



Boosting Productivity Session starts at 10am



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HELLO!

I am **Olivia Roche**

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Agenda

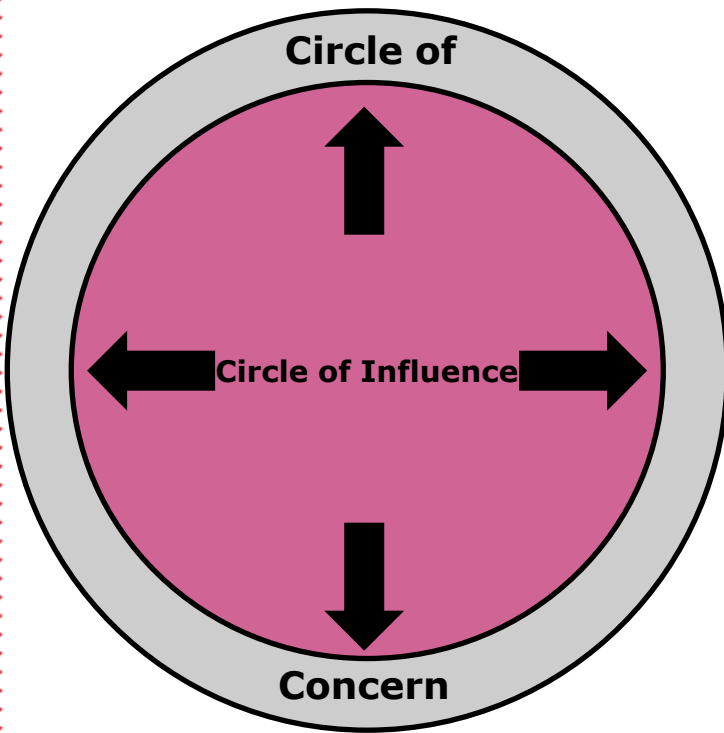
- Making time to plan
- Identifying your personal time-stealers
- Dealing with common distractions
- Managing Interruptions
- Setting SMART goals and objectives for yourself
- Planning tools and techniques
- Team productivity
- Effective virtual meetings
- Q&A



Be Proactive

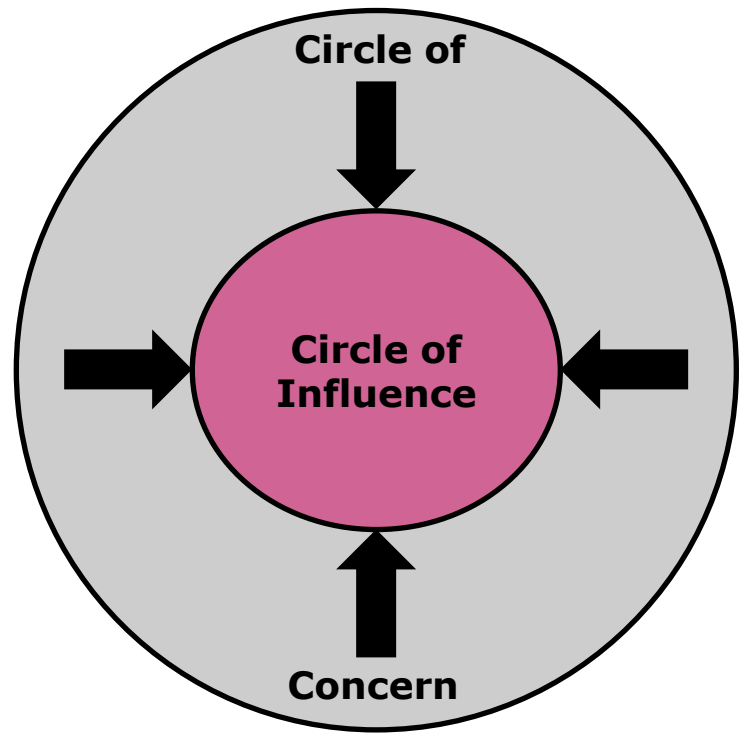
'.....As human beings we are responsible for our own lives. Our behaviour is a function of our decisions, not our conditions. Highly proactive people do not blame circumstances, conditions or conditioning for their behaviour.....'

Example.....'Proactive people can carry their own weather with them. Whether it rains or shines makes no difference to them. They are value driven and if their value is to produce good quality work, it isn't a function of whether the weather is conducive to it or not'



Proactive Focus

Positive energy enlarges circle of Influence



Reactive Focus

Negative energy reduces Circle of Influence

Time Management Matrix

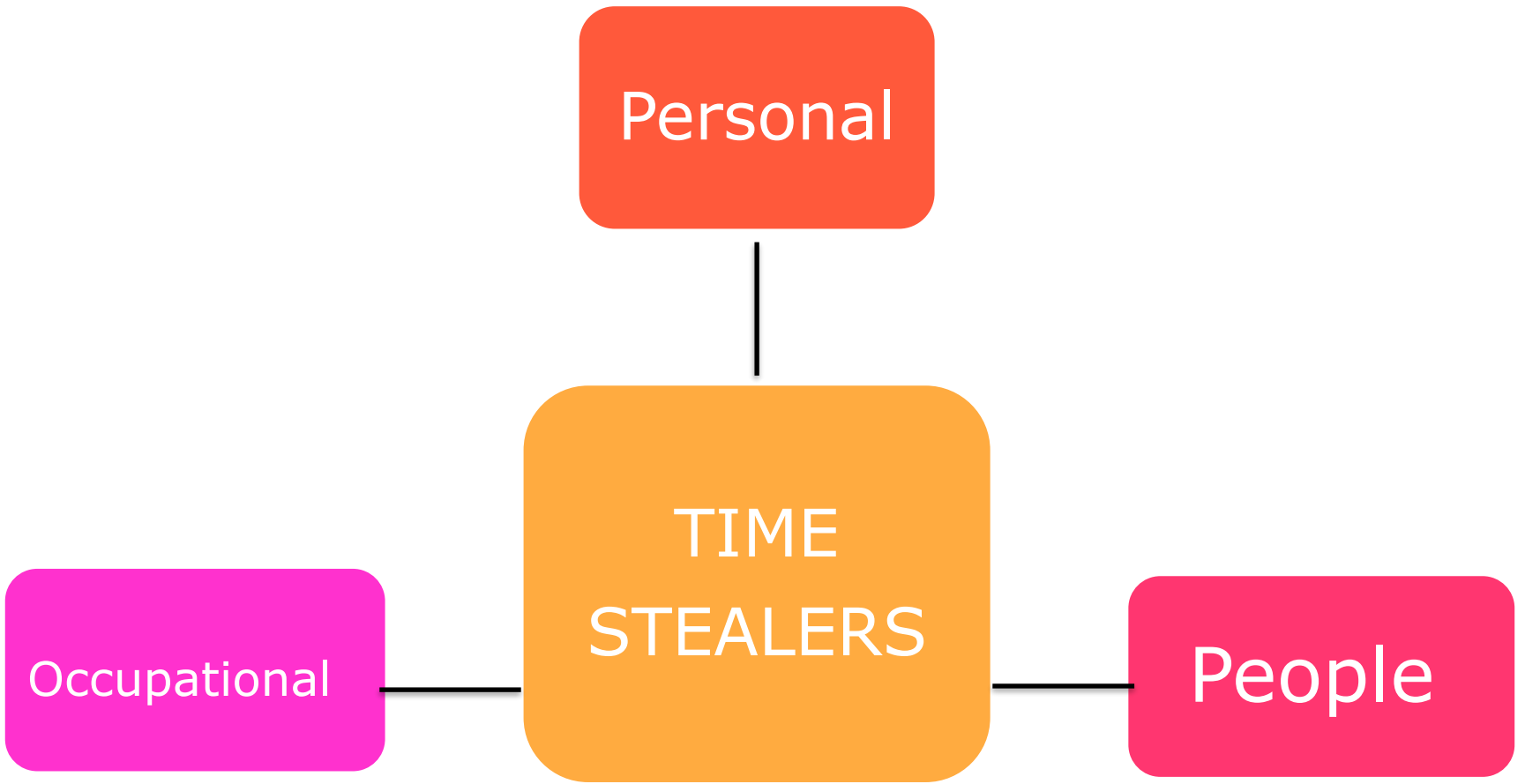
People can spend all their time here - firefighting

But think they are here

	URGENT	NOT URGENT
IMPORTANT	<p>1. ACTIVITIES:</p> <ul style="list-style-type: none">• Crises• Pressing Problems• Deadline Driven Projects	<p>2. ACTIVITIES:</p> <ul style="list-style-type: none">• Prevention• Relationship Building• Recognising new opportunities• Planning
NOT IMPORTANT	<p>3. ACTIVITIES:</p> <ul style="list-style-type: none">• Interruption, some calls• Some mail, some reports• Some Meetings	<p>4.4. ACTIVITIES:</p> <ul style="list-style-type: none">• Trivia• Some mail• Some calls• Time wasters

People can spend all their time here

The only release is go here



Exercise



Exercise



Setting SMART Goals

The more detailed and clear your goal is the easier it will be to make choices and establish steps that you need to take towards accomplishing it

- S – Specific
- M – Measurable
- A – Attainable
- R – Relevant
- T – Time Based



Planning & Planning Techniques

- Master the art of scheduling
- Daily planner – helps you to keep on track each day. It helps you to concentrate on exactly what tasks need to be done and how much time you have for each
- Weekly planner – serves as your overview of the events planned out for that week and the tasks you need to accomplish (which will be the basis for your daily planning)
- Monthly planner – It always helps to have all the dates of the months laid out on a single page. (which will be the basis for determining your tasks for your monthly and daily planning)
- Identify your energy efficient times Scheduling routine – 20 mins at the start and the end of each day

Exercise



Importance of taking breaks

- Movement breaks are essential for your physical and emotional health
- Breaks can prevent decision fatigue
- Breaks restore motivation, especially for long term goals
- Breaks increase productivity and creativity
- Waking rest helps consolidate memories and improve learning



Team Productivity

- 1.The priorities should be clearly established
- 2.The tasks carried out should be geared towards these priorities and explicitly explained
- 3.The time, energy and resources spent on unimportant or non-urgent tasks should be reduced if not eliminated
- 4.The system (including your surroundings and the tools you use) should be made conducive in order to enhance productivity, effectiveness and efficiency
- 5.Motivational factors (such as rewards or sheer self discipline) should be present to guarantee the fulfilment of the time bound task

Good V's Poor Productivity

Good

- Effective delegation
- Goal setting
- Good decision making
- Creating deadlines
- Keeping deadlines
- Good communication between teams
- Managing interruptions/dual tasking
- Good problem solving
- Prioritising

Poor

- Failure to purge bad time management habits
- Refusing to change or improve processes

Problem Solving – resolution and gaining consensus

One of the primary responsibilities of team membership is the ability to solve problems that impact the team.

To be effective, team members must be able to identify problems and have a desire to resolve them.



Effective Virtual Meetings

- Always have a facilitator
- Always have an agenda – circulated in advance
- Ask only required participants
- Consider using non work related check ins / introductions
- Use participants names
- Celebrate the good news
- Create appropriate ground rules that must be adhered to
- Create a common visual focus
- Have a technology guru available
- Set up the room in advance
- Conduct round robin meeting evaluation
- Operating principles/ground rules



Recap

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THANKS!

Any questions?
30 min Q&A

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