



DIGITALAGENTUR

www.team23.de

HACK YOUR COMMUNICATION PRODUCTIVITY!

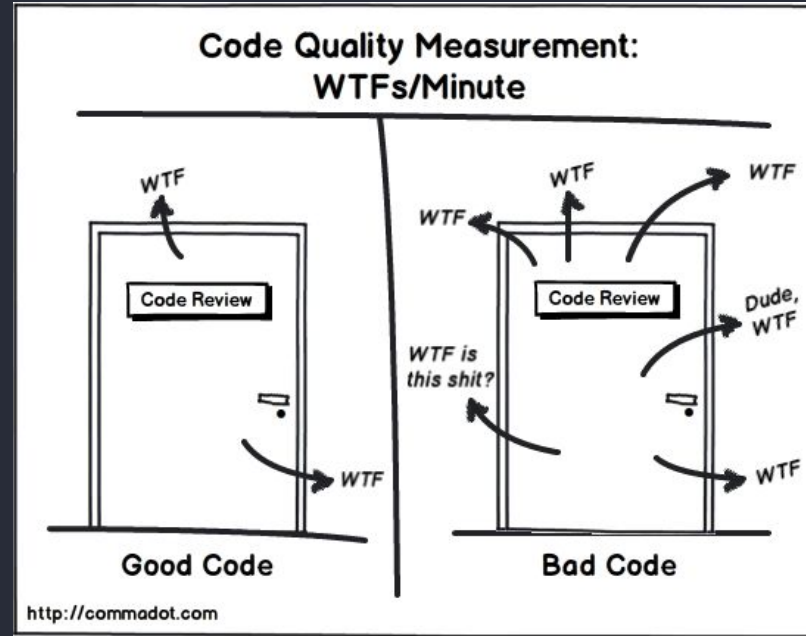
*Crack your communication tooling and become a more efficient,
productive and proactive team player!*

AGENDA

1. what is productivity and how to measure it?
2. a hacker's mindset...
3. handy hints:
 - a. e-mail productivity with gmail
 - b. agenda preparation with coggle
 - c. meeting documentation with g-docs
4. ... would be: hack your tools or they will hack you!
5. be prepared.
6. be happy!

1. WHAT IS PRODUCTIVITY & HOW TO MEASURE IT?

WTFS PER MINUTE



CAPITALISM

- dollar per task over time
- profit per headcount over time
- project goals & milestones
- okrs | kpis
- dailys or weeklys
- only lesson: define your own rules

2. A HACKER'S MINDSET...

DESCRIBING THE SILICON VALLEY AS...

...having a culture that believes “things are hack-able – that the way we’ve designed various systems is not pre-ordained or immutable.

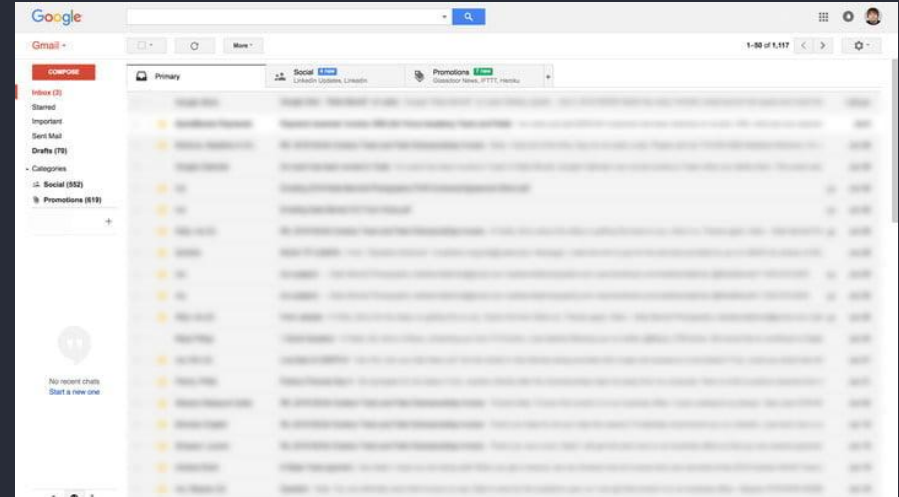
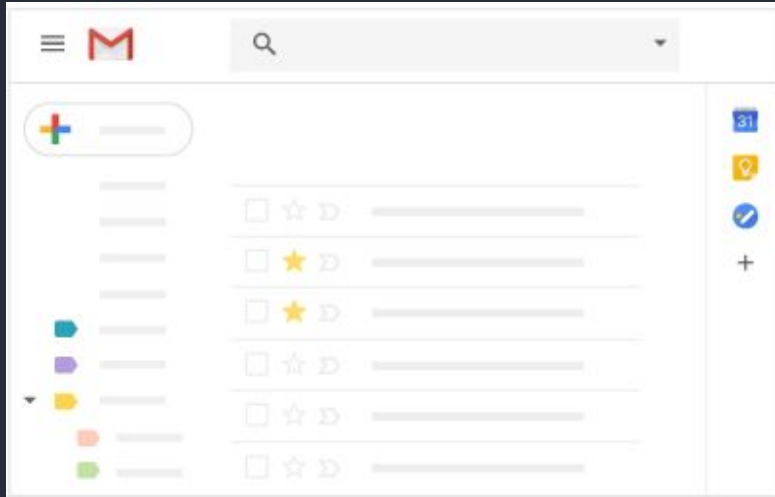
WE CAN TINKER, RE-DESIGN, AND PLAY WITH THEM.”

<http://blogs.lse.ac.uk/impactofsocialsciences/2014/01/16/hacking-is-a-mindset-not-a-skillset/>

3. HANDY HINTS

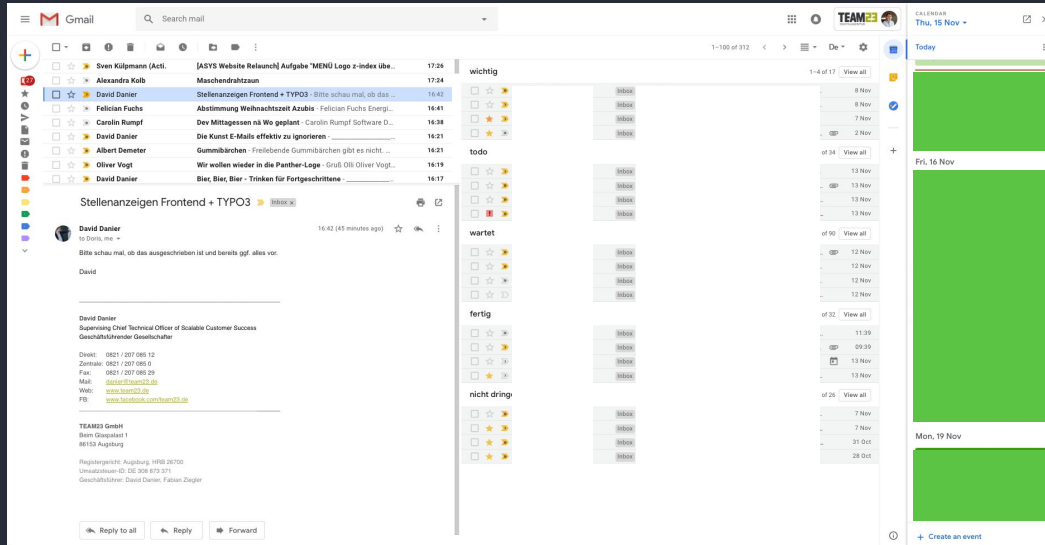
a. MAIL PRODUCTIVITY WITH GMAIL

How it looks like for the consumer...



a. MAIL PRODUCTIVITY WITH GMAIL

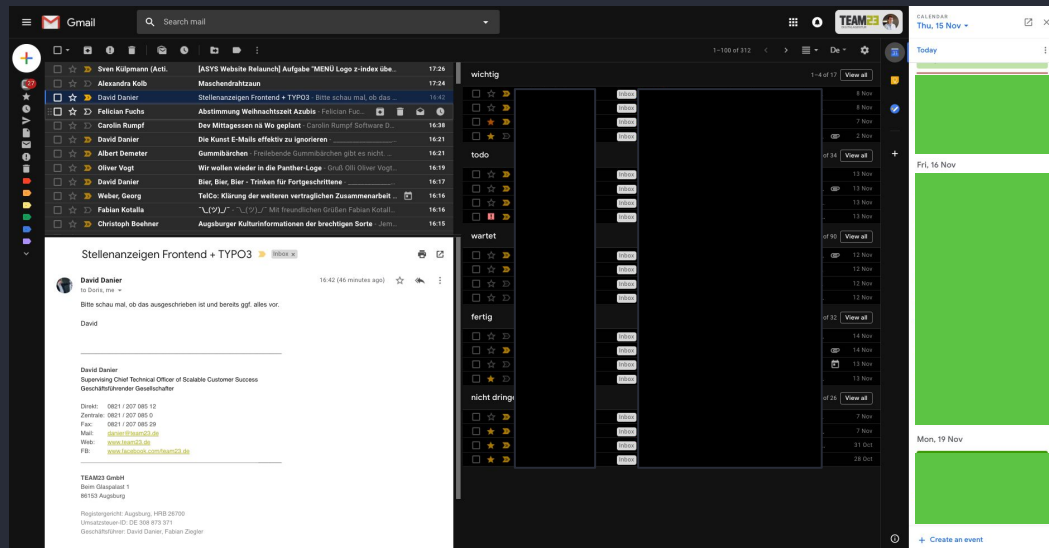
... and what you can make out of it:



<https://mail.google.com/>

HACKER STYLE

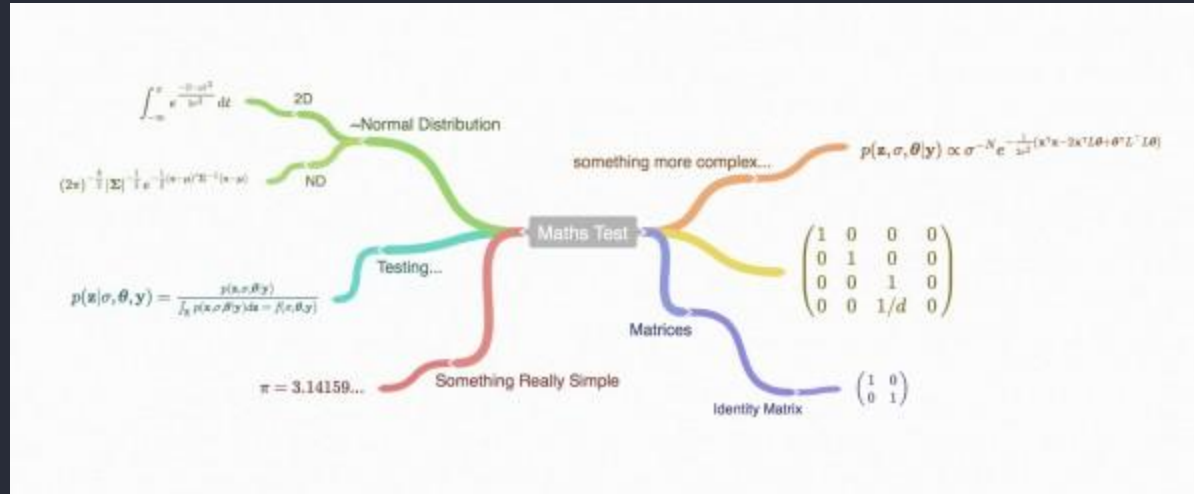
prioritize, focus, use shortcuts, get faster



<http://hackertyper.com/>

<https://www.fastcompany.com/90260656/beyond-gmail-the-new-race-to-reinvent-your-inbox>

b. AGENDA PREPARATION WITH COGGLE



https://coggle.it/diagram/W-2YJTnK8heQB6F_/t/communication-productivity

c. MEETING DOCUMENTATION WITH G-DOCS

- do you have a standard jour fixe agenda?
- everyone aware: who's there and what are the roles of people?
- naming & styling | copy cats
- status indicators | ticketing | moderation | todo table
- you have customers? have a change request section!
- stick to your own rules, evaluate and change

... HACK YOUR TOOLS
OR THEY WILL HACK YOU!

BE PREPARED.

even the smallest preparations give you some steps ahead

BE HAPPY.

even the smallest successes give you reason to celebrate



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QUESTIONS? EXPERIENCES? WTFs?



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THANK YOU & HACK ON!

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