


POWER UP YOUR PERFORMANCE
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 **Topics**

- Get Organized
- Multitasking
- Rise Early
- Take a Break
- Overcome Procrastination
- Know Thyself
- Hunt The Good Stuff



 **Cluttered vs. Clean** 



Benefits of both

Benefits of Cluttered Space <ul style="list-style-type: none">• Promotes creativity• Bucks conformity• Causes people around the clutter to search for simpler solutions• No wasted time cleaning	Benefits of Clean Space <ul style="list-style-type: none">• Less distractions• Promotes conformity• Easier to find things• "Appear" to be more organized and efficient
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Tips to get Organized

- One hour a week to organize
- 15 Minutes a day filing
 - Purge old outdated papers
 - File current papers
- Use technology to automate routine tasks
 - Create stationery for common emails
 - Create rules to file emails into folders
- Create Folders
- Straighten your desk at the end of each day

Get Organized

Conquer Your Email

- Strive for an empty inbox
 - Touch it once
 - Flag, File or Delete



Get Organized

Write Better Emails

- Put the point up front
- One big idea per email
- Use statements, not open ended questions
- Tell your reader what you need and when you need it
- Keep it brief
- DO NOT REPLY ALL (unless it is necessary)



Multi-Tasking?



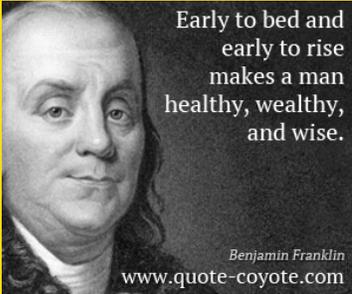
Multitasking Or Switchtasking?



How to Stop Multitasking

1. Do one thing at a time
2. Be present
3. Finish before you start
4. Don't let small tasks interrupt big ones
5. Put down the tech
6. Clean your workspace
7. Make an appointment with your work
8. Eliminate interruptions

Rise Early



Early to bed and early to rise makes a man healthy, wealthy, and wise.

Benjamin Franklin
www.quote-coyote.com

Rise Early



Take a Break!

Cuts boredom
Breaks Up Information
Gives Perspective

A cartoon character with a black body, white face, and spiky black hair. It is holding two pencils, one yellow and one red, horizontally across its chest. The character has a neutral expression.

Take a Break

Percentage of employees that don't take regular breaks....

A cartoon illustration of a man with brown hair, wearing a blue shirt and light blue pants, sitting in a red office chair at a desk. He is looking at a computer monitor. The desk is dark grey.

Break Methods

The logo for the Pomodoro Technique, featuring a red tomato with a green stem and leaves. Below the tomato, the text "the Pomodoro TECHNIQUE" is written in a stylized font. The word "TECHNIQUE" is in all caps and a larger font size than "the Pomodoro".

Pomodoro Technique

- Book and On-line Courses
- Basic Concept: One Pomodoro = 25 Minutes
- Figure out how many Pomodoros it will take to complete a specific task
- Take a break between each Pomodoro

<http://pomodorotechnique.com/>

Break Methods

90 Minute Work Blocks

- Break your tasks into 90 minute sessions
- Works with your body's natural rhythms.
- See website below to download the chart.



<http://www.chasejarvis.com/do-less-do-more-the-art-of-being-creative-productive/>

6:00am	Rise, Yoga, Tea, Morning Pages, Luncheon				
7:00am		Task			Task List
7:30am	First Work Block				
8:00am		Task			
8:30am	Break: Read, Clean				
9:00am		Task			
9:30am	Second Work Block				
10:00am		Task			
10:30am	Break: Read, Walk				
11:00am		Task			
11:30am	Third Work Block				
12:00pm		Task			
12:30pm					
1:00pm					
1:30pm	Lunch, Run/Fitness				
2:00pm					
2:30pm		Task			
3:00pm					
3:30pm	Fourth Work Block				

Break Methods

DO YOUR BEST WORK
The 52:17 Method

52:17 Method

- Basic Concept: Most productive people work for 52 Minutes then rest for 17 Minutes.
- Gives more time than the Pomodoro
- More info see link below.

<http://tristadedmon.com/get-more-done-with-the-5217-method/>

Break Methods

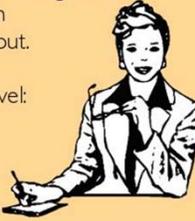


15min X 2

Beat Procrastination

Procrastinating by making lists of all the things I'm procrastinating about.

Procrastination Level: EXPERT



someecards user card

Why?

Why do we procrastinate?

- Don't know how
- Don't know why
- Don't know when
- Don't like doing it
- Think someone else is doing it
- Forgetfulness

How to Stop Procrastinating

- Figure out the why?
- When you get distracted, record the reason
- Use some of the Break Methods to break up large tasks
- Eat an Elephant
- Imagine the task is complete



Know Thyself



Know Thyself

You are strong when you know your weaknesses. You are beautiful when you appreciate your flaws. You are wise when you learn from your mistakes.

www.PositiveOutlooksBlog.com

Quick

Write down one thing that happened to you today.

Negativity

- Negativity shuts out the world around you
- Keeps you from seeing other options
- Intelligence takes a back seat to instinct
- How does that affect your work performance?



Positivity

- Let's you see more possibilities
- Opens your mind to different ideas
- Allows you to learn new skills quicker
- Ultimately increases performance



Practice Positivity







Hunt the Good Stuff

Why HTGS?

Builds Positive Emotions

Counteracts negative bias

Leads to better overall health, sleep, and feeling calm

Helps build connections to others

Forces us to focus on the world and our relationship to it

Activity

Write down 3 Good Things that have happened to you in the last 24 hours. For each thing, write answer the following questions?

- Why did this good thing happen?
- What does this good thing mean to you?
- What you can do tomorrow to enable more of this good thing ?
- What ways can others contribute to this good thing?

Share your good things with the person next to you:

- How did it feel to share your good things?
- How did it feel to hear the good things of the other person?






21 Day Challenge

Can you find three good things per day for 21 days in a row?

This will train your brain to be more positive!



Wrap UP

- Get Organized
 - Clean vs. Cluttered
 - Tips to get more organized in the office
 - Conquer your Email
 - Write better emails
- Multitasking vs. Switchtasking
 - Proved that performance suffers
 - Tips to stop multitasking
- Benefits of Rising Early
- Take a Break
 - Why we need breaks
 - Ways to manage our breaks
- Beat Procrastination
 - Why We procrastinate
 - Tips to stop procrastinating
- Know Thyself
 - Strengths
 - Weaknesses
- Practice Positivity
 - What negativity does
 - Hunt the Good Stuff
