Welcome

ALIGNING WELL-BEING WITH PRODUCTIVITY

GW CELEBRATION OF EXCELLENCE

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THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC
The Art of Stress-Free Productivity

2014 GW Celebration of Excellence

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“Time is the quality of nature that keeps events from happening all at once. Lately it doesn’t seem to be working.”

--Anonymous

“The hurrier I go, the behinder I get.”

--Anonymous
Agenda

1. The problem
2. The goal
3. Strategies
Why are we so stressed out?
Stress Factors

• Too much distraction
• Ineffective personal organizational systems
• Really examining the problem can lead to even more change
What does the stress look/feel like?

- Overwhelm
- Frustration
- Non-fulfillment
- Anxiety
- Burnout
- Stuck
- Loss of Control
- Victim
Stuff

• Things that spin around in your head all day without a proper place or clear plan of action
The Goal?

- Psychic Bandwidth
  - the mental space to allow for creativity, problem solving, and strategy
Mind Like Water

• Appropriate reaction to situations and circumstances
Getting Things Done

• GTD is focused on the art of workflow management and personal productivity. It is designed to answer the following recurring questions:
  – What should I do?
  – When should I do it?
  – How should I do it?

• Goal is to create a positive sense of relaxed control in order to live and work at elevated levels of efficiency and effectiveness.
Basic Requirements to GTD

• If it is on your mind, your mind isn’t clear. **Get it in a trusted system!**

• You must clarify exactly what your commitment is. **Decide your next actions!**

• You must keep reminders in a system that you review regularly. **Don’t abandon the process!**
The Key

• Manage **ACTION**
  – What you **do** with your time
  – What you **do** with information
  – What you **do** with your body

*Things rarely get stuck because of lack of time. They get stuck because the “doing of them” has not been defined.*
Five Steps for Mastering Workflow

1. Collect—things that demand our attention
2. Process—what they mean and what to do about them
3. Organize—the results, which we,
4. Review—as options for what we choose to
5. Do!
Collect – Example: My Stuff

• Thanksgiving
• Husband’s birthday
• Store
• Shopping
• iBuy

Take a minute to collect your stuff
Process – Example: My Stuff

- Shawn’s birthday
  - What does this mean? What is the impact?
    - Important family time (high priority)
    - I’ll be sorry if I don’t

Take a minute to process your stuff
Organize – Example: My Stuff

- Shawn’s birthday
  - Brainstorm gift ideas
  - Shop
  - Order cake
  - Make reservation at restaurant

Take a minute to organize your stuff
In-basket
What is it?
Is it actionable?

Stuff

Trash
Someday/maybe
Reference

Yes
What’s the next action?

Projects (planning)
Projects (next actions)

Multistep projects

Outbox

Will it take less than 2 minutes?

Yes
No
No

Do it
Delegate it
Defer it

Waiting (for someone else to do)
Calendar (to do at a specific time)
Next Actions (To do as soon as I can)
Review – Example: My Stuff

- Shawn’s birthday
  - Brainstorm gift ideas
  - Shop
  - Order cake
  - Make reservation at restaurant
Do! – Example: My Stuff
Choosing the Right Action at the Right Time

- Context – Consider your environment
- Time – How much you have available
- Energy Level – How much you have
- Priority – What is most important
Activities
- Crises
- Pressing Problems
- Deadline-driven projects

Activities
- Prevention
- Relationship building
- Recognizing new opportunities
- Planning

Activities
- Interruptions, some calls
- Some email
- Some meetings

Activities
- Trivia, busy work
- Some email
- Some phone calls
- Time wasters

Impact
- Stress
- Burnout
- Crisis management
- Always putting out fires

Impact
- Vision, perspective
- Balance
- Discipline
- Control
- Few Crises

Steven Covey’s Matrix
Takeaways

- Mind like water
- Be intentional
  - Collect, Process, Organize, Review, Do
- Practice, practice, practice!
- Others?
Remember…

“If you don’t give appropriate attention to what has your attention, it will take more attention than it deserves.”

- David Allen, Art of Stress-Free Productivity
Don’t Be a Stranger

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