Granularity of tasks

* In order of urgency – prioritise/devote the most time to tasks that are most urgent
* Divide up task in chronological order

What affects a task’s priority?

* Importance
* Urgency

Prioritisation

Timeboxing

Time management

Eisenhower principle – urgent/not urgent important/not important

Necessity, quality, Deception, waste

Pareto Principle –

Discipline

Motivation

Ubiquitous capture – ROD

2 minute rule – 2 minutes or less get it done

What makes a good meeting

* Selective invitees

Granularity of Tasks:

The actions you would take to complete the task, the priority is set from the top to bottom of the list. More time is spent on the actions of the beginning of the list.

Best practises for working remotely –

challenges: managing motivation, managing time, well being, keep focused, being in online calls for a prolonged time

Barries to communication:

* Cultural
* Physical
* Organisational
* Geographical
* Personal

Perception vs projection

Communication principles:

Beginning of the message defines the outcome, Delivery affects the message, Communication is a two way street, The real message is the message received not the message intended

* Sharpen the saw. Don't work yourself to death. ...
* Be proactive. ...
* Begin with an end in mind. ...
* Put first things first. ...
* Think win-win. ...
* Seek first to understand, then to be understood. ...
* Synergize.

Levels of listening

* Cosmetic
* Conversational
* Active
* Deep

Listening – understanding – movement for

Build rapport – trust – shows care

Makes the reciepent more mallable – increases human relationship

Get to yes – in a much more efficient and concise way

How do you listen –

Ordinary listening – focus is on yourself

Genuine listening – focus on the other person – empathy – listen to whats not being said – underlying feelings and needs