PRODUCTIVITY
how to make every day awesome
with Ron Kirsop
1. PRODUCTIVITY METHODS
2. HABITS
3. COOL TOOLS
Getting Things Done

The Art of Stress-Free Productivity

David Allen

Old One

New One

Getting Things Done

the art of stress-free productivity

from the New York Times bestselling author

David Allen

A brand-new edition for 2015
That's right, Ron.
1. Capture
2. Clarify
3. Organize
4. Reflect
5. Engage
M.I.T.

most important things
THE ACTION METHOD: TOO MANY IDEAS NOT ENOUGH ACTION
HABITS
GOALS

- Identify your goals
- Clarify your process
- Identify your current circumstances
- Reflect on your past successes
- Make decisions
- Encourage responsible personal growth
- Enhance self-image
- Create and measure progress
- Support small partners
- Motivate through goals
- Advocating for self-growth
- Encouraging personal development
Develop Goals:

1) Define your short-term goal and time frame
2) Define your time budget
3) Define your long-term goal that will be the result of your short-term goal
4) Put it all together
ToDo List

- [ ]
- [ ]
- [ ]
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- [ ]

MAKE LISTS
Someone say, "Dopamine"
Shot o' Dopamine List
Shot o' Dopamine List

- [ ]
- [ ]
- [ ]
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- [ ]
Shot o' Dopamine List
Shot o' Dopamine List

[ ]

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[ ]

[ ]
MAKE LISTS
Multitasking
Can I effectively multitask?

1, 2, 3...27
Multitasking is worse than a lie.

1, 2, 3...27
FIND YOUR FLOW
DEADLINES
reflect on mistakes
COOL TOOLS
<table>
<thead>
<tr>
<th>Task Description</th>
<th>Due Date</th>
</tr>
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<tbody>
<tr>
<td>Create Construction Grant Folder for File Cabinet</td>
<td></td>
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<tr>
<td>Construction Grants To-Do</td>
<td></td>
</tr>
<tr>
<td>ILEAD Session Update - October</td>
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<tr>
<td>Director Evaluation, work with personnel committee</td>
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<td>Vacation 2015</td>
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<td>Fun Survey Info from SurveyMonkey</td>
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<tr>
<td>Lima Website Project</td>
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<tr>
<td>System Meeting: Productivity</td>
<td>Tomorrow</td>
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<tr>
<td>NYLTO Updates</td>
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<tr>
<td>Warsaw Prefab</td>
<td>Prefab Web...</td>
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<tr>
<td>Rose Prefab</td>
<td>Prefab Web...</td>
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<td>Professional Collection Stats</td>
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<td>ILEAD Meeting (Pending)</td>
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<tr>
<td>Review Project Outcome Materials</td>
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<tr>
<td>PLS Style Guide</td>
<td>Nov 9</td>
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<tr>
<td>Read up on E-Rate</td>
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<tr>
<td>Read UX journal</td>
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<td>Honwood Lab-Inspired Training</td>
<td>Honwood</td>
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<tr>
<td>Secret shopper/paperless registration (Kelly)</td>
<td>Nov 2</td>
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<tr>
<td>Avon Perth Site</td>
<td>Perth Web...</td>
</tr>
<tr>
<td>Gotham Long Range Plan</td>
<td>Library Plan</td>
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</tbody>
</table>

### Pending: (Completed)

- Castile
- Gainville
- Lyons
- Mount Morris
- Ontario
- Phelps
- Victor

### Construction Grants To-Do (Completed)

- Castile
- Gainville
- Lyons
- Mount Morris
- Ontario
- Phelps
- Victor
Next 7 days

Today  Tue Jun 16

Confirm updates with Mark
waiting
Website

Implement new landing page
delegated_David
Website

Monthly reports
delegatedAllan
Website

Update website with new screenshots
waiting
Website

Tomorrow  Wed Jun 17

Finish monthly growth report
4 ➖
Growth team
Monday - 9/14/2015

Today’s Schedule:
- Meeting with Joe
- RRLC Presentation

Action Items:
- To-do 1
- To-do 2

Ideas/Thoughts:
- Brilliant Idea

Done:

Sunday - 9/13/2015
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<td>6 Presentations</td>
<td>me</td>
<td>Apr 25, 2017</td>
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Use Your Calendar
YOUR NO. 1 TOOL
Time + Energy + Attention = Effectiveness + Efficiency

(write this down and put it somewhere you’ll see it regularly)
EAT
SLEEP
SLEEP
EXERCISE
Make Productivity Personal
THE END