

The Keys to Productivity



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<https://joind.in/talk/10595>

A Little About Me

- UVU Graduate with Bachelor's Degree in Digital Media, Internet Technologies Emphasis
- Front End Developer at Bluehost
- Stop Motion Animation Hobbyist
- Pluralsight Author
- Organization & Productivity Enthusiast



What productivity /
organizational level do
you feel you're at?

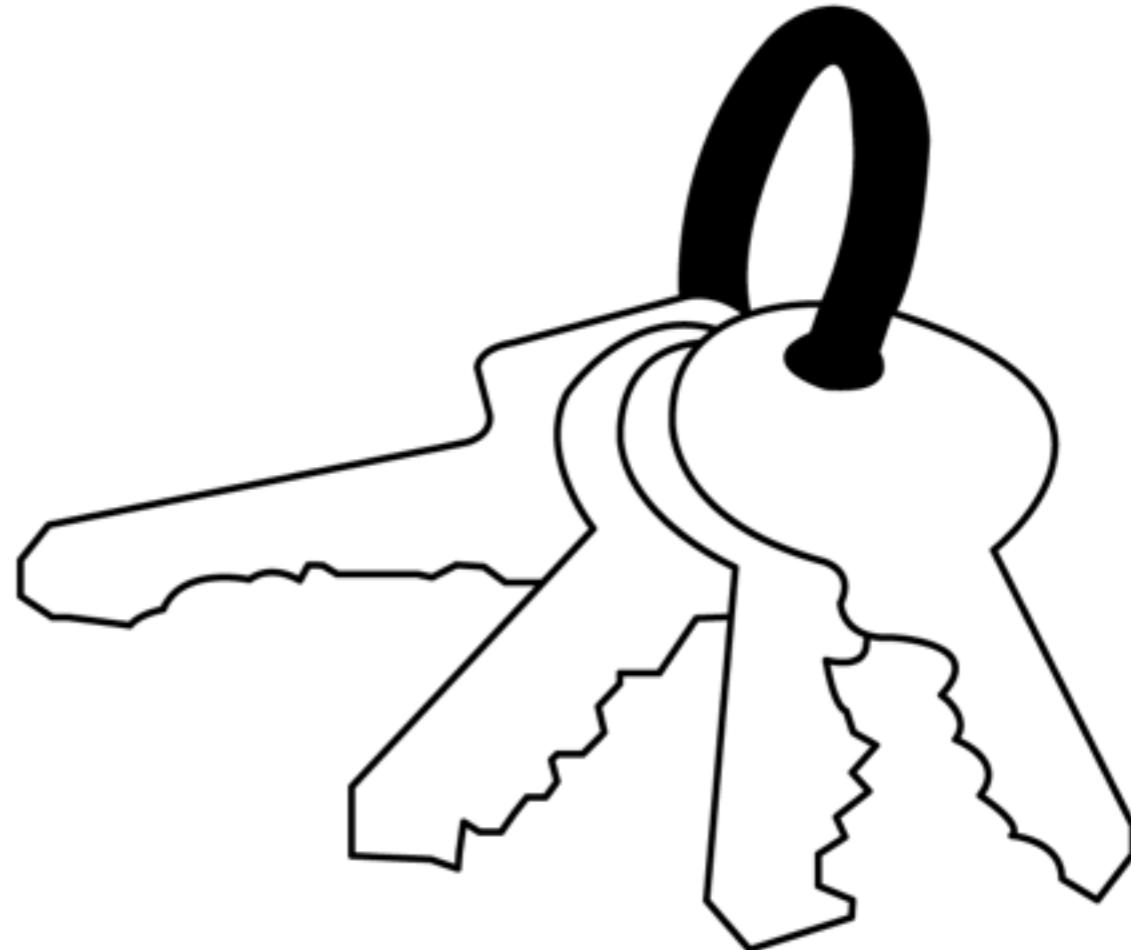
My Purpose

- Elevate our levels of productivity and organization
- Spark creativity & inspiration
- Provide examples of ways to get organized and get stuff done

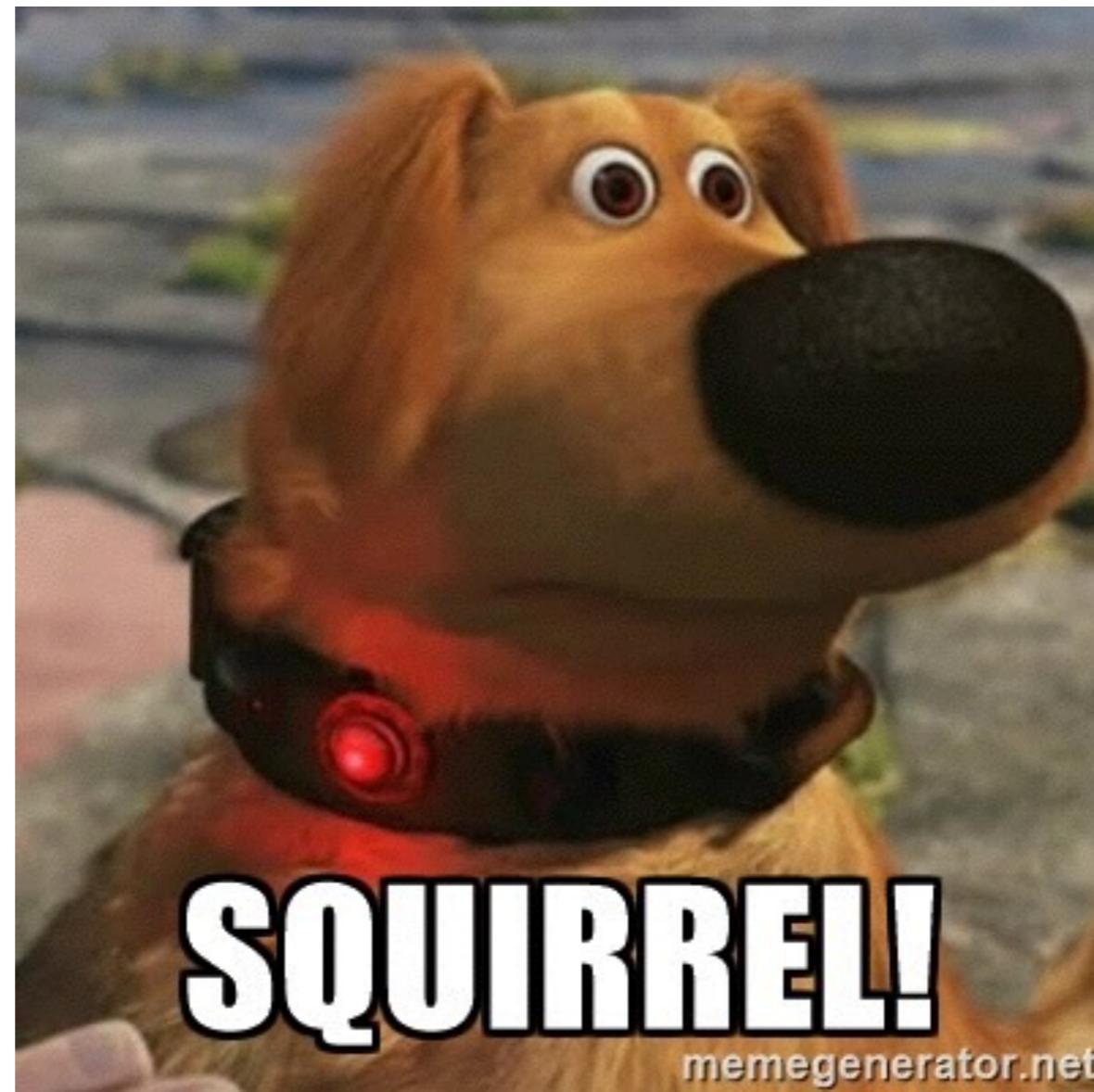


The Keys to Productivity

- Focus
- Iteration
- Recording
- Simplification
- Time Management

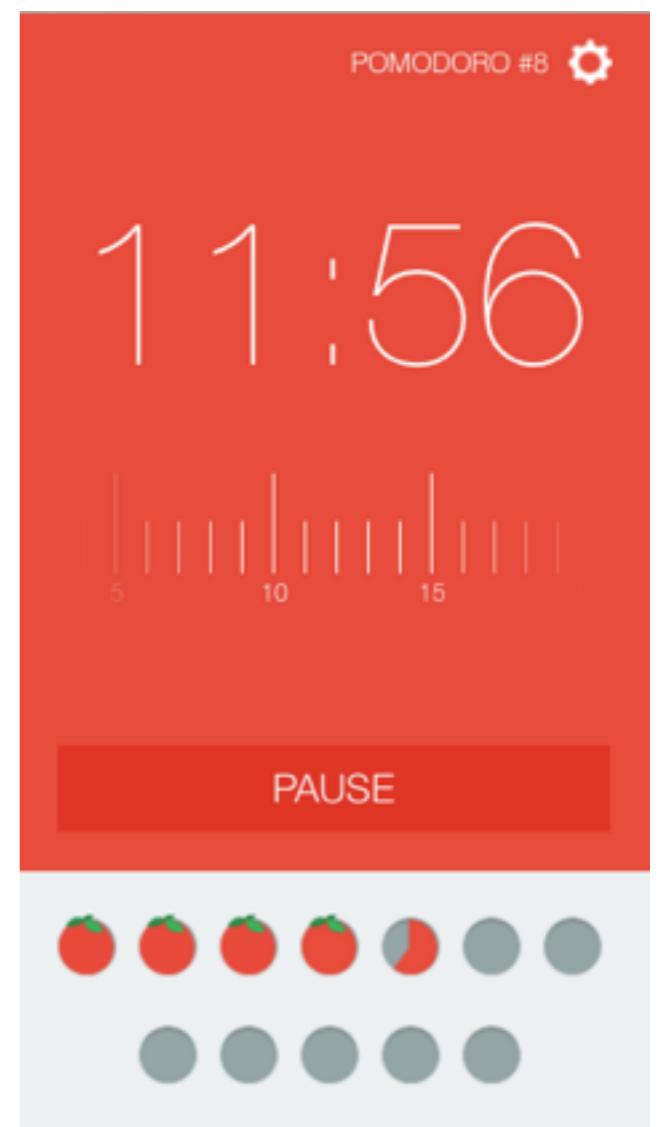


Focus



Focus

- The Pomodoro Technique
 - Choose something to work on
 - Set a timer for 25 minutes
 - Focus completely on your chosen task
 - Take a 5 minute break
 - Every 4 “Pomodoros”, take a 20 minute break



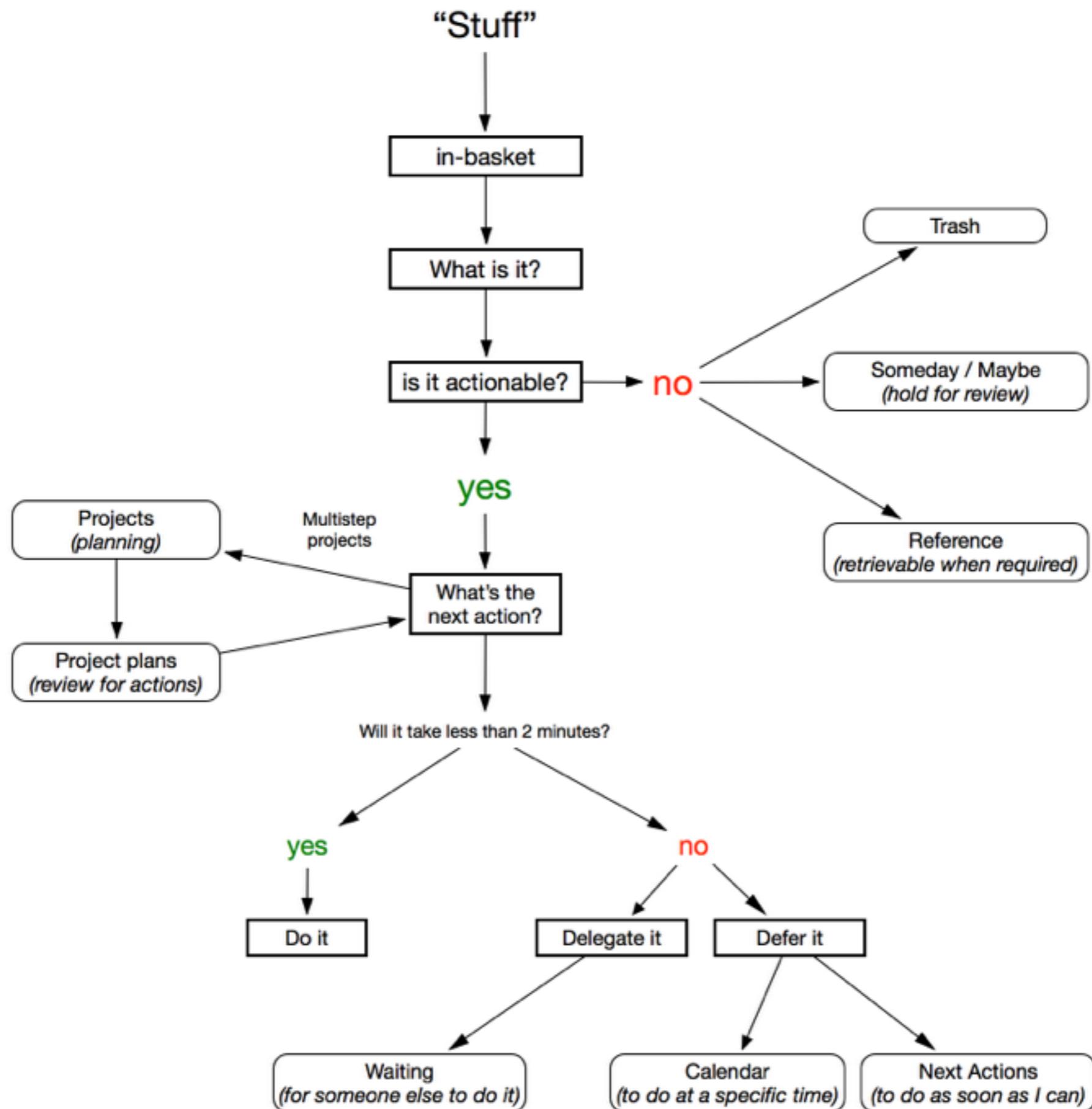
Iteration

- “Open Source” / Agile approach
 - Explore new ideas
 - Keep what works
 - Throw out what doesn’t



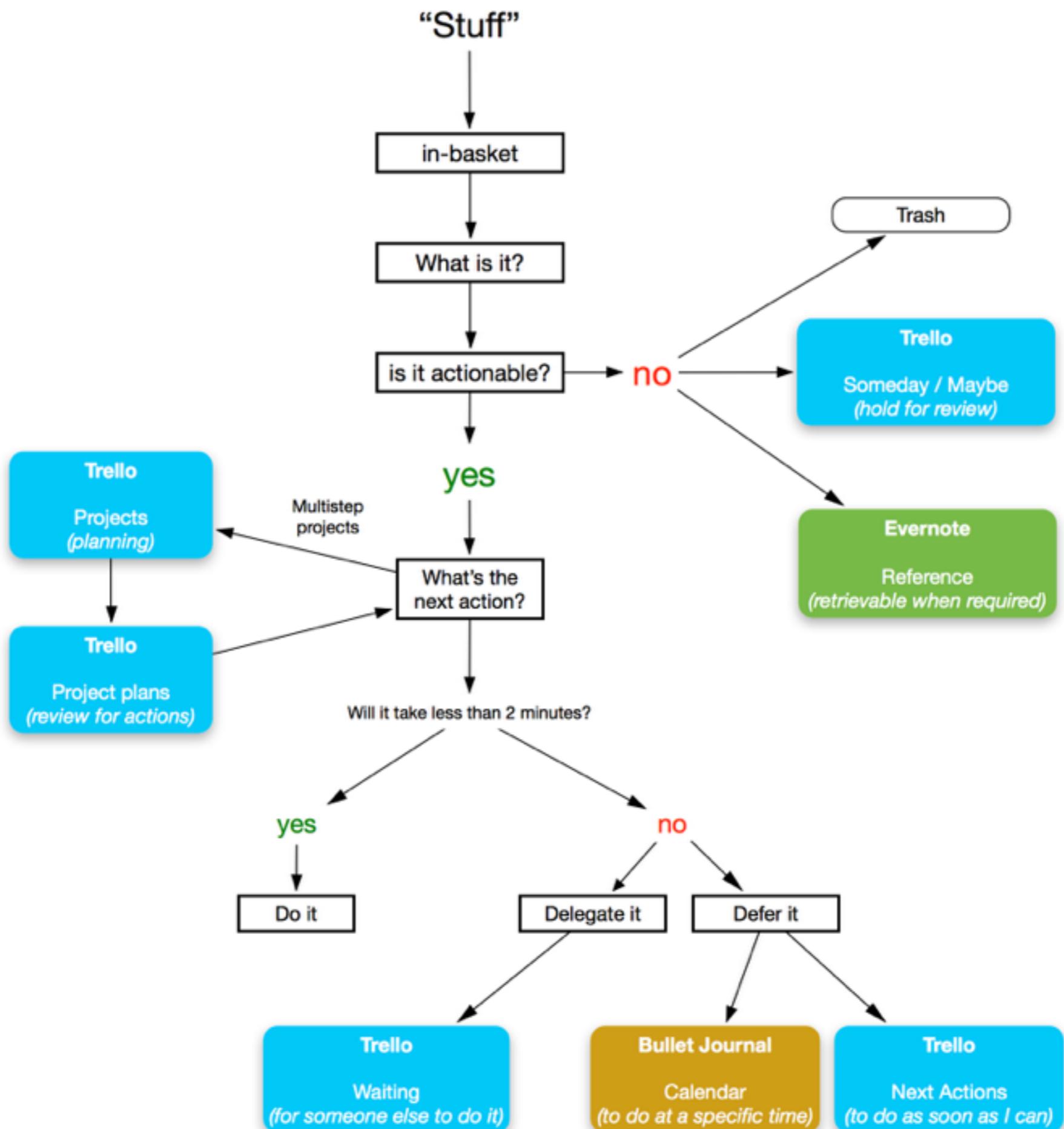
“Your mind is for having ideas,
not holding them.”

– David Allen



Recording

- **Trello** (*projects & next actions*)
- **Evernote** (*reference material*)
- **Bullet Journal** (*calendar & idea generation*)
- **Scapple** (*brainstorming*)



Stack

Brennan Davis | Des...

4 Notebooks

View all notes in
**Brennan Davis |
Designer &
Developer**

Code Snippets

25 Notes

Design

6 Notes

Notebook

Development

96 Notes

Tips, Tricks, &
Research

15 Notes

Creative Writing

4 Notebooks

Gospel Study

2 Notebooks

Inbox

0 Notes

Me

8 Notebooks

Old School

2 Notebooks

Shared

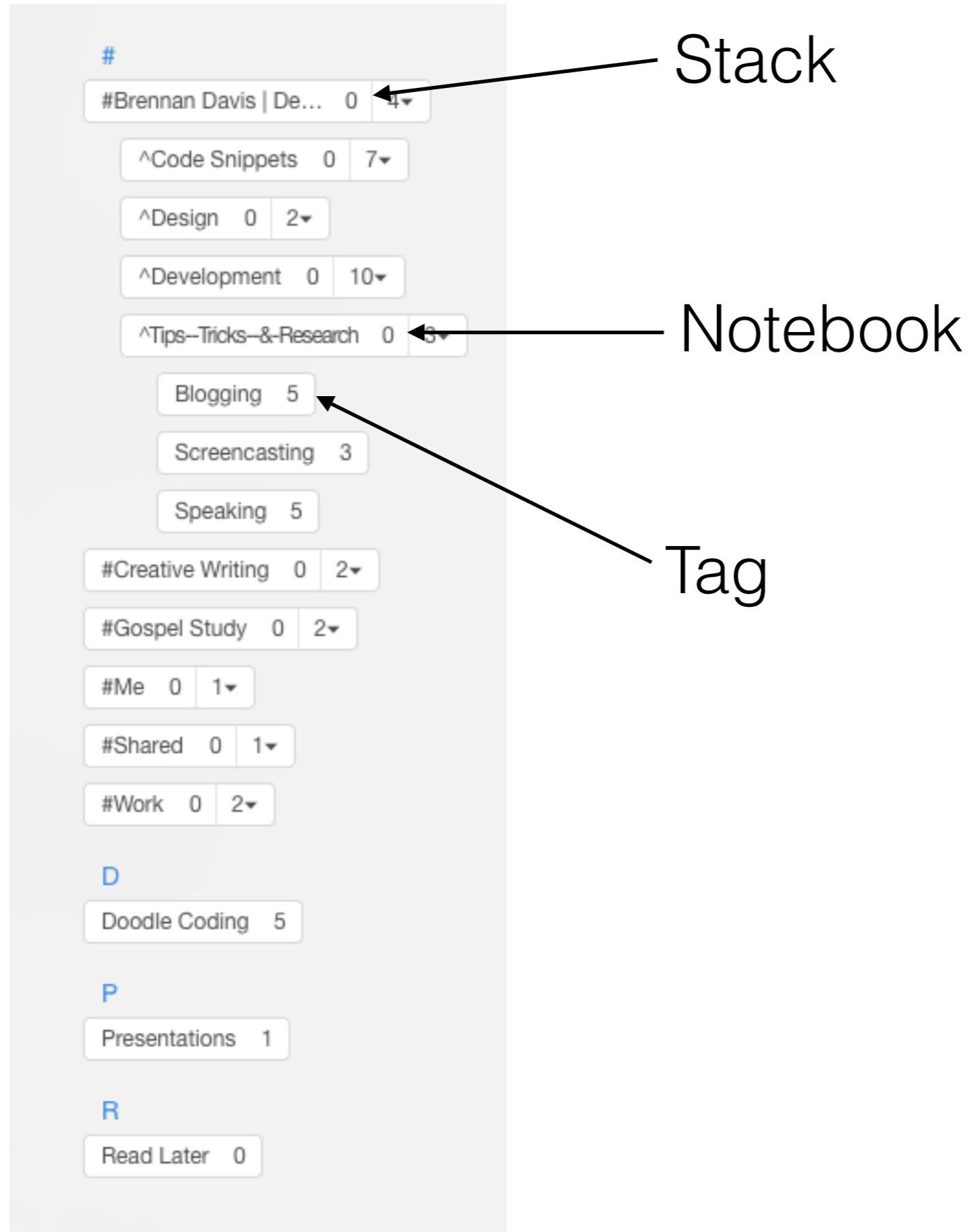
2 Notebooks

Work

3 Notebooks



8 Notes



Stack

Notebook

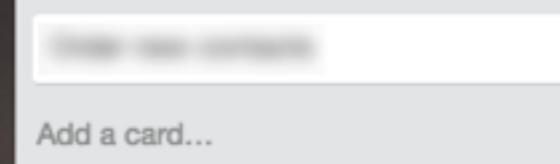
Tag

GTD ★ ☰ Private

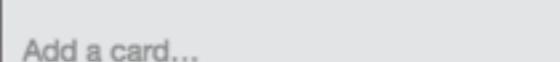
someday / maybe



inbox



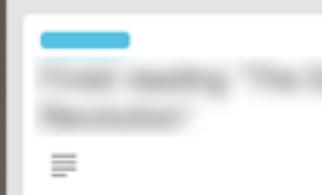
migrated to bullet journal



waiting



@anywhere



Add a card...

Add a card...

to bullet journal

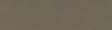
...

waiting

@anywhere

@home

@work



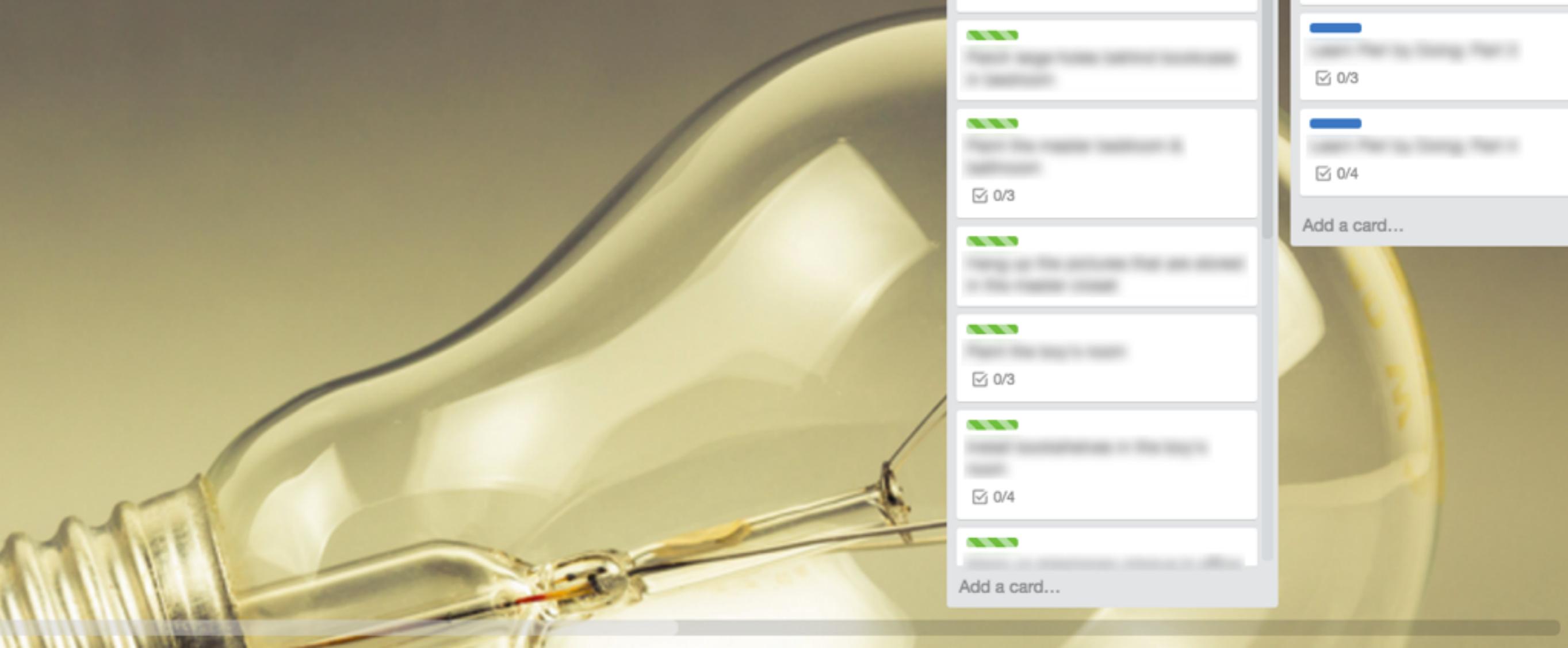
Add a card...



Add a card...

d 1 1/2 0/4 0/5 0/3 0/4

Add a card...



Bullet Journal

- Analog system
 - Call Michael
- Any notebook
 - Paint basement
 - Plan big trip
 - ✗ Take Pug to vet
- Easily customizable

Index



INDEX

- Ben's Birthday: 12,14-15,19
- Future Log: 1-4
- Illustrations: 6,9
- Someday: 4
- April: 10-31
- Acme Co. Project: 19-22
- Trip to New Zealand: 30-34
- May: 32-

Future Log

FUTURE LOG

APR

- 11 Pick up Dru from airport
- 14 Deliver Acme Pitch
- 20 Pack for CA
- 21 Sara's birthday

MAY

- Plan packing
- 13 Leave to NYC
- 14 Kate S. deadline

JUN

- Plan packing
- 13 Leave to NYC
- 14 Kate S. deadline

FUT

JUL

- 11 Deven Dea
- 14 Mark Birth

AUG

- 11 Send Marti
- 14 Site Launc
- 16-24 New Or

SEP

Monthly Log

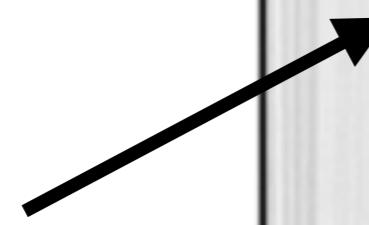


MAY

1 F
2 S
3 S
4 M Bryce's birthday
5 T
6 W
7 T
8 F
9 S
10 S
11 M
12 T
13 W
14 T
15 F
16 S
17 S
18 M
19 T
20 W
21 T
22 F
23 S
24 S
25 M
26 T
27 W
28 T
29 F
30 S
31 S MIGRATE!

- Get clothes drycleaned
- Plan summer trip
- X Bring dog to the
- Start food planning
- Send Acme Hour E

Daily Log



05/01/F

- Pick up Drn from airport
- Deliver Acme Pitch
- Pack for CA
- Sara's birthday
 - Sarah: allergic to seafood

05/02/S

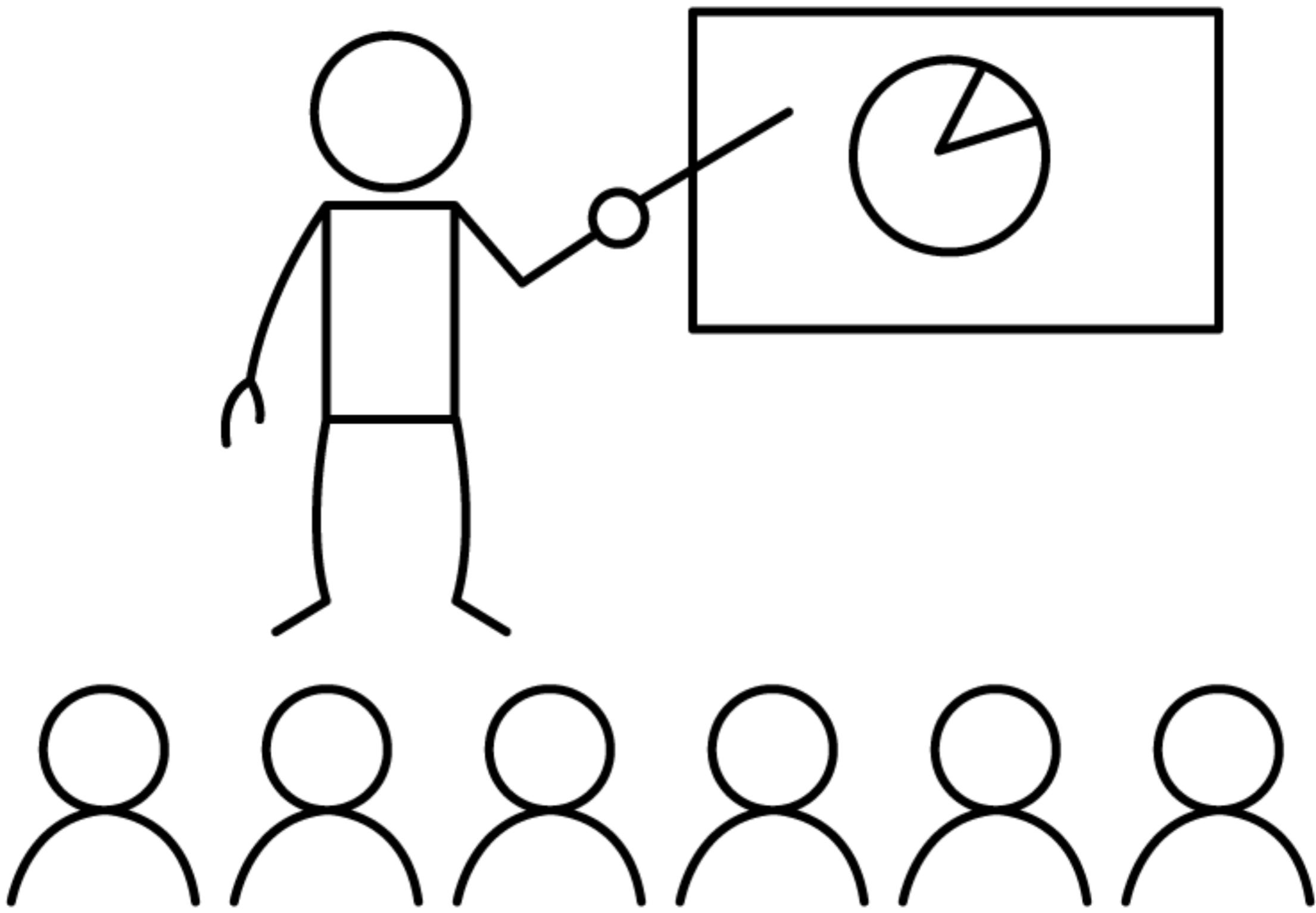
- > Plan packing
- Leave to NYC
- X Kate S. deadline

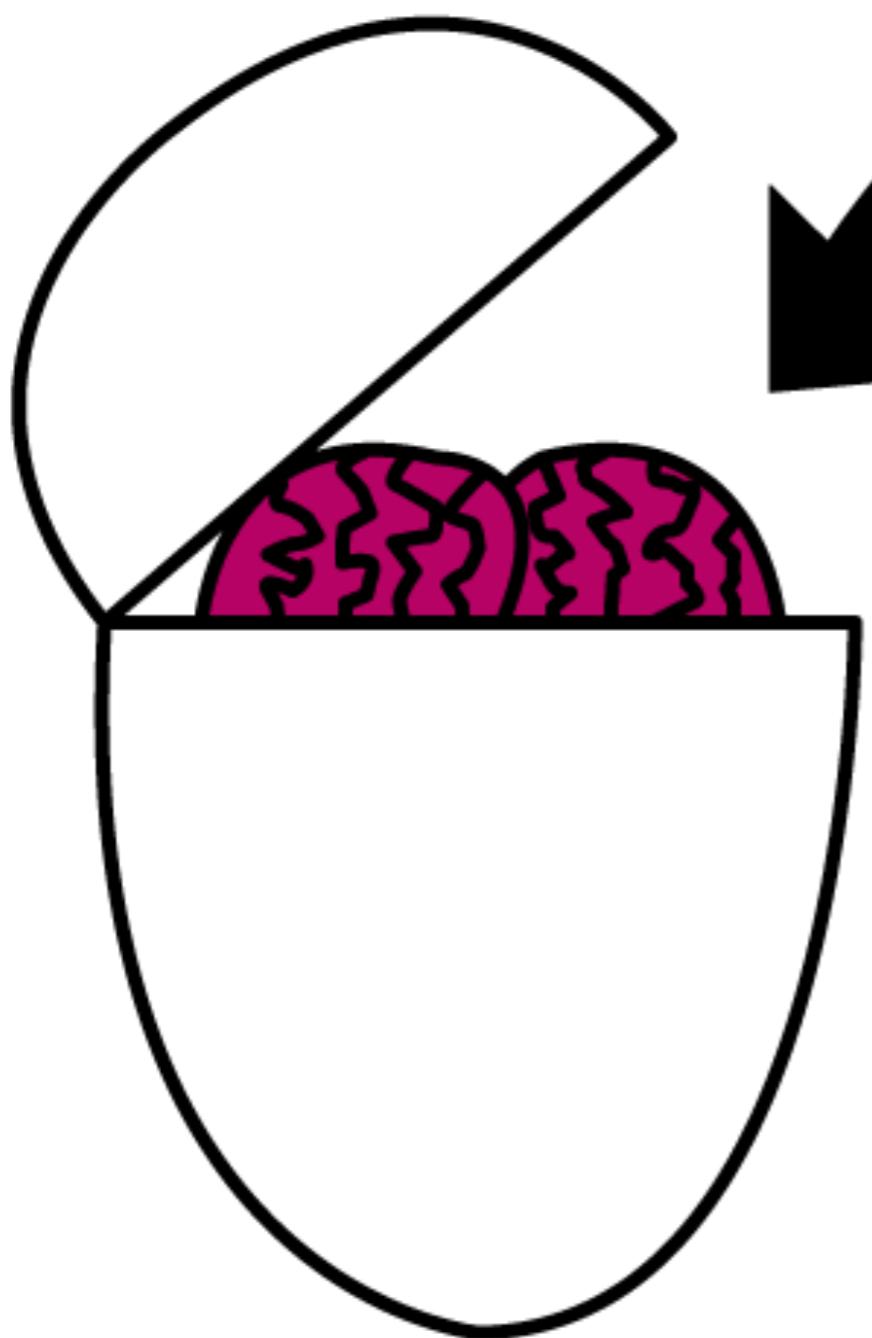
05/03/S

- Good food shopping
- X Deliver Standford Pitch
- < June 4, Italy trip
- Cooked Chiken with spinach
 - A group of pugs is called a "grumble"

05/04/M

- Call Michael
- Jim's birthday
- Watch Macar
- May the four





29%
More

Doodle !=

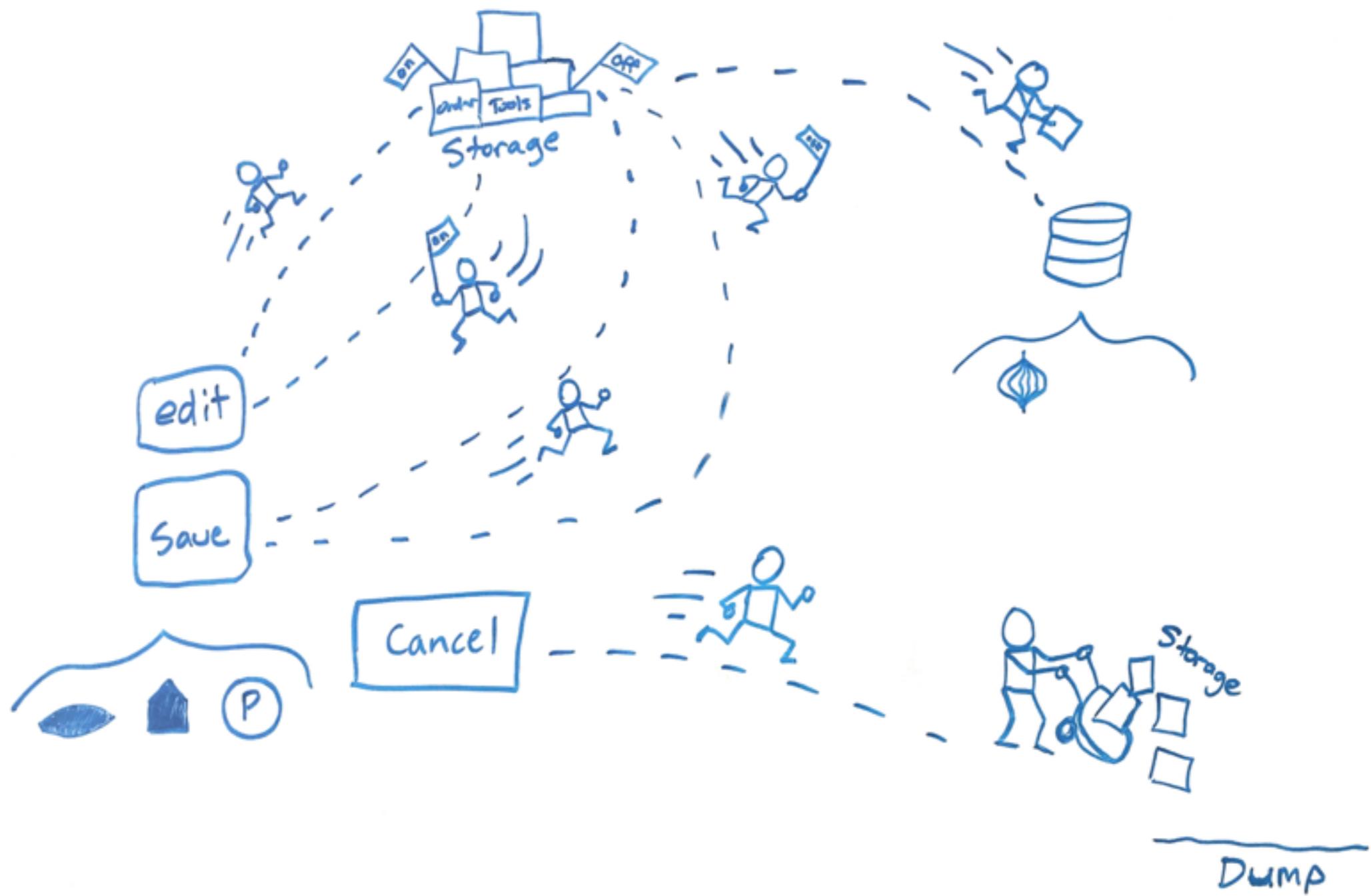


Doodle



to make spontaneous
marks to help yourself think

Doodle Coding



Simplification

- Keep your system as simple as possible
- Learn to say no
- Let go of things of little or no value to you

Simplification

- Thoughts from *The Minimalists*
 - Delete apps that don't add value
 - Delete social media apps
 - Turn off notifications



Time Management

- Time tracking
 - Knowing how long something will take allows for more efficient planning
- Toggl
 - Time tracking app
 - Integrates with most popular task management apps



 Demonstrate Toggl / Trello Integration
in list [@computer](#)

[Edit the description...](#)

 **Add Comment**

 Write a comment...

[Send](#)

 **Activity**

 Brennan Davis added this card to @computer a few seconds ago

Add

- Members
- Labels
- Checklist
- Due Date
- Attachment

Actions

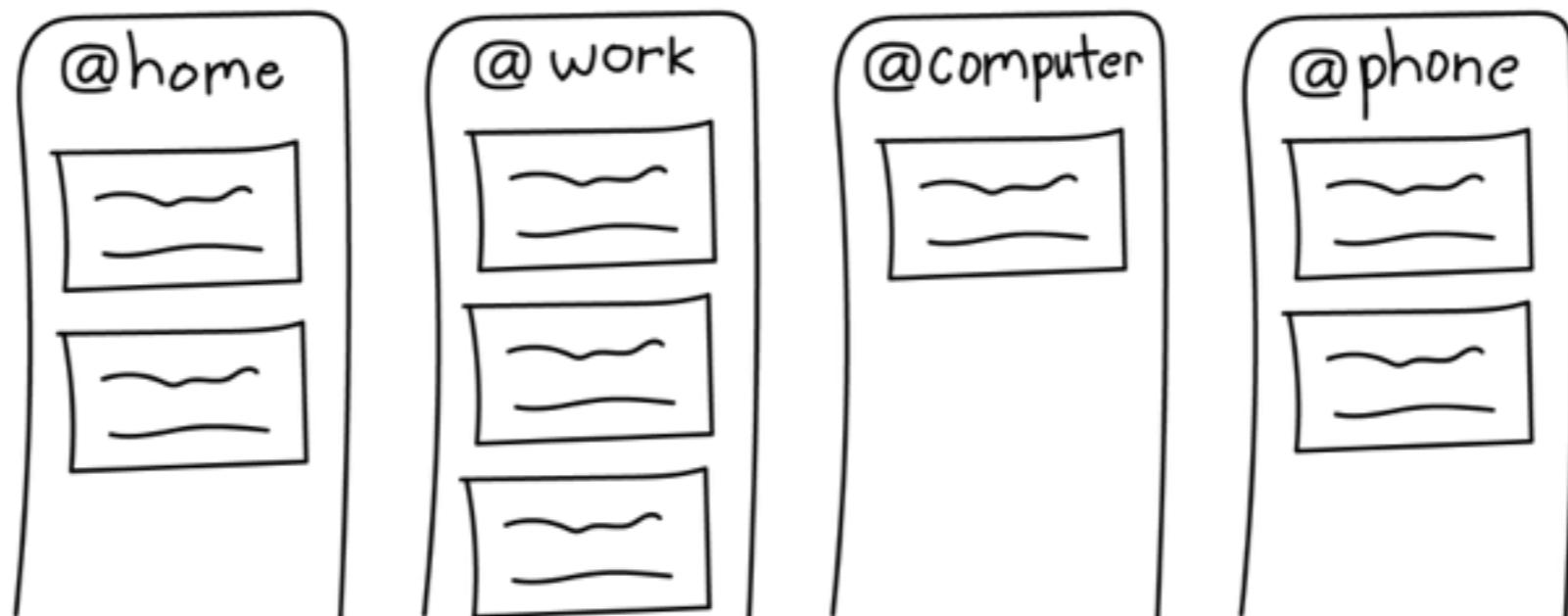
-  Start timer
-  Move
-  Copy
-  Subscribe
-  Archive

[Share and more...](#)

Toggl Button
Added

Time Management

- Context Lists
 - Tasks identified for specific locations
 - When you're in a location, work from the list of items for that location



Now what?

“The best way to get started is to stop talking
and begin doing.”

– Walt Disney

Resources

- “Getting Things Done: The Art of Stress Free Productivity”
by David Allen
- “The Doodle Revolution”
by Sunni Brown
- “The Sketchnote Handbook: The Illustrated Guide to Visual Note Taking”
by Mike Rohde
- gettingthingsdone.com
- pomodorotechnique.com
- evernote.com
- trello.com
- bulletjournal.com
- michaelhyatt.com
- brennanscottdavis.com

Questions?



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