

THIS SESSION WILL GIVE YOU
2,6H* A DAY OF YOUR TIME
BACK!

(*): Don't sue me if it's only 2,5h

Bart Wullems

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wullemsb@gmail.com



This session is not about...



Give me in 5 bullet points ways to save time in a day



Sure, here are five ways to save time in a day:

1. **Prioritize and Plan:** Start each day by creating a to-do list prioritizing tasks based on their importance and deadlines. Use tools like calendars and task management apps to stay organized and focused.
2. **Limit Distractions:** Identify and minimize distractions such as unnecessary notifications, social media, and other interruptions. Set specific times for checking emails and messages to maintain focus on important tasks.
3. **Delegate Tasks:** Identify tasks that can be delegated to others and assign them accordingly. This allows you to focus on high-priority tasks that require your specific skills and attention.
4. **Batch Similar Tasks:** Group similar tasks together and tackle them in dedicated blocks of time. This reduces the mental effort of constantly switching between different types of tasks and increases efficiency.
5. **Utilize Technology:** Leverage productivity tools and apps that automate repetitive tasks, manage schedules, and streamline communication. Examples include scheduling software, automation tools, and collaboration platforms.



Message ChatGPT



ChatGPT can make mistakes. Check important info.





This session is about...

Network Working Group
Request for Comments: 2822
Obsoletes: [822](#)
Category: Standards Track

P. Resnick, Editor
QUALCOMM Incorporated
April 2001

Internet Message Format

Status of this Memo

This document specifies an Internet standards track protocol for the Internet community, and requests discussion and suggestions for improvements. Please refer to the current edition of the "Internet Official Protocol Standards" (STD 1) for the standardization state and status of this protocol. Distribution of this memo is unlimited.

Copyright Notice

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Abstract



*Or as "normal" people call
it...*



Email

✓ Bart.Wullems@ordina.be

✓ **Inbox** **1076**

ToBlog 254

ToRead

Drafts [284]

Sent Items

Deleted Items **666**

Archief

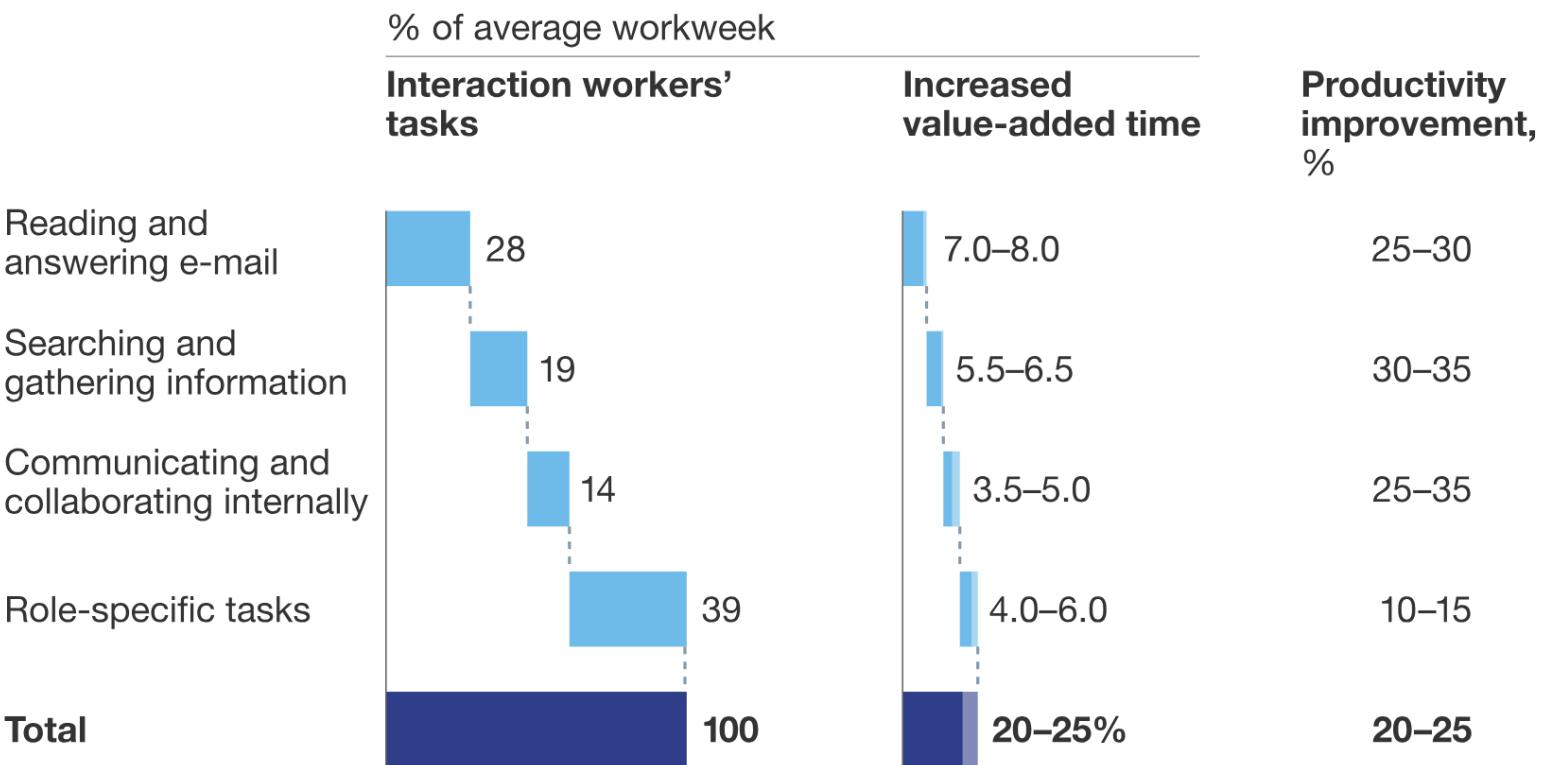
Archive

Artikel

MBS

Exhibit

Improved communication and collaboration through social technologies could raise the productivity of interaction workers by 20 to 25 percent.



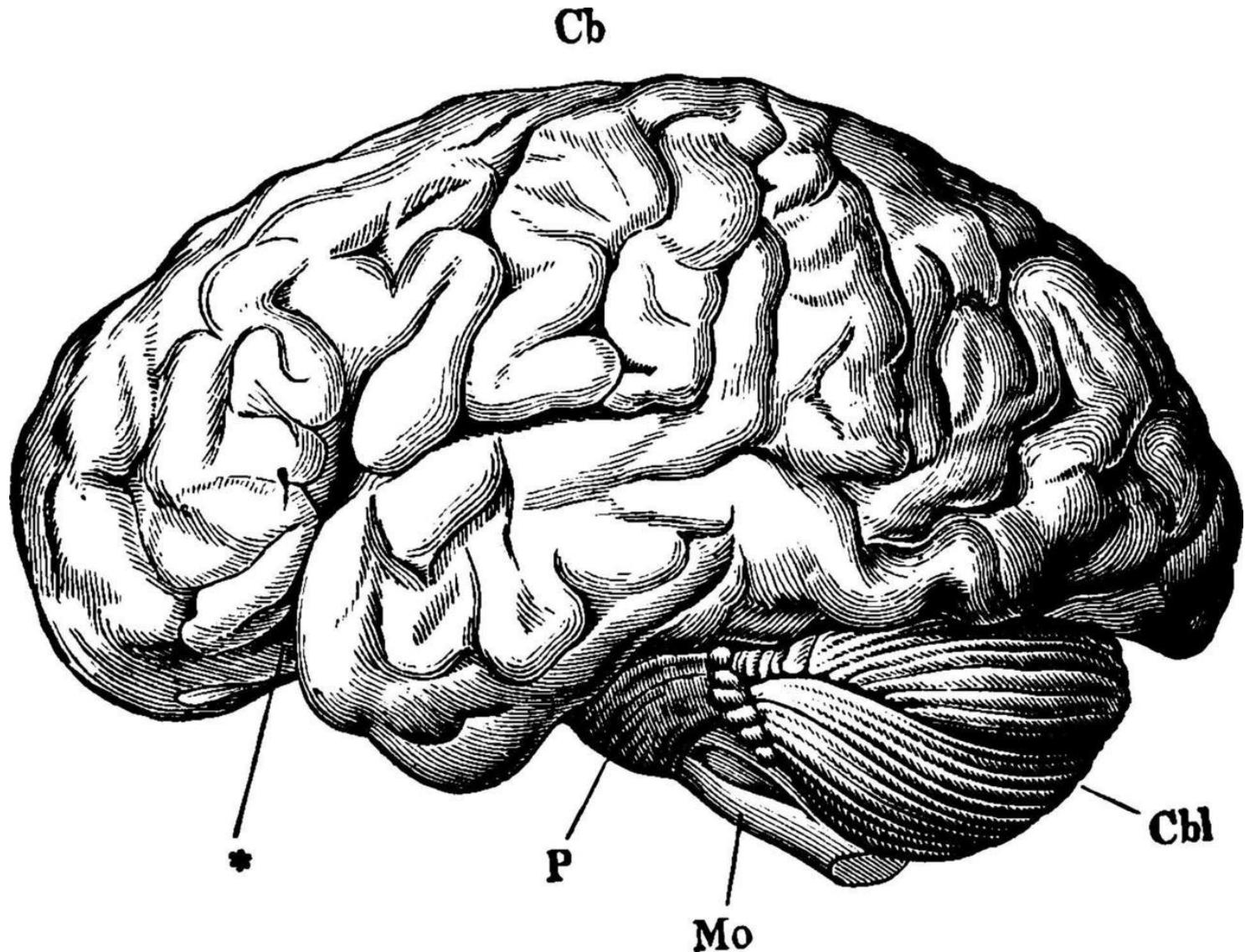
Source: International Data Corporation (IDC); McKinsey Global Institute analysis

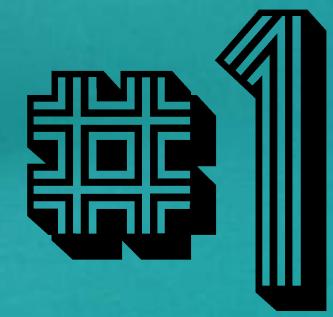
Goal

Help you write shorter, better emails
that lead to better outcomes and results

... and all of this in 30 minutes

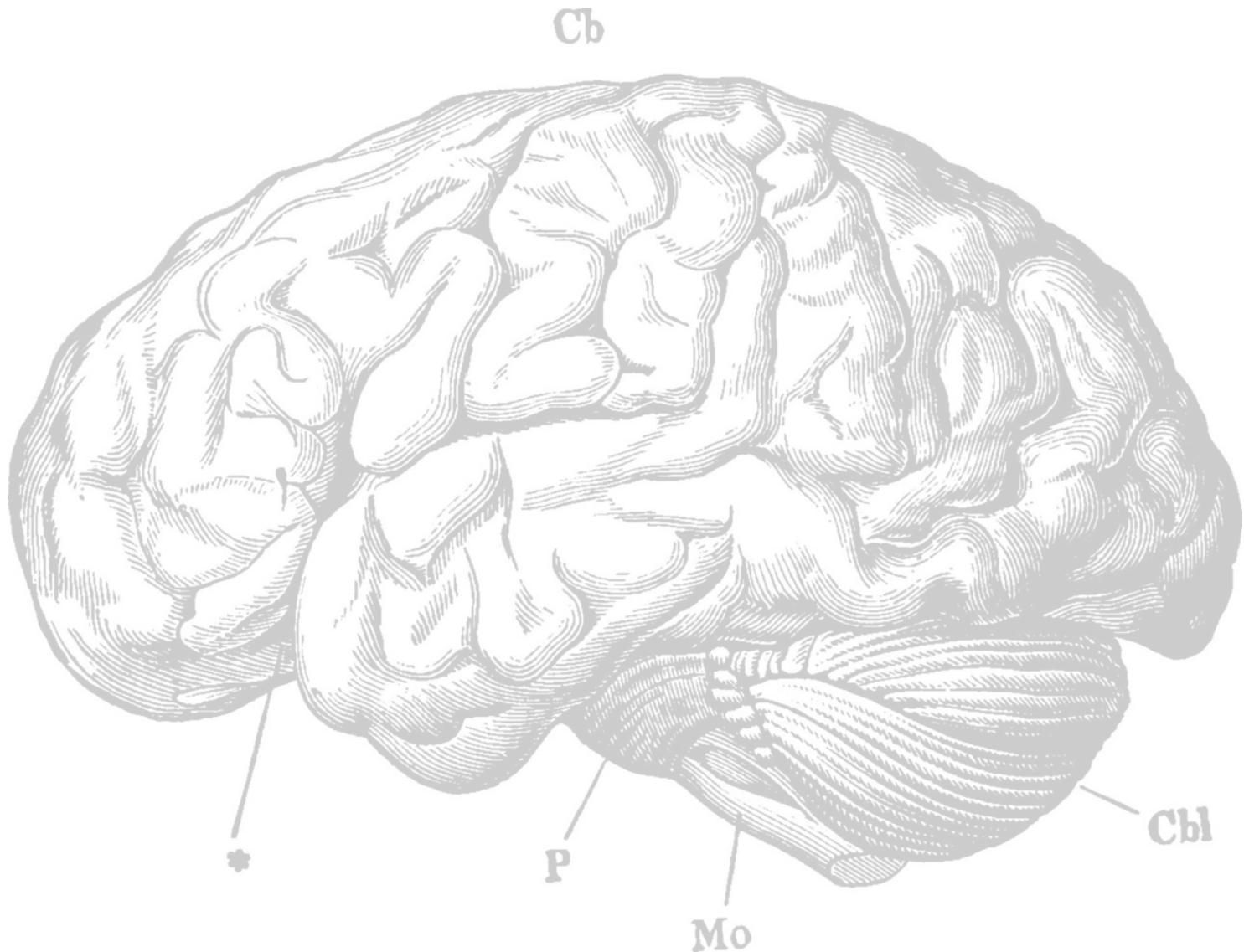
3 LESSONS

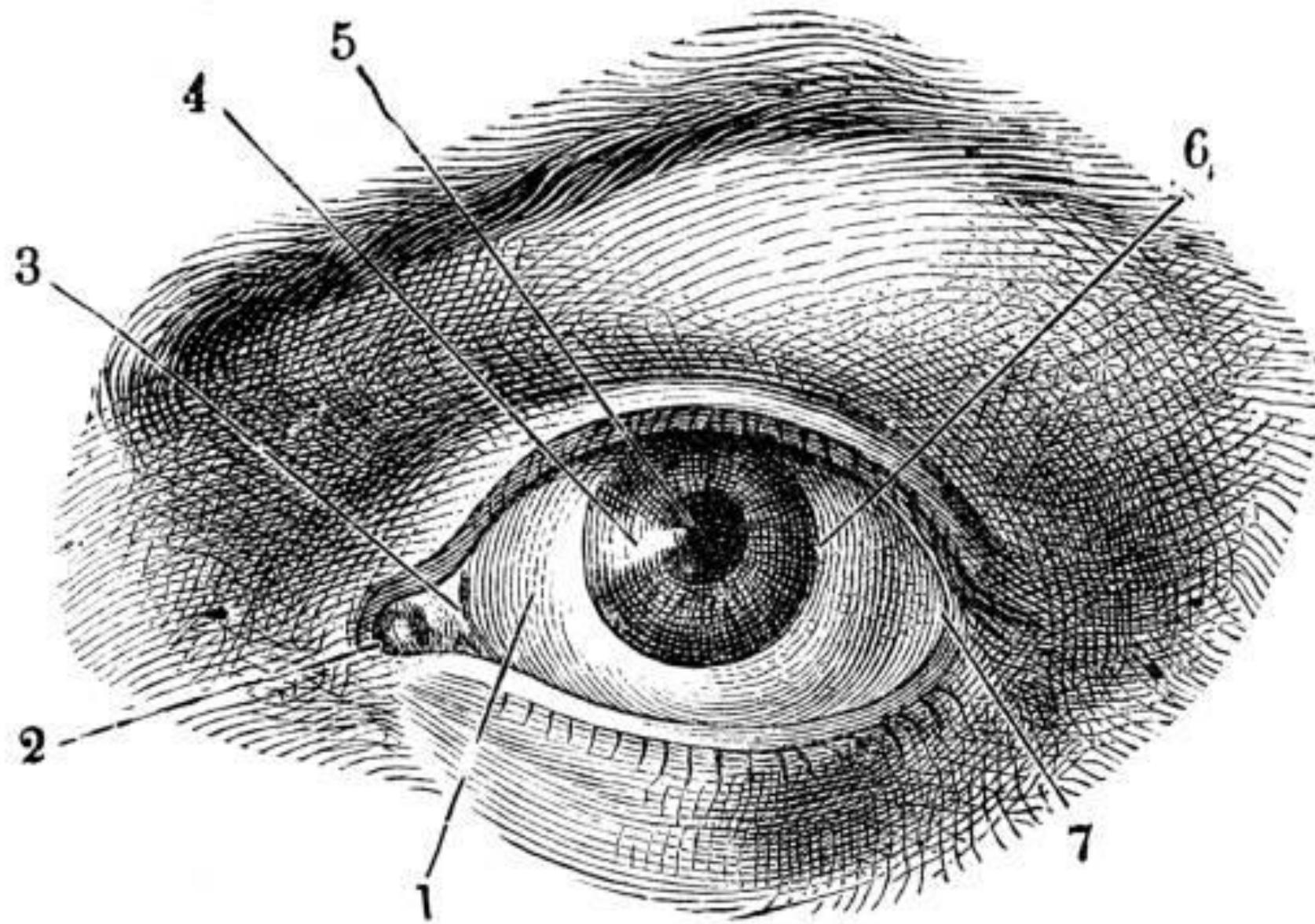






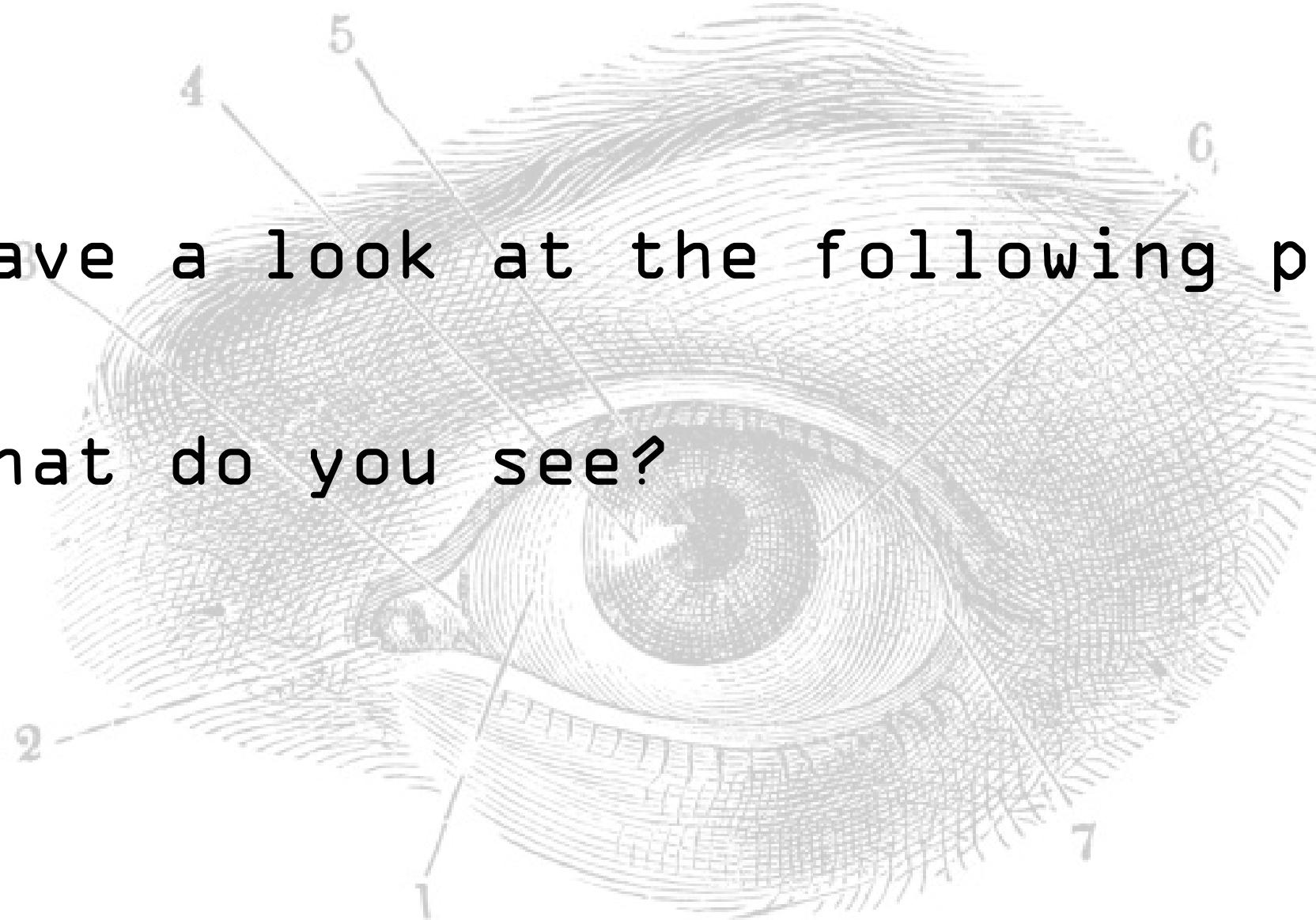
38% of
employees say
they receive an
“excessive”
volume of
communications at
their
organization.





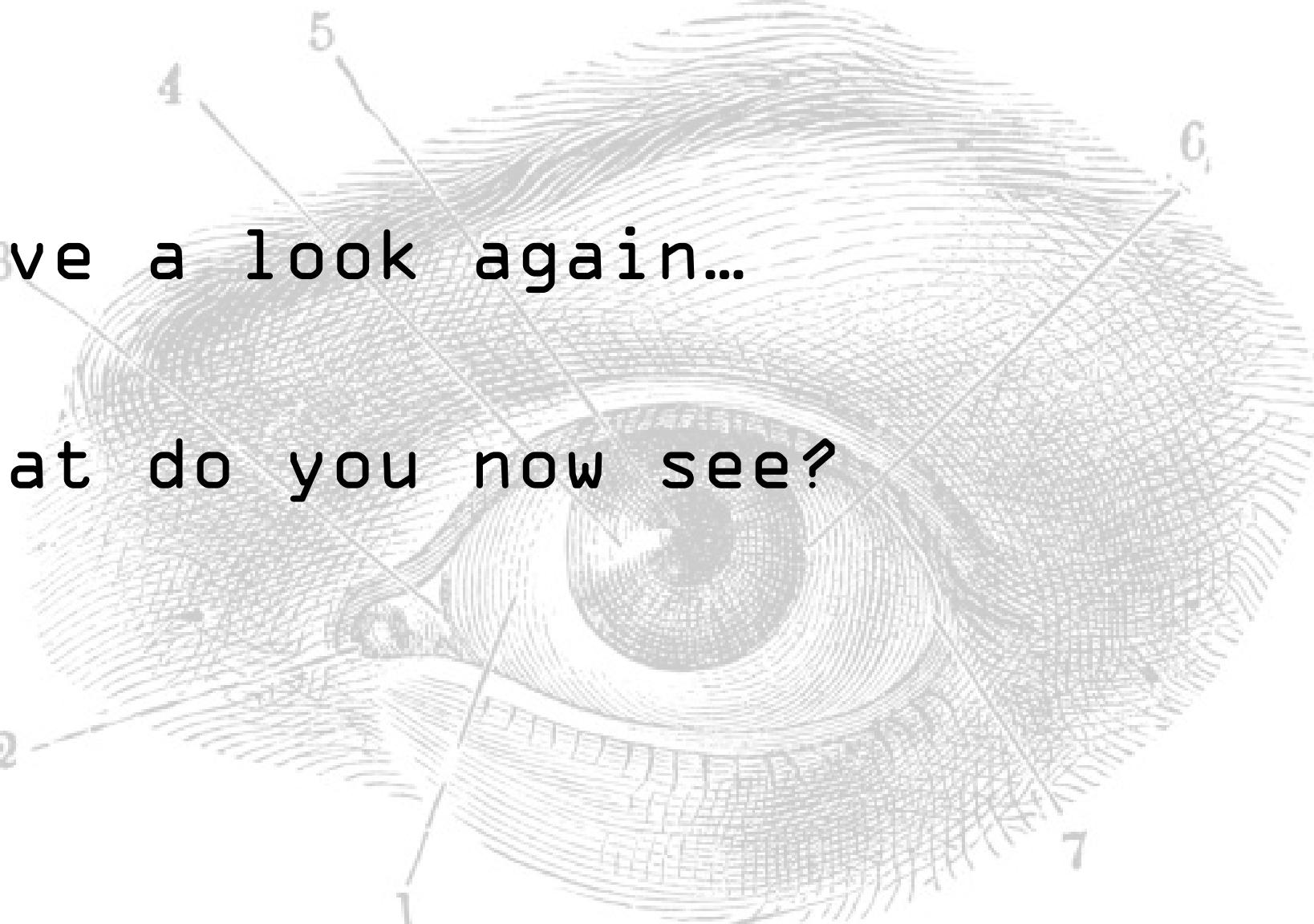
Have a look at the following picture...

What do you see?





Jan
Van Haasteren



Have a look again...

What do you now see?



ANCIENT
ENGLAND

GERMAN
BEER
DRINK IT
HERE

HOLIDAY
IN SPACE

VIVE
LEVIN

HOLIDAY
IN SPAIN

ACTIVE
TOURS

FUN IN
FINLAND

EATING
IN ITALY

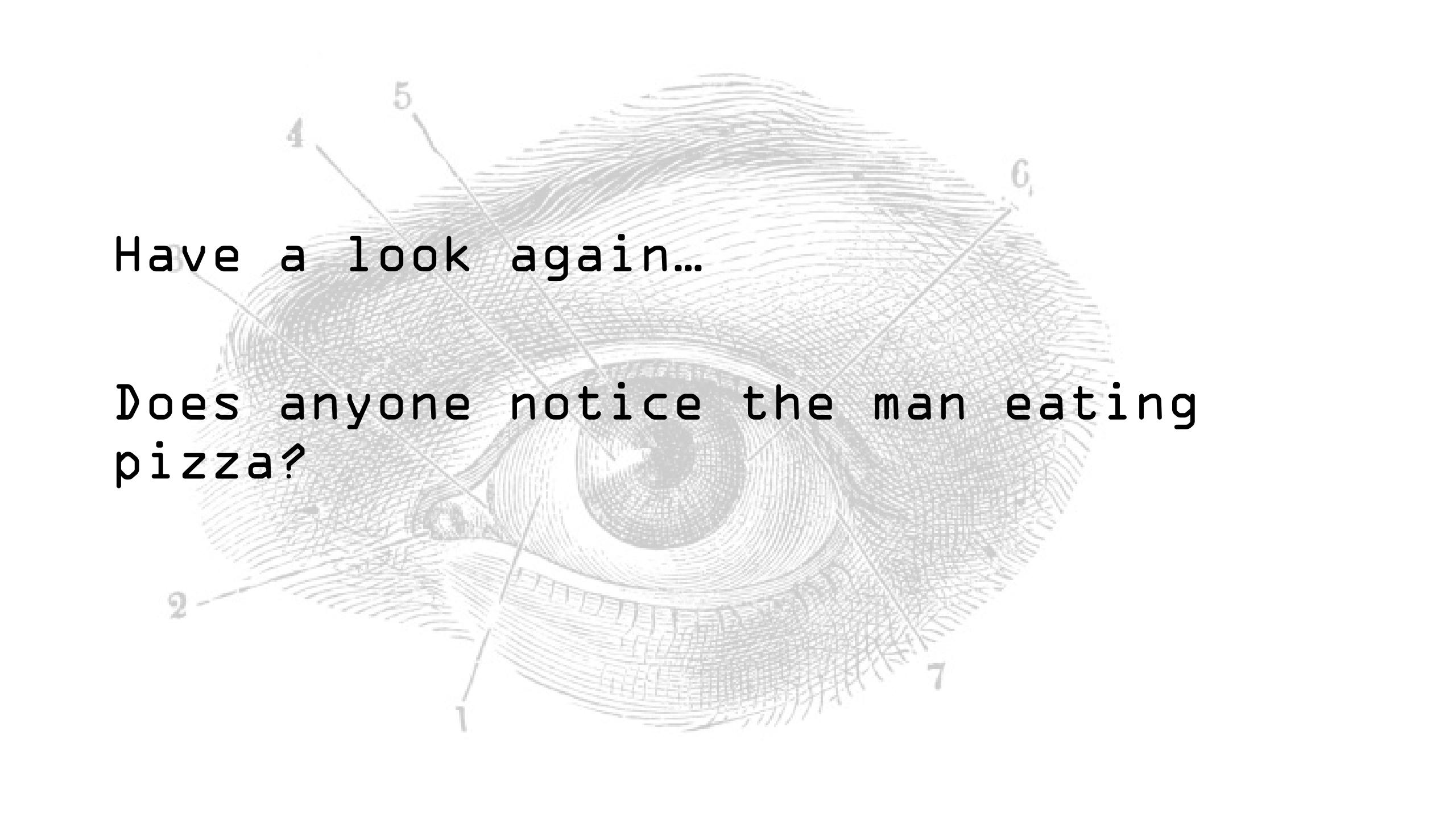
REFUGEE

CRAZY
CARIBBEAN

SAIL AWAY

NATIVE
AMERICA

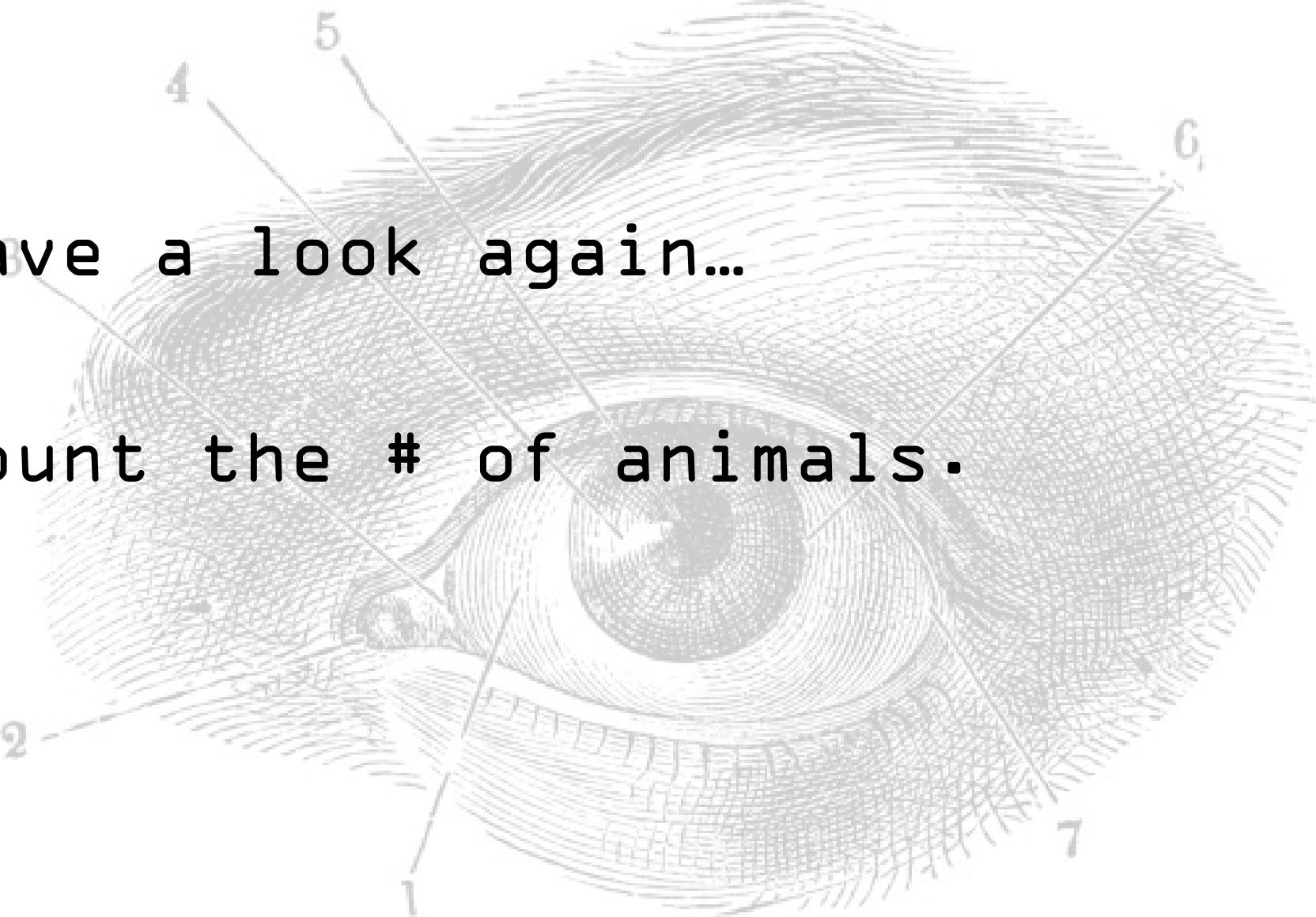




Have a look again...

Does anyone notice the man eating pizza?

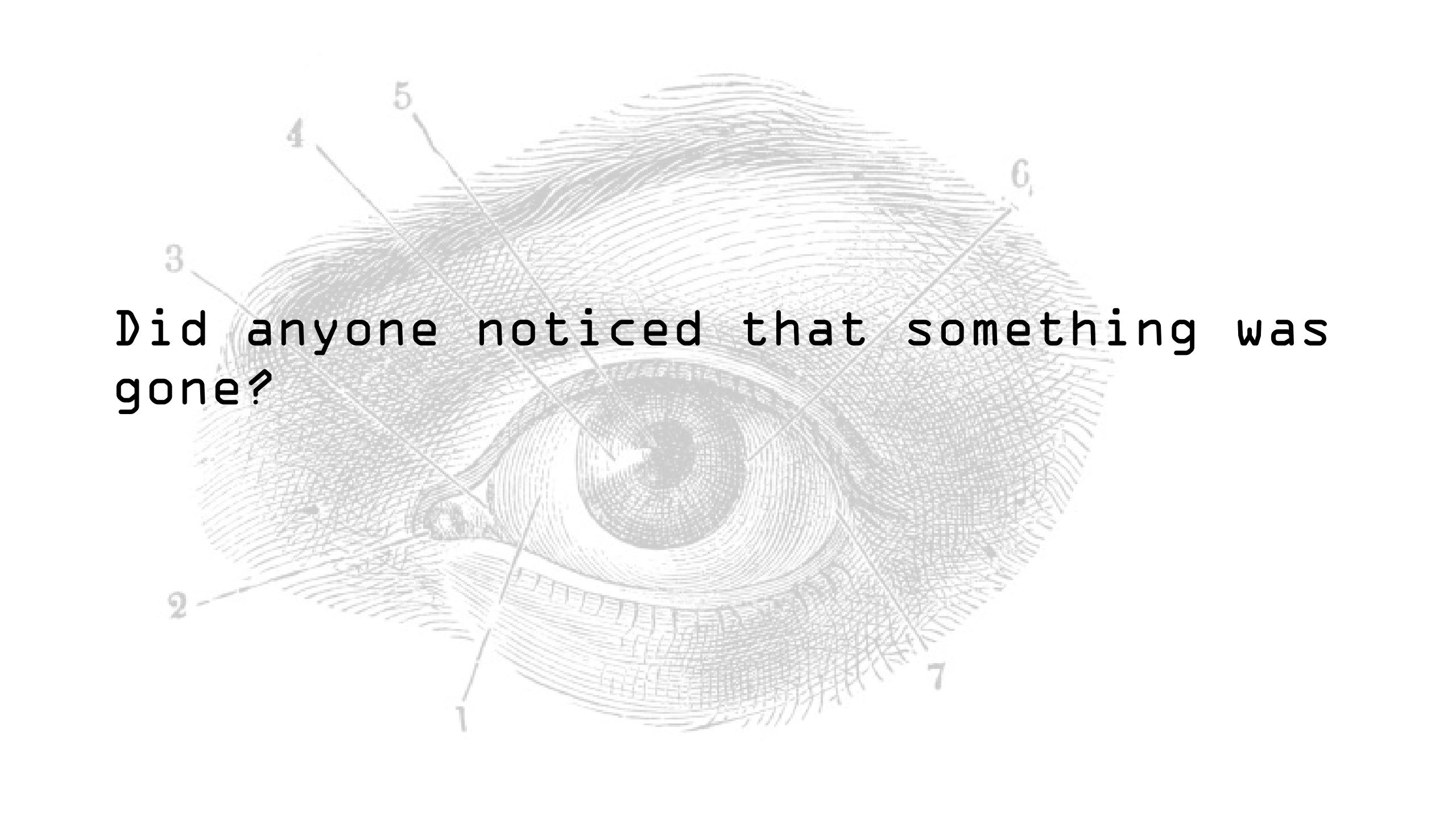




Have a look again...

Count the # of animals.





Did anyone noticed that something was
gone?







I

Advanced

Search

User Guide

Save

Email

Send to

Display options

> Perception. 1999;28(9):1059-74. doi: 10.1068/p281059.

FULL TEXT LINKS

Gorillas in our midst: sustained inattentional blindness for dynamic events

D J Simons ¹, C F Chabris

Affiliations + expand

PMID: 10694957 DOI: [10.1068/p281059](https://doi.org/10.1068/p281059)

SageJournals

ACTIONS

Cite

Collections

SHARE



PAGE NAVIGATION

◀ Title & authors

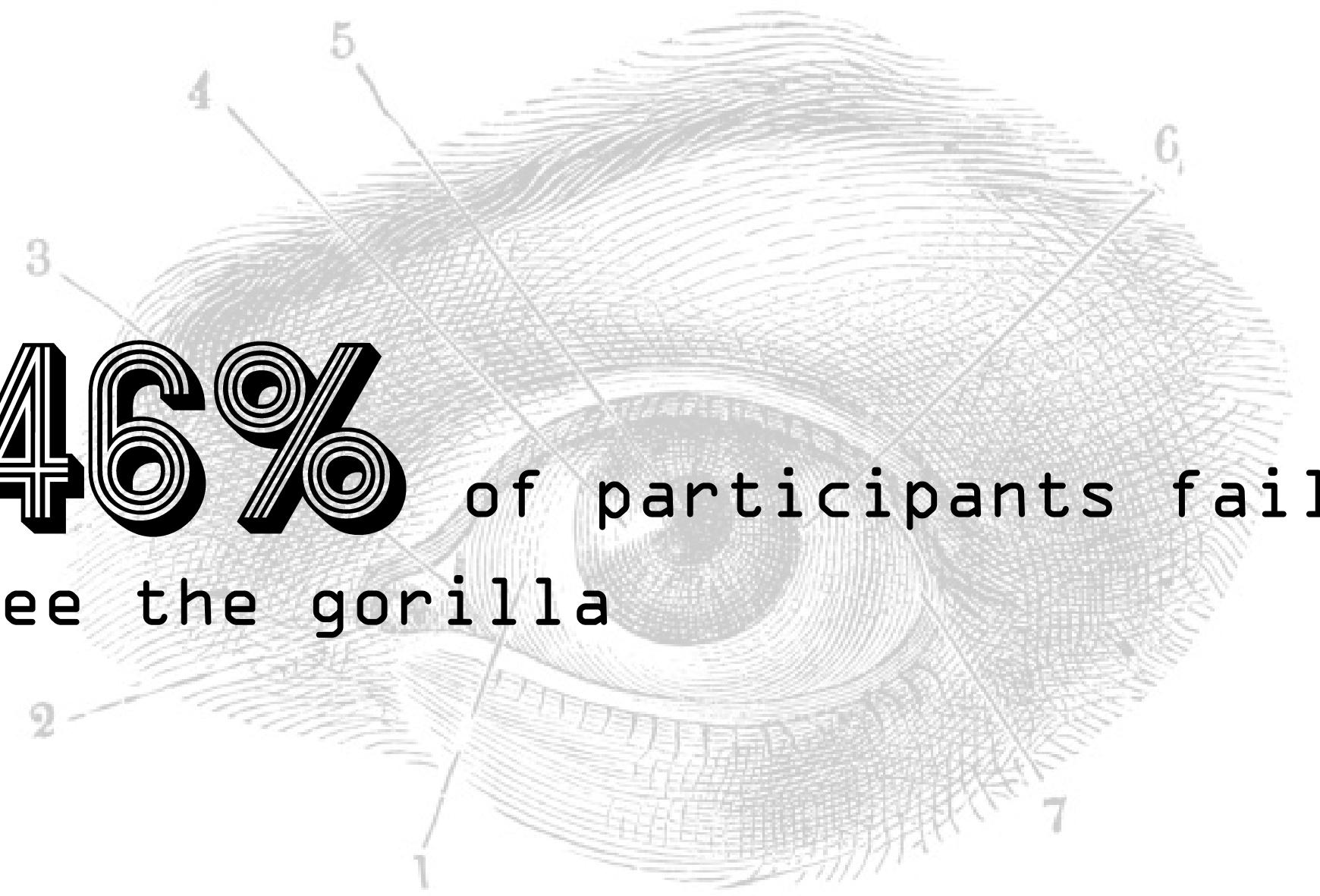
Abstract

Similar articles

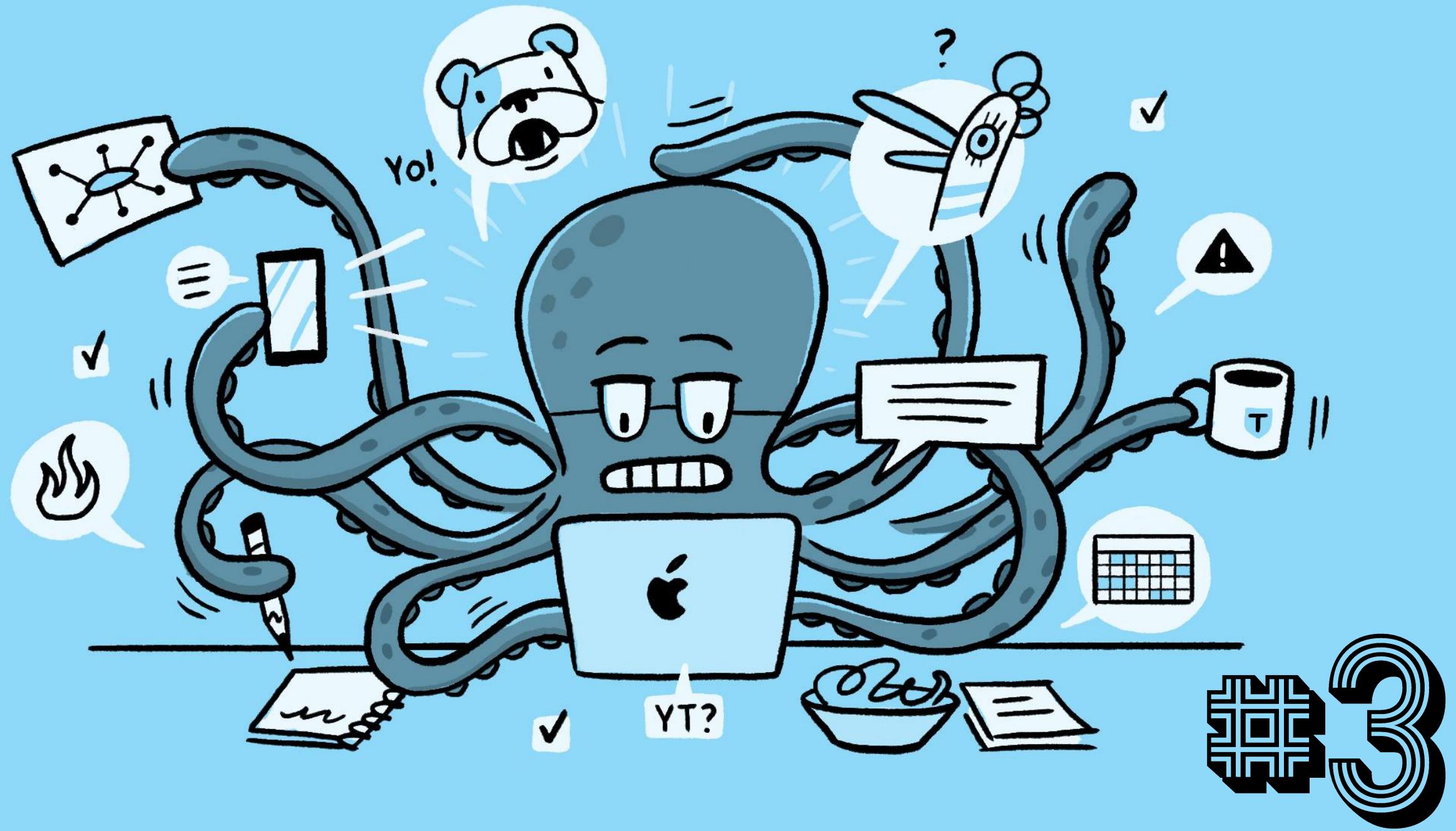
Cited by

Abstract

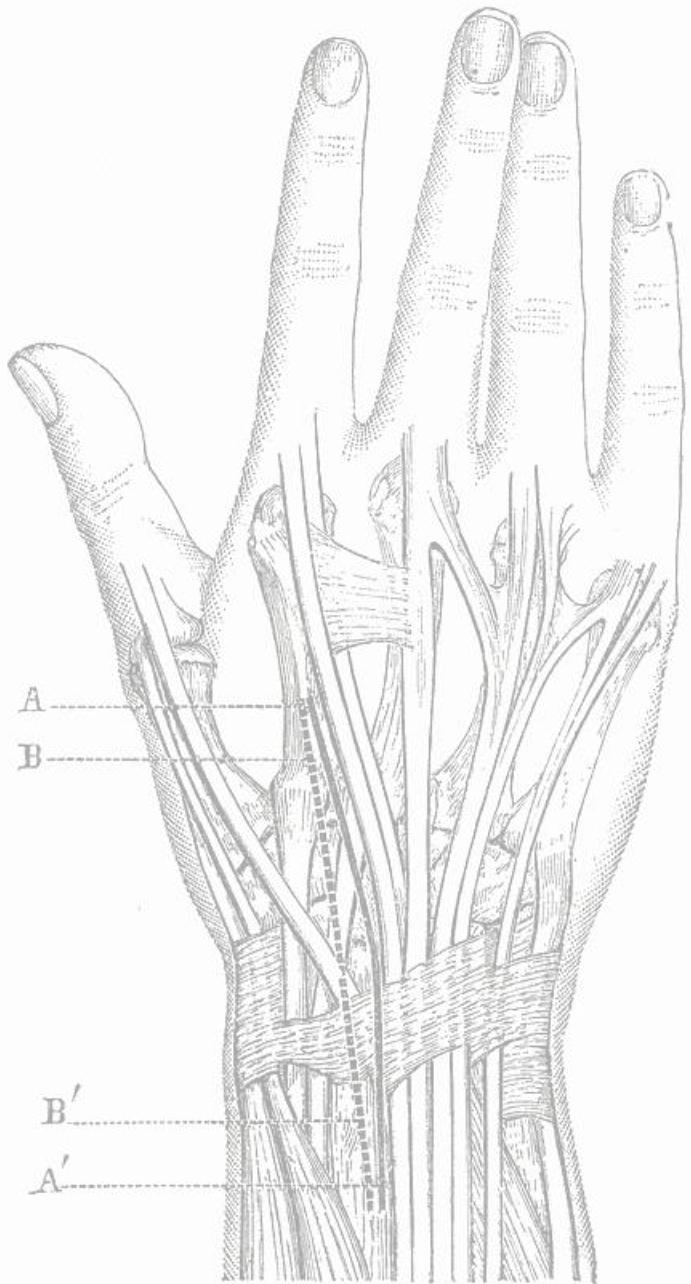
With each eye fixation, we experience a richly detailed visual world. Yet recent work on visual integration and change direction reveals that we are surprisingly unaware of the details of our environment from one view to the next: we often do not detect large changes to objects and scenes ('change blindness'). Furthermore, without attention, we may not even perceive objects ('inattentional blindness'). Taken together, these findings suggest that we perceive and remember only those objects and details that receive focused attention. In this paper, we briefly review and discuss evidence for these cognitive forms of 'blindness'. We then present a new study that builds on classic studies of divided visual attention to examine inattentional blindness for complex objects and events in dynamic scenes. Our results suggest that the likelihood of noticing an unexpected object depends on the similarity of that object to other objects in the display and on how difficult the priming monitoring task is. Interestingly, spatial proximity of the critical unattended object to attended locations does not appear to affect detection, suggesting that observers attend to objects and events, not spatial positions. We discuss the implications of these results for visual representations and awareness of our



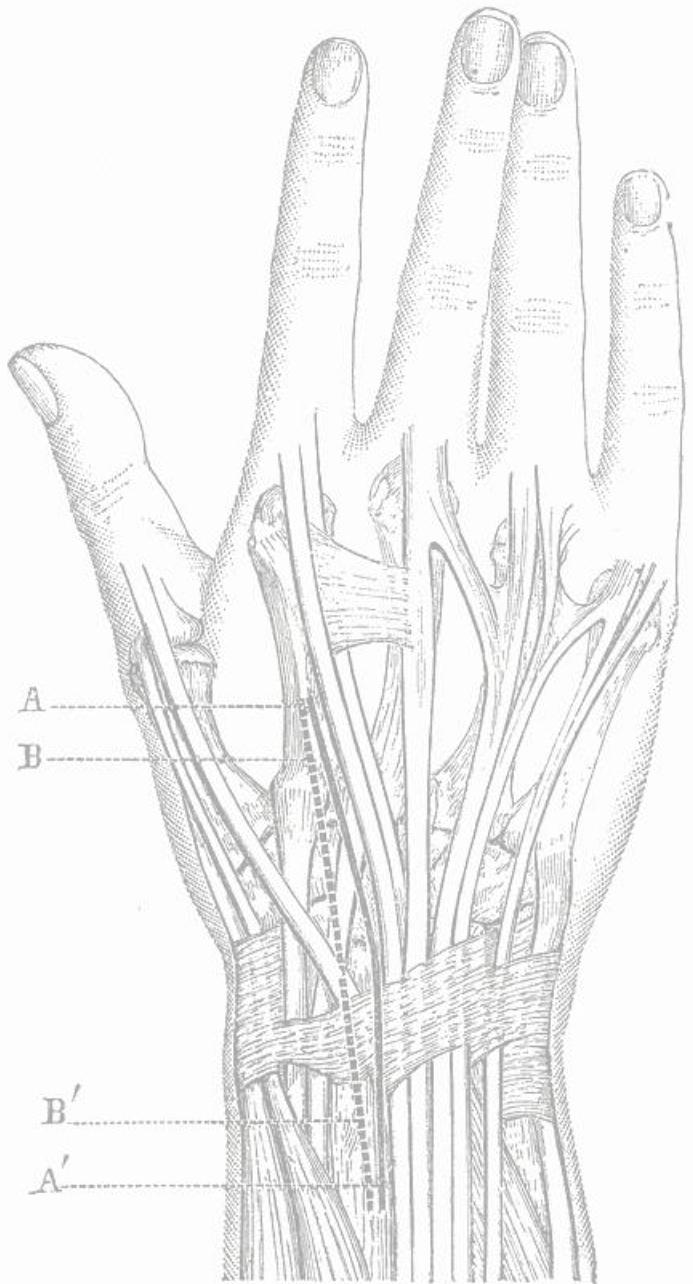
46% of participants failed to
see the gorilla



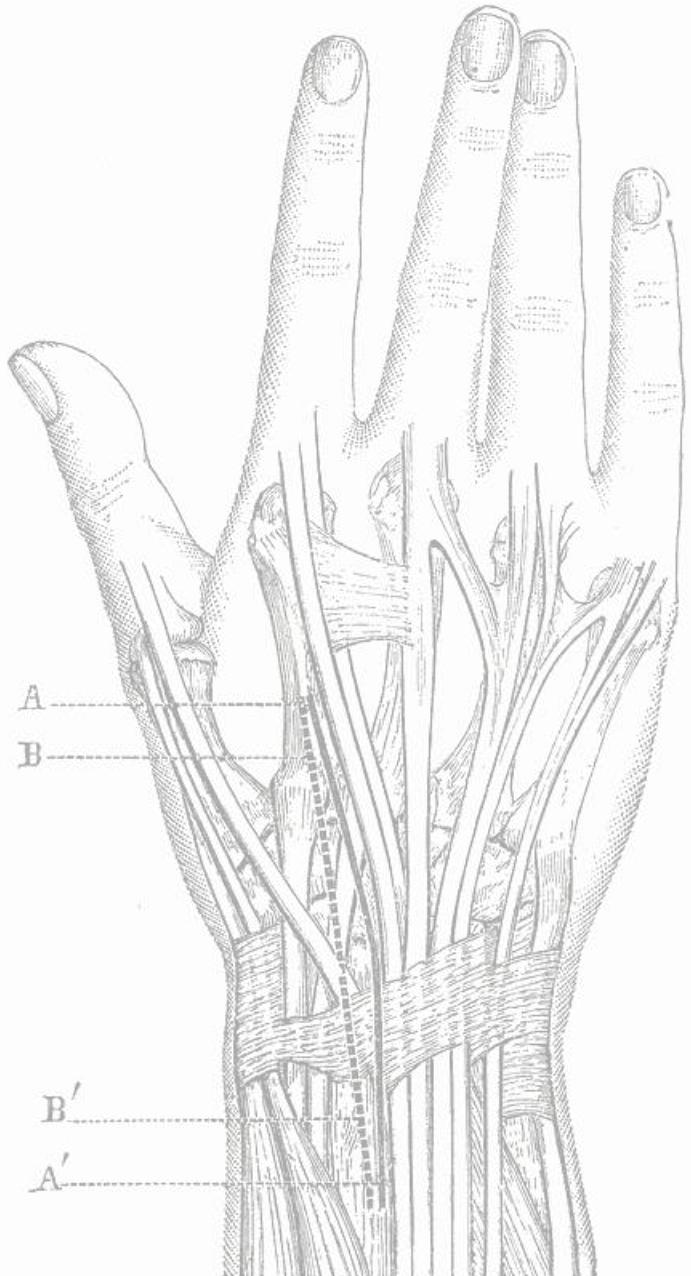
Multitasking =
Doing multiple things
at the same time



Multitasking ≈
Fast task switching



63% of
professionals regularly
work on two or three
different tasks at the
same time



italicize

bold

CAPITALIZE

underline

highlight

highlight

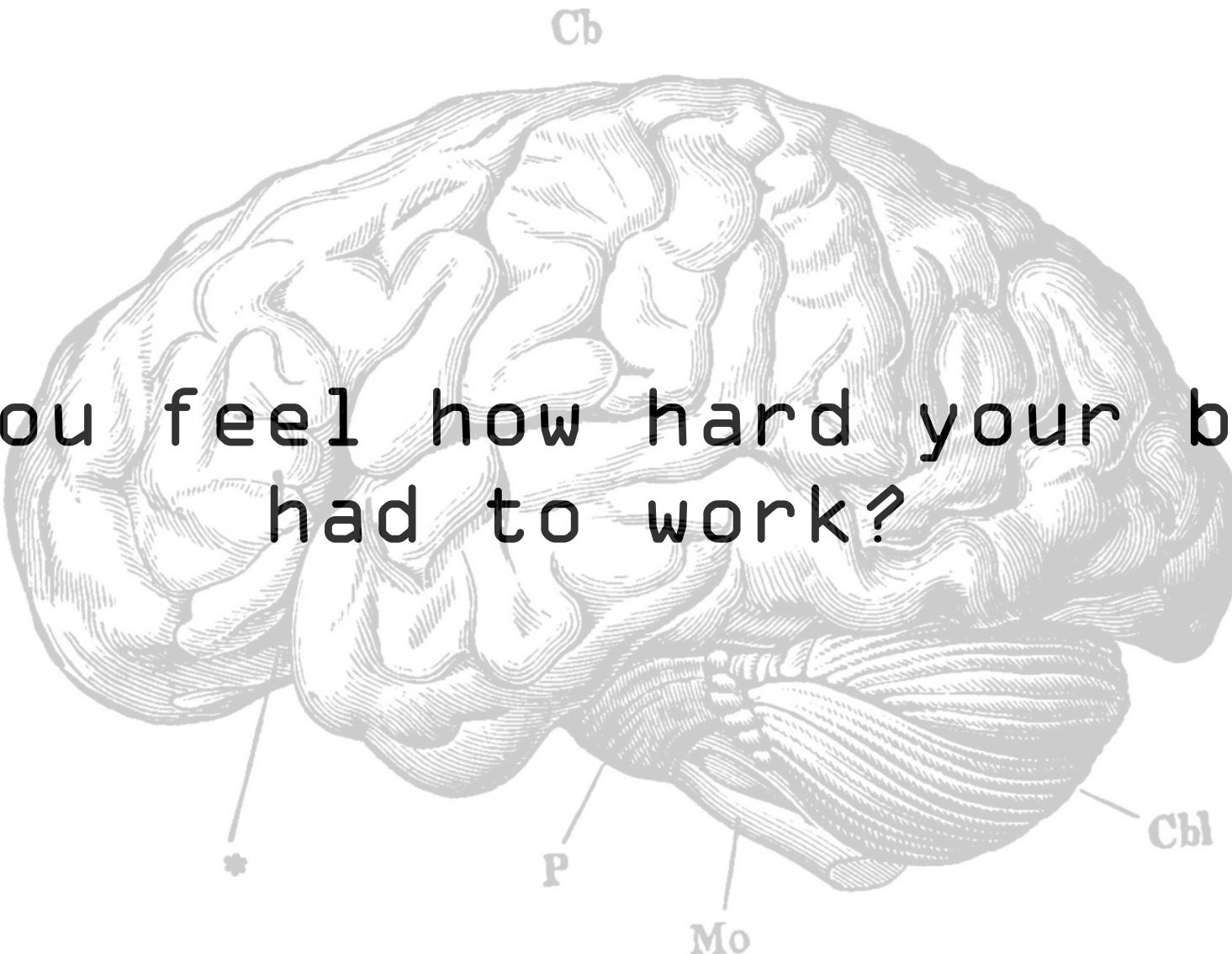
italicize

BOLD

underline

capitalize

Did you feel how hard your brain
had to work?



In psychology, this is called

THE STROOP EFFECT

, the delay in reaction time between congruent and incongruent stimuli.

Red Green Purple
Brown Blue Red

Purple Red Brown
Red Green Blue

3 LESSONS

-
1. Our brains get a lot of information to process during a day
 2. We can handle this by focussing on specific elements while actively ignoring others
 3. We cannot multitask and when we try it comes with a cost



email



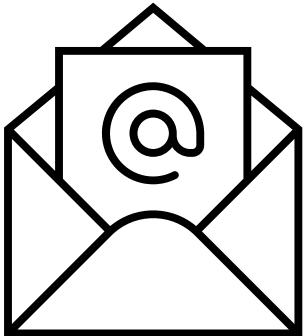
*We are all busy
readers*

*1. Will I
read it?*

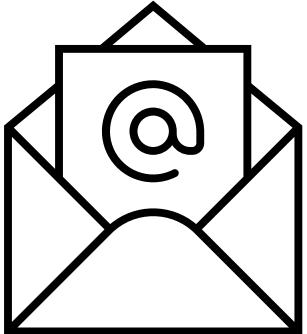
*2.^{2.} When
will I
read it?*

*4. Will I
respond?*

*3. How
will I
read it?*



*1. Will I
read it?*



50%

*of mails are thrown
away unread*



*Expected
benefits*



*Expected
costs*

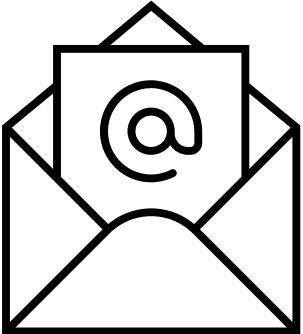


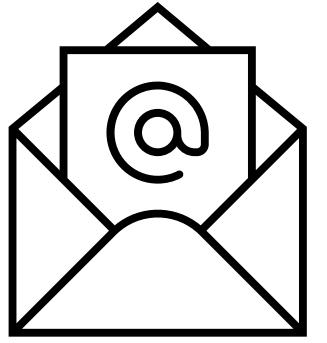
*Expected
benefits*

*Expected
costs*

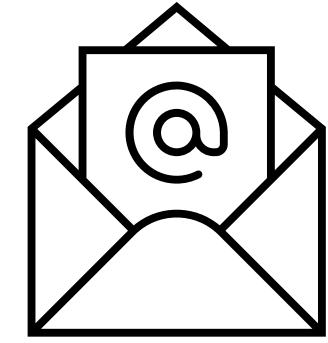


^{2.}
*When
will I
read it?*



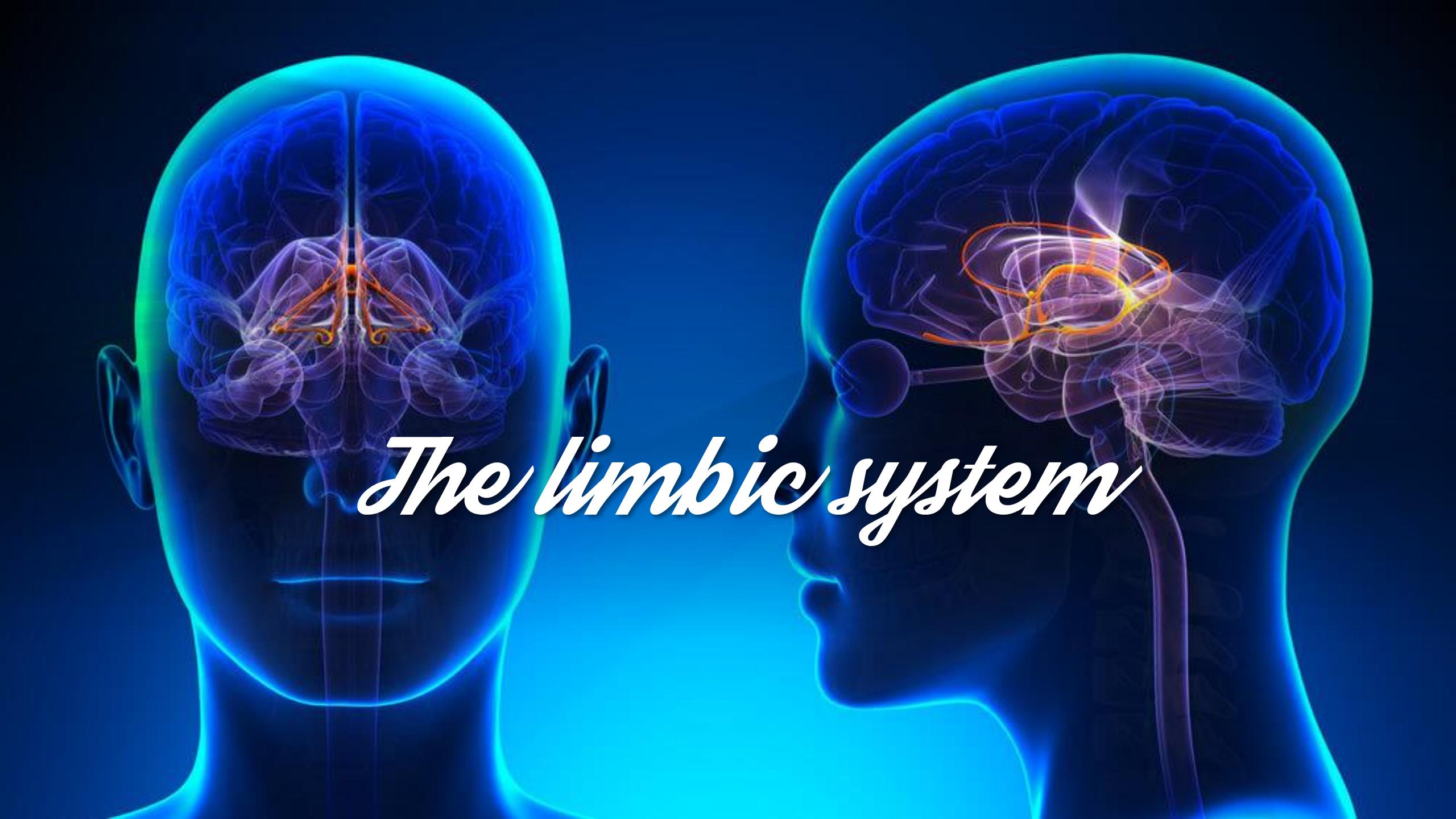


Easy

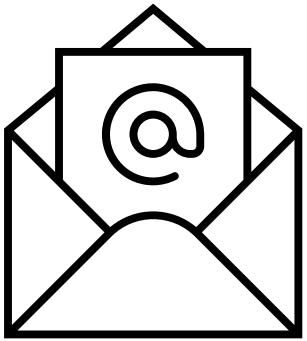


Hard





The limbic system



*3. How
will I
read it?*

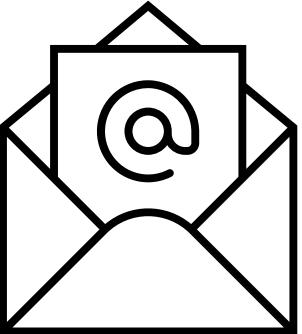
Reading:

This person is reading the text for understanding. The person may not fixate on every word, but they are processing every word. Reading like this takes more time than skimming and scanning, but it results in fuller understanding.

Skimming:

This person is skimming the text. The telltale sign of skimming instead of reading is when the person's eyes fixate on a smaller proportion of the words and each fixation is for shorter durations. Notice how many words are skipped over and how often the person must go backward to revisit words they skipped. Skimming can help a person get a sense of what a text is about, but the person will miss many details, often critical ones.

*4. Will I
respond?*



Will I respond? Yes, if...

... the request is well communicated (clarity)

... the importance is clear (relevance)

... the request is easy to fulfil (completeness)

*"Designing"
emails*

REVISED & EXPANDED EDITION

The DESIGN
of EVERYDAY
THINGS



DON
NORMAN



Writing for busy readers

~~You are Writing
more than ever,
competing for
the attention of
Busy Readers~~
~~who skim.~~

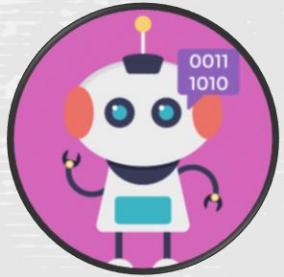
Communicate
More Effectively in
the Real World

Todd Rogers and
Jessica Lasky-Fink

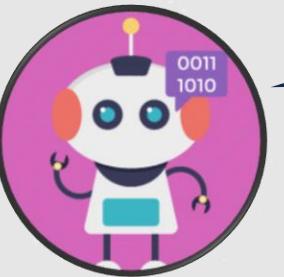


6 PRINCIPLES

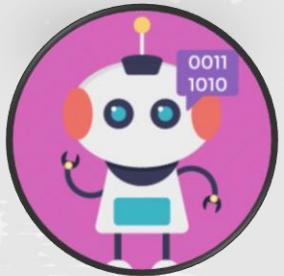
- Less is more
- Make reading easy
- Design for easy navigation
- Use enough formatting but no more
- Tell readers why they should care
- Make responding easy



Hi Bart, sorry to interrupt your presentation.



I'm the AgentCon AI content Agent that monitors your presentation. My indicators show a lack of AI and Agents in your content.



Could you please fix this?





AI *makes things worse*

Code & Comedy



To ● Wullems, Bart

Smile icon | Reply icon | Reply All icon | Forward icon | More icon

do 4/04/2022 12:58

Hi Bart,

Are you coming to Code & Comedy this year?

Regards,

Code & Comedy



To ● Wullems, Bart

Reply Reply All Forward

do 4/04/2024 12:58

Dear Esteemed Colleague,

I hope this message finds you in the highest spirits and excellent health. I am writing to cordially inquire about your plans concerning the upcoming gathering that has piqued the interest of many within our professional community—the Code & Comedy Conference.

This unique event promises to amalgamate the enlightening world of computer programming with the invigorating charm of humor, offering a platform for like-minded individuals to share knowledge, engage in thought-provoking discussions, and enjoy a respite from our often too-serious endeavors.

Your presence at such a confluence of intellectual and jovial exchange would undoubtedly enrich the experience for all involved. May I presume that you are considering gracing this conference with your attendance? It would be a pleasure to partake in the sessions alongside a scholar of your caliber.

Please do inform me of your intentions at your earliest convenience, as I eagerly anticipate the possibility of our collaborative participation.

Warm regards,

*Let's cook a better AI assistant that
applies the rules above*

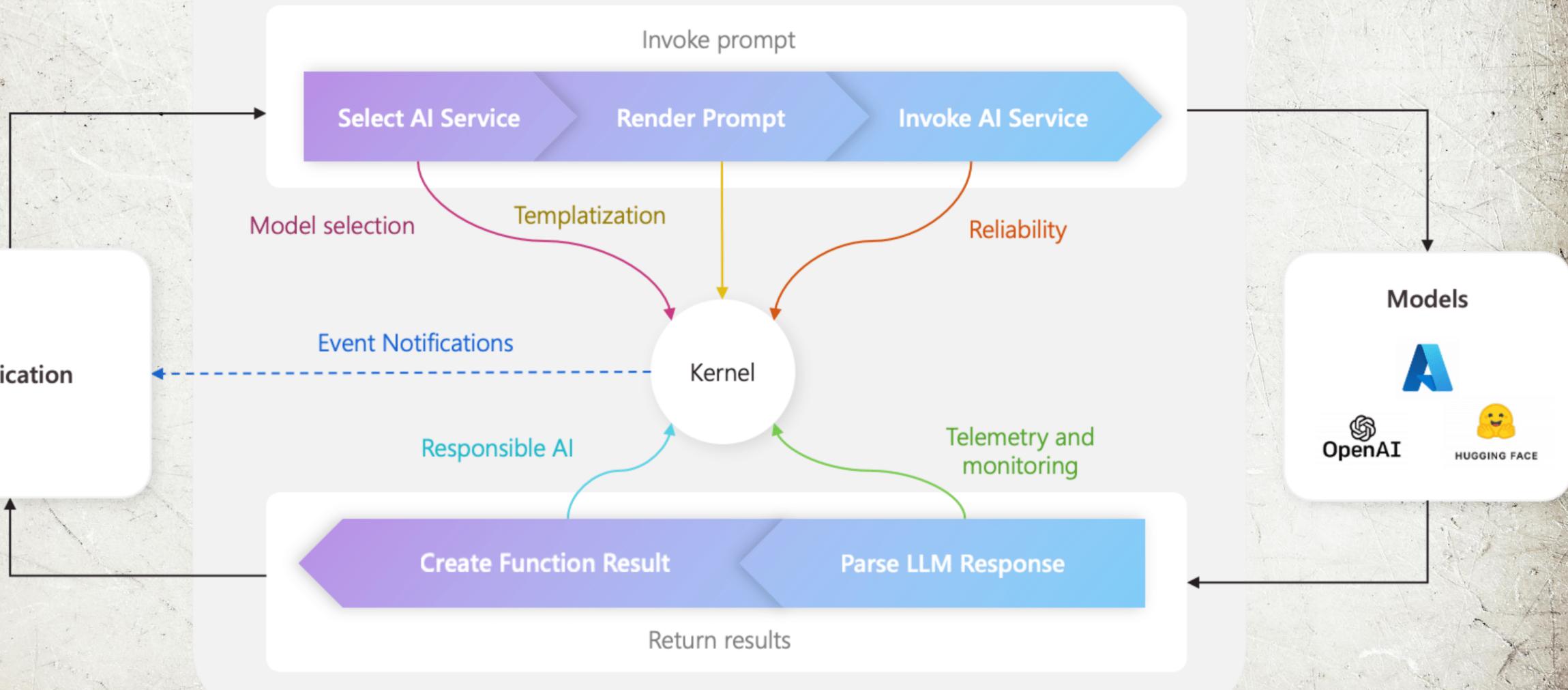


INGREDIENTS

The rules above
Prompt engineering
Microsoft Semantic
Kernel
Ollama
The Phi-3.5 (small)
language model

And a dash of OpenUI

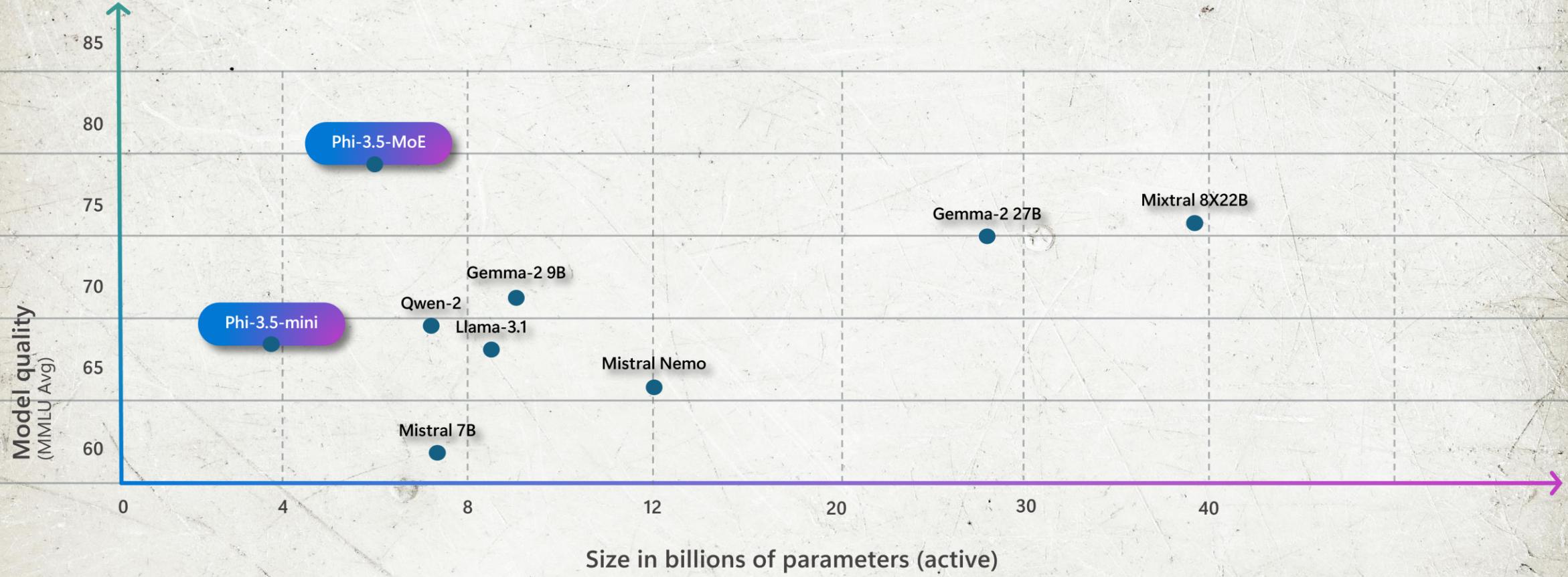
Semantic Kernel



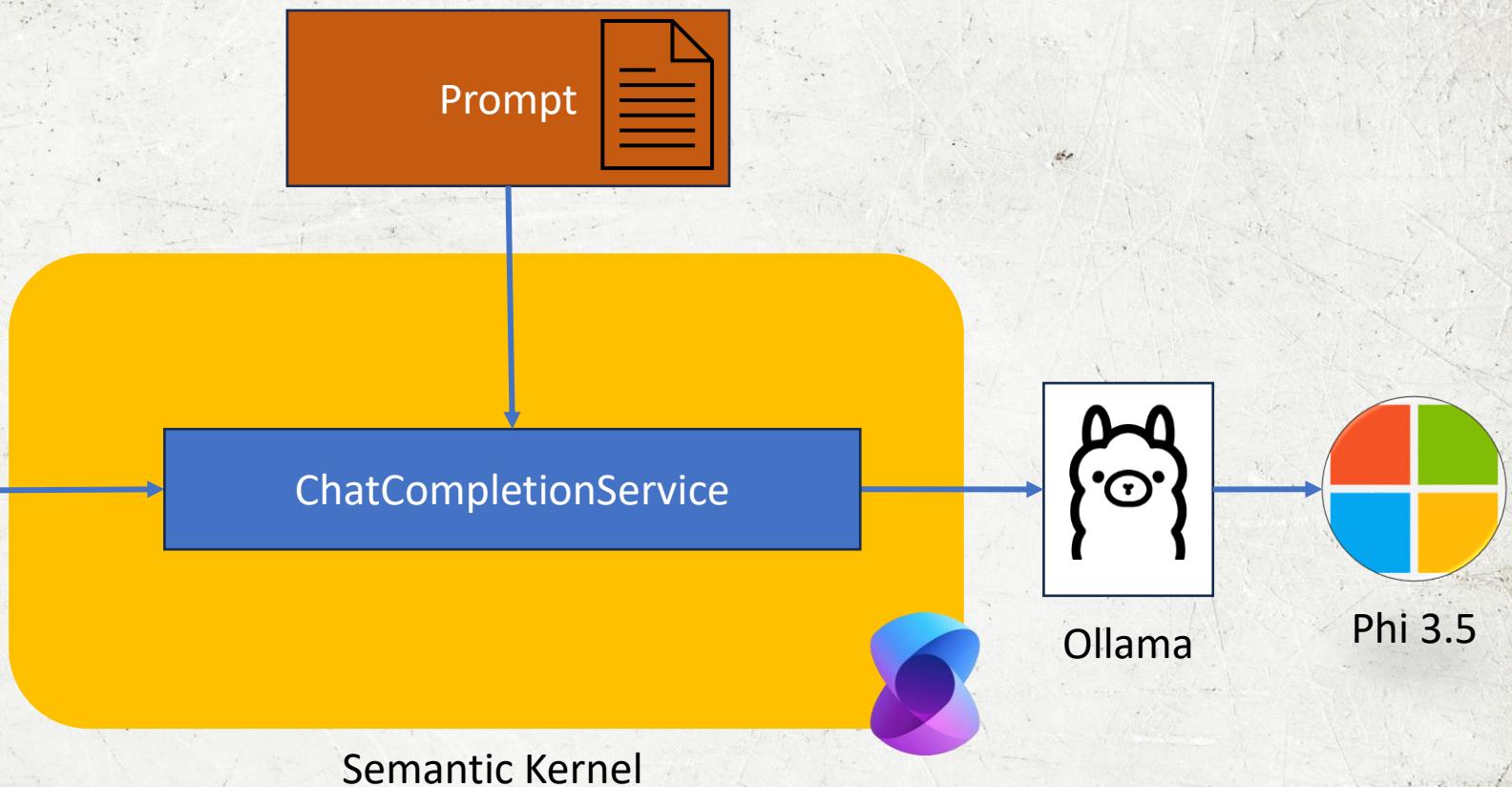
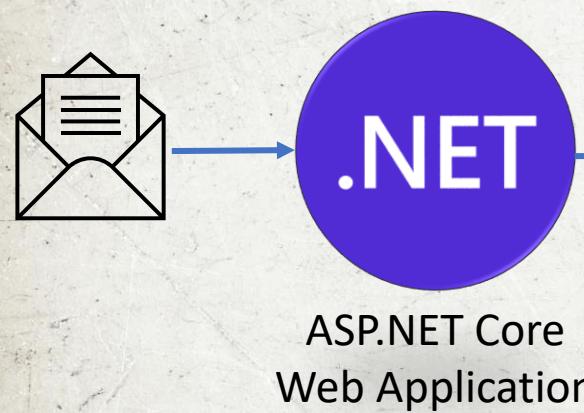


Get up and running with
large language models,
locally

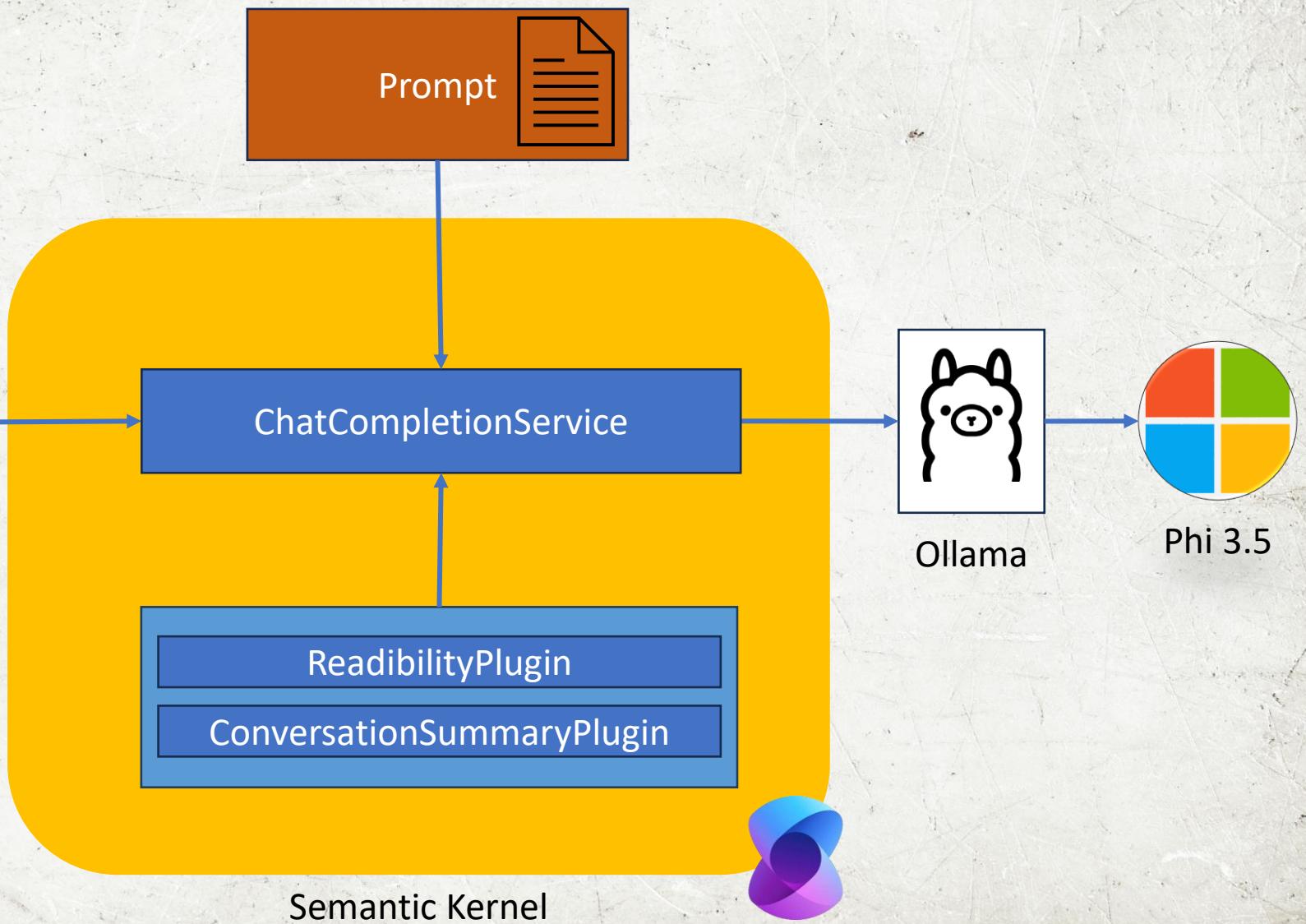
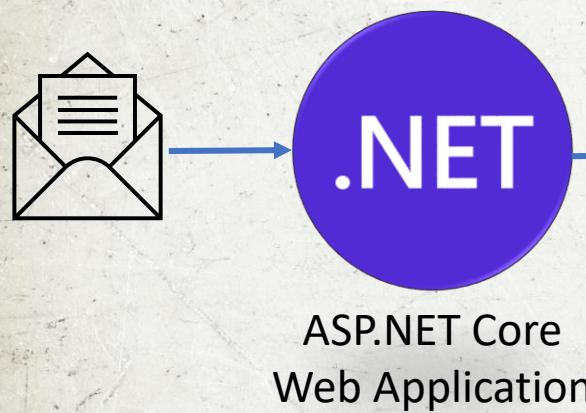
Phi-3.5 Quality vs Size in SLM



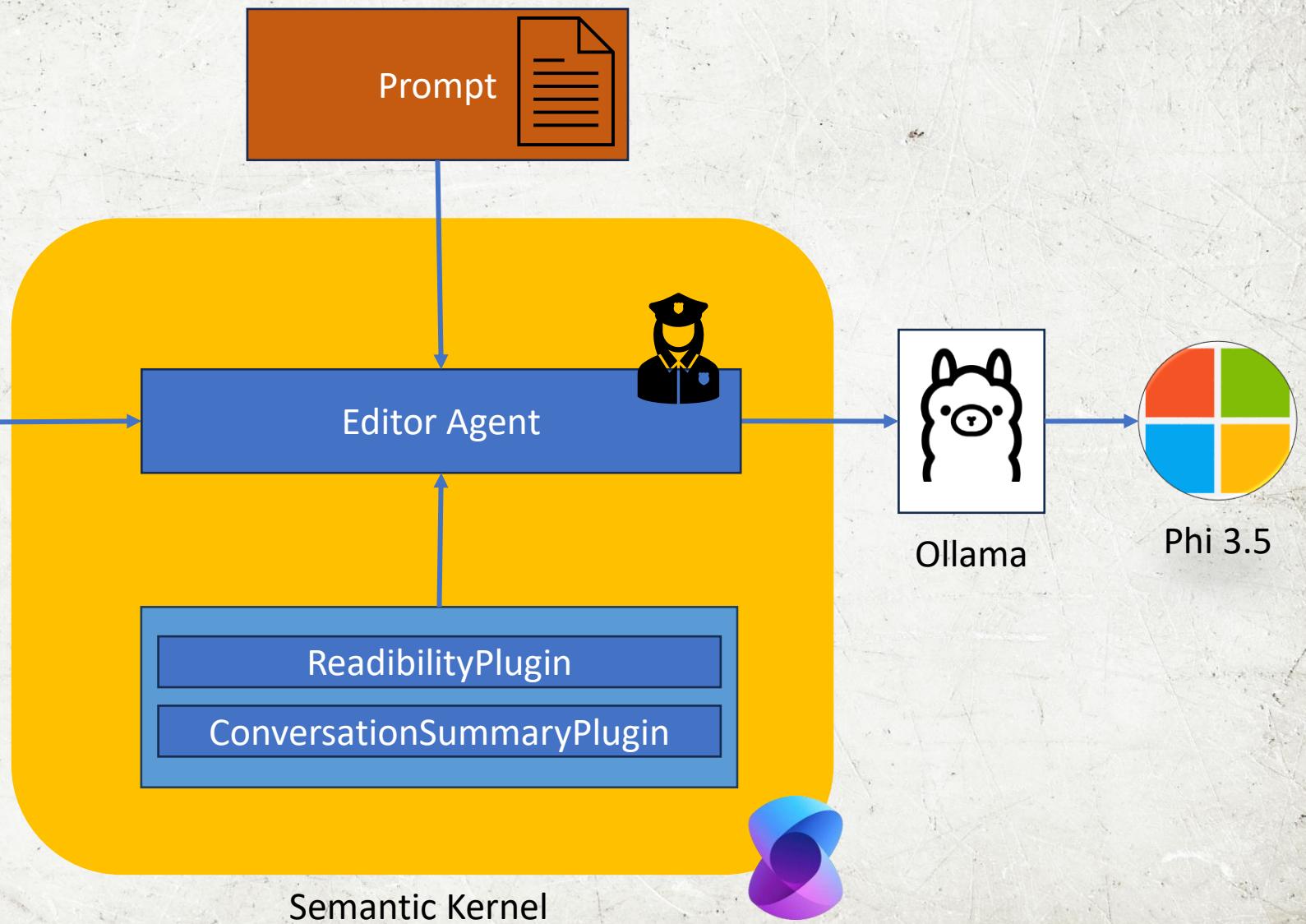
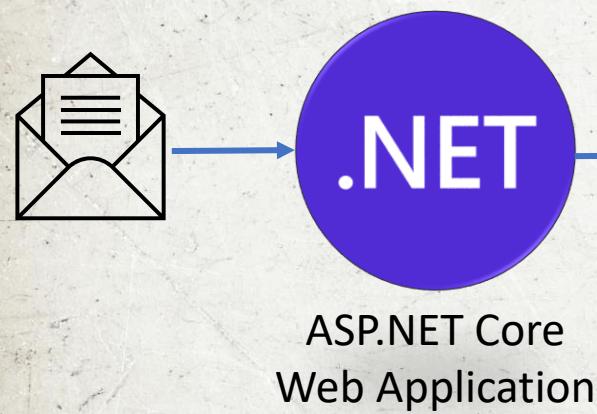
V 0.1



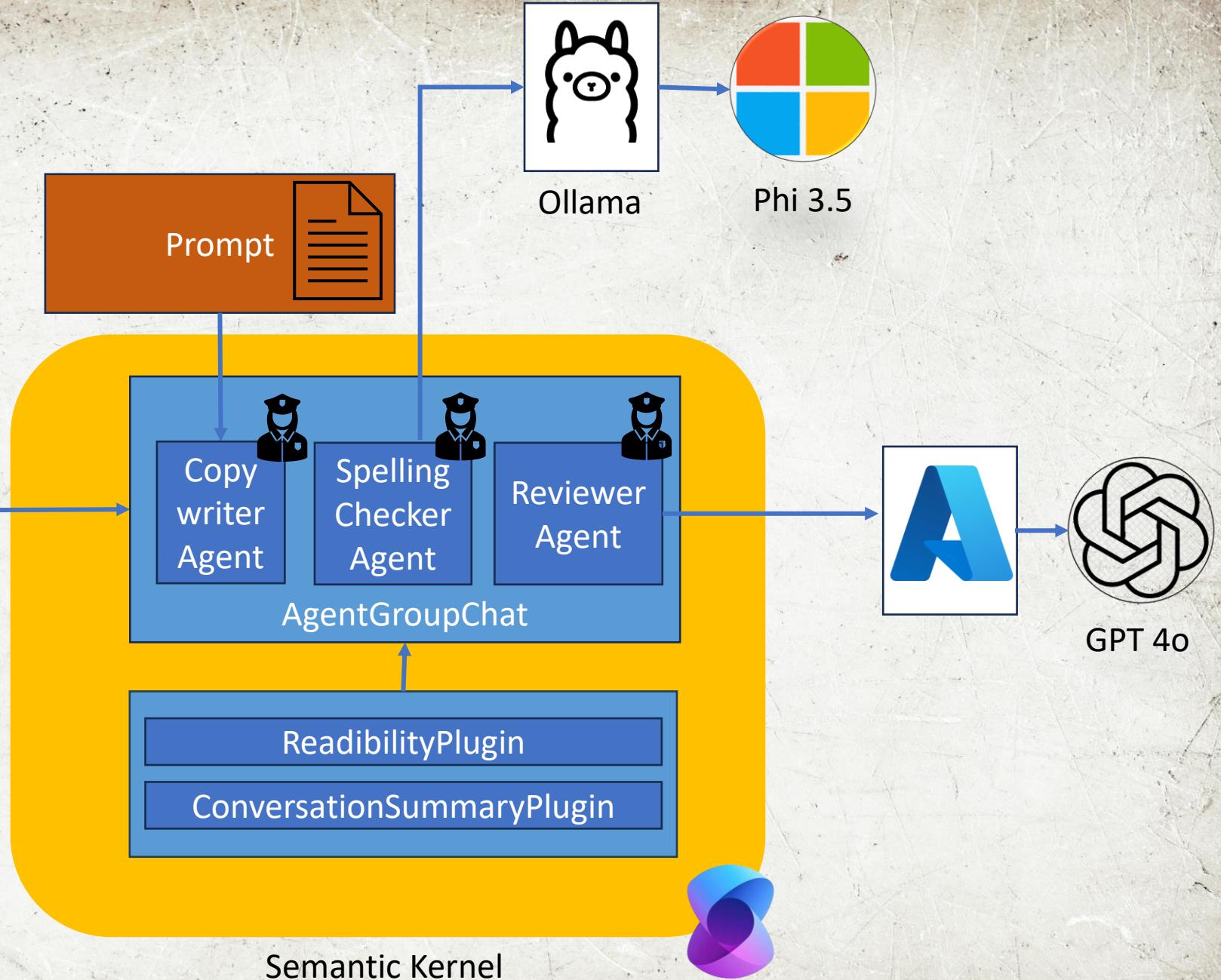
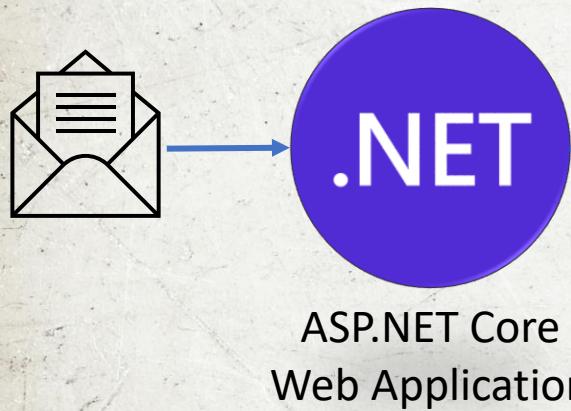
V 0.2



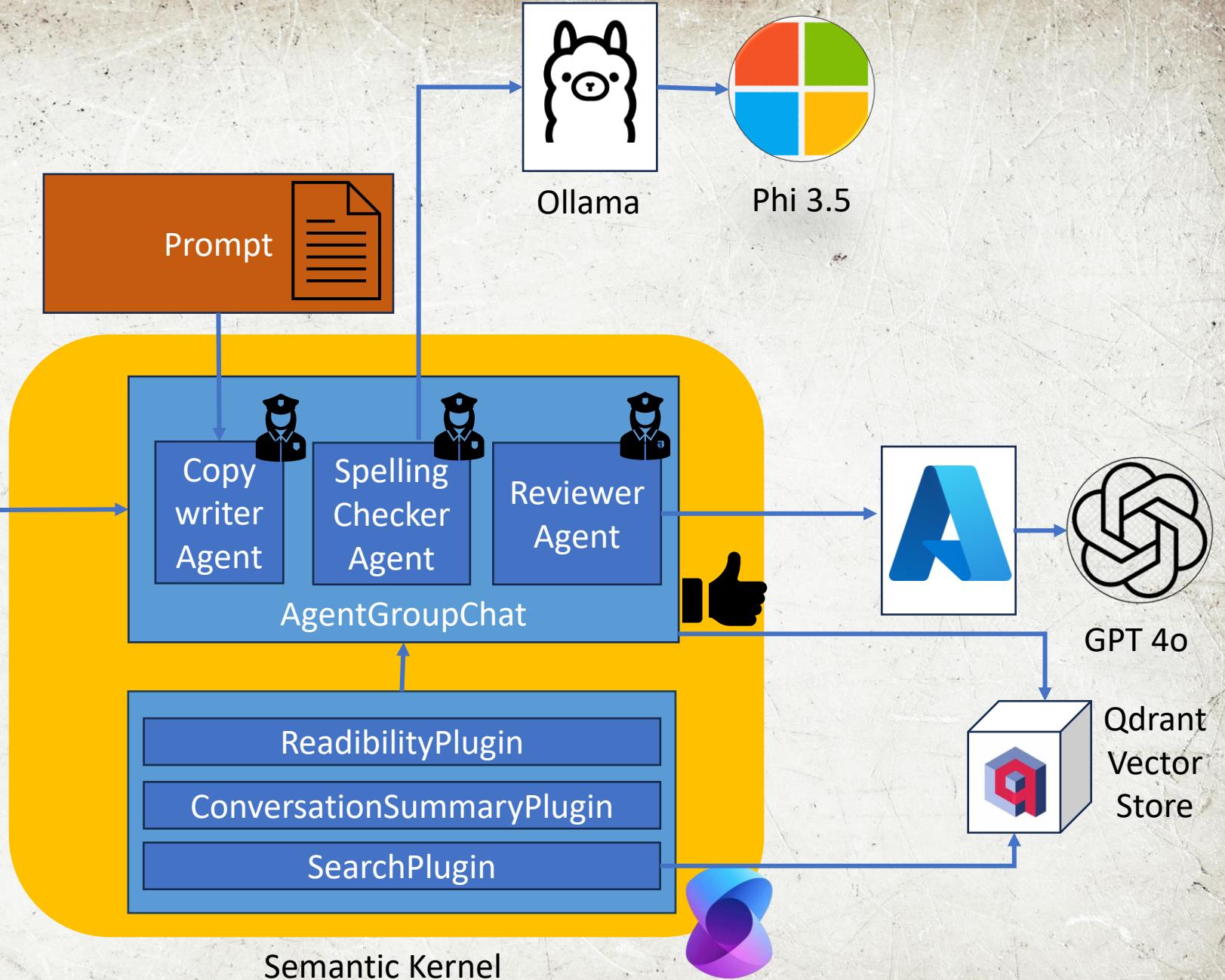
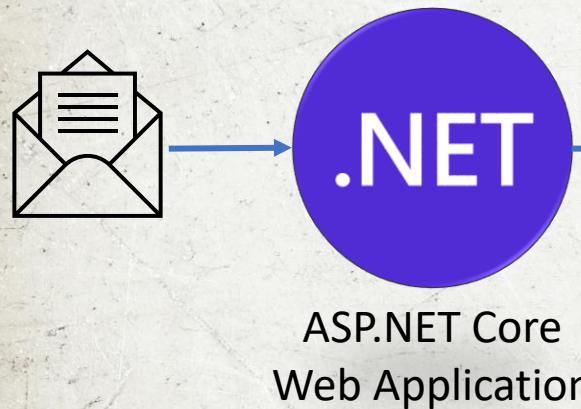
V 0.3



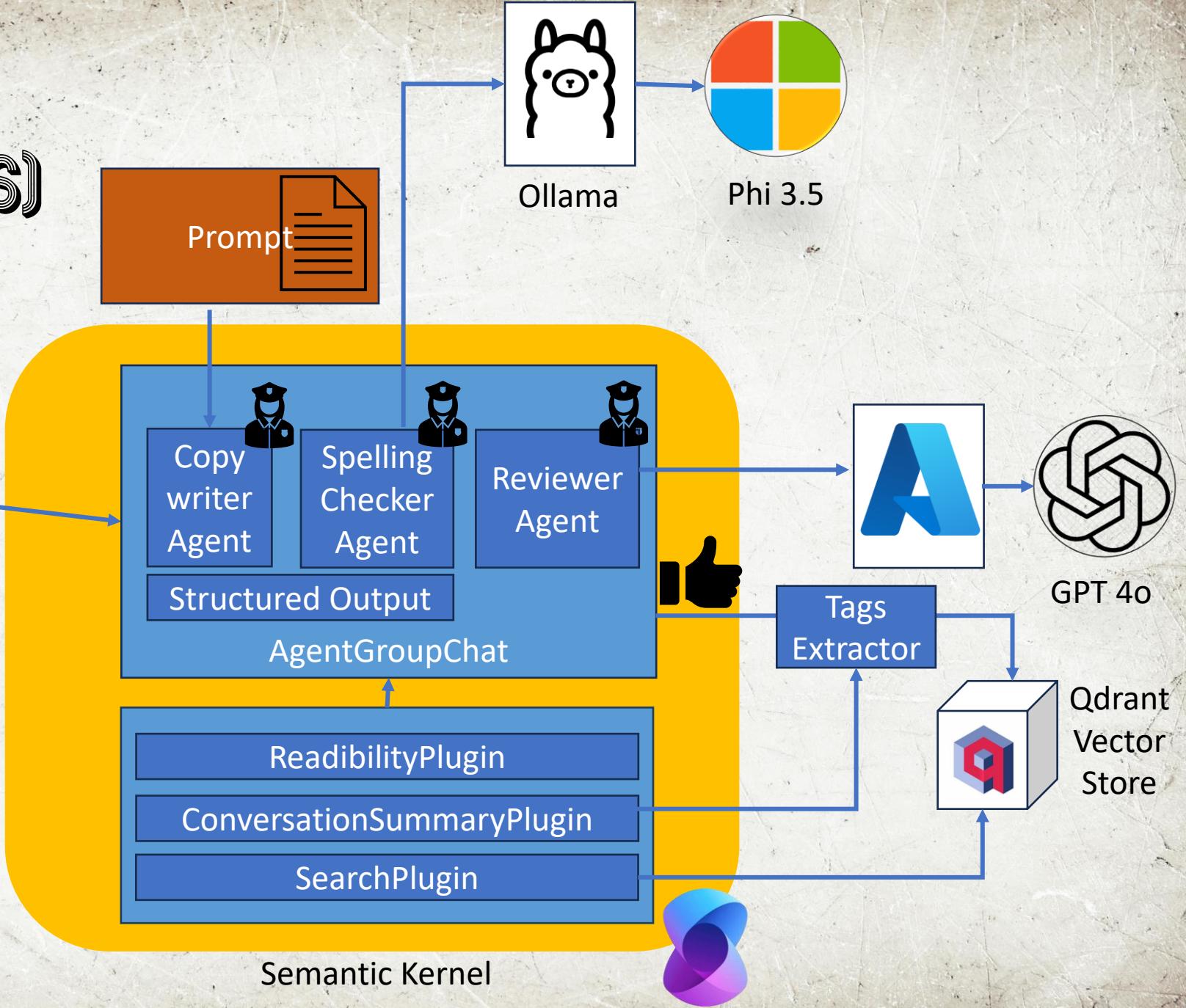
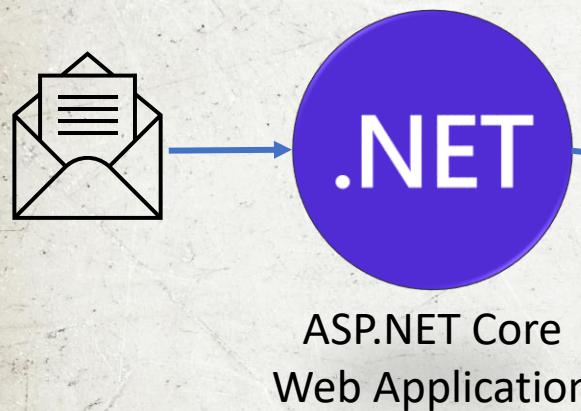
V 0.4



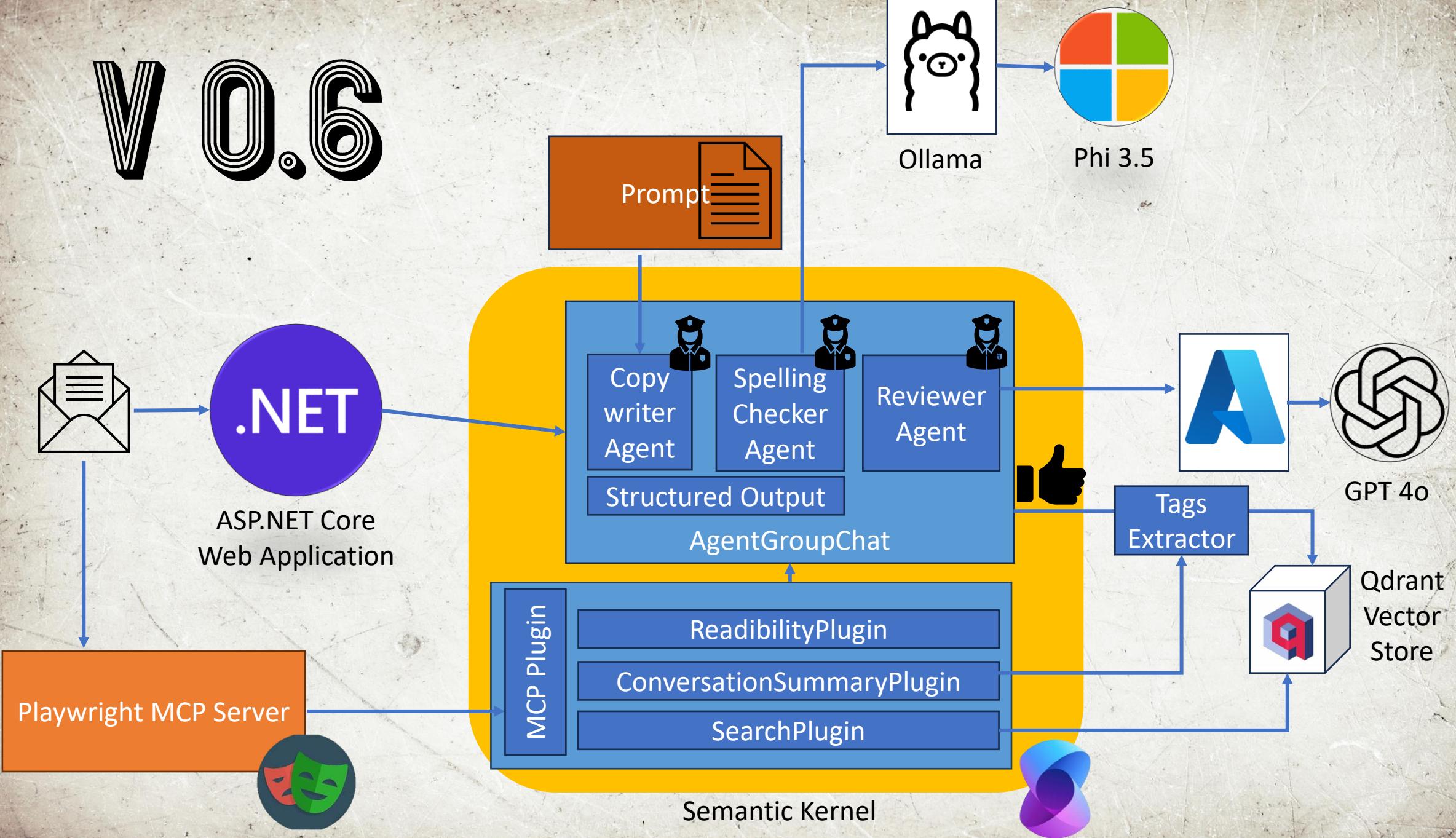
V 0.5



V 0.5(BIS)



V 0.6



LET'S
TASTE



OTHER RECIPES



Menu ▾

Writing For Busy Readers

Buy the Book

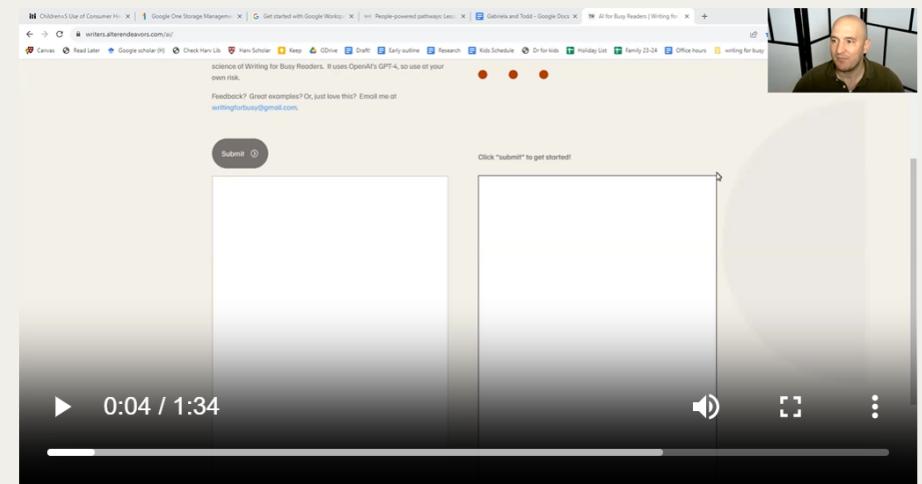
AI for Busy Readers

This artificial intelligence tool is tailored to rewriting emails using the science of Writing for Busy Readers. It uses OpenAI's GPT-4, so use at your own risk.

Feedback? Great examples? Or, just love this? Email me at team@writingforbusyleaders.com.

Submit 

Watch the video tutorial



Click "submit" to get started!

Improve Tool 



Wabi-sabi

Designing with wabi-sabi in mind fosters a profound appreciation for the beauty of imperfection and impermanence. This philosophy encourages us to observe the world around us and see beauty in naturally occurring wear and tear, rather than aiming for flawle

● Long sentence

Suggest



Numerous designs could benefit from this approach. By focusing on what may be considered imperfections, wabi-sabi allows us to creatively engage with our surroundings.

Jetpack



WRITE BRIEF WITH AI (BETA)

Improve your writing with AI.

9.3 Reading grade score

Show suggestions

Complex words

Long sentences

Unconfident words

AI FEEDBACK

Get feedback on content structure.

Generate feedback

OPTIMIZE PUBLISHING

Use AI to optimize key details of your post.

Improve title

The screenshot shows the Microsoft Copilot Studio Agent Builder interface. On the left, there's a vertical sidebar with icons for Home, Copilot (selected), Create, OneDrive, Pages, and Apps. The main area has a dark header with a search bar and various icons. Below the header, tabs for 'Work' and 'Web' are visible, along with a 'New chat' button and other controls. A large section titled 'Writing Coach' is displayed, featuring a blue icon and a list of six prompts:

- Critique my writing: Provide detailed and constructive feedback on a piece of writing.
- Change the tone of an email: Help change the tone for an email from professional to casual.
- Translate a piece of text: Translate text into another language.
- Learn to write instructions: Help me write instructions to explain a complex process.
- Professional blog post: Help write a blog post for my company.
- Write a whitepaper: Help me write a whitepaper.

At the bottom, there's a message input field with 'Message Copilot' placeholder, character count '0 / 16000', and a toolbar with icons for @, #, [redacted], and a reply arrow. To the right, a sidebar shows 'Copilot Agents' with 'Visual Creator' and 'Writing Coach' selected, and options for 'Get Copilot agents' and 'Create an agent'. The 'Chats' section is also visible.

<https://learn.microsoft.com/en-us/microsoft-365/copilot/extensibility/copilot-studio-agent-builder-build>

ChatGPT Conference Invitation Variations

Conference Invitation

Can you create some variations?

Conference Invitation Variations

Answer in chat instead >

Here are three variations: one slightly more formal, one casual and friendly, and one very direct and brief.

Let me know if you want even more options, like one that's even more playful or one that's ultra-professional!

Ask anything

ChatGPT can make mistakes. Check important info.

Variation 1: Slightly More Formal

Subject: Your Invitation to the Code & Comedy Conference

Dear Colleague,

I trust this message finds you well. I am writing to inquire whether you plan to attend the upcoming Code & Comedy Conference, an event that has generated considerable excitement within our professional community.

Blending the rigor of computer programming with the levity of humor, this conference offers a unique opportunity to exchange ideas, engage in stimulating discussions, and momentarily step away from the demands of our daily routines.

It would be a privilege to have your participation. Might I ask if you are considering attending? I would greatly value the chance to share this experience with you.

At your convenience, please let me know your plans.

Warm regards,
[Your Name]

Suggest edits

<https://help.openai.com/en/articles/9930697-what-is-the-canvas-feature-in-chatgpt-and-how-do-i-use-it>



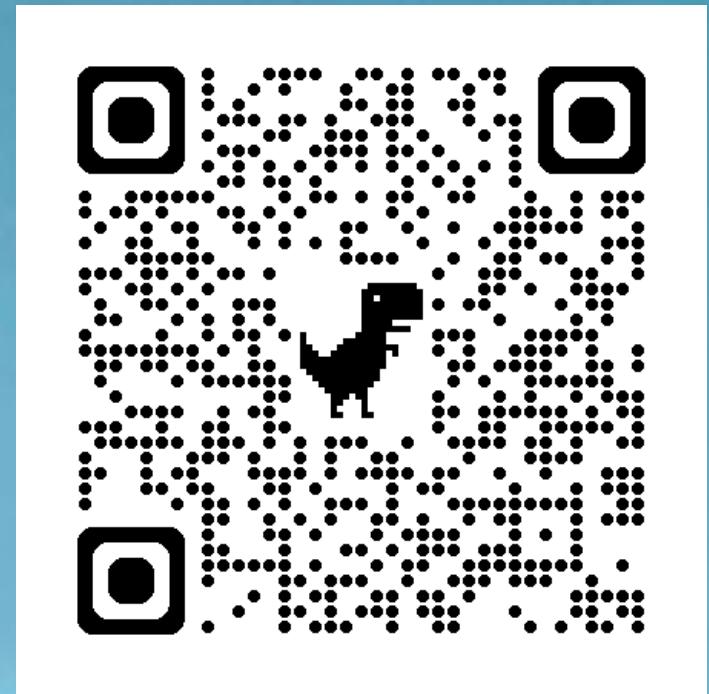
Conclusion





**"A FOOL WITH A TOOL
IS STILL A FOOL"**

(Maybe) Mr. T.



<https://bartwullems.blogspot.com>

<https://github.com/wullemsb/semantickernel>

wullemsb@gmail.com