



# Up Next:

## Productivity: How to get things done in this digital age

Keith Elder

11:00 AM – 12:00 PM

# AGENDA

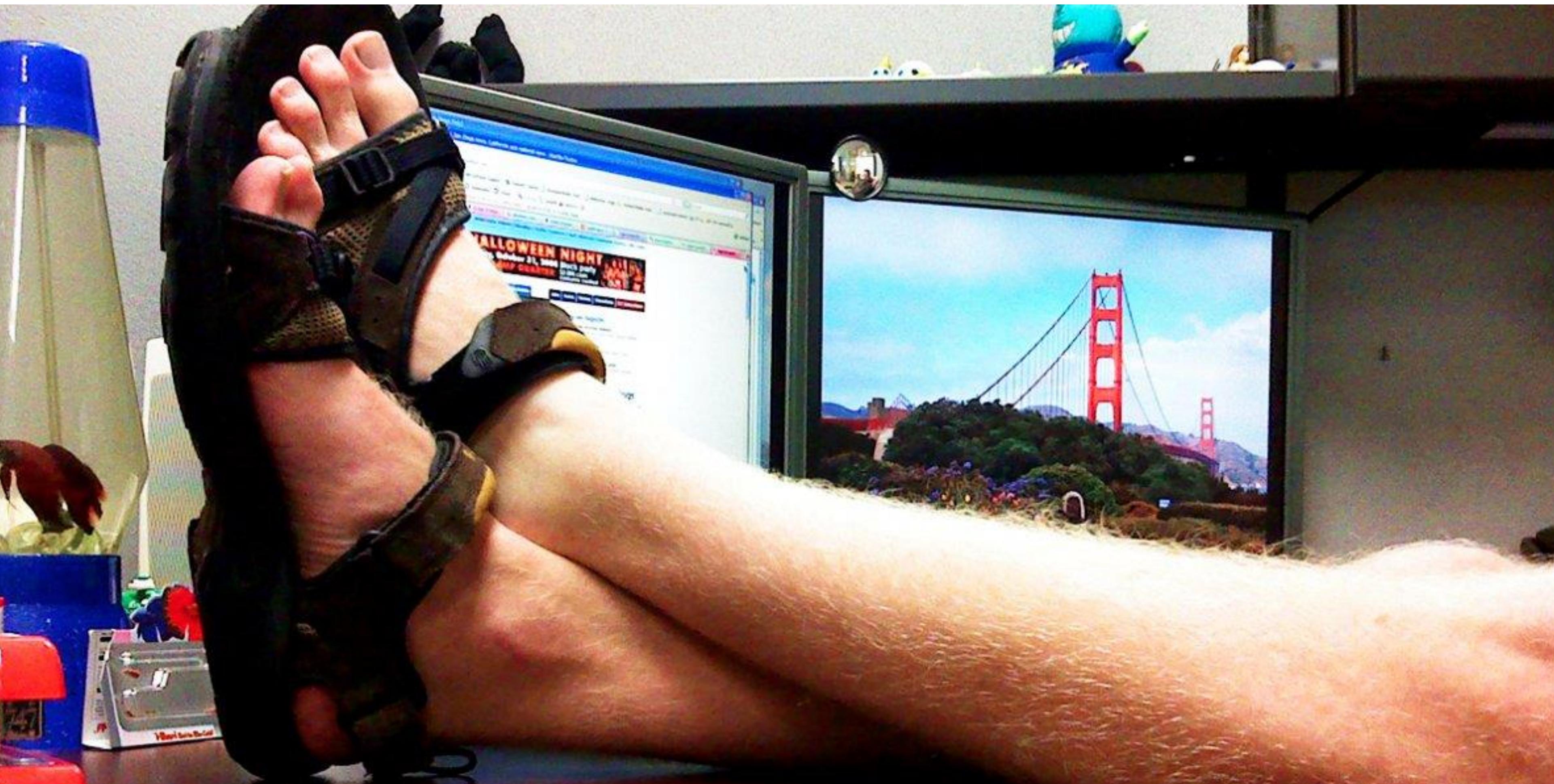
- ▶ Set ourselves up to be more productive
- ▶ Best Practices
- ▶ A method to follow to know what to do when
- ▶ Apply the method digitally
- ▶ Other must have tools and utilities
- ▶ Final parting tips



**“SOMETIMES WHAT WE CALL  
“FAILURE” IS REALLY JUST  
THAT NECESSARY STRUGGLE  
CALLED LEARNING” -  
UNKNOWN**



# THE STORY OF NARKOZ



**“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 R. Covey

quotefancy





#qltechcon16



Clutter free work  
environment



Organize work  
environment



# Standing

# Change Where You Work





Achievement unlocked  
250G – Use of pictures in a slide deck



# BEST PRACTICES FOR MAXIMUM PRODUCTIVITY



# Dreaded Tasks First





Avoid Checking Email First – Stick To Schedule

# Turn off notifications and clear distractions





Complete tasks in batches



It's Time For A Break





Achievement unlocked  
300G – Puppy Power





One minute decisions



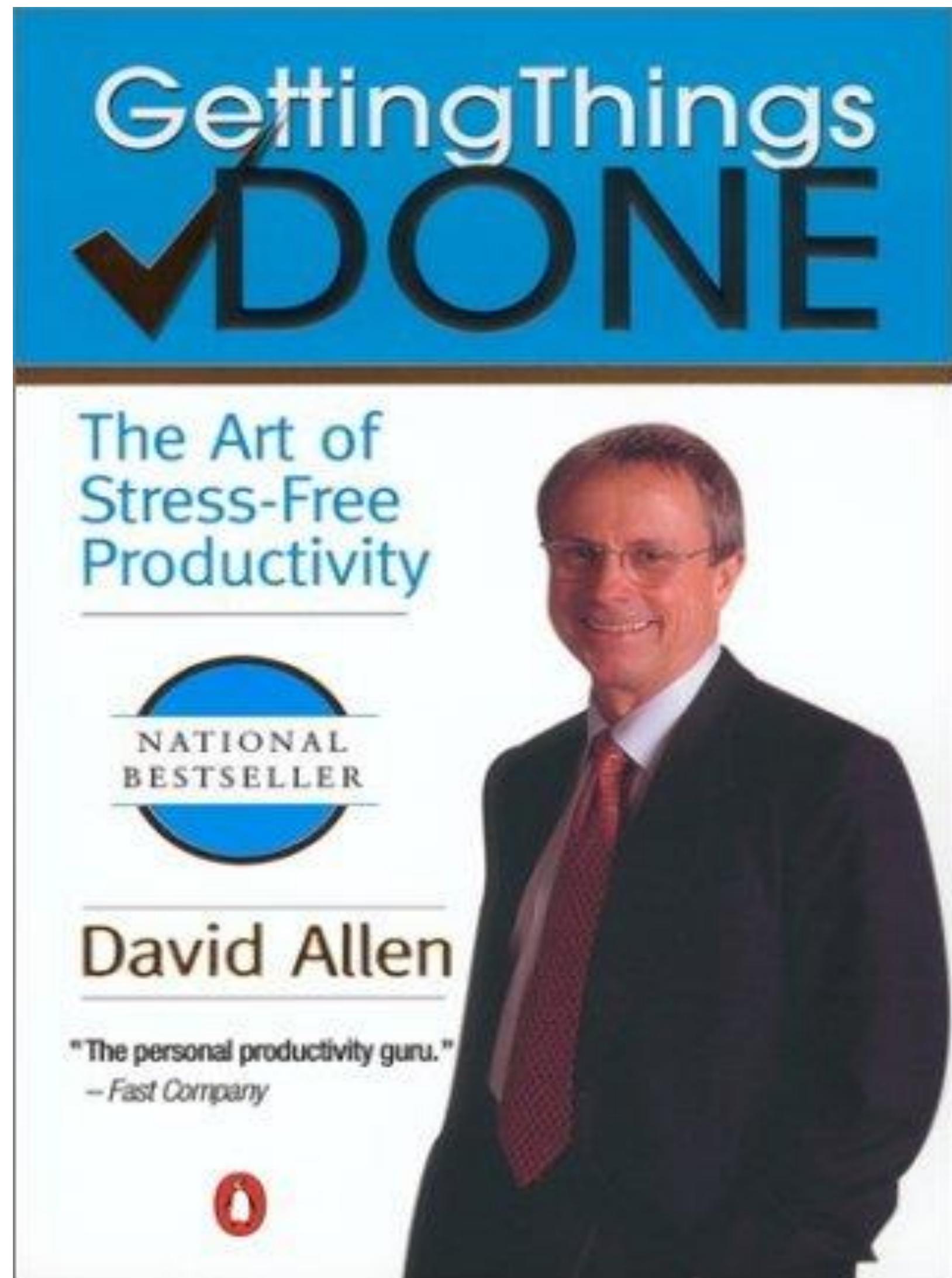
# A METHOD TO ORGANIZING WHAT YOU NEED TO DO WHEN

Getting Things Done



# GETTING THINGS DONE

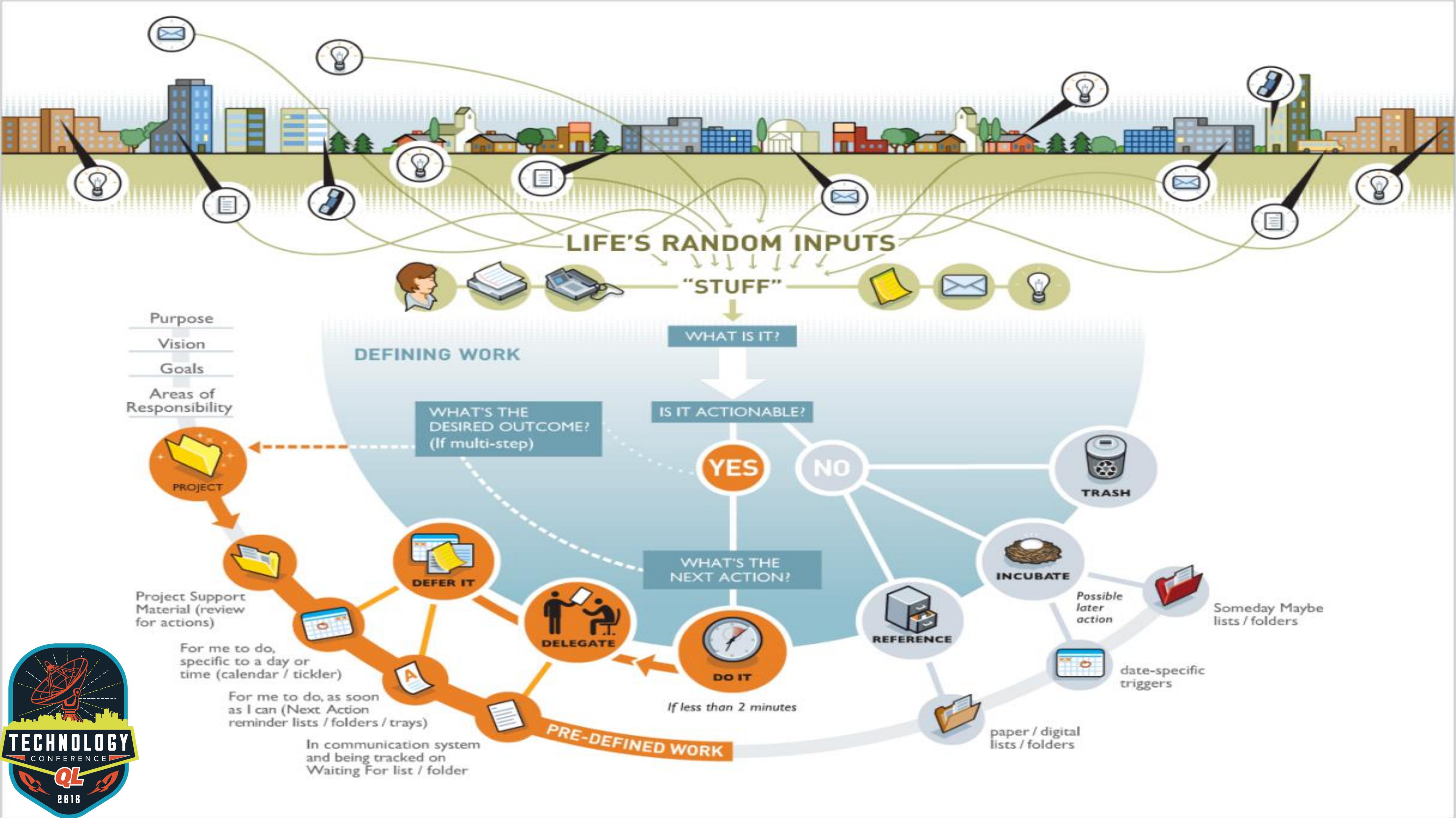
Getting things done in a much better way than just letting things happen which often turns out NOT to be very awesome.



# A 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”



**“PRETEND YOUR BRAIN IS A  
WHITE BOARD. IS IT  
COVERED WITH TO-DO LISTS  
AND ‘DO NOT ERASE’? IS  
THERE SPACE FOR  
DRAWING AND COMBINING  
IDEAS?” – JESSICA KERR**



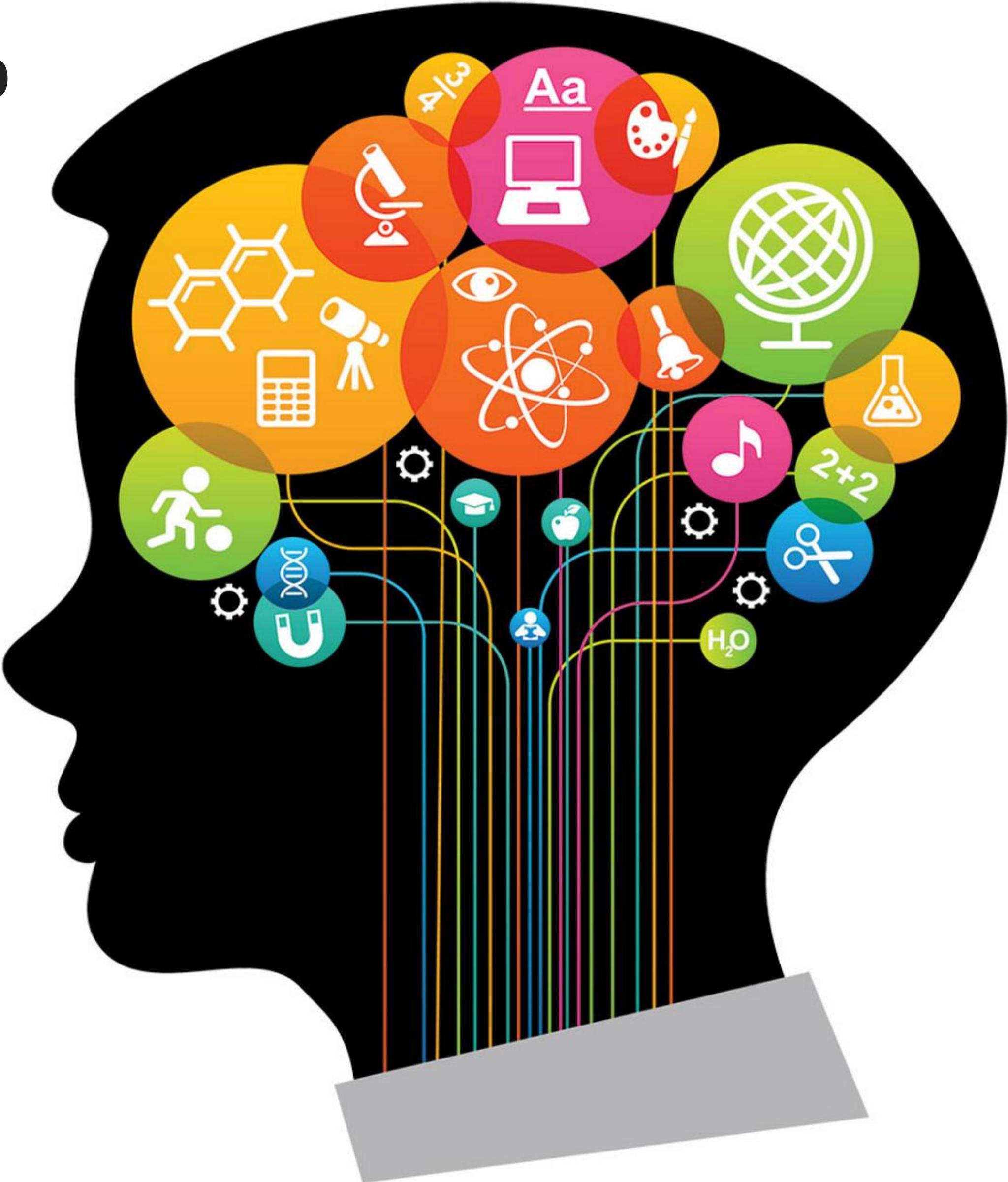
#qltechcon16



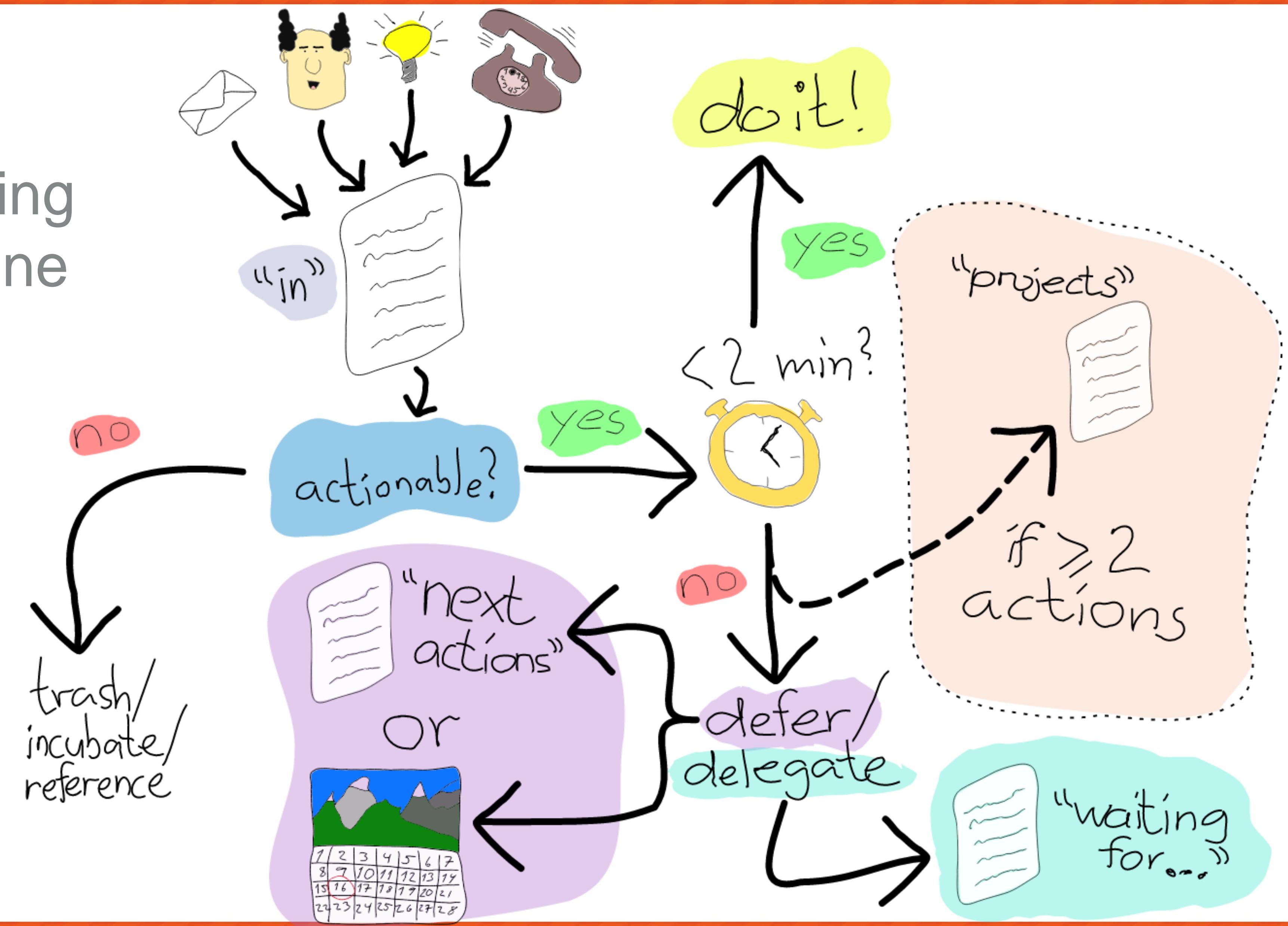
# FREE THE BRAIN UP

- ▶ Subconscious can be free of keeping track and reminding you
- ▶ Reduces stress
- ▶ Frees up brain cycles to more productive thinking
- ▶ Less mistakes

Less apologizing – "I'm sorry I forgot"



# 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



# FOR THINGS THAT HAVE MORE THAN 2 ACTIONS

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



# YOUR NEXT BIG IDEA OR PROJECTS

Some day / maybe list



# THINGS TO CHAT ABOUT WITH TEAM MEMBERS IN YOUR NEXT MEETING

Agenda Contexts 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?

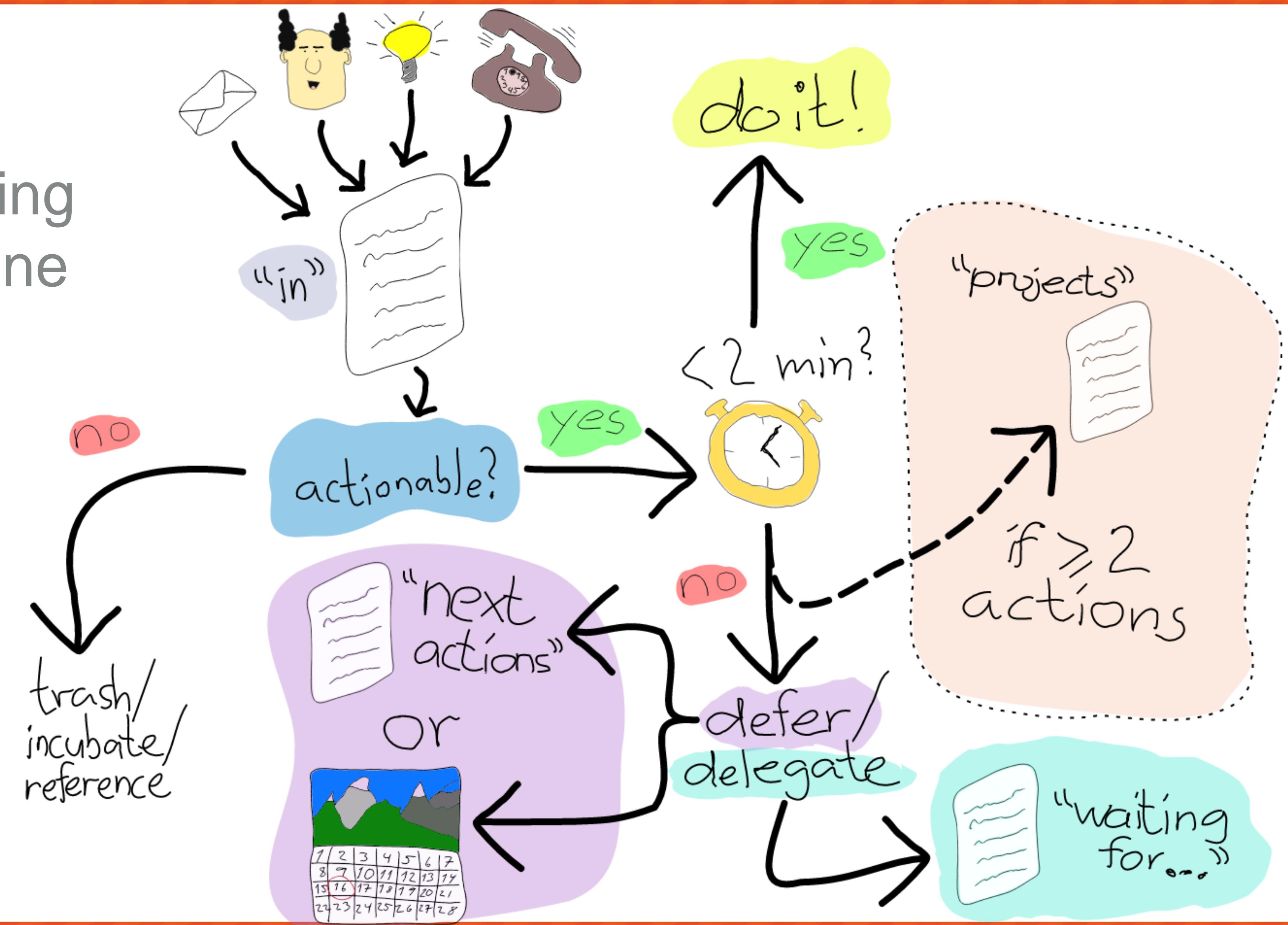


# YOU JUST LEARNED THE PRINCIPLES FOR INBOX ZERO

Inbox Zero

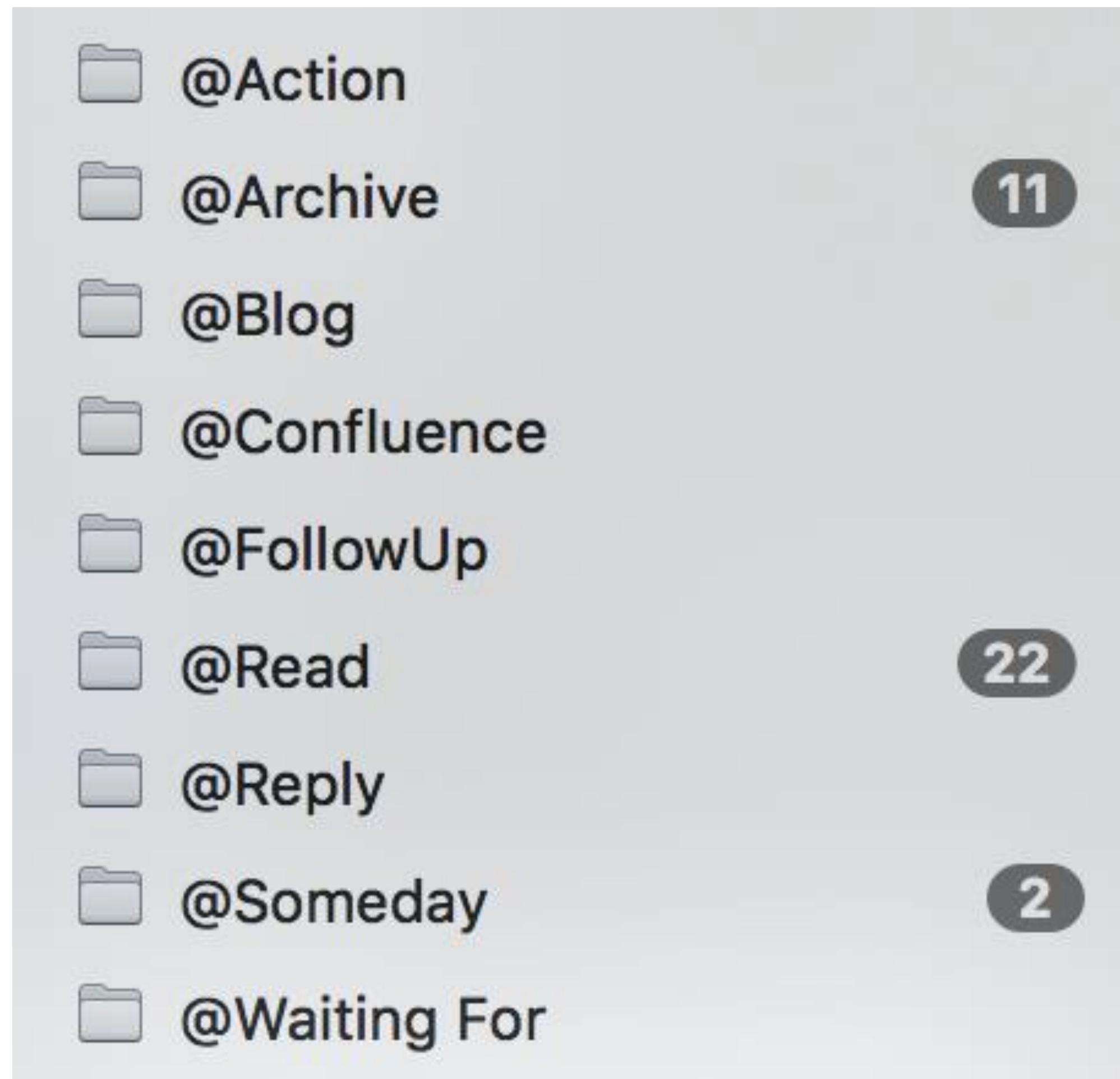


# How getting things done works



# EXAMPLE OF MY OUTLOOK FOLDER STRUCTURE

- ▶ Folders start with '@' so they are sorted first in Outlook
- ▶ Keep inbox as empty as I can



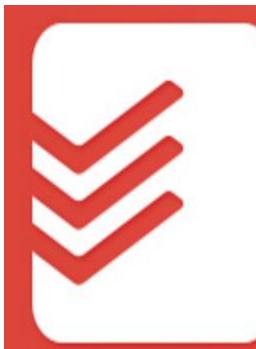


Achievement unlocked  
1,000,000G – Solving the world's email problem



# SOFTWARE APPS TO GET THINGS DONE





# todoist

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



TECHNOLOGY  
CONFERENCE  
**QL**  
2016



# EVERNOTE

- 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



# Google keep

- Short term note storage, very short lived information (1 day to a few weeks)

# TODOIST DEMO



# FINAL PARTING WORDS OF WISDOM

- ▶ Typing
- ▶ Computer keyboard shortcuts
- ▶ Utilities
  - ▶ Copy / Paste
  - ▶ Password management (Example... LastPass)



THANK YOU - HAPPY TO CHAT  
AT THE SPEAKER MEET AND  
GREET THIS EVENING OR FIND  
ME AT THE CENTER OF  
EXCELLENCE BOOTH!

@keithelder, Director, Quicken Loans Technology





# Up Next:

Please join us for  
lunch!

Lower Level Atrium

11:00 AM – 12:00 PM