

Productivity: How to get things done in this digital age

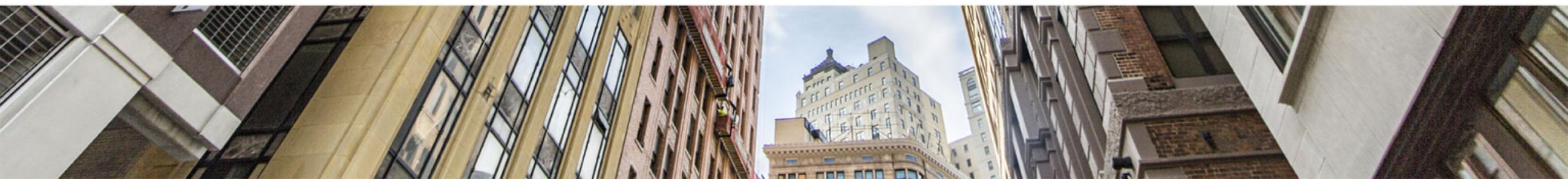
Keith Elder

Sr. Technology Evangelist

@keithelder – <http://keithelder.net>

Agenda

- » Set ourselves up to be more productive
- » Best practices
- » Methodology
- » Application
- » Tools
- » Final parting tips



THE STORY OF NARKOZ

<https://github.com/NARKOZ/hacker-scripts>





SOMETIMES WHAT WE
CALL "FAILURE" IS
REALLY JUST THAT
NECESSARY
STRUGGLE CALLED
"LEARNING" - UNKNOWN



Being productive
requires practice, self-
awareness, and the
changing of existing
habits - *ME*



Achievement unlocked

1000G – Quoted at Major Conference





Life Style Productivity Tips



There is no sunrise so
beautiful that it is worth
waking me up to see it-

*Mindy Kaling,
from Is Everyone Hanging out without me?*

Get Up
Early &
become
productive





The key is not to prioritize what's on your schedule, but to schedule your priorities.

Stephen Covey

exercise



Eat Healthy



Clutter free
work
environment

Throw Out **FIFTY** Things

Clear the Clutter,
Find Your Life

GAIL BLANKE

Columnist, *Real Simple*



Organize
work
environment

standing



Change where you work





Best practices for maximum productivity

Dreaded Tasks First



Avoid checking email first





Achievement unlocked

250G – Use of pictures in slide deck



Turn off notifications & clear distractions



A close-up photograph of a tray filled with brownies. The brownies are dark brown and have a cracked, textured surface. They are cut into approximately 12 equal-sized squares. A metal baking tray is visible at the bottom, and a wooden surface is visible at the top edge.

Complete tasks in
batches

Take a break!!





Achievement unlocked
300G – Puppy Power



Decision Time =

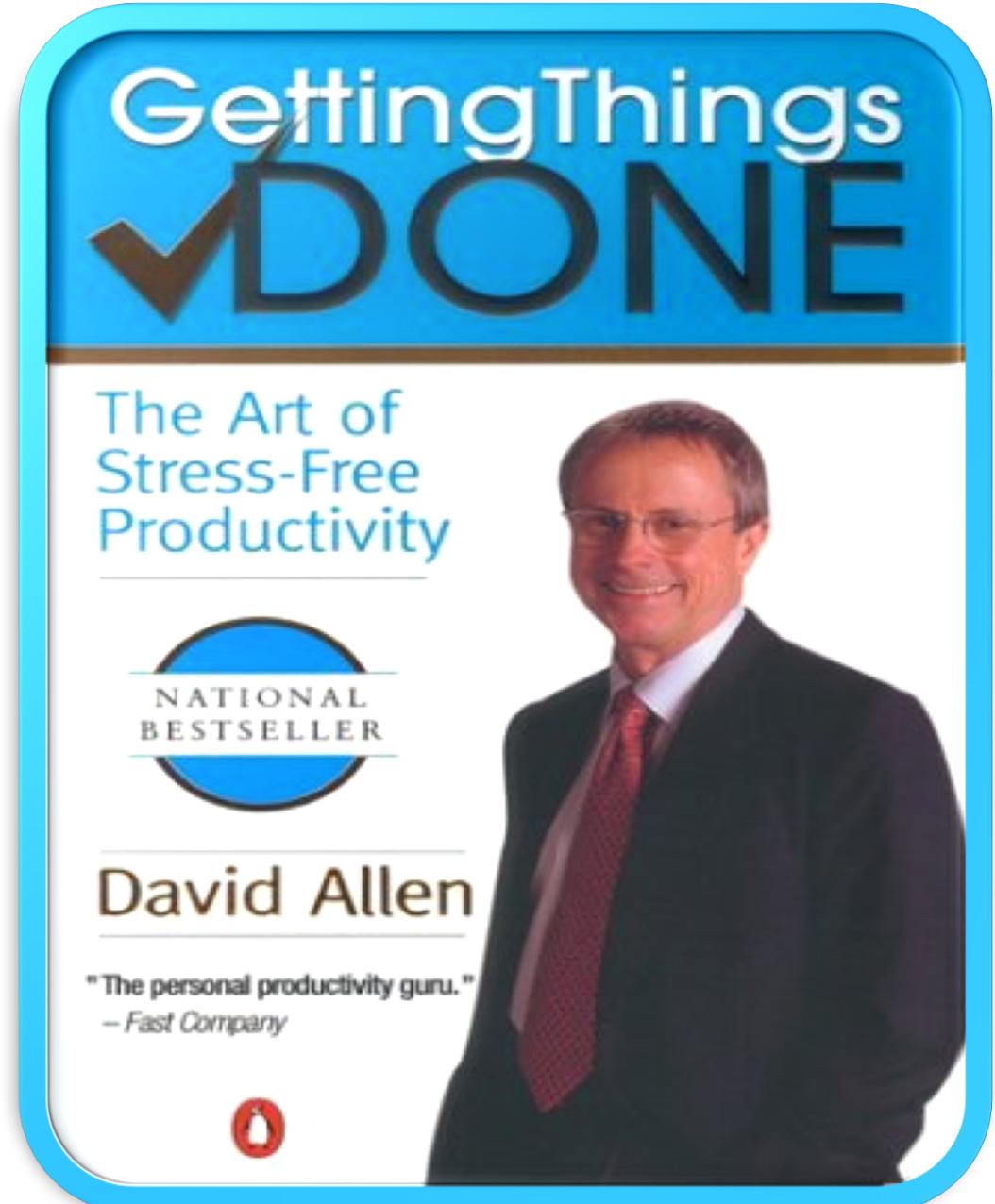




A method to organizing
what you need to do when

Getting Things Done

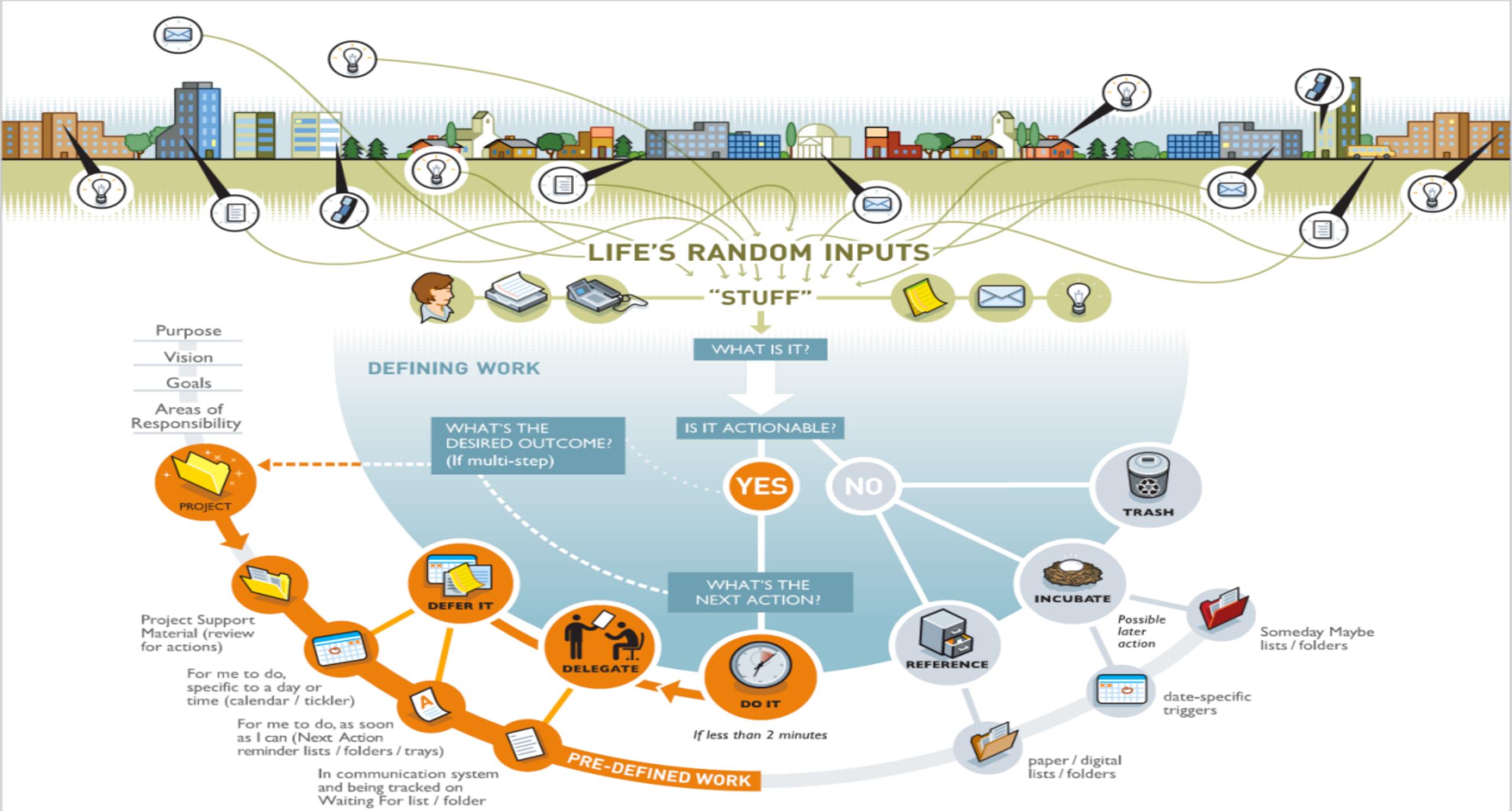
Getting things done
in a much better
way than just letting
things happen
which often turns
out **NOT** to be very
awesome.



A photograph showing the interior of a modern building under construction or renovation. The view is looking up at a complex wooden structural framework made of beams and trusses. Large glass windows are visible in the background, letting in natural light. The overall atmosphere is industrial and architectural.

A full proof system for
keeping track of what
you need to do, should
do or should consider
to do.

What is ‘getting things done’?





Achievement unlocked

-100G – Showing a picture no one can read





You need to have a
100% trust system for
collecting tasks, ideas,
projects, both vague and
concrete. Everything.

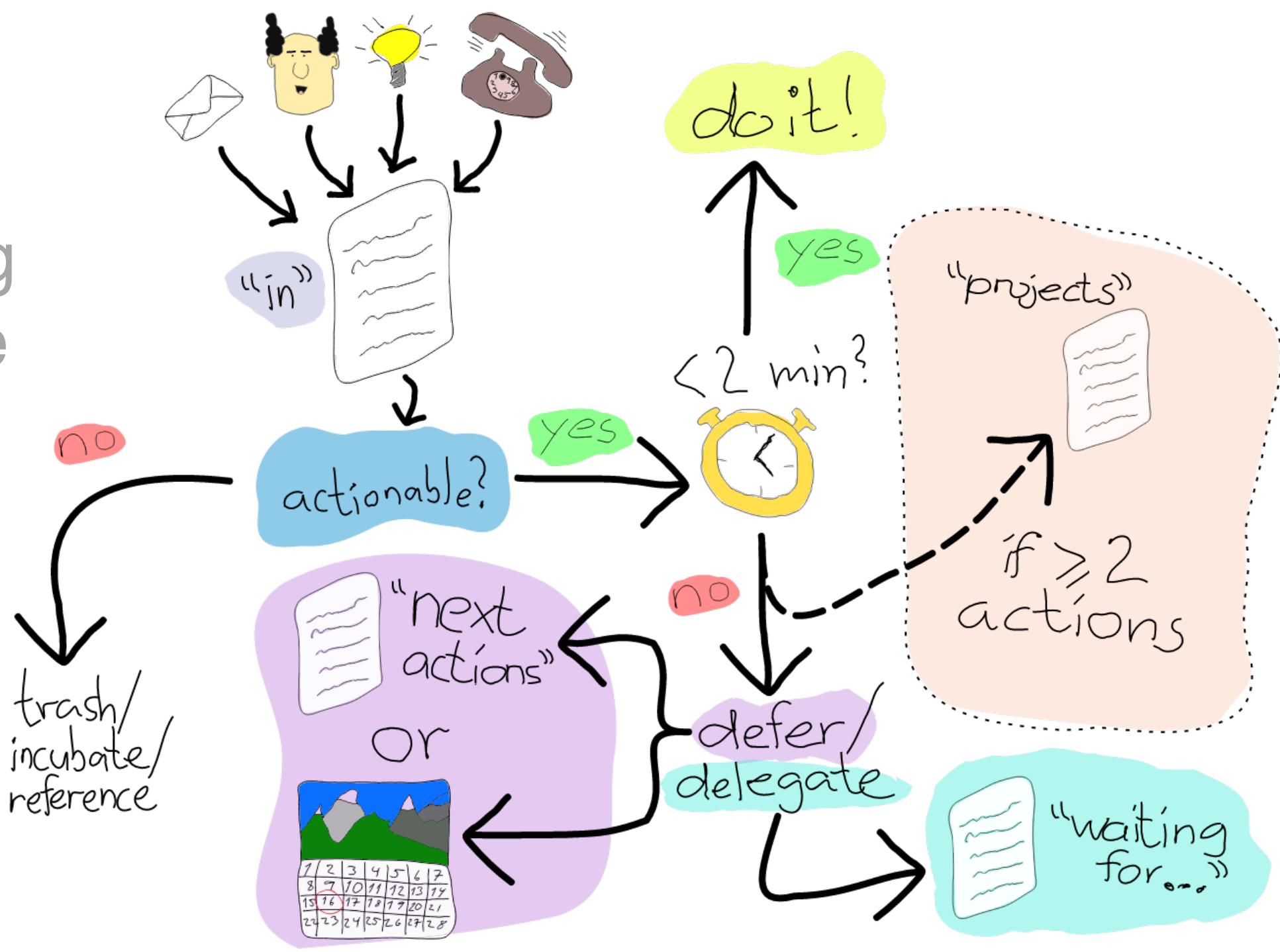
First rule of “getting things done”



Frees
the
brain
up



How getting things done works





Examples – an idea,
something to buy, a
team member telling
you to get back with
them, order flowers

The in list, GTD all starts with the “in list”



When you have time to
work you pick out
tasks from this list

Next actions list



A task that is blocked
or waiting on someone
or something else to
continue

waiting for list

A tall, light-colored skyscraper features a large-scale mural on its side. The mural depicts a whale leaping out of the water, with a bird flying above it. The building has many windows and a decorative cornice at the top.

For things that have more than two actions

Projects list – should always
have the next thing you need to
do in the next actions list



Your next big idea or projects

Same day / maybe list

A photograph showing a person sitting on a long wooden bench in an urban setting. In the background, there's a large, modern building with a glass facade and a prominent sign that says "100".

Things to chat about with team members in your next meeting

agenda / context list



Where your next action item can be done

Contexts (@here tags)



Calendar – for things
you have to do on a
certain date or
time...and nothing else

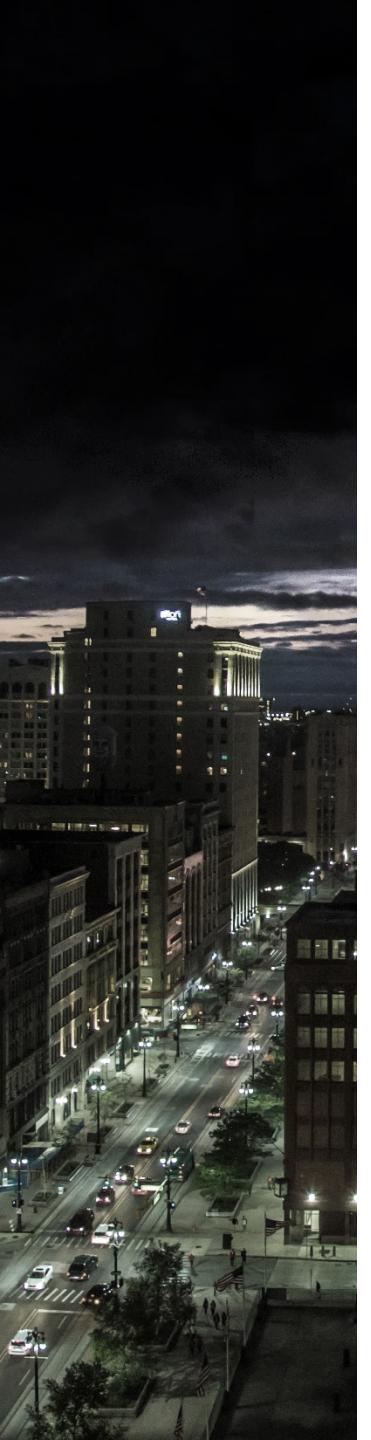


Weekly review

Make sure each next action is something you really want or need to do.



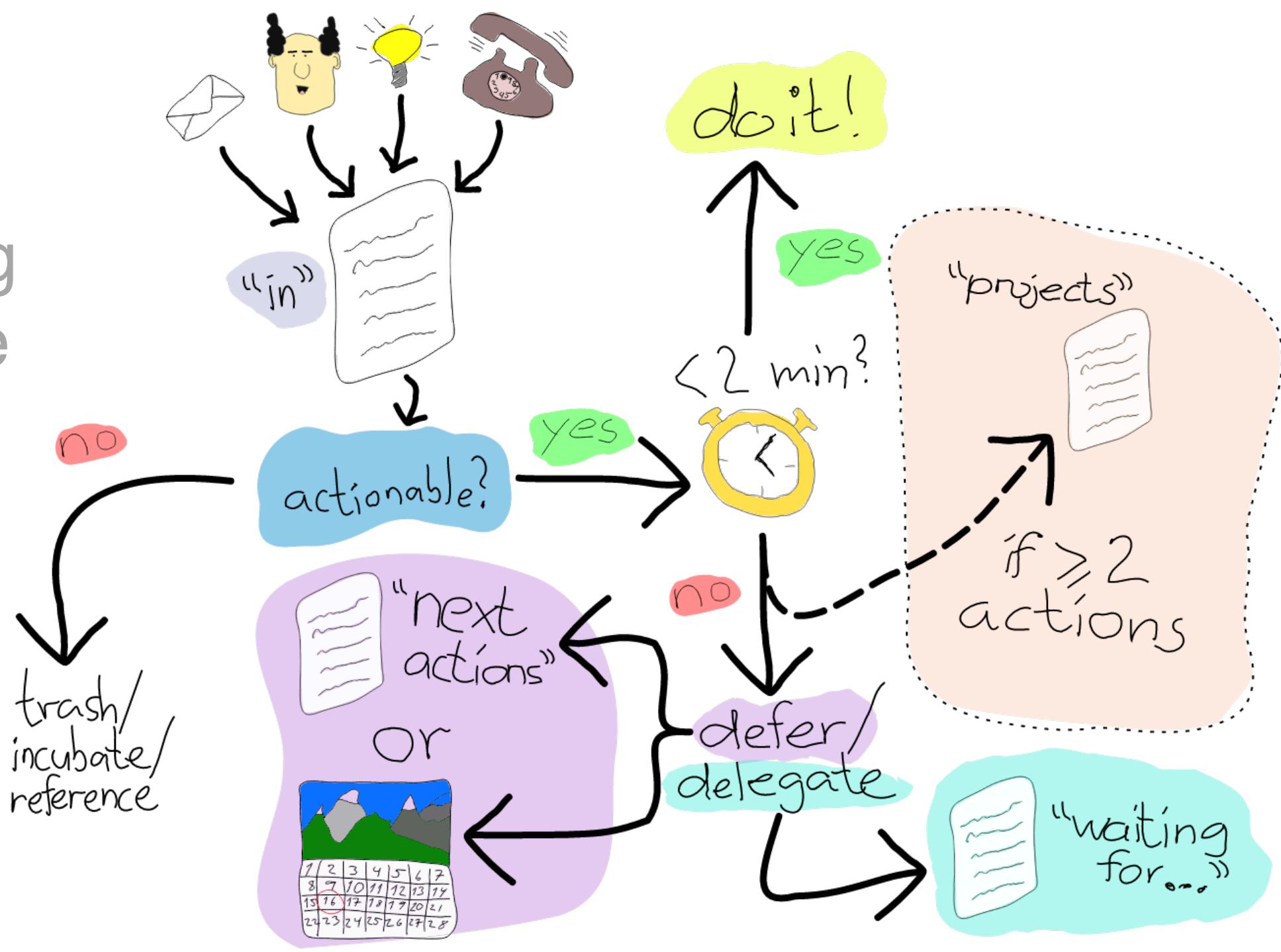
How many of you
struggle with email?



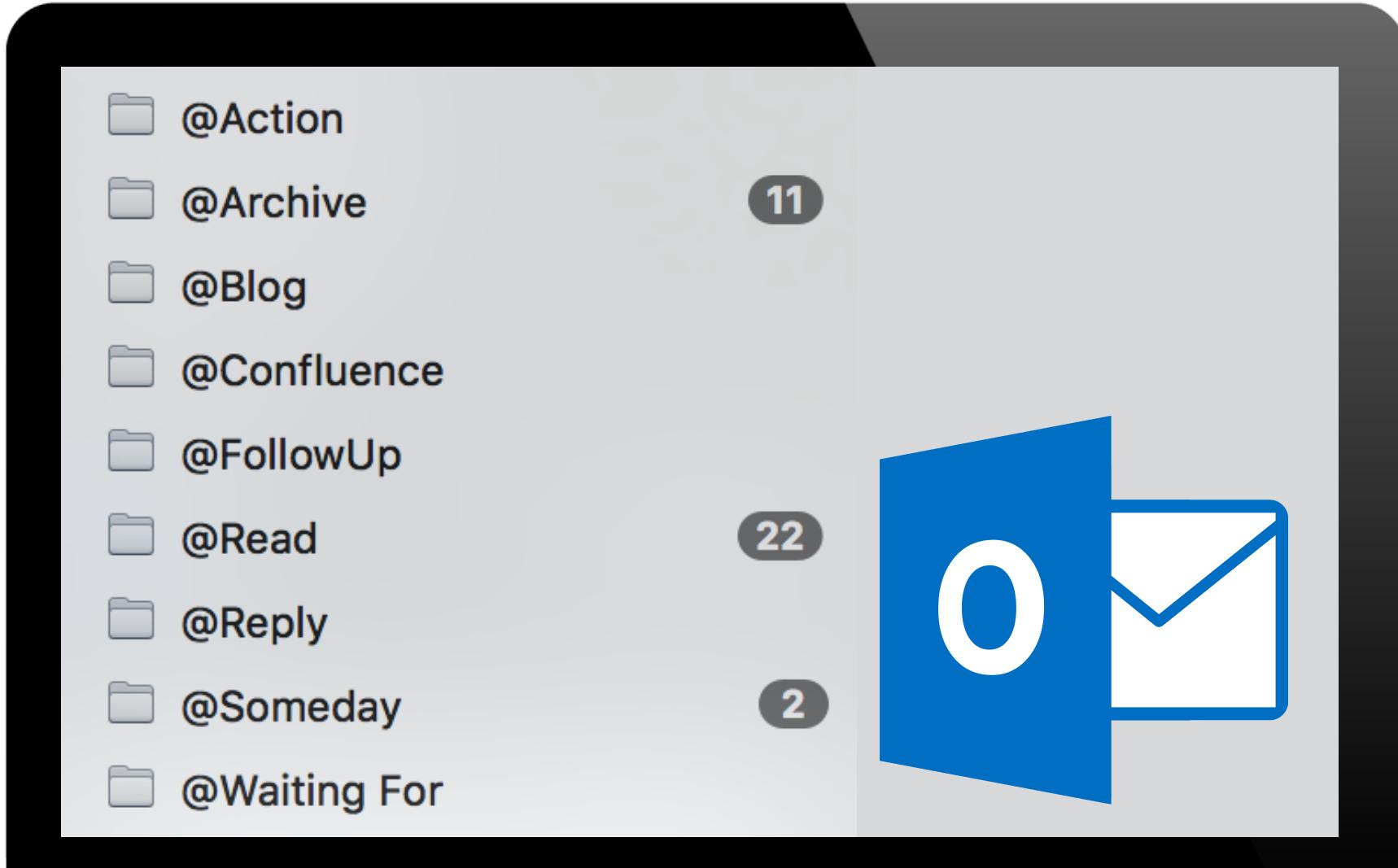
You just learned the
principles for inbox
zero

Inbox zero

How getting things done works



Example of outlook folder structure





Achievement unlocked

1,000,000G – Solving the world's email problem



Software apps to get things done





- What I need to work on next, holds all the lists we just talked about in getting things done



- Digital file cabinet for long term storage of notes, warranty information , receipts, etc.

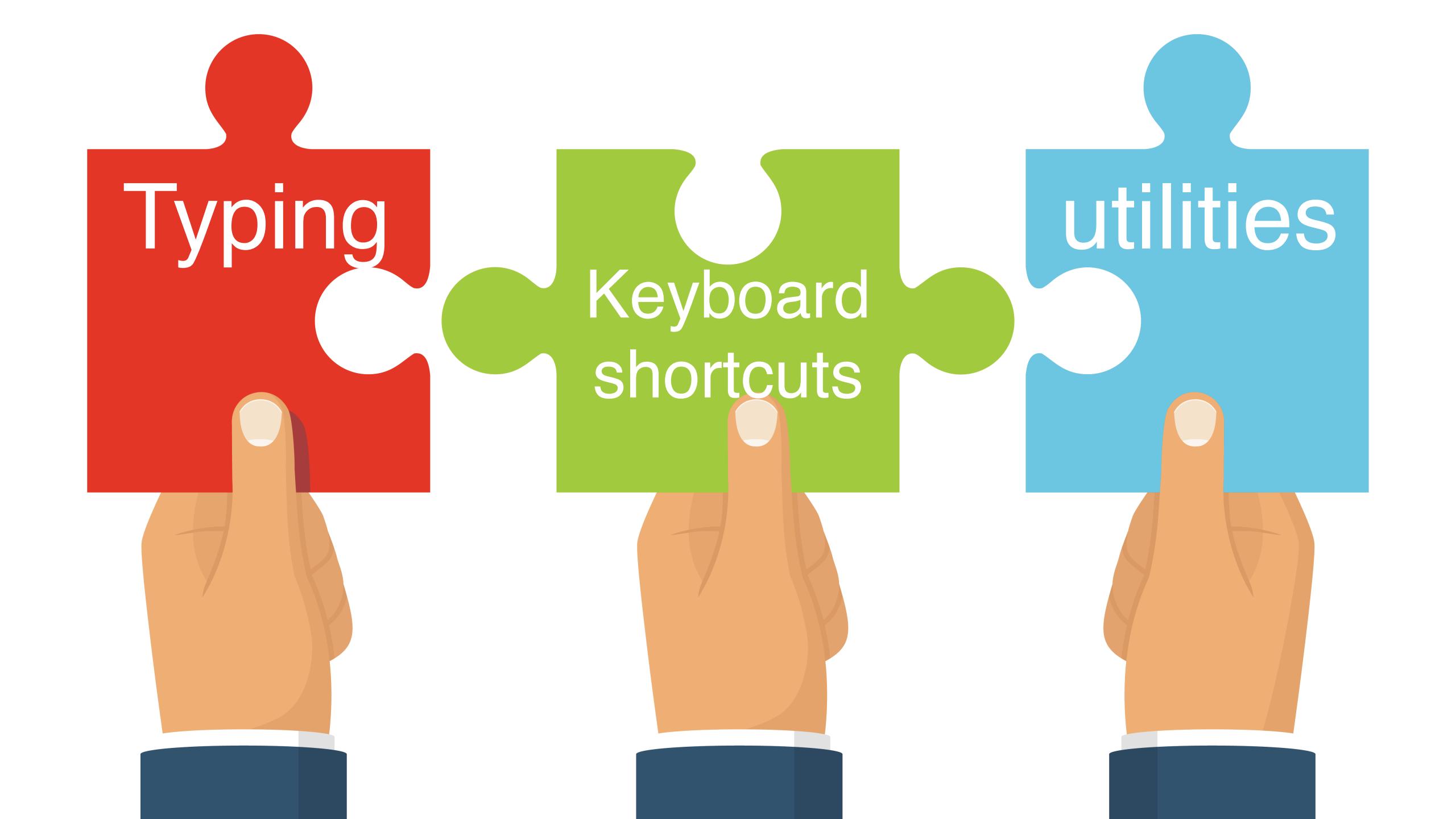


- Alerts me when I must do something or be somewhere at a specific time and place



- Holds all passwords, important secure data, even my last words of wisdom for my wife

Demos



Typing

Keyboard
shortcuts

utilities



Productivity: How to get things done in this digital age

Keith Elder

Sr. Technology Evangelist

@keithelder – <http://keithelder.net>