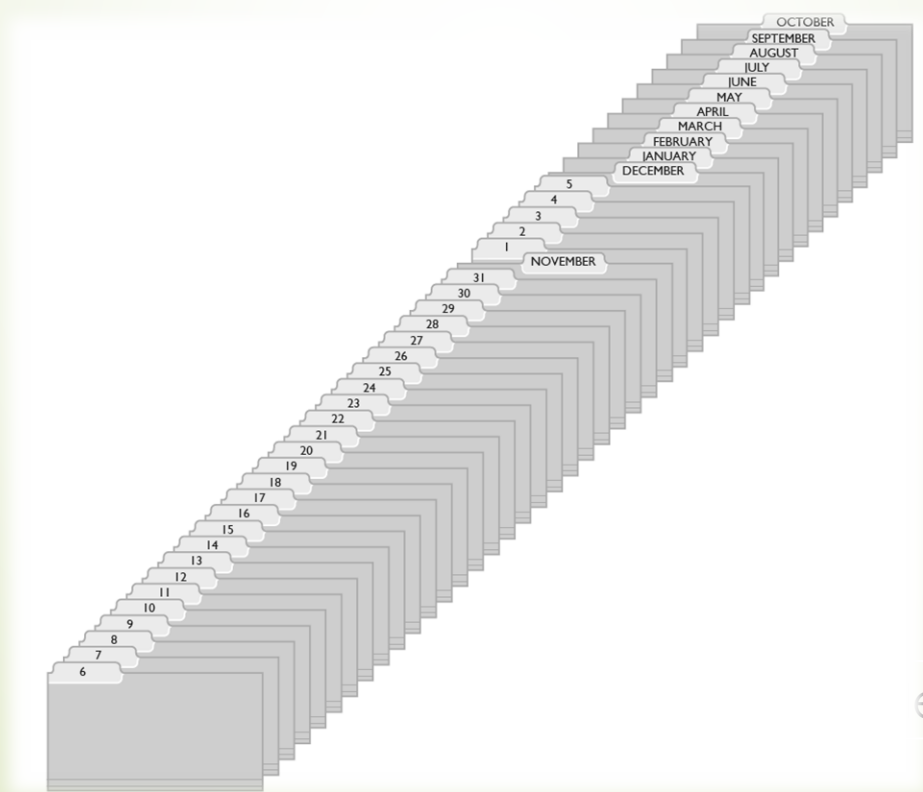
Tickler File

No



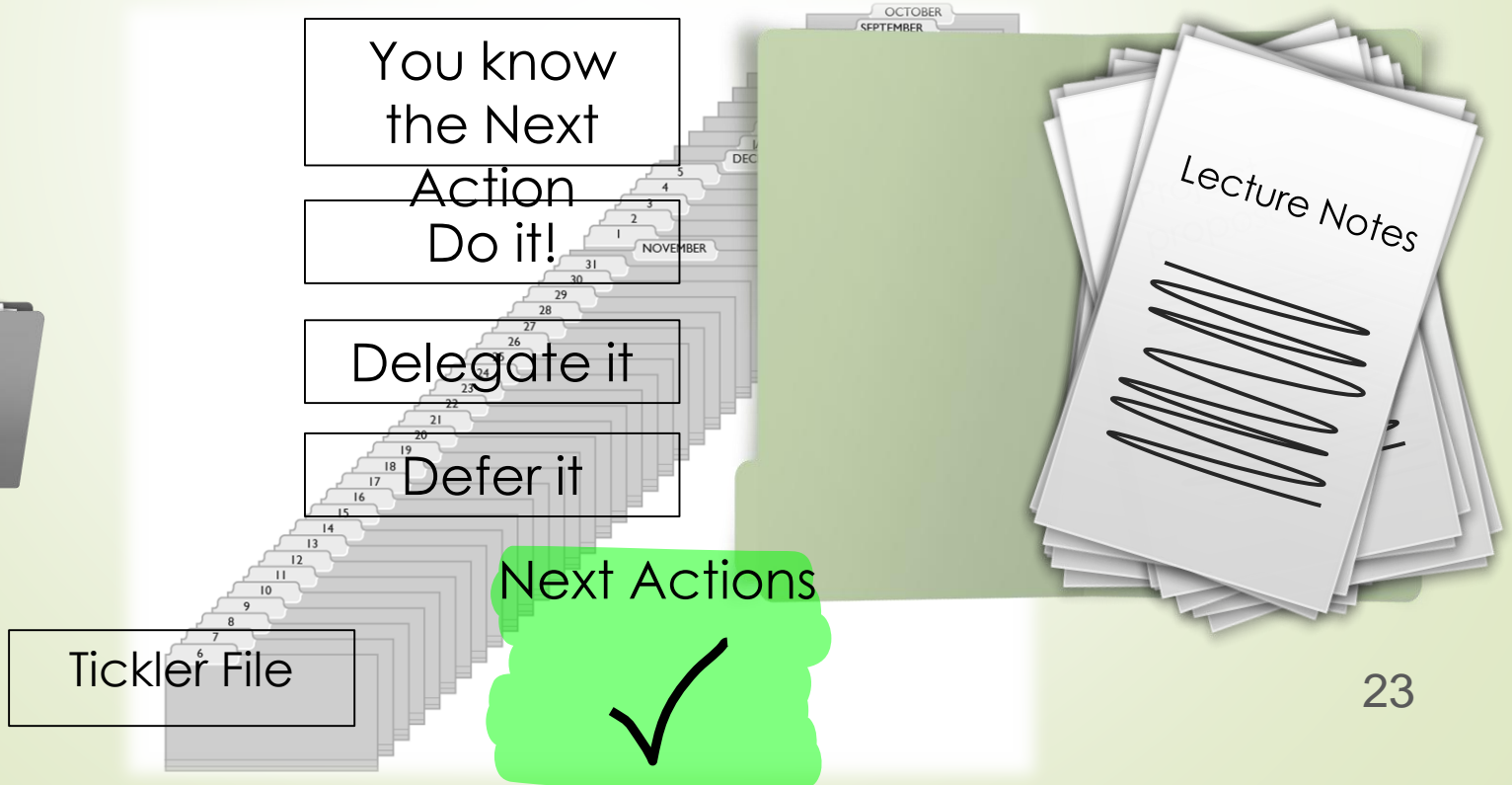


31 Days
+ 12 Months
43 file folders



er File

Setting Up A Tickler File



What my world looks like.

Paper



Digital

Inbox - guddatj@byui.edu

Inbox - ferpa@byui.edu

@ ACTION [17]

@ WAITING FOR [17]

@ READ/REVIEW [8]

@ SOMEDAY/MAYBE [16]

@ REFERENCE

@ PROJECT: IACRAO

@ PROJECT LEADERSHIP

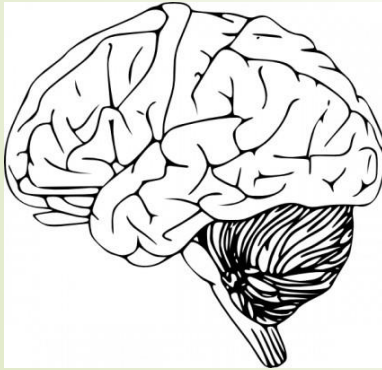
@ PROJECT EEC

Personal Productivity and *Getting Things Done*

Most of us have more things expected of us than we can possibly do. As breadwinners, as parents, as Church workers and members, we face many choices on what we will do with our time and other resources.

- Elder Dallin H. Oaks

Good, Better, Best, November 2007 Ensign



Perspective (Focus) & Control

Measuring Productivity

- **Static**: $P=O/I$ in a given period of time (t). Useful for benchmarking purposes.
- **Dynamic**: $p(1)=O(1)/I(1)$; $p(2)=O(2)/I(2)$; then $p(2)/p(1)$ yields a dimensionless index that reflects change in productivity between periods. $((p(2)-p(1))/p(1))*100$ yields the percentage change between periods.

Measuring Productivity (Continued)

- **Partial-Factor**: Uses a single “I” factor; e.g., output/labor-hour, sales/employee
- **Multi-Factor**: Uses more than one “I” factor; e.g. output/direct costs (labor, materials, and overhead).
- **Total-Factor**: Uses **all** “I” factors.

(Note: Total-Factor captures “trade-offs” between input factors.)

Measurement Problems

- Multiple products/services (aggregation-O)
- Varied categories, types, and levels of input resources (aggregation-I)
- Price/cost changes of outputs & inputs
- Redesigned products, services, processes
- “Hard-to-measure” factors (e.g., quality)

Application of Productivity Measures

- Individual level
- Group level
- Department level
- Corporate level
- National level
- Global level

Global-Level Productivity

- Why are global-level productivity measures important?
- How do we compare productivity among nations?
- How can a nation increase productivity in a global economy?

Importance of Global-Level Productivity Measures

- Measure and compare competitiveness among nations.
- Contribute to the development of a nation's economic, social, and political policies.
- Develop global cooperation among nations.
- Help business organizations make investment decisions.



Reference

- The Oxford Handbook of Creativity, Innovation, and Entrepreneurship (Oxford Library of Psychology) Reprint Edition by Christina Shalley (Editor)
- Meaningful Writing & Self-Publishing: Your Guide to Igniting Your Pen, Faith, Creativity & Entrepreneurship by Christina DeMara | May 13, 2018
- Hot Small Business Ideas: 25 Smokin' Hot Start Up Business Ideas To Spark Your Entrepreneurship Creativity And Have You In Business Fast! by James Harper | Aug 21, 2015
- Dream, Sink, Launch: Lessons on Creativity, Productivity, and Resilience from the Real Entrepreneurship Journey by Kristy Jackson Ed.S. | Jan 1, 2021
- Dream, Sink, Launch: Lessons on Creativity, Productivity, and Resilience from the Real Entrepreneurship Journey by Kristy Jackson Ed.S. | Jan 1, 2021
- Organizational Creativity: A Practical Guide for Innovators & Entrepreneurs by Gerard J. Puccio , John F. Cabra , et al. | Apr 13, 2017