

Increasing Your Productivity

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A Little About Me...

- Wife
- Mom
- Lecturer
- Advisor
- PhD Student

Book Selection

- The 5 Choices: *The Path to Extraordinary Productivity*
- By Kory Kogon, Adam Merrill & Leena Rinne
- My experience with these techniques

CHOICE

1

ACT ON THE IMPORTANT
don't react to the urgent



Beth's Tips

- Organize tasks into quadrants
 - Learn the difference between Q1 and Q3 (pp.41-47)
 - Learn to say “no” (p.44)
 - Eliminate Q3 and Q4 activities

CHOICE

2

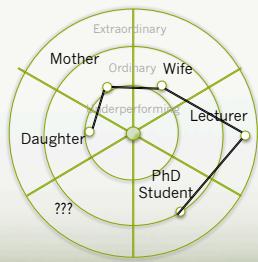
GO FOR THE EXTRAORDINARY
don't settle for ordinary

What?

- It doesn't mean you have to be Superman or Superwoman in all of your roles
 - It does mean that you should go to bed satisfied and accomplished...
 - And fulfilled and happy!
 - Reduce roles to the fewest and most important

Working on my Wife and Mom roles

What are your Roles?



CHOICE

3

SCHEDULE THE BIG ROCKS
don't sort gravel

What are the Big Rocks?

- Big Rocks are Q2 activities/items
- Schedule Q2 time first
- Spend 30 minutes a week and 10 minutes a day reviewing your Q2 plan
- Big Rocks video
- Check out the graphic on p. 105

CHOICE

4

RULE YOUR TECHNOLOGY
don't let it rule you

Technology & Email

- Select your system
- Email...Use Core 4:
 - ACT: Appointment and/or task
 - FILE: Contact and/ or notes/documents
 - Set up email rules with colleagues
- Beth's Tip:
 - File by month

Working on sending better/less emails

CHOICE

5

FUEL YOUR FIRE
don't burn out

Most Important of All

- Move – Try stand up meetings, walking
- Eat – Your body needs good food
- Sleep – Try to get 8 hours a night
- Relax – This is different for everyone
- Connect - Relationships

Beth's diet/health story

Summary

- Whether you want to learn a few techniques to be more productive or you are totally swamped, these techniques will work!
- You deserve to be productive, healthy, and happy!