

Pragmatic Productivity Hacks With PowerShell

Anh Tran

Many thanks to our sponsors:





About me.



- Lead Consultant @DevoTeam
- 12+ years of experience in data analytics and data management in different industries such as finance, technology, and wholesale across Asia and Europe
- Featured Articles on  
- Blog: <https://analysiswithanh.medium.com>
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Agenda

- Email Automation (15 mins)
 - Productivity Hacks
 - Demonstration
- Calendar Automation (15 mins)
 - Productivity Hacks
 - Demonstration
- Summary and Q&A (10 mins)





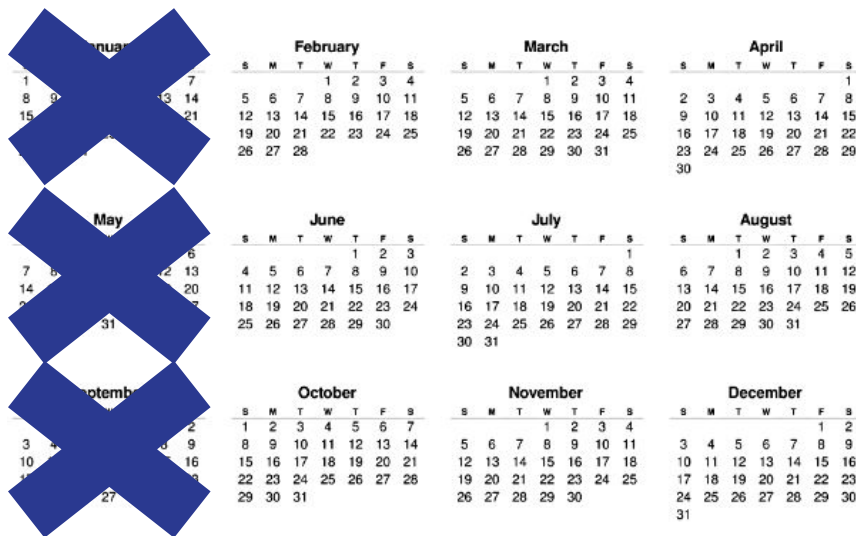
Email Automation

Why?

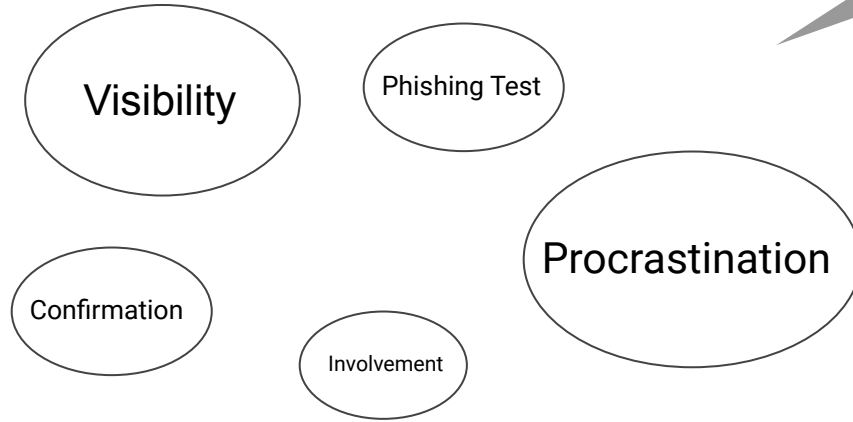
The average professional spends **28%** of the work day reading and answering emails, according to a *McKinsey Analysis*.



Equivalent to 3 working months/ year



Purpose of Emails



Communicate effectively to make the impact



How?

1 Clear Purpose and Structure

2 Action Request/ Transformation

3 Human touch (energy/segment)

PowerShell as your
Personal Assistant



Productivity Hack 1: Classifying Upcoming Emails

	URGENT	NOT URGENT
IMPORTANT	Do it first, reply immediately	Snooze 1 hour
NOT IMPORTANT	Delegate it	Snooze to end of day

Subject: [Urgent] Forecasting Number of Bookings in the Upcoming Holiday Season project_others X

Importance: ! This message was sent with High importance.

Body: AT
To: Anh Tran
Tue 06/06/2023 15:57
Hi Anh,
As we are going to launch a promotion program to boost demand in the upcoming holiday season, we want to make sure that it does not create shortage in supply. Can you provide the forecast by end of tomorrow on the number of bookings in Amsterdam? Thanks.

Sender: Thanks,
Your Stakeholder

Categories

Productivity Hack 2: Replying to the Email

Send

▼

From

anh@everythingisawesome.onmicrosoft.com

🔍

🗑️

📎

To

Boss

Bcc

Cc

RE: urgent

Draft saved at 16:07

Dear Boss,

Thank you for your email.

Here is the solution:

Impact: [Impact]

Reason: [Reason]

I am happy to discuss further. Feel free to let me know if there is any concern.

Regards,
Anh

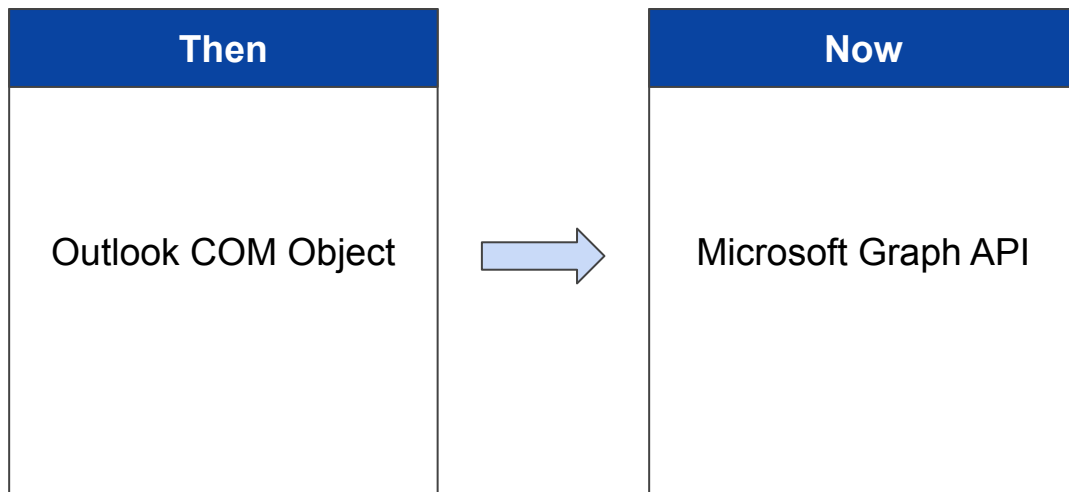
1 Clear Purpose and Structure

2 Action Request/ Transformation

3 Human touch (energy/segment)



Techniques



API Permission

Microsoft Azure

Search resources, services, and docs (G+)

anh@everythingisaweso...
AWESOME [EVERYTHINGSAWES...]

Home > graph-api-v1.0

graph-api-v1.0 | API permissions

Search

Refresh | Got feedback?

Overview

Quickstart

Integration assistant

Manage

Branding & properties

Authentication

Certificates & secrets

Token configuration

API permissions

Expose an API

App roles

Owners

Roles and administrators

Manifest

Support + Troubleshooting

Troubleshooting

New support request

The "Admin consent required" column shows the default value for an organization. However, user consent can be customized per permission, user, or app. This column may not reflect the value in your organization, or in organizations where this app will be used. [Learn more](#)

Configured permissions

Applications are authorized to call APIs when they are granted permissions by users/admins as part of the consent process. The list of configured permissions should include all the permissions the application needs. [Learn more about permissions and consent](#)

+ Add a permission

✓ Grant admin consent for Awesome

API / Permissions name	Type	Description	Admin consent requ...	Status
▼ Microsoft Graph (7)				
Calendars.ReadWrite	Delegated	Have full access to user calendars	No	...
email	Delegated	View users' email address	No	...
Mail.ReadWrite	Delegated	Read and write access to user mail	No	...
Mail.Send	Delegated	Send mail as a user	No	...
MailboxSettings.ReadWrite	Delegated	Read and write user mailbox settings	No	...
profile	Delegated	View users' basic profile	No	...
User.Read	Delegated	Sign in and read user profile	No	...

To view and manage consented permissions for individual apps, as well as your tenant's consent settings, try [Enterprise applications](#).

Graph Explorer

The screenshot displays the Microsoft Graph Explorer web application. The top navigation bar includes the Microsoft logo, the text "Microsoft Graph", and links for "Explore", "Graph Explorer", "Docs", "API", "Learn", "Developer Program", and "Support". On the right, there are links for "All Microsoft" and a search icon.

The main interface is divided into three sections:

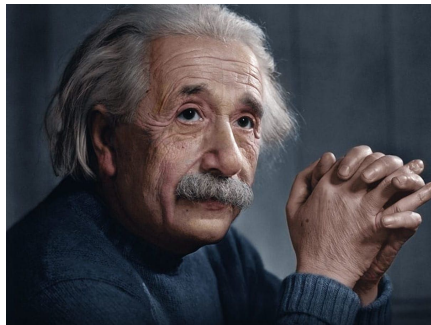
- Left Panel:** Contains a "Graph Explorer" header, a "Sample queries" section with links to "Resources" and "History", a search bar for "Search sample queries", and a list of sample queries under "Getting Started (8)". The queries are: "GET my profile", "GET my profile (beta)", "GET my photo", "GET my mail", "GET list items in my drive", "GET items trending around me", "GET my manager", and "GET my To Do task lists". Below this are expandable sections for "Applications (8)", "Batching (2)", "Compliance (beta) (10)", "Edge (4)", "Excel (7)", and "Extensions (7)".
- Top Right Panel:** Shows the HTTP method "GET", the version "v1.0", and the URL "https://graph.microsoft.com/v1.0/me/messages". It includes a "Run query" button and a "Request body" tab.
- Bottom Panel:** Displays the "Response preview" for the executed query. It shows a status bar indicating "OK - 200 - 259ms". The response body is a JSON object representing an email message, with some fields redacted with black boxes. The visible JSON structure is:

```
{  "@odata.context": "...",  "value": [    {      "@odata.type": "...",      "@odata.etag": "...",      "id": "...",      "createdDateTime": "2023-06-12T19:01:02Z",      "lastModifiedDateTime": "2023-06-12T19:01:06Z",      "changeKey": "...",      "categories": [],      "receivedDateTime": "2023-06-12T19:01:05Z",      "sentDateTime": "2023-06-12T19:01:03Z",    }  ]}
```



Calendar Automation

Why?



Intelligence is not the ability to store information, but to know **where to find it**.

Albert Einstein

Productivity Hack 3: Storing information



Store the information in the place **where we use it** rather than where we organise it.



Add Notes



G Cloud Conference



Invite attendees

Optional



13/06/2023



All day

13/06/2023



Don't repeat



Search for a room or location



Teams meeting



Day before at 17:00



- Pre-conference researches:
 - [Vertex AI](#)
 - Set up OOO



Productivity Hack 4: Limit Context Switching

1	I	11	XI
2	II	12	XII
3	III	13	XIII
4	IV	14	XIV
5	V	15	XV
6	VI	16	XVI
7	VII	17	XVII
8	VIII	18	XVIII
9	IX	19	XIX
10	X	20	XX

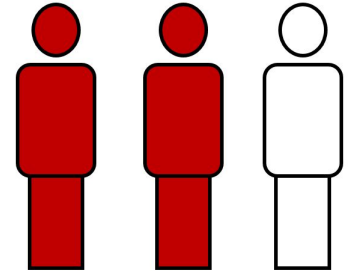
Context Switching can hinder the productivity

Why?

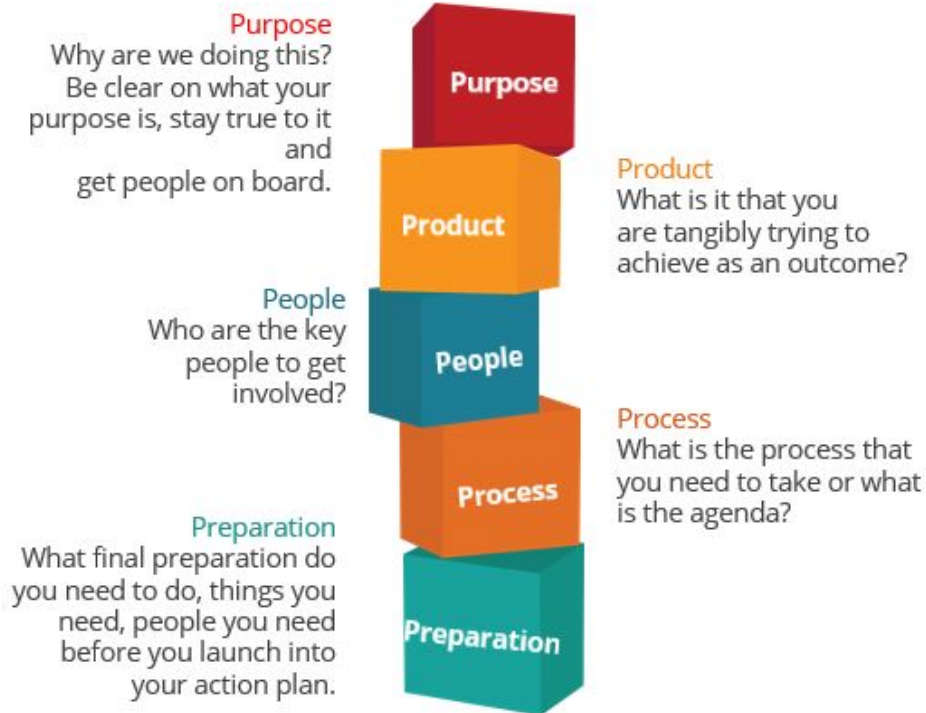
More than **35%** of employees found that they waste **2 to 5 hours per day** on meetings and calls, but they achieve nothing to show



2 out of 3 employees complain that spending too much time in meetings **hinders them from being productive at work.**




Productivity Hack 5: 5 Ps of an Effective Meeting



5 Ps of an Effective Meeting

[Client A Solution Proposal] First Draft of Solution Architect

 Tue 13/06/2023 08:00 - 08:30

 [Join Teams meeting](#) Prague

 15 minutes before 

 Hi All,

This is to book your calendar for the first catchup meeting on the progress of the architecture solution for client A.

Purpose Review the first draft of the architecture

Agenda:

- Recap the client's request
- First draft of the solution
- Refinement & next steps

Outcome Clear action items and timeline as next steps

Pre-requisite

- Client's current architecture
- Meeting minutes

Feel free to extend this invitation to whom you think **beneficial to the discussion.**


Regards,
Anh

Tracking

Organiser

 Anh Tran
Sent on Monday, 12/06/2023 at 21:00

Attendees

 Didn't respond: 1

 elegantstylewithanh@gm...
Required

12 Jun	13	14
10:00 1/1 Alex : Anh	G Cloud Conference 8:00 [Client A Solution Prop 11:00 G Cloud Meetup	Microsoft Training Day

Productivity Hacks

1. Time-boxing
2. Prioritise
3. Say no



**Harvard
Business
Review**
ANALYTIC SERVICES

- 1 Time-boxing
- 2 Prioritise
- 3 Say no
- 4 Move!
- 5 Control your devices
- 6 Take short breaks
- 7 To-do lists
- 8 Eat well
- 9 2-minute rule
- 10 Control social media
- 11 Choose when to check email
- 12 Organise your workspace
- 13 Start earlier
- 14 Breathe
- 15 Turn off alerts
- 16 Shorter meetings
- 17 Site blockers
- 18 Productivity tools
- 19 Plan ahead
- 20 Single-tasking
- 21 Sounds & music
- 22 Write it down
- 23 Break tasks down
- 24 8020 rule
- 25 Be true to yourself
- 26 Avoid visual distractions
- 27 Sleep
- 28 Run meetings well
- 29 Batch similar tasks
- 30 Fewer meetings
- 31 Focus on outcomes
- 32 Effective above efficient
- 33 Delegate
- 34 Ignore the news
- 35 Change the scenery
- 36 Long breaks
- 37 Time yourself
- 38 Be positive
- 39 Follow up after meetings
- 40 One small change
- 41 Flow
- 42 Drink water
- 43 Drink coffee responsibly
- 44 Make a public commitment
- 45 Acknowledge your success
- 46 Don't reread emails
- 47 Help others in meetings
- 48 Be on time
- 49 Kill your darlings
- 50 Work from home
- 51 Productive procrastination
- 52 Your biological prime time
- 53 Find time for yourself
- 54 Be realistic
- 55 Set clear goals
- 56 Just start
- 57 Devices in meetings
- 58 Break bad habits
- 59 Love your job
- 60 Show compassion
- 61 Focus on the present
- 62 Systemise
- 63 Start and end on time
- 64 Get ergonomic
- 65 Use your commute
- 66 Unplug
- 67 Meeting roles
- 68 Do not do to-do lists
- 69 10,000 hours

Calendar Automation



2nd brain

- Create Calendars
- Set up time to check snoozed messages
- Attach the notes
- Reminder for Birthdays

Demos

We love Demos!





Summary

Summary

1

How to use Email as an effective communication tool

2

How to use Calendar as 2nd brain

3

How to use PowerShell to automate the process



Thank you

Appreciate your feedback