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.
Higher Education Experience

Our Higher Education Practice is driven by our commitment to FORward VISion. Our team has significant hands-on experience with colleges and universities across the United States from small, private colleges to large, public universities.

- **Financial Sustainability Services**
  - Program Economic Analysis
  - Financial Benchmarking & Health Assessment
  - Financial & Scenario Modeling
  - Higher Education Benchmarking

- **Annual Higher Education Outlook**
  - Scan the QR code to download your copy!
MY STORY
<table>
<thead>
<tr>
<th>Polling Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>How well are you currently managing your stress at work?</td>
<td>Excellent - I rarely experience stress at work</td>
</tr>
<tr>
<td></td>
<td>Very Good – I occasionally experience stress at work &amp; successfully employ stress management strategies</td>
</tr>
<tr>
<td></td>
<td>Fair – I regularly experience stress at work &amp; am sometimes successful employing stress management strategies</td>
</tr>
<tr>
<td></td>
<td>Poor – I incur stress regularly &amp; have difficulty managing</td>
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Toss Your To-Do List! Timebox Instead

Habit #1
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
### 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.
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.

FORV/S
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)
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
Strive for Inbox Zero Daily

Habit #2
Polling Question
How many emails are currently in your inbox?

- Less than 10
- 10 - 50
- 50 - 100
- 100 - 1,000
- More than 1,000
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
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
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

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
### Other Email Tips & Tricks

<table>
<thead>
<tr>
<th>Scheduling a recurring daily appointment to process the emails that have accumulated in your inbox</th>
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<tbody>
<tr>
<td>TURN OFF YOUR ALARMS &amp; pop-up notifications</td>
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<tr>
<td>Create Quick Steps (shortcut keys) for quick email filing</td>
</tr>
<tr>
<td>Utilize rules to intercept emails (“To Read” &amp; “Waiting for Response” folders)</td>
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<tr>
<td>Convert emails to appointments by right clicking &amp; moving to calendar</td>
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<tr>
<td>Don’t spend 15 minutes writing an email that would have taken you 2 minutes to discuss in person/on phone</td>
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<tr>
<td>Use subject line to communicate importance, topic, action, etc.</td>
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<tr>
<td>Utilize the follow-up features to automatically remind recipients of a due date</td>
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<tr>
<td>Unsubscribe from most newsletters</td>
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</tbody>
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Diminish Distractions

Habit #3
Polling Question

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

- 11 minutes
- 23 minutes
- 38 minutes
- 46 minutes
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
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)
You receive an email to complete a 10-minute IT security training & it is sitting in your inbox

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

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

You have scheduled appropriate time to prepare for the presentation (timebox).
You held a planning meeting with your auditor and determined timeline and dues dates for critical PBCs.

You enter all critical dates into your calendar along with time scheduled to complete tasks.
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.
Say No to Almost Everything

Bonus Habit
“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
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:


YouTube – What Is Timeboxing

YouTube – Inbox Zero

Stack Email Method
Get Higher Education Insights Straight to Your Inbox!

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Thank you!

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