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3 Habits to Boost Productivity While Decreasing Stress

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National Industry Leader - FORVIS

- This webinar is part of our monthly webinar series to stay engaged with our community and bring programming of interest to our members. The webinar is eligible for CPE. If you are interested in receiving CPE credit for this webinar, please e-mail me (Marty Mickey) at mmickey@nl.edu now.

- During the webinar, there will be three check in questions for you to answer. **In order to receive CPE, you must answer all three of these questions.**

- Copies of the slides for this presentation and a recording of the webinar will be available on the CACUBO website in a couple of days.

- We will send out a survey afterwards to solicit thoughts and topics for future webinars. If you would be willing to present in a future webinar, please e-mail me at mmickey@nl.edu.

- If you haven't already done so, please attend our CACUBO Annual conference which is October 1-3 in Omaha. Great networking and CPE opportunities. Register here: https://www.cacubo.org/annual-conference.

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300+
Higher Education Clients Served

Agenda

- My Story

- 3 Habits

- Bringing it All Together - Examples

- Getting Started

- Bonus

- Questions

MY STORY

Polling Question

How well are you currently managing your stress at work?

Excellent - I rarely experience stress at work

Very Good – I occasionally experience stress at work & successfully employ stress management strategies

Fair – I regularly experience stress at work & am sometimes successful employing stress management strategies
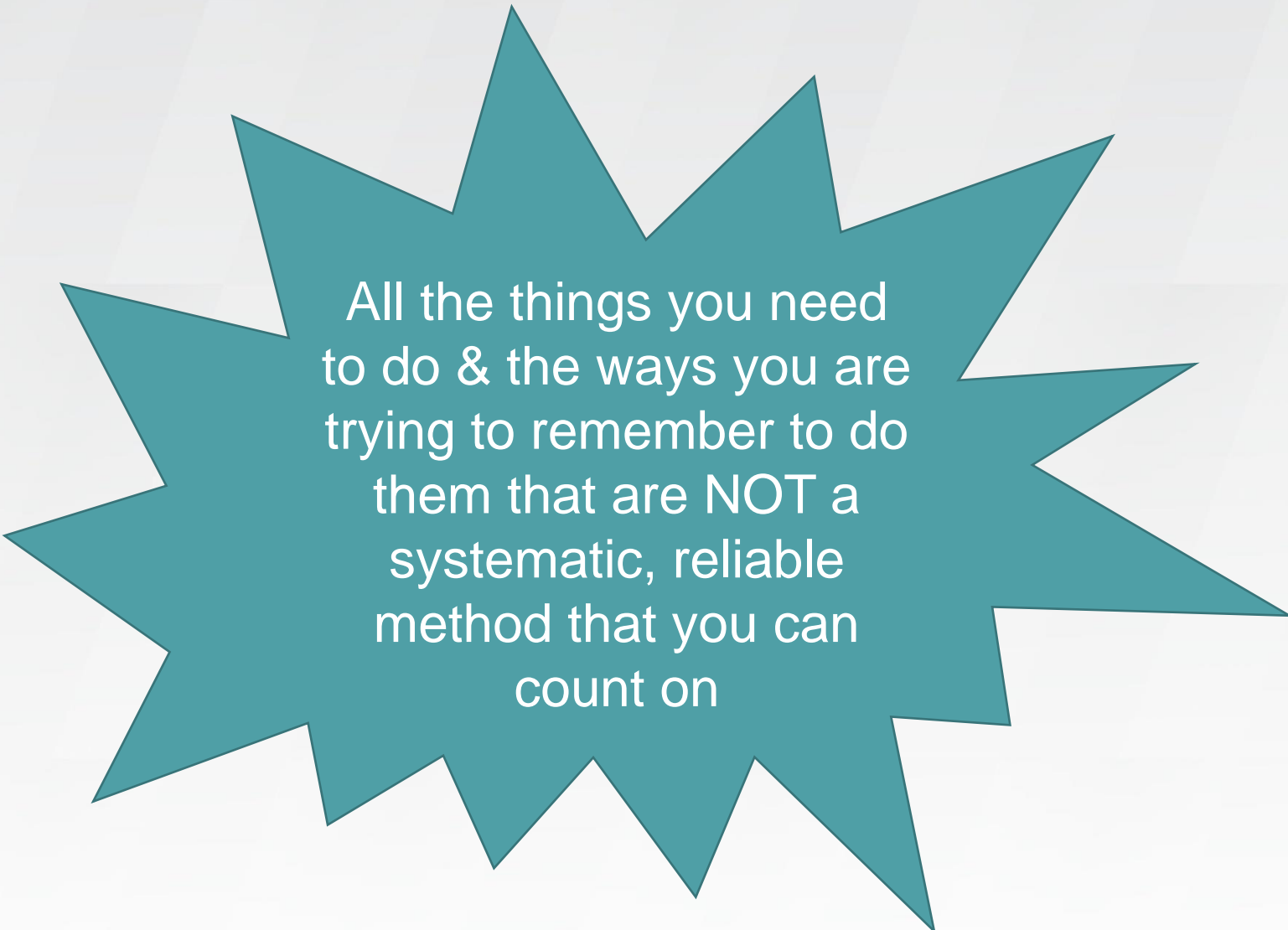
Poor – I incur stress regularly & have difficulty managing

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Toss Your To-Do List! Timebox Instead

Habit #1

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What are incompletions?

All the things you need to do & the ways you are trying to remember to do them that are NOT a systematic, reliable method that you can count on

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Example Incompletions

- To-do lists
- Sticky notes in various places
- Notes in my iPad or phone
- Email messages in my inbox
- Lists in a notebook
- Piles on my desk
- Notices that keep popping up on my computer
- Something I need to remember to do

- Reminders on a wall calendar or planner
- Project deadline I am stressing about
- Promises I realize I have not kept
- Invitations I have not responded to
- Things other people should do (& I haven't told them)
- Notes I have written on my hand
- Things in the future, taxes, a trip, an event

- Things I count on others to nag me about
- Magazines I have not read
- E-newsletters I have not read
- Thank-you notes I have not written
- Emails I've read & put off responding to
- Books I want to read but have not started
- Anything I am worrying about

Incompletions Are the True Cause of Stress & Anxiety

The **key** to reducing stress & anxiety is to **turn incompletes into completes**.

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Turning Incompletions Into Completions

Must create a habit of capturing all your to-do's & next steps in a reliable system

Once these items are captured in your system, you can trust that you will be reminded of what you need to do at the appropriate time

You are no longer relying on your memory or other ineffective strategies to accomplish your tasks

When incompletions are in your system, they become complete (for the time being) & no longer cause stress & anxiety
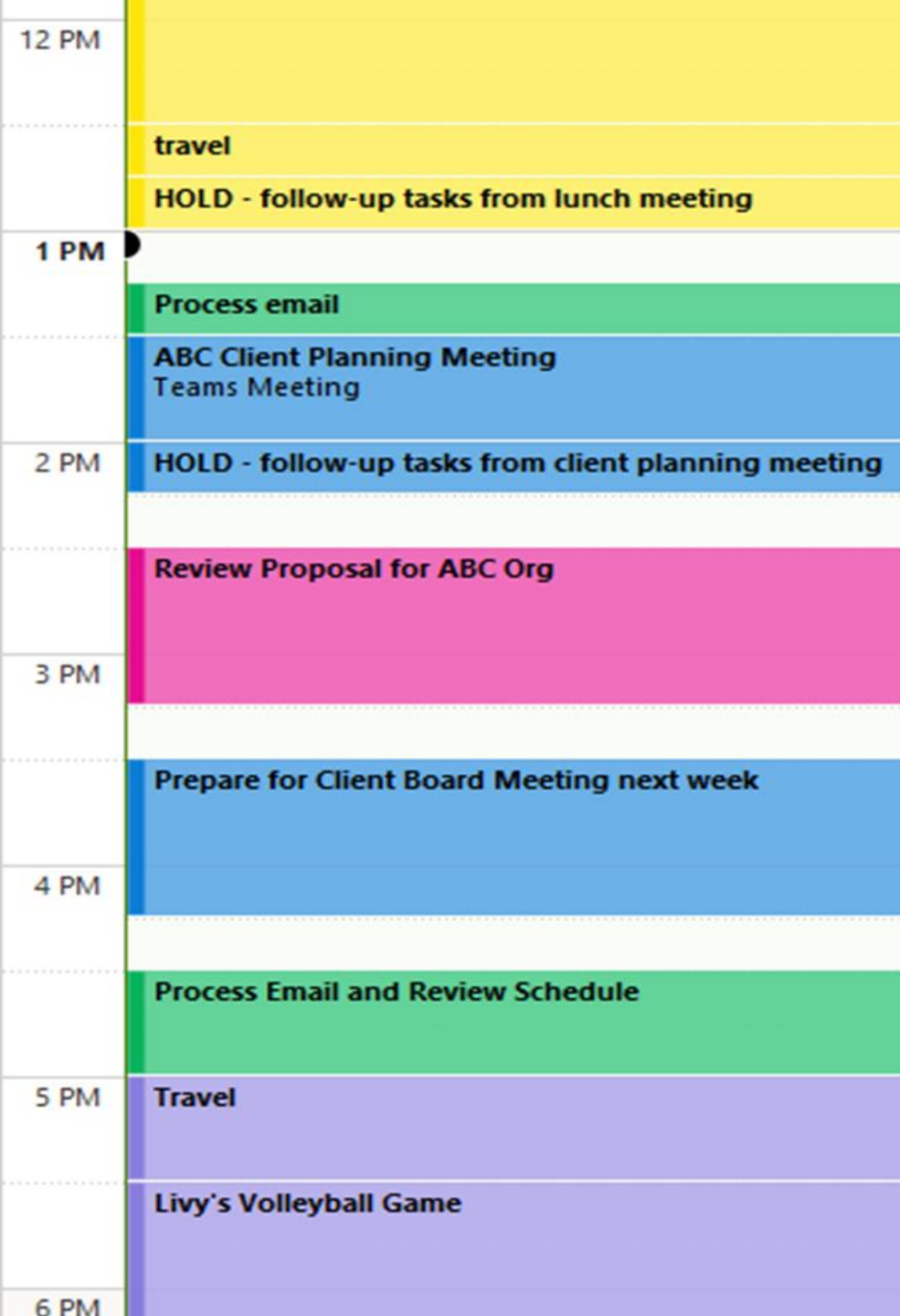
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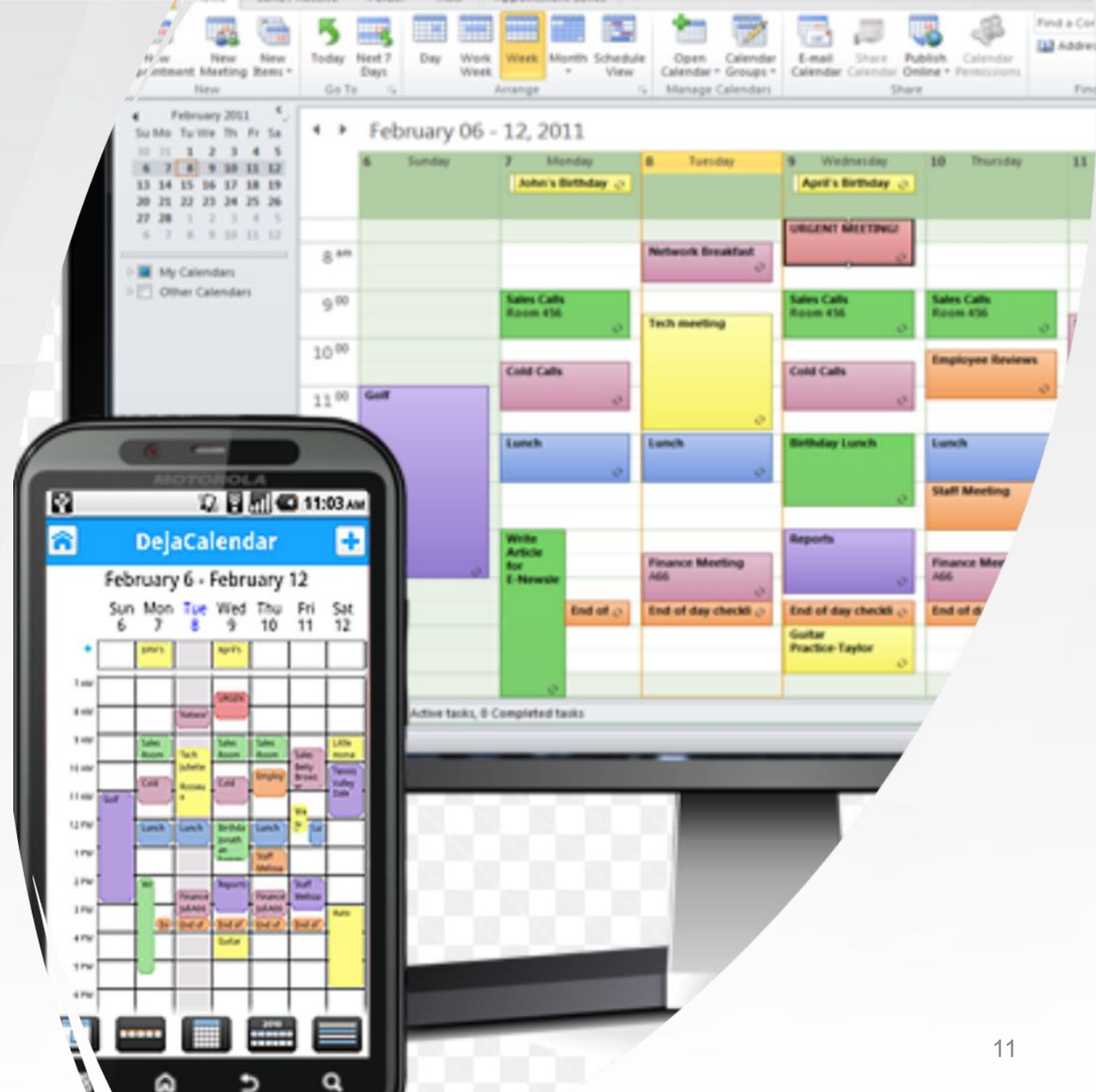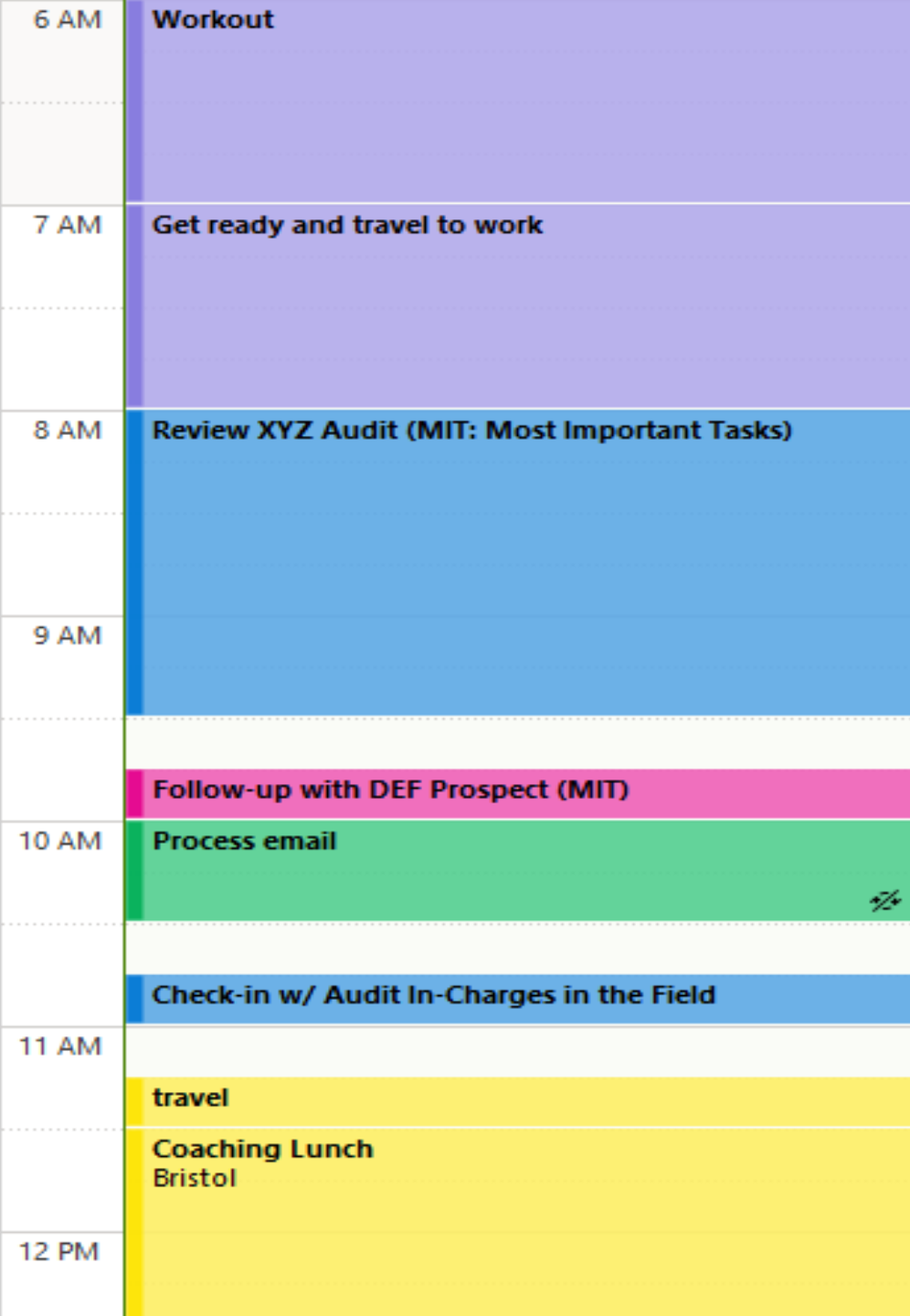
What Is Timeboxing?

- Moving your to-do's (incompletions) into your calendar

- Providing a time & place for all your to-do's to be accomplished

- When you utilize a to-do list, everything on that list is incomplete & causing you stress & anxiety (you have no idea if you have enough time to accomplish the items on your list)

Calendar (left side):

Time	Activity
6 AM	Workout
7 AM	Get ready and travel to work
8 AM	Review XYZ Audit (MIT: Most Important Tasks)
9 AM	
	Follow-up with DEF Prospect (MIT)
10 AM	Process email
	Check-in w/ Audit In-Charges in the Field
11 AM	travel
	Coaching Lunch Bristol
12 PM	

Benefits of Timeboxing?

- Once in your calendar, you no longer need to worry about when something is going to get done
- You don't have to think about what thing to do next
- Provides you time constraints (Parkinson's law)
- Shows you how busy you are & if you have capacity to take on more or need to delegate or ask for help

Calendar (left side):

- 12 PM
  - travel
  - HOLD - follow-up tasks from lunch meeting
- 1 PM
  - Process email
  - ABC Client Planning Meeting — Teams Meeting
- 2 PM
  - HOLD - follow-up tasks from client planning meeting
  - Review Proposal for ABC Org
- 3 PM
  - Prepare for Client Board Meeting next week
- 4 PM
  - Process Email and Review Schedule
- 5 PM
  - Travel
  - Livy's Volleyball Game
- 6 PM

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Strive for Inbox Zero Daily

Habit #2

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Polling Question

How many emails are currently in your inbox?

Less than 10

10 - 50

50 – 100

100 - 1,000

More than 1,000

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The Truth About Email

- Email is the #1 productivity killer
- Emails in your inbox are "incompletes" & cause stress & anxiety
- Learning effective email processing habits will significantly improve your productivity
- Cleaning out your emails daily (inbox zero) will provide you peace of mind

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Processing Email – GTD Method

Email Inbox

- Do it now (2 minutes or less)
- Delegate it
- Schedule it in your calendar
- File in a "To Read" folder
- Move to "Do" Folder
- Archive or file in reference folder

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Processing Email – Stack Method

1. Empty inbox by moving emails to Action Folders

2. Work through Action Folders in sequence

3. Work inbox the rest of the day

4. If not going to act on an email that day, move to appropriate Action Folder

5. Schedule at least three times during each day to process email

Email inbox

Reply

Schedule

Do

Review

Archive

Trash

Learn more about the Stack Method: https://www.stackmethod.com/#video-lessons
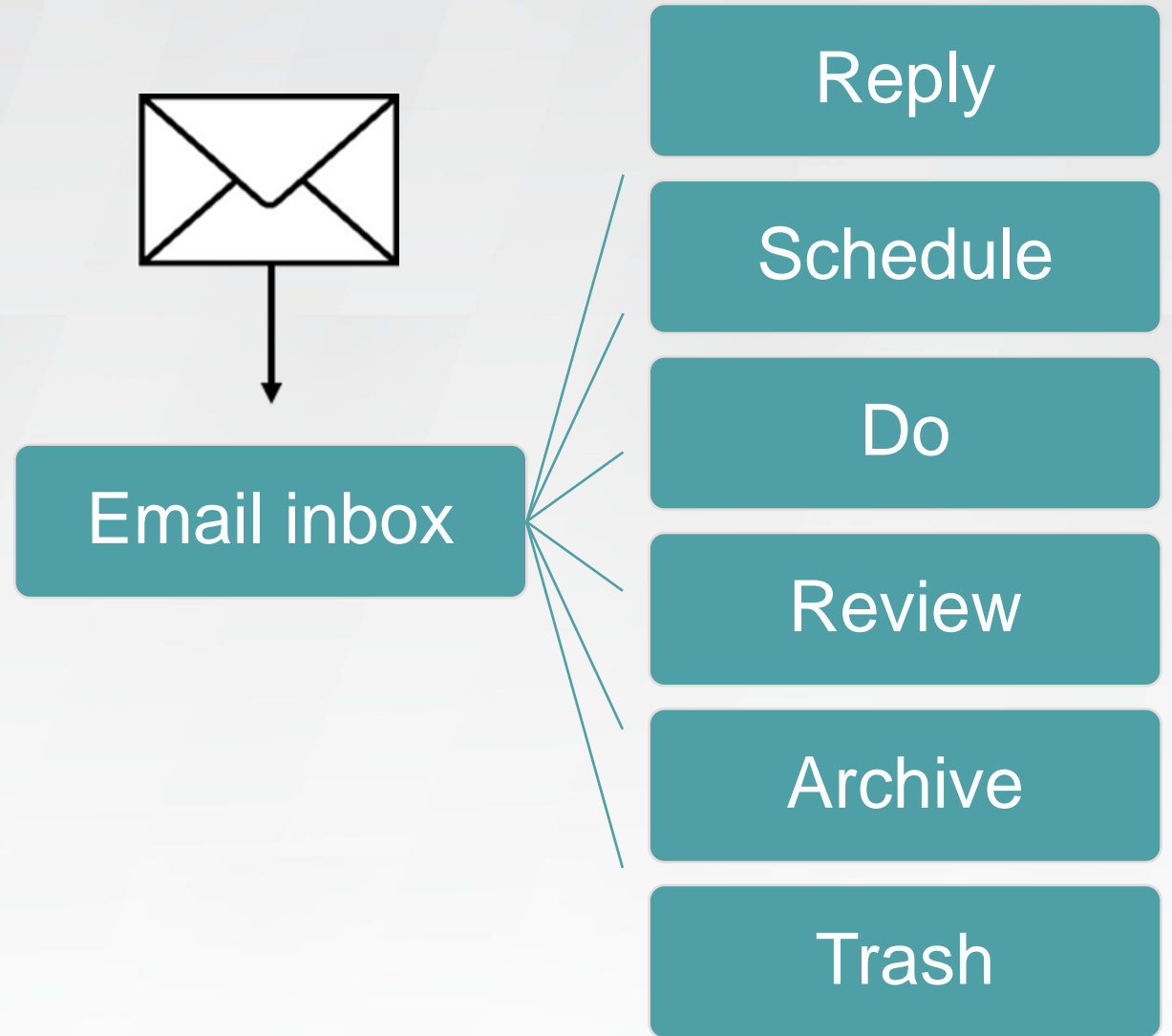
Emailing Filing Tips – Less is More!

+ Inbox
- To Do
- To Read
- Waiting for Response

+ When
- Coaching
- Doing Timesheet
- It's Personal
- Looking for FORsights
- Needing Technical Guidance
- Networking & Recruiting
- Scheduling Client Work
- Training & Presenting
- Traveling & Conferences
- Volunteering

Client / Prospects
Archive

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Other Email Tips & Tricks

Scheduling a recurring daily appointment to process the emails that have accumulated in your inbox

TURN OFF YOUR ALARMS & pop-up notifications

Create Quick Steps (shortcut keys) for quick email filing

Utilize rules to intercept emails ("To Read" & "Waiting for Response" folders)

Convert emails to appointments by right clicking & moving to calendar

Don't spend 15 minutes writing an email that would have taken you 2 minutes to discuss in person/on phone

Use subject line to communicate importance, topic, action, etc.

Utilize the follow-up features to automatically remind recipients of a due date

Unsubscribe from most newsletters

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Diminish Distractions

Habit #3

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Polling Question

On average, how long does someone spend on a project before being interrupted?

11 minutes

23 minutes

38 minutes

46 minutes

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Interruptions Are Killing Your Productivity

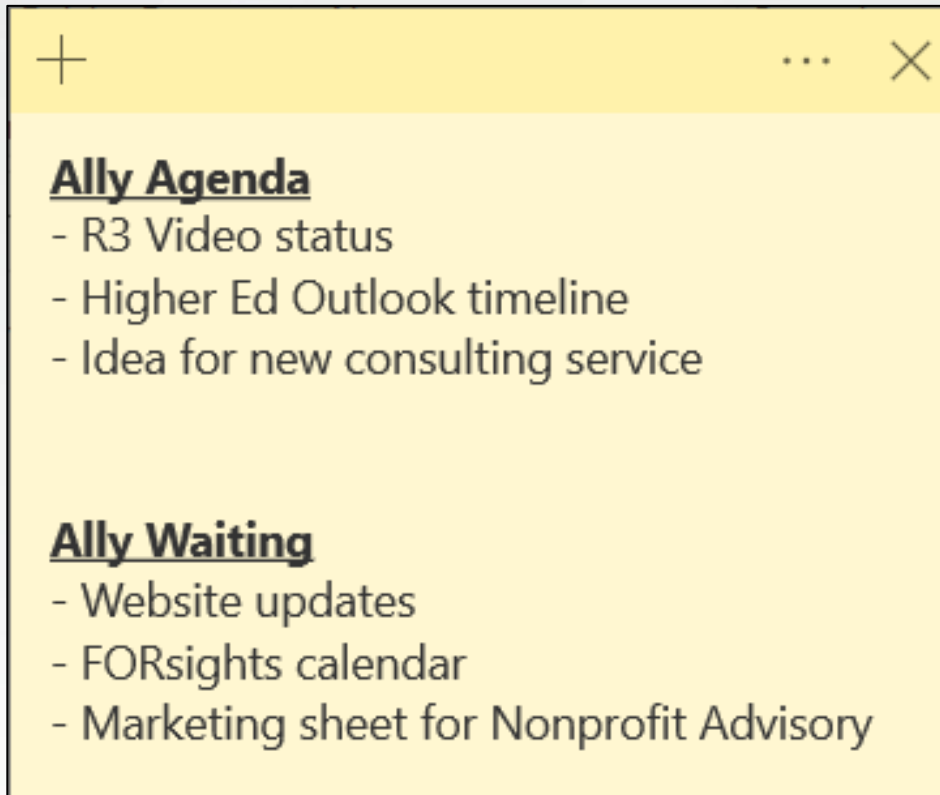**11** Average # of minutes someone spends on a project before being interrupted

23 Average # of minutes it takes to get back to the point they were before the distraction

200 % increase on time spent on productive activities if you cut your daily distractions in half

Source: Research Study by University of California, Irvine

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Tips for Diminishing Distractions

Ally Agenda
- R3 Video status
- Higher Ed Outlook timeline
- Idea for new consulting service

Ally Waiting
- Website updates
- FORsights calendar
- Marketing sheet for Nonprofit Advisory

Turn off ALL alarms, notifications, pop-up messages

Don't read every email as soon as it hits your inbox (Timebox email processing time)

Train your team on 411 versus 911 (for all 411 items, schedule an appointment or utilize agendas)

Utilize people & project agendas (OneNote or Sticky Notes)

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Bringing It All Together - Examples

Incomplete

You receive an email to complete a 10-minute IT security training & it is sitting in your inbox

Complete

You schedule a 15-minute block of time prior to the due date to complete the training & file the email in your "DO" folder or convert the email to an appointment

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Bringing It All Together - Examples

Incomplete

Budget to actual reports need to be ran and sent to department directors for their review.

Complete

You delegate preparation of the reports to a staff with due dates & have a calendar reminder scheduled for follow-up. Save sent email in "Waiting for Response" folder.

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Bringing It All Together - Examples

Incomplete

Complete

You are worrying about presenting at an upcoming board committee meeting.

You have scheduled appropriate time to prepare for the presentation (timebox).

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Bringing It All Together - Examples

Incomplete

You held a planning meeting with your auditor and determined timeline and dues dates for critical PBCs.

Complete

You enter all critical dates into your calendar along with time scheduled to complete tasks.

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Getting Started

1 Timebox at least 4-6 hours to get started. Time can be scheduled all at once or broken up over several days.

2 Make a list of everything you need to do and handle at work and in your life – both now and on a regular basis.

3 Schedule an appointment for each task on your list. Utilize recurring appointments for recurring tasks. Include time to review schedule each week and clear out inbox each day.

4 Determine email strategy and set up folder structure in outlook.

5 If > 100 emails in inbox, move all emails more than a week old to folder entitled "Old Email" and timebox adequate time to process.

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Say No to Almost Everything

Bonus Habit

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"The difference between successful people and really successful people is that really successful people say no to almost everything."

– Warren Buffett, business magnate, investor, & philanthropist

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Say Yes To Say No

Take the time to determine your top 5 priorities for your career & personal growth (these are your Yeses)

When confronted with a new opportunity & limited time, say yes to only those that align with your priorities

Create a not doing list (what things are you doing now that don't align with your priorities)

Resources & Questions?

Links:

[Harvard Business Review Article – How Timeboxing Works and Why It Will Make You More Productive](#)

[YouTube – What Is Timeboxing](#)

[YouTube – Inbox Zero](#)

[Stack Email Method](#)
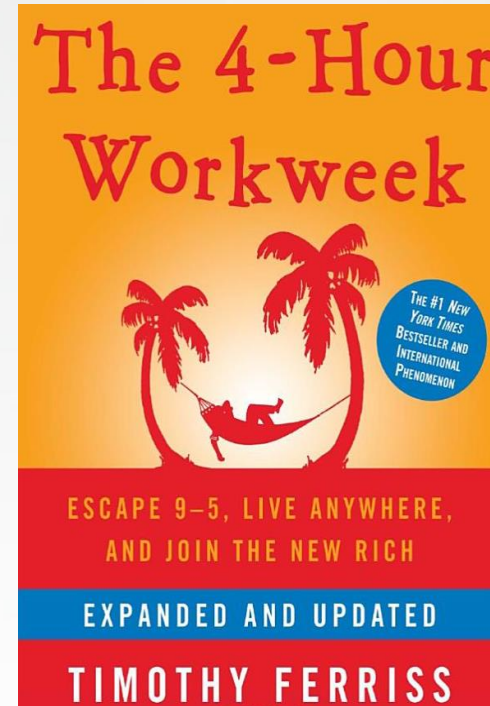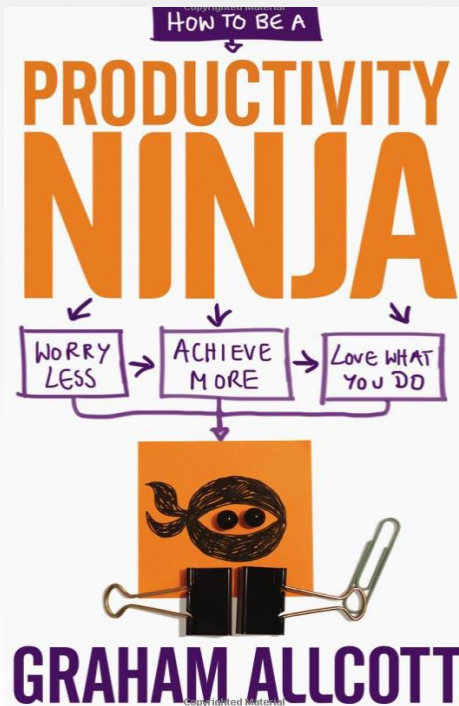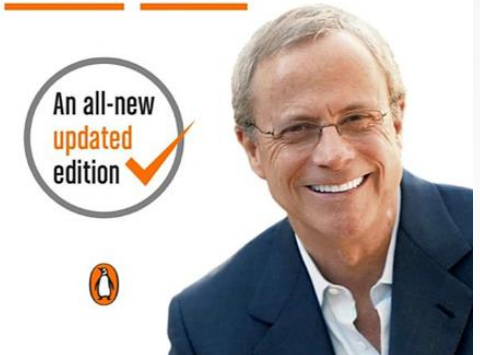
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