



♥
**YOUR
JOB**

Productivity Tips & Tricks by Yulia Tenincheva

How to make our work easier?



“Your work is going to fill a large part of your life, and the only way to be truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do.”

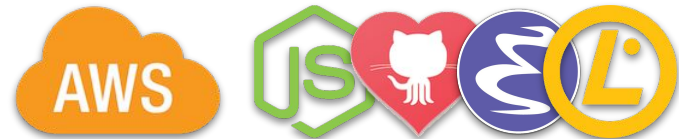
– Steve Jobs



Yulia Tenincheva

SENIOR CLOUD ENGINEER, SOFIA

Together since
September, 2015

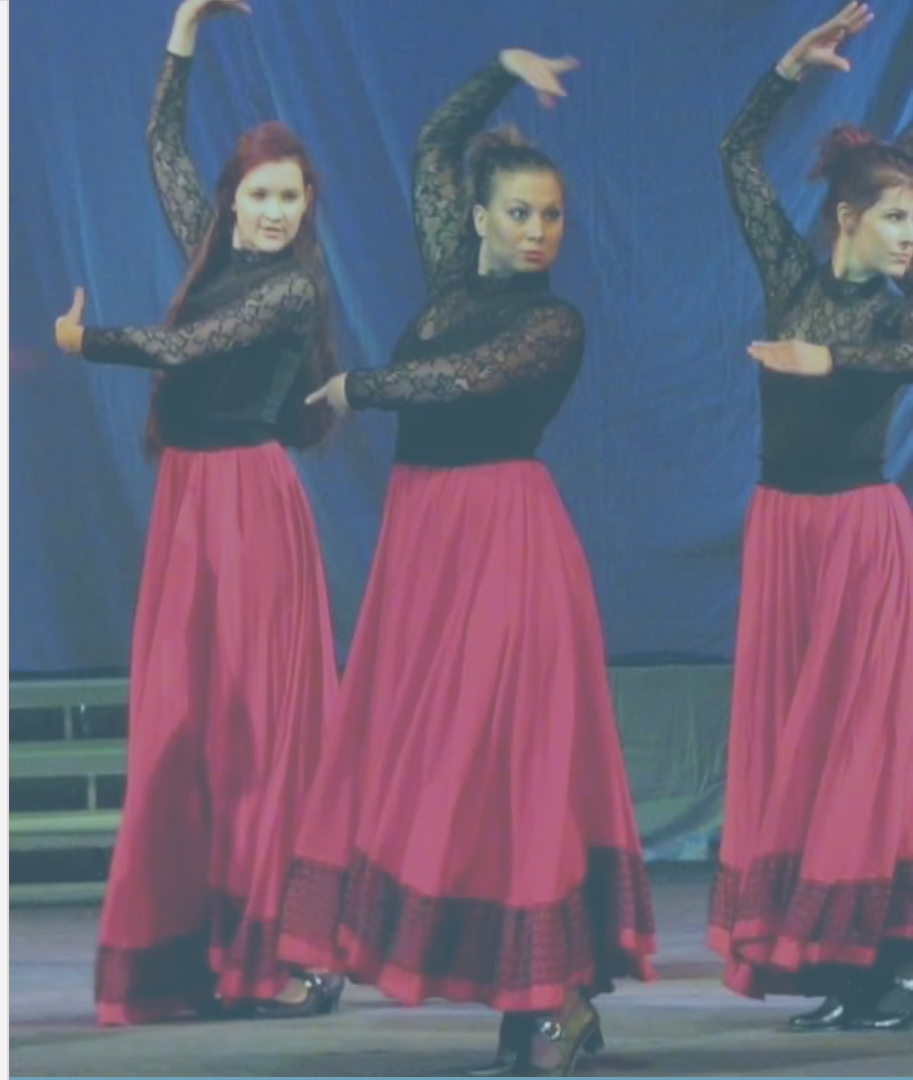




1

LEARN

- You can learn **ANYTHING**
- The more you know - the easier it becomes to learn new things
- Practice makes perfect
 - Create **HOW-TO's / Gists**
 - Document everything
- Failure is a teacher
- Learning little is dangerous
- Share knowledge

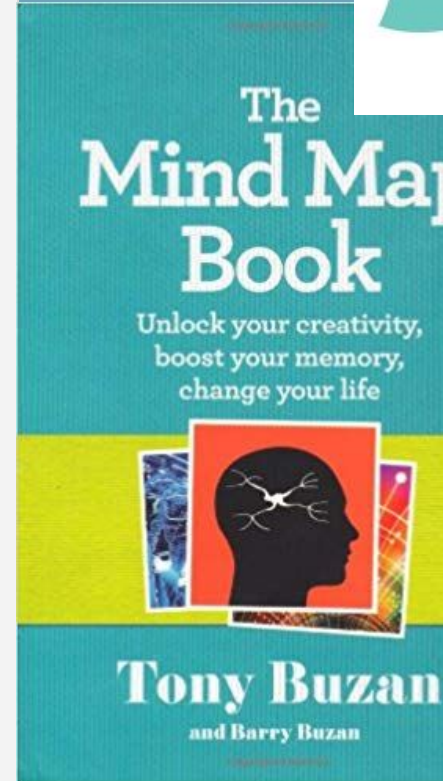


Reference

- [Learning how to learn](#) - Coursera
- [Pragmatic Thinking and Learning: Refactor Your Wetware \(Pragmatic Programmers\)](#) - Book by Andy Hunt
- [Books](#) about Mind Mapping by Tony Buzan (available in MM Library!)



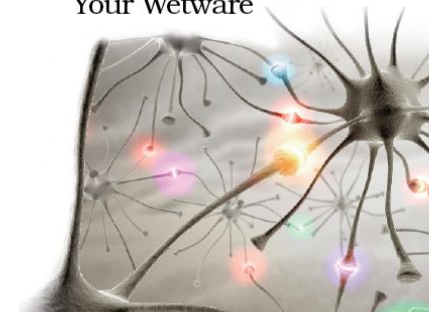
Learning
How to Learn



The
Pragmatic
Programmers

Pragmatic
& Thinking
& Learning

Refactor
Your Wetware

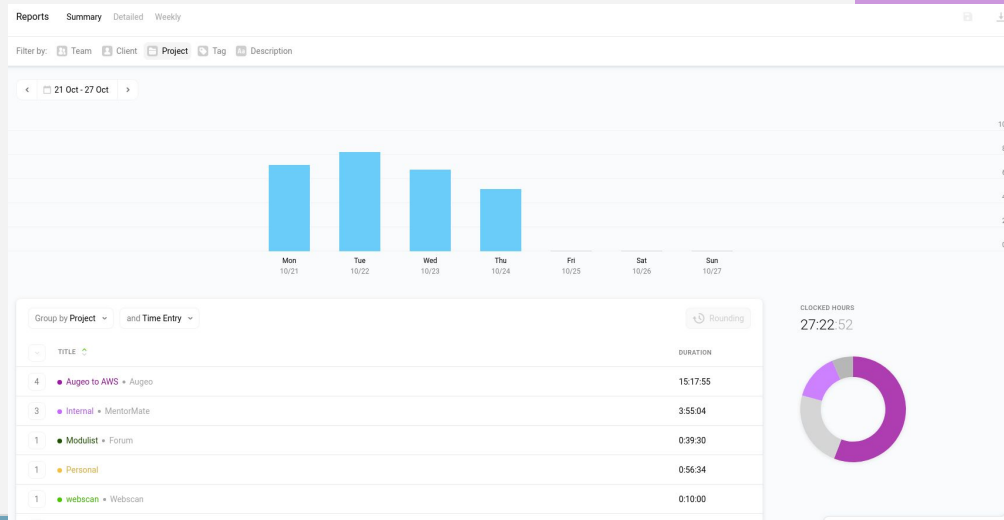


2

LESS IS MORE

Time Tracking

- Tools
 - [Toggl.com](https://toggl.com)
 - Browser plugins
 - Fitness Band



- Focused time
 - Block your calendar
 - Turn off ALL notifications
 - Forest App
 - Pomodoro
 - Switch between high and low-focus tasks
- Work less (80/20)
- Delegate more



Whenever you want to focus on your work, plant trees



As time goes by, the sapling will grow gradually.



Earn coins with each successful planting session and unlock new species!

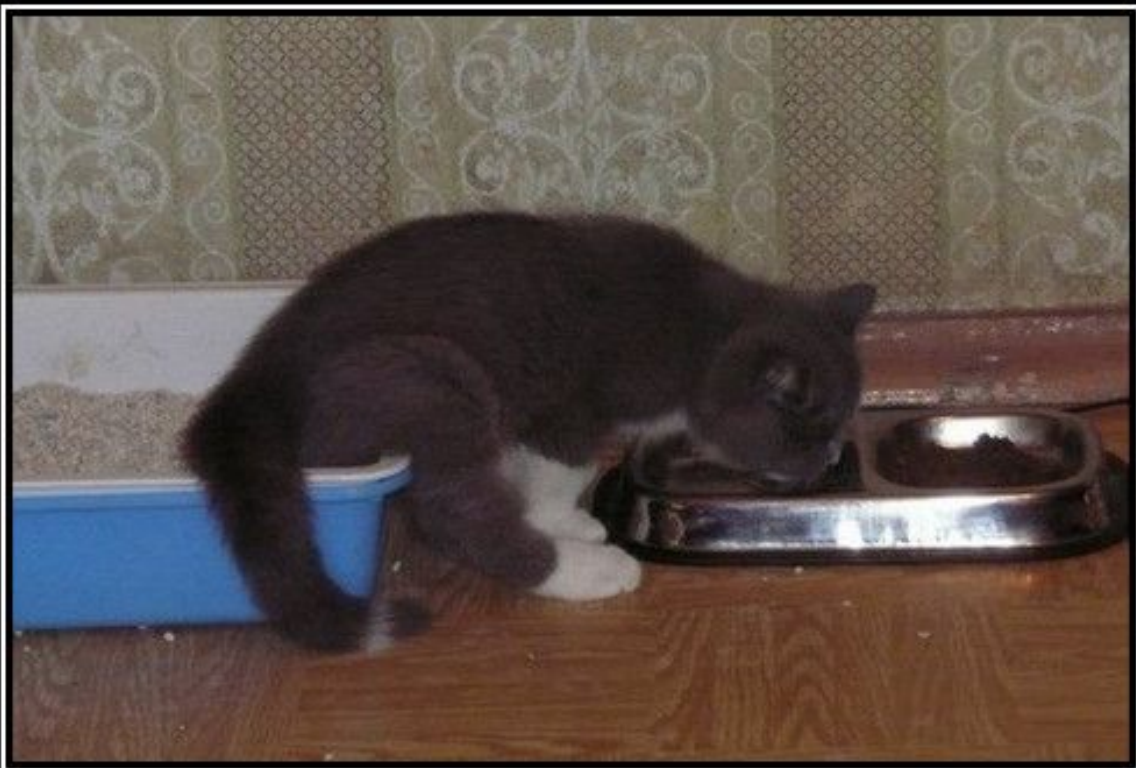


The tree will be killed if you leave this app!



THE MYTH OF MULTITASKING



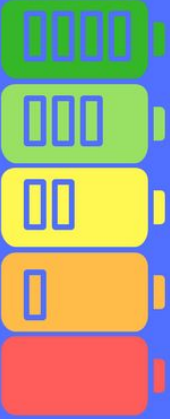


PRODUCTIVITY

At its finest.

Decision Fatigue

PacificBarbell.com



No
Decisions

Many
Decisions

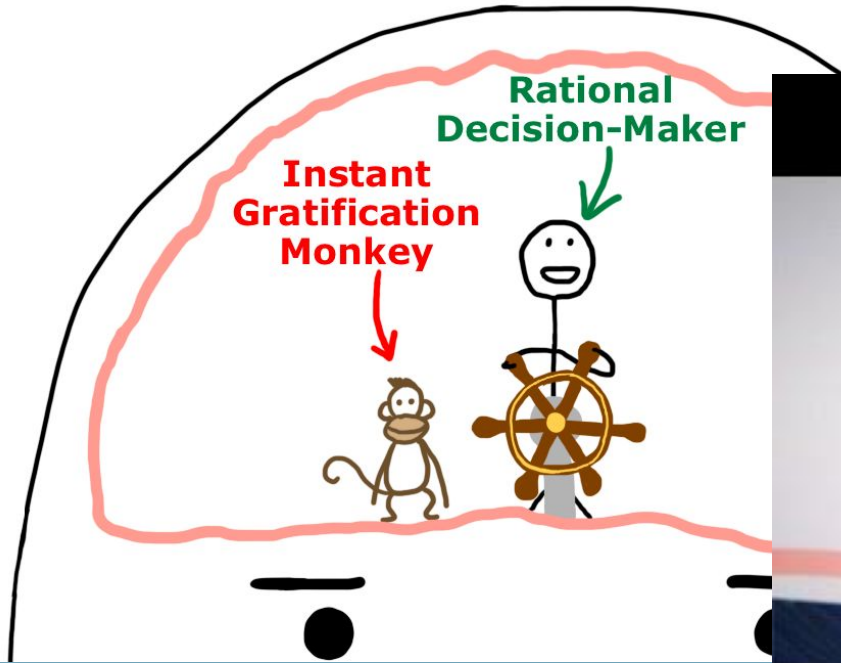


- Avoid the Decision Fatigue
- Avoid Analysis Paralysis



1. Cue – it is a trigger that tells your brain to go into automatic mode, and which routine to use.
2. Routine - this is a physical, mental, or emotional behavior that follows the cue.
3. Reward – this is a positive stimulus that tells your brain that the routine works well, and is worth remembering.

Procrastinator's Brain



Highly
Recommended
TED Talk







Y- Lyn

@yuten • Level 83 Mage



48 / 50



1392 / 2690



100 / 216

Habitica RPG - <https://habitica.com/>

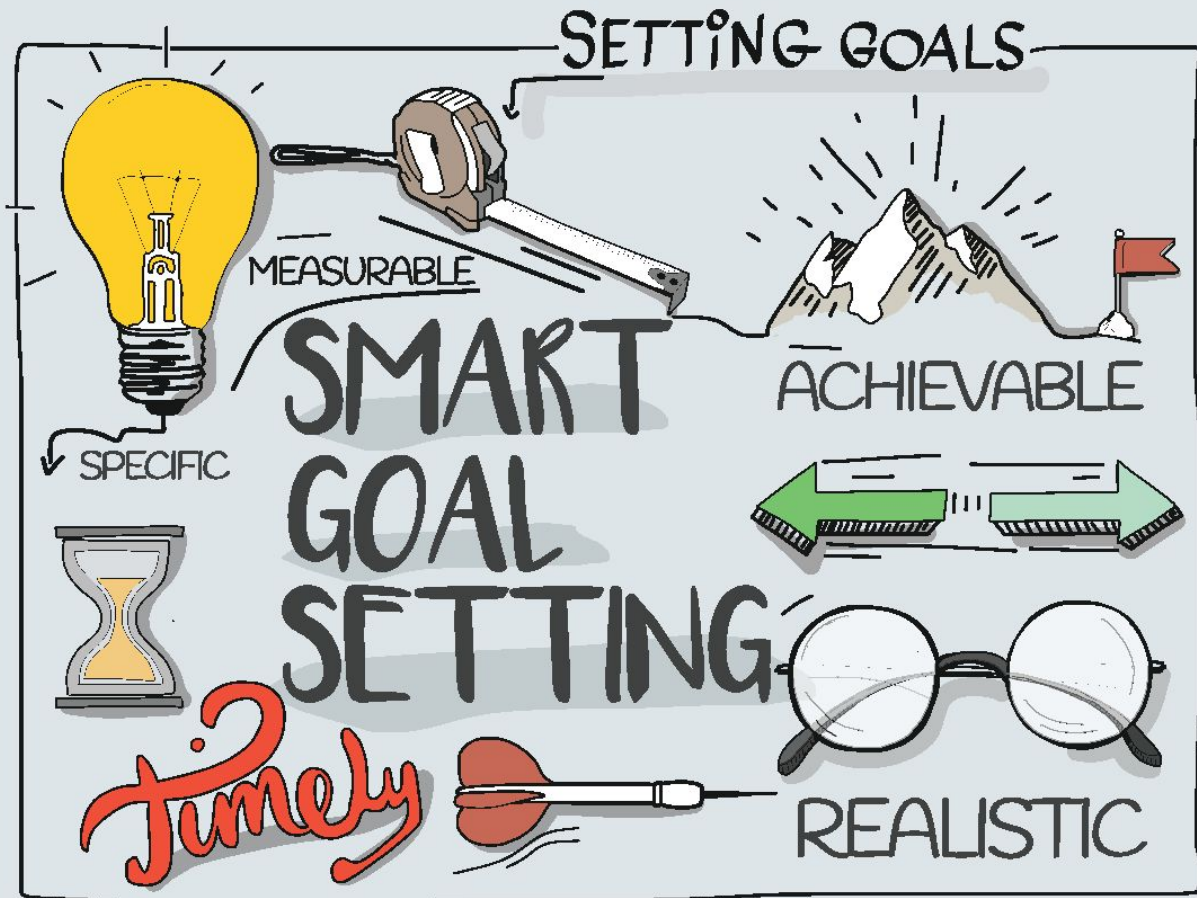
Reference

- [Get Things Done](#)
- [Measure What Matters](#)
- [Start with Why](#)
- [High Performance Habits](#)
- [The Power of Habit](#)
- [Manage your Day-to-day](#)
- ...many others



3

SET GOALS



- Iterative Process
- Short-term & long term
- Key areas
- Wheel of life
- High Performance Planner
- Getting things done workbook



Morning mindset

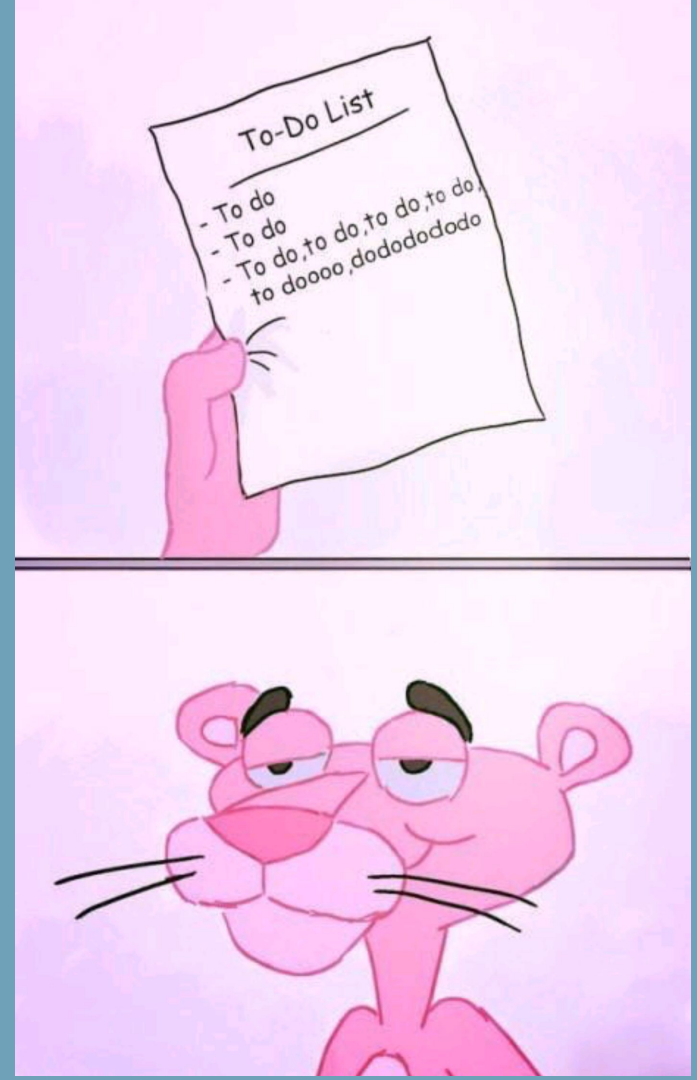
- One thing I can get excited about today is...
- Today's Top 3 Goals
- Tasks that absolutely must be done today
- A situation that might stress me out or trip me today could be...
... and the way that my best self would deal with that is ...
- One bold action I could take today is ...

Evening Journal

- A moment I really appreciated today was...
- A situation or task I handled well today was...
- Something I realized or learned today was...
- I could have made today even better if I ...

TO DO Lists

- Keep several lists
 - Brain Dump
 - Blockers, nice to haves, ideas
- Know what NOT to do
- Don't over commit
- Prioritize
 - Calculate ROI
 - Always know what is next
- Apps
 - Todoist

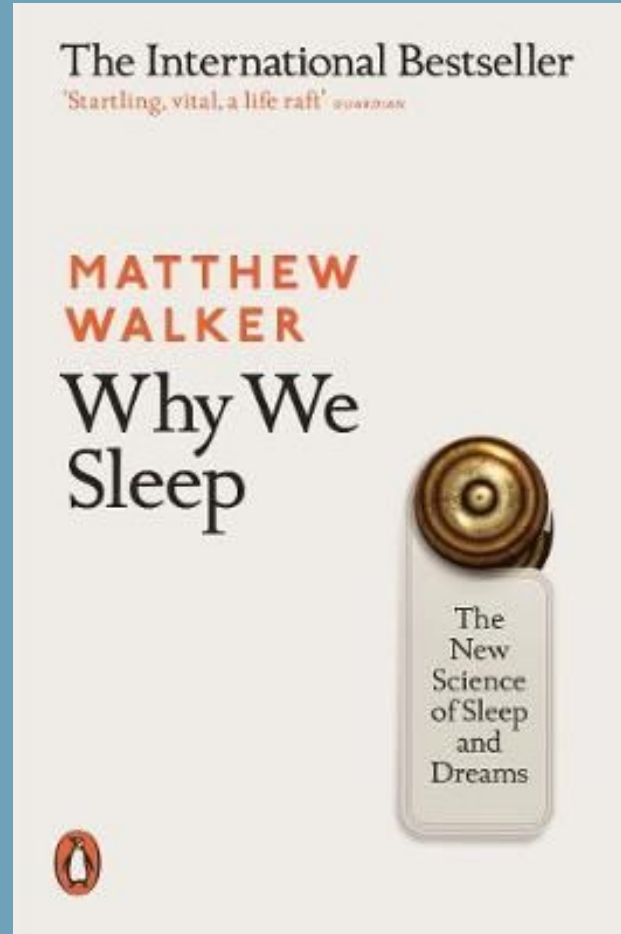


4

SLEEP

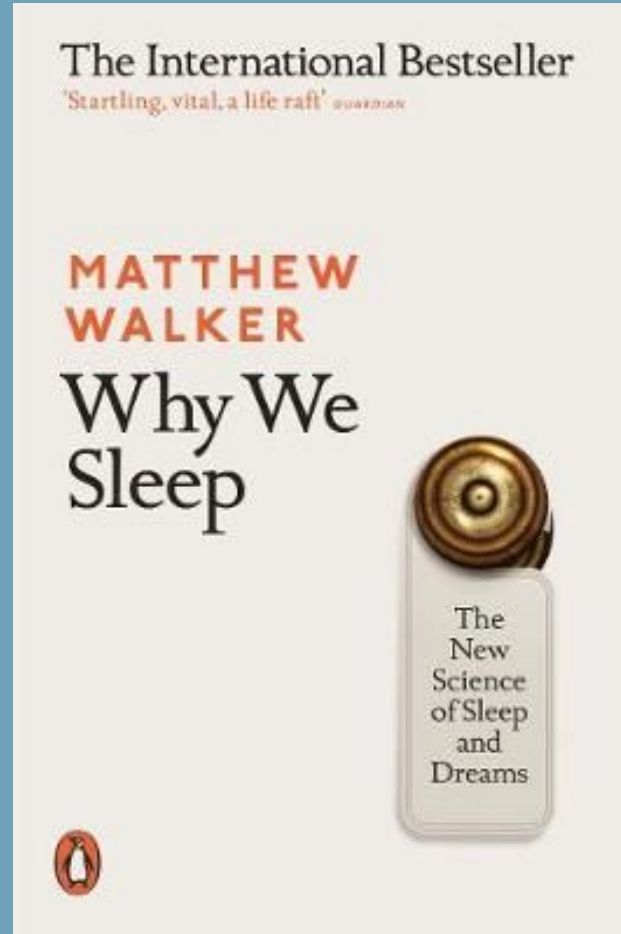
Reference

- Humans in today's nutrient-rich environment need 8 hours of sleep to function optimally.
- Sleep has two general types - NREM and REM.
- Sleep deprivation shows consistently bad outcomes. Nothing is reported to be beneficial from sleep deprivation.



HOW

- Reduce blue-light in the evening
- Put your phone away
- Reduce the room temperature
- Fresh air
- Reduce the lights
- Reduce the sounds / noises
- Follow a sleep schedule
- Don't use alarms



5

DRY

- OHIO Principle
- Automate everything
- Tooling
 - Windows Tiling
 - Clip manager
 - Bash scripting
 - Short-keys
 - Browser plugins:
 - Grammarly
 - Form Filler

EVERYTHING THAT
HAPPENS ONCE CAN
NEVER HAPPEN AGAIN
BUT EVERYTHING THAT
HAPPENS TWICE WILL
SURELY HAPPEN
A THIRD TIME

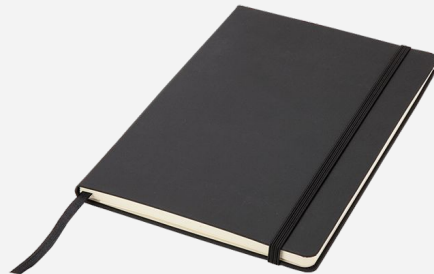
Paulo Coelho



6

ENVIRONMENT

- Mechanical Keyboard
- Noise-cancelling headphones
- Multiple monitors
- Notebook & color pens
- Beautiful things



THANK YOU