

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

<https://bartwullems.blogspot.com>

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

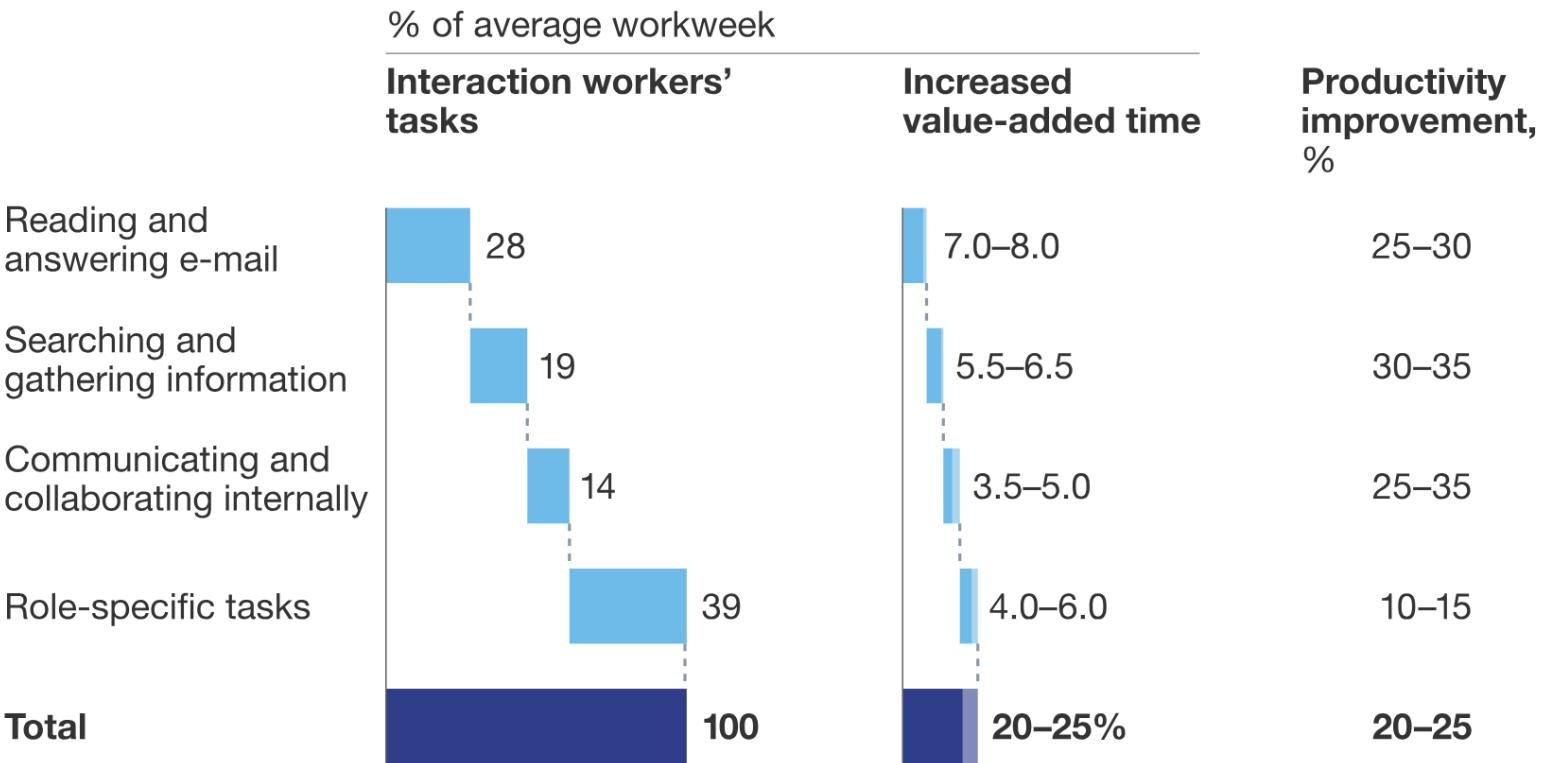
Archive

Artikel

MBS

Exhibit

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



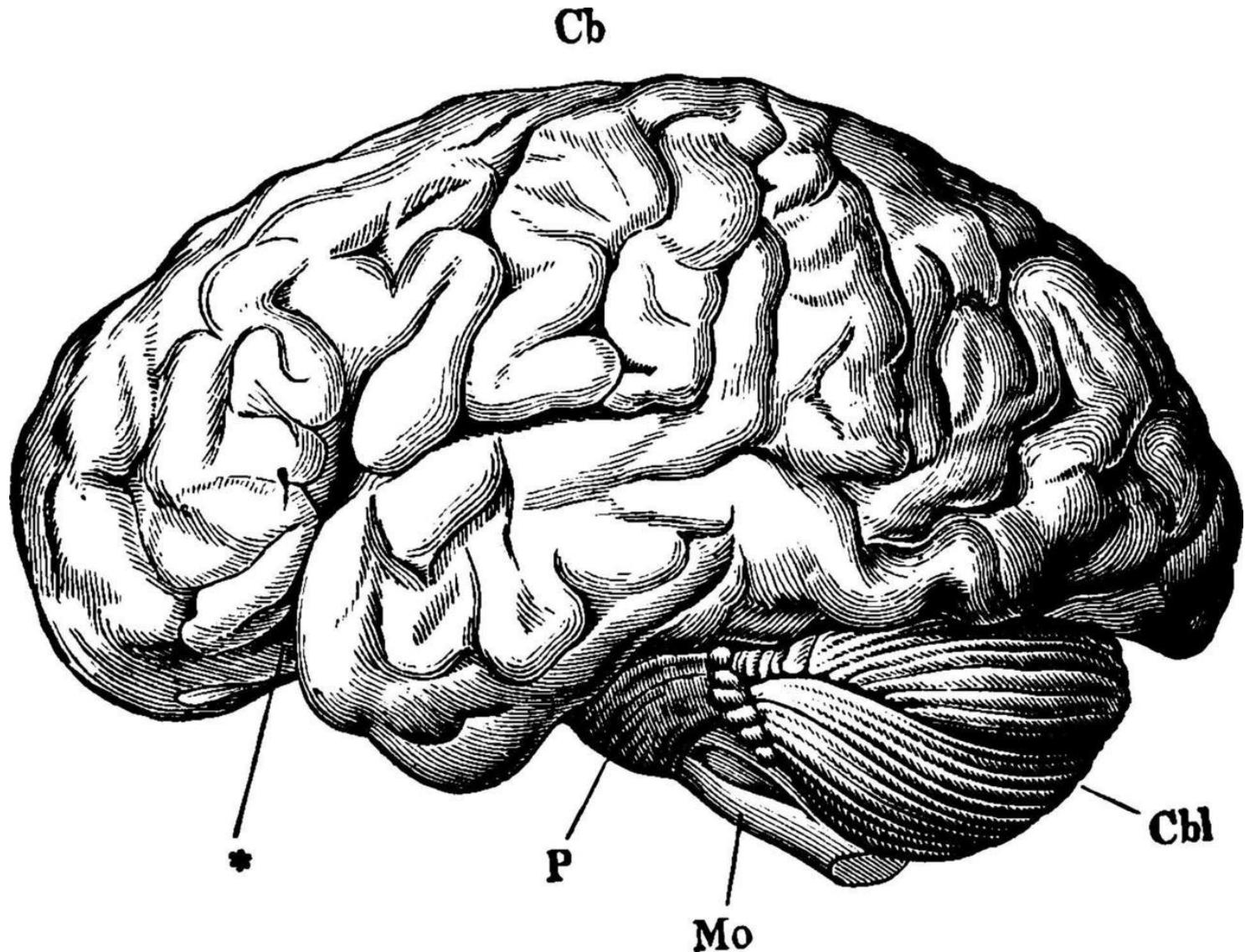
Source: International Data Corporation (IDC); McKinsey Global Institute analysis

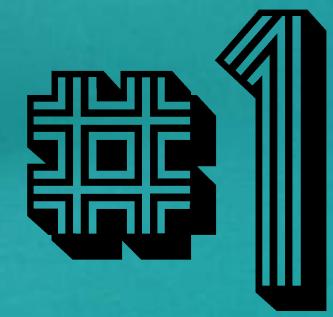
Goal

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

... and all of this in 60 minutes

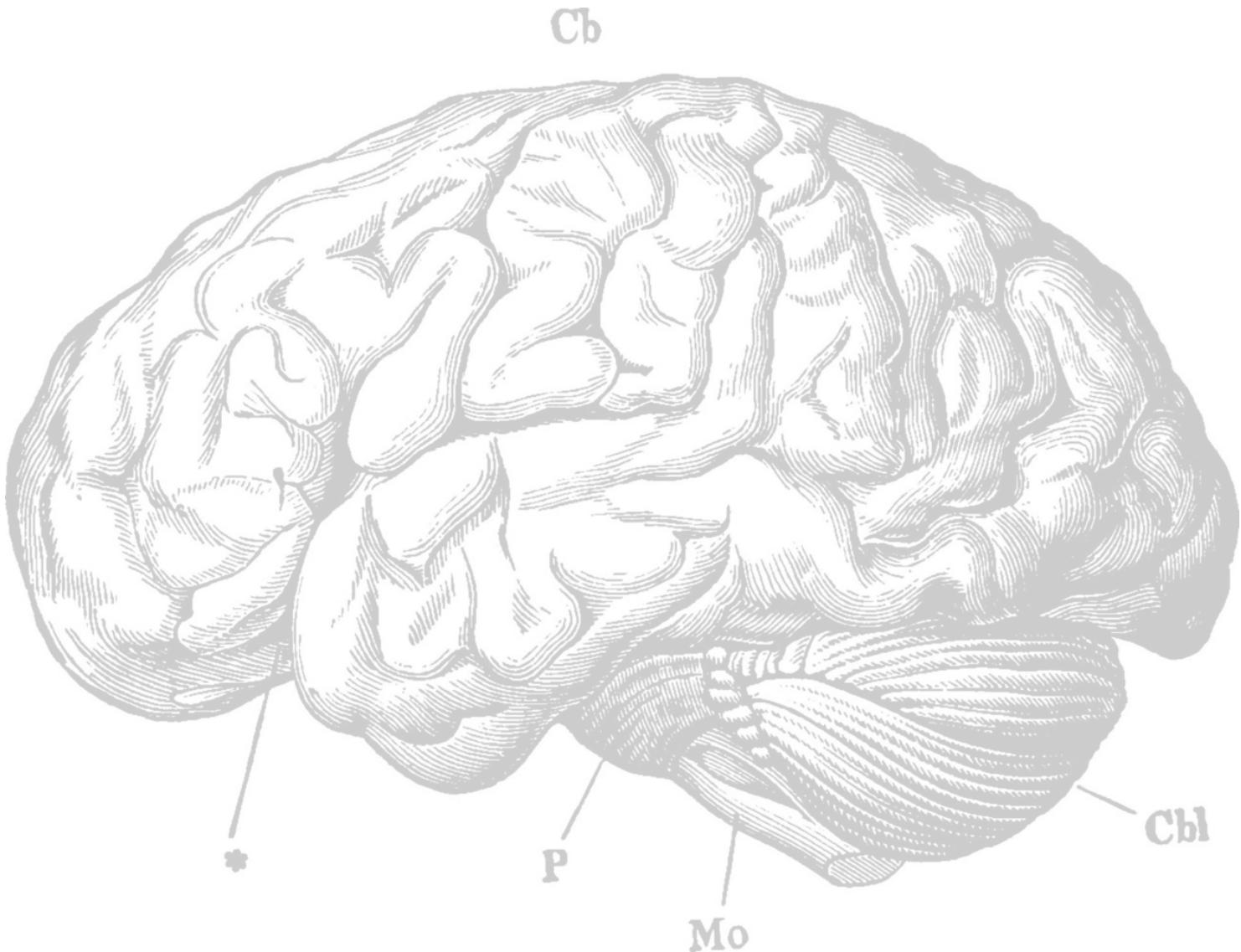
3 LESSONS

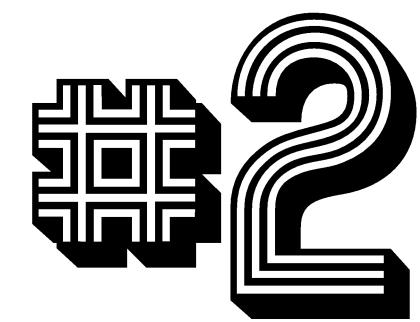
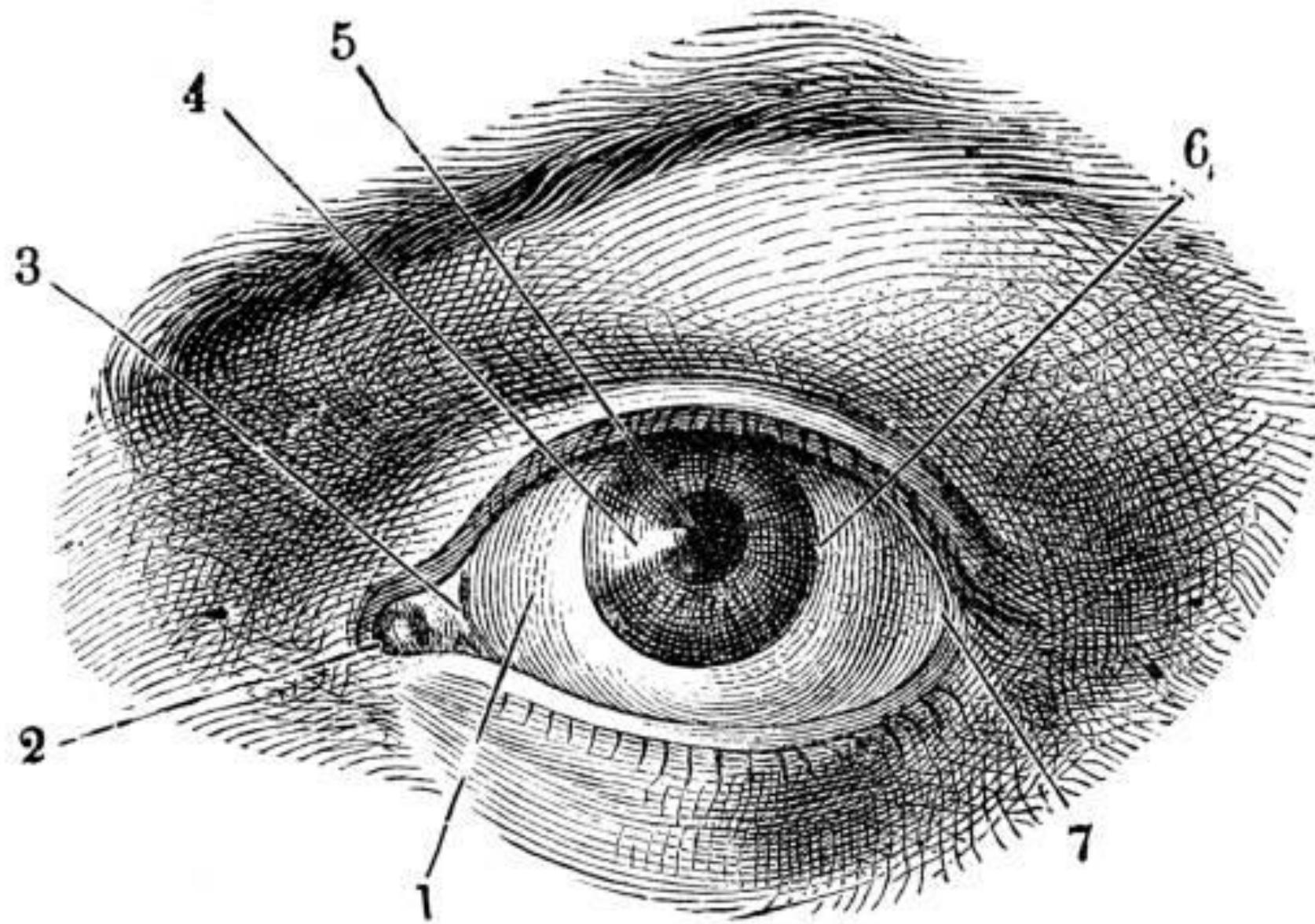






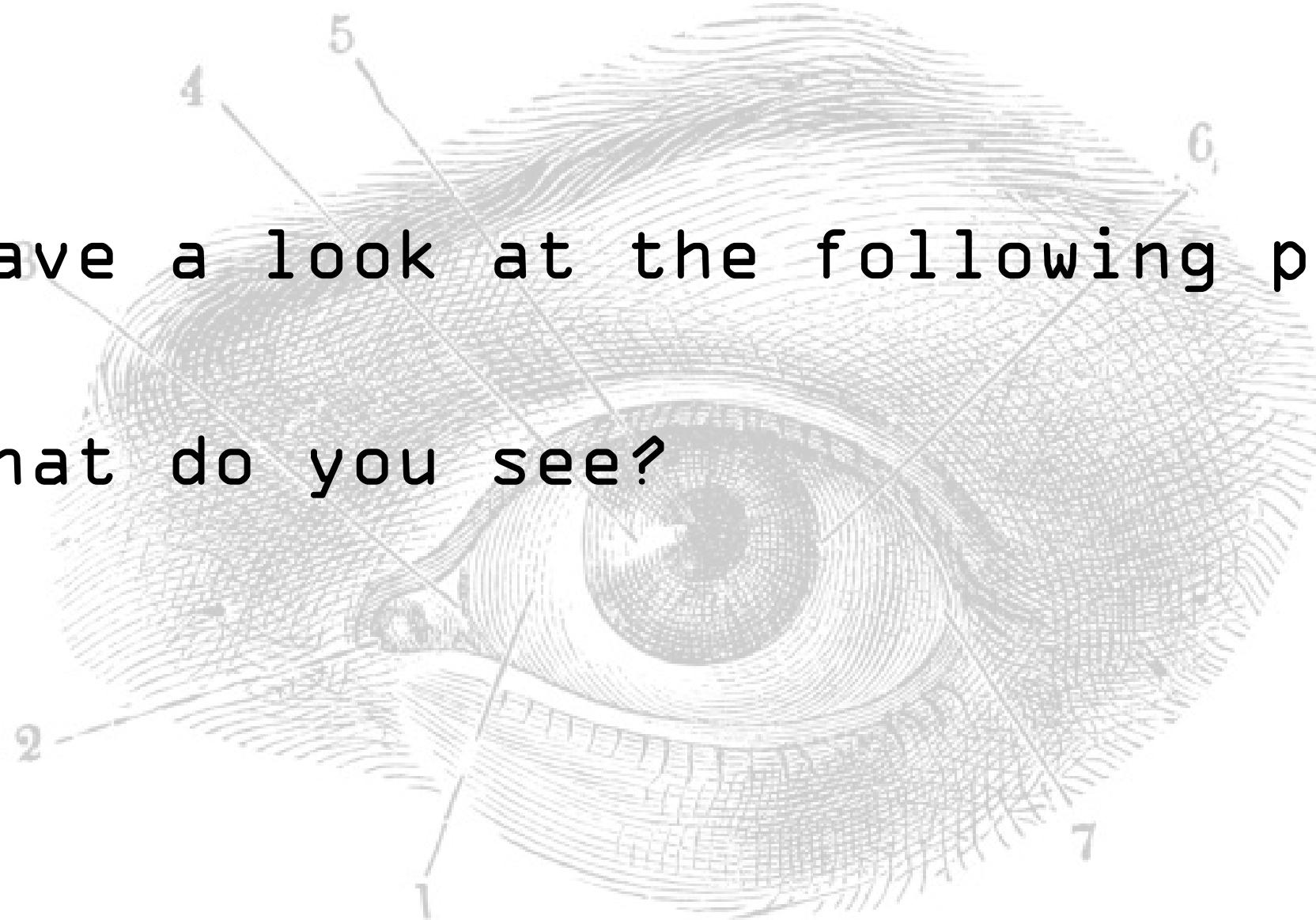
38% of
employees say
they receive an
“excessive”
volume of
communications at
their
organization.





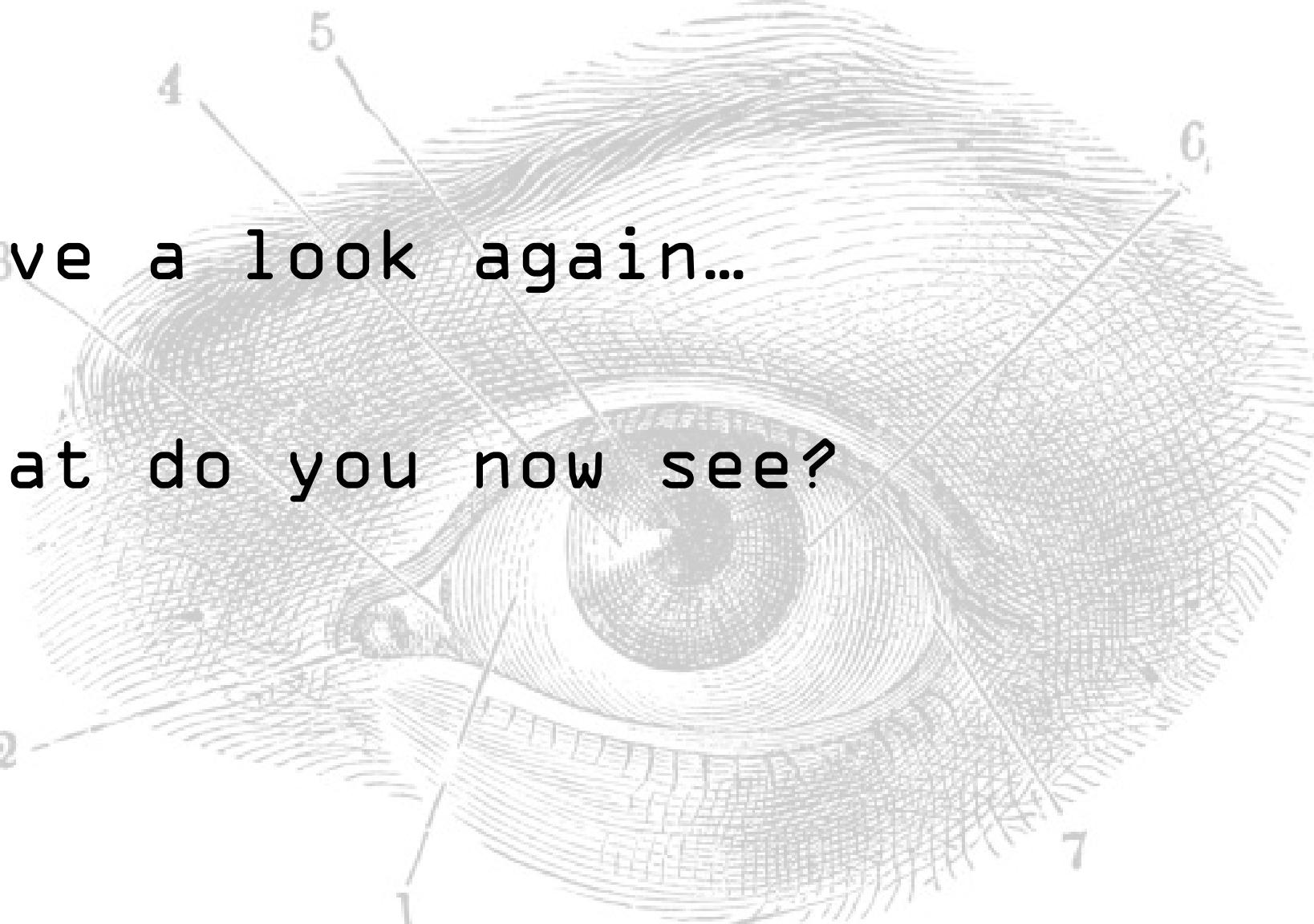
Have a look at the following picture...

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

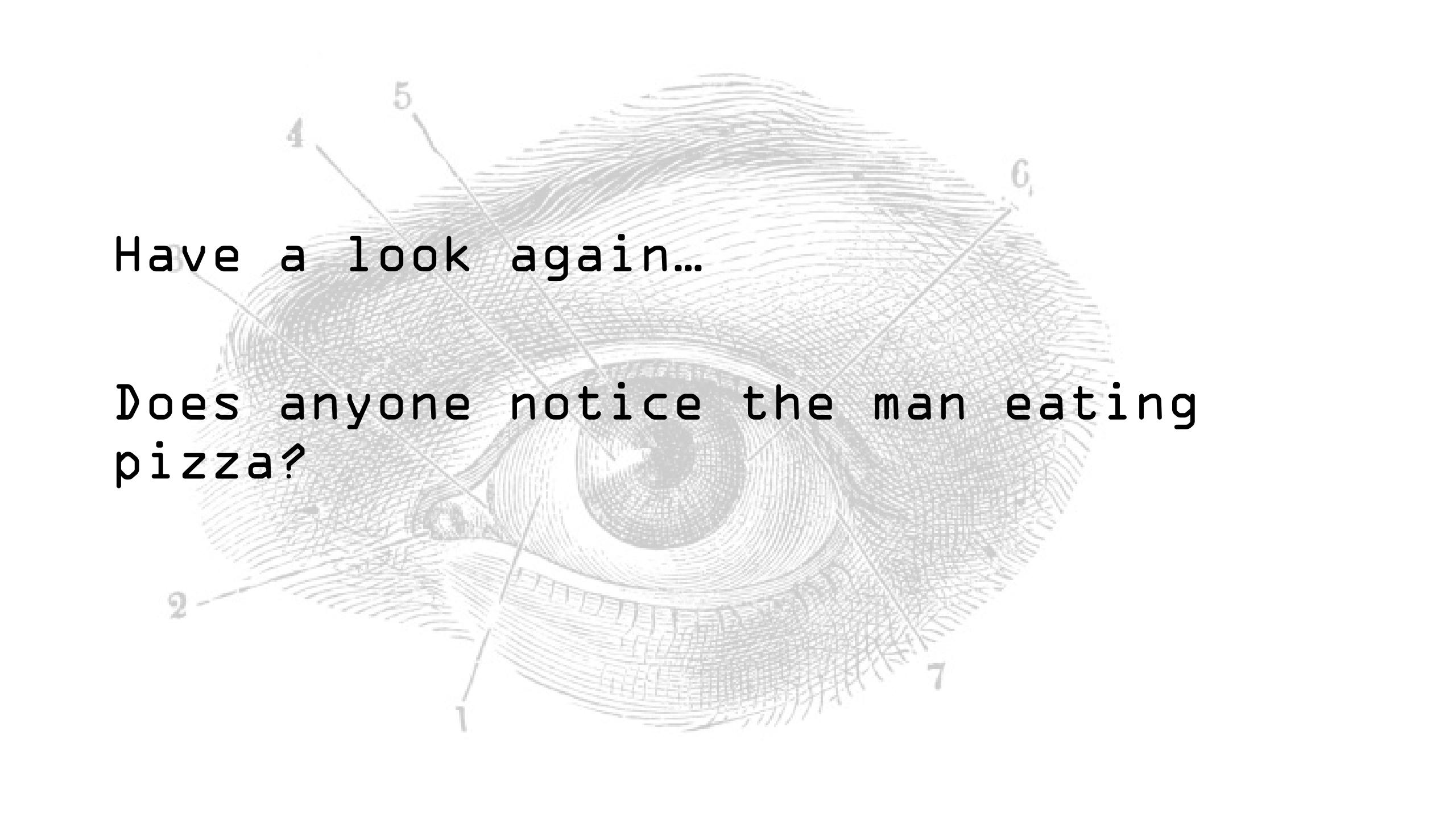
CRAZY
CARIBBEAN

SAIL AWAY

NATIVE
AMERICA

REFUGEE

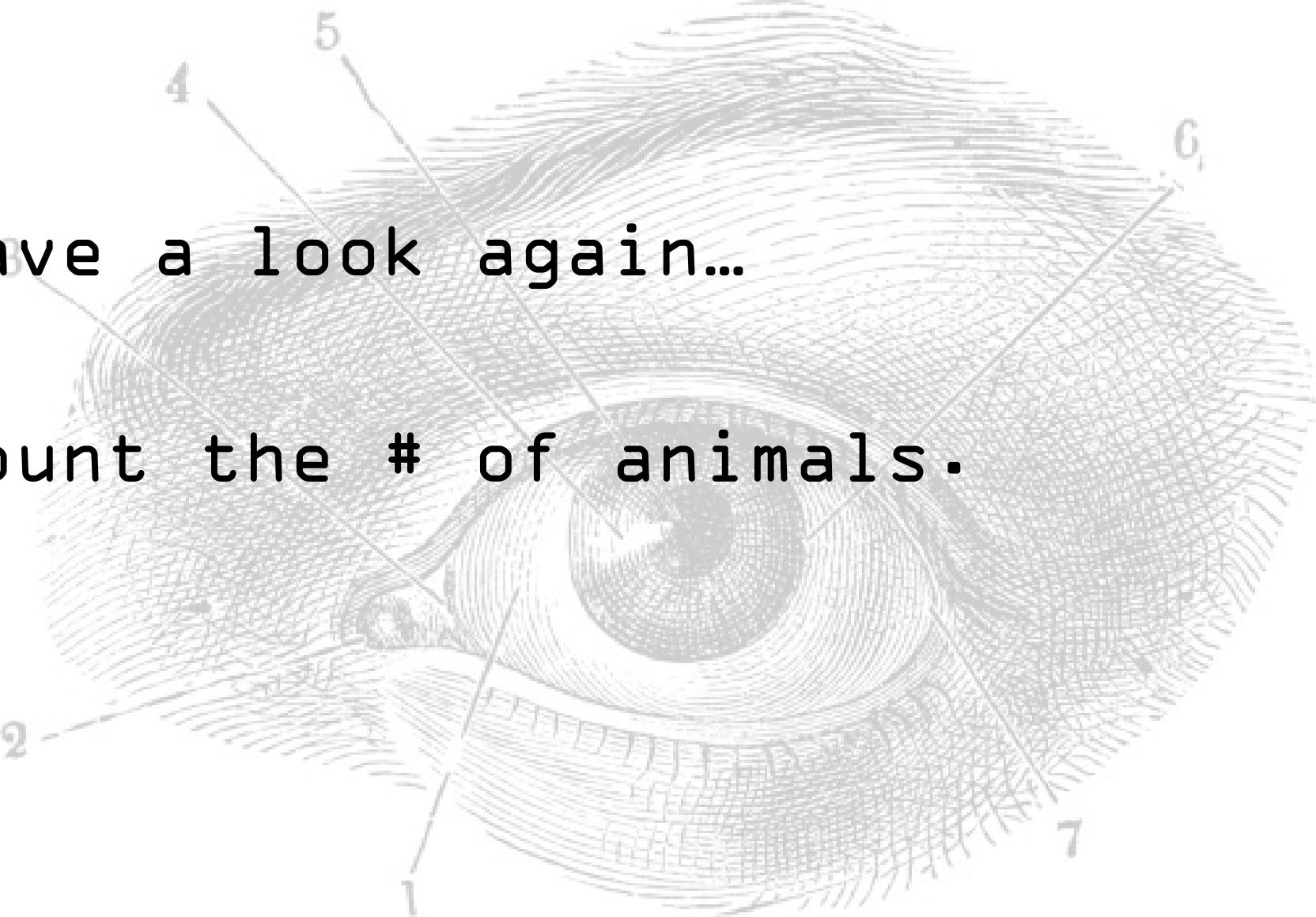
REFUGEE



Have a look again...

Does anyone notice the man eating
pizza?

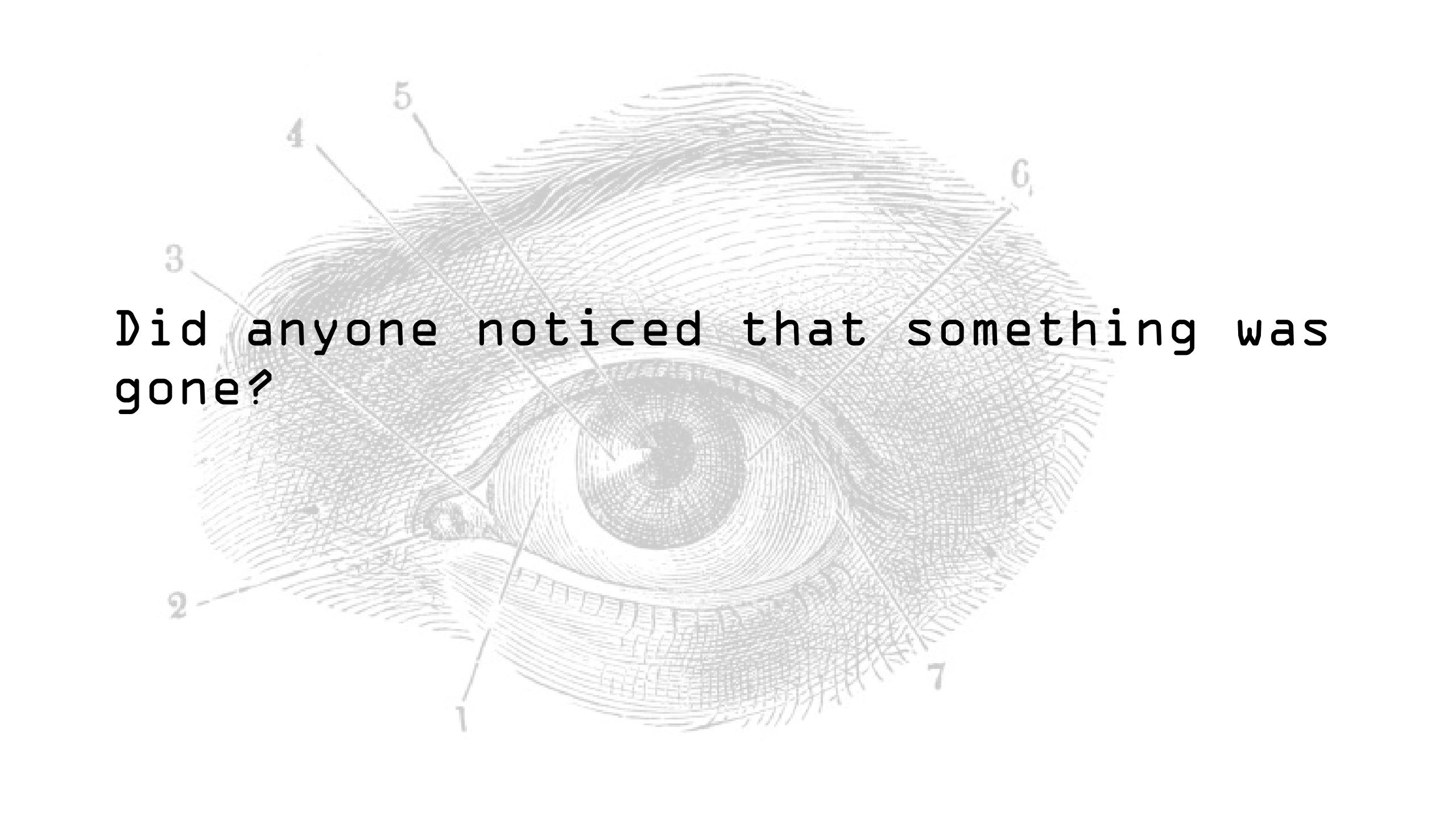




Have a look again...

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

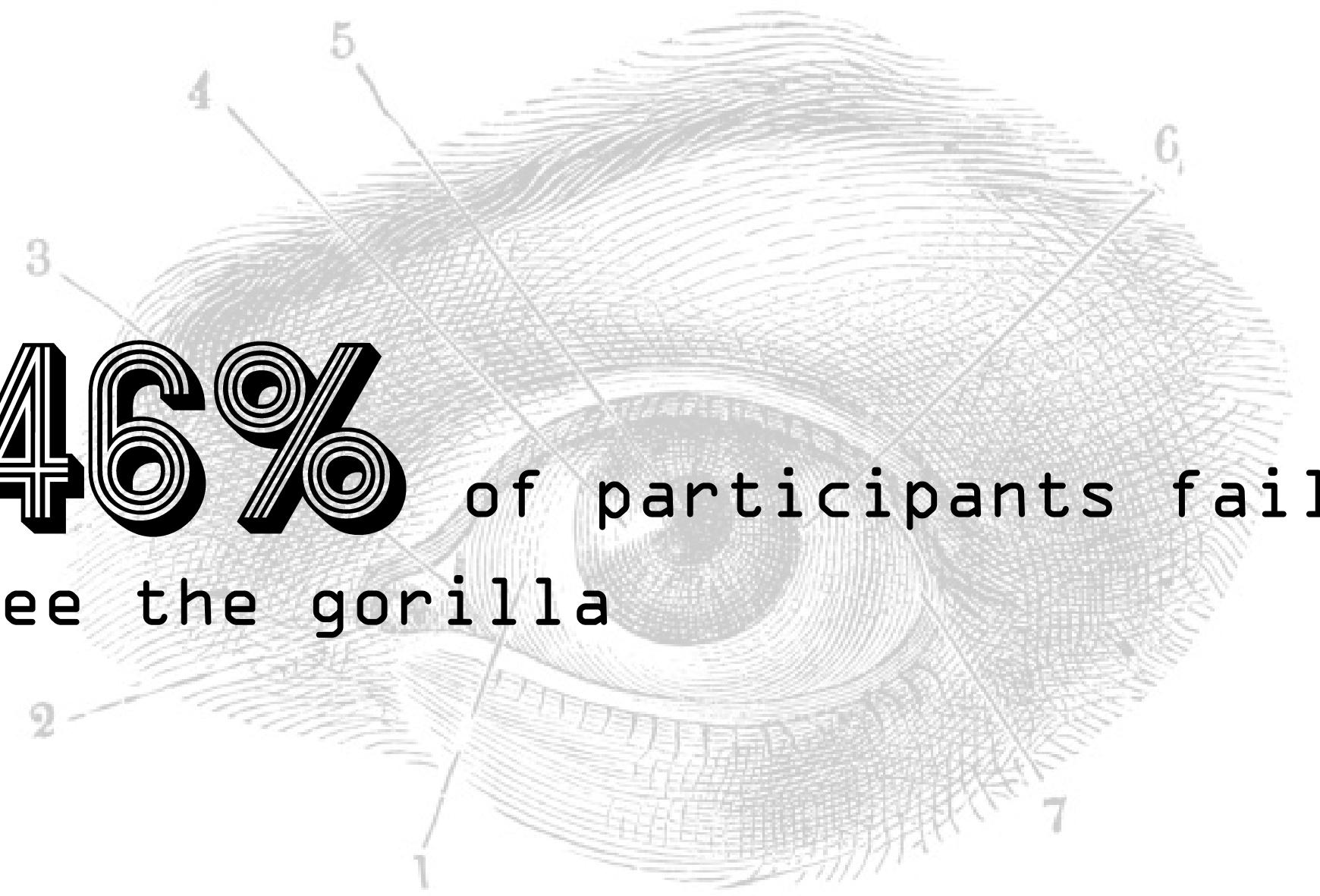
Abstract

Similar articles

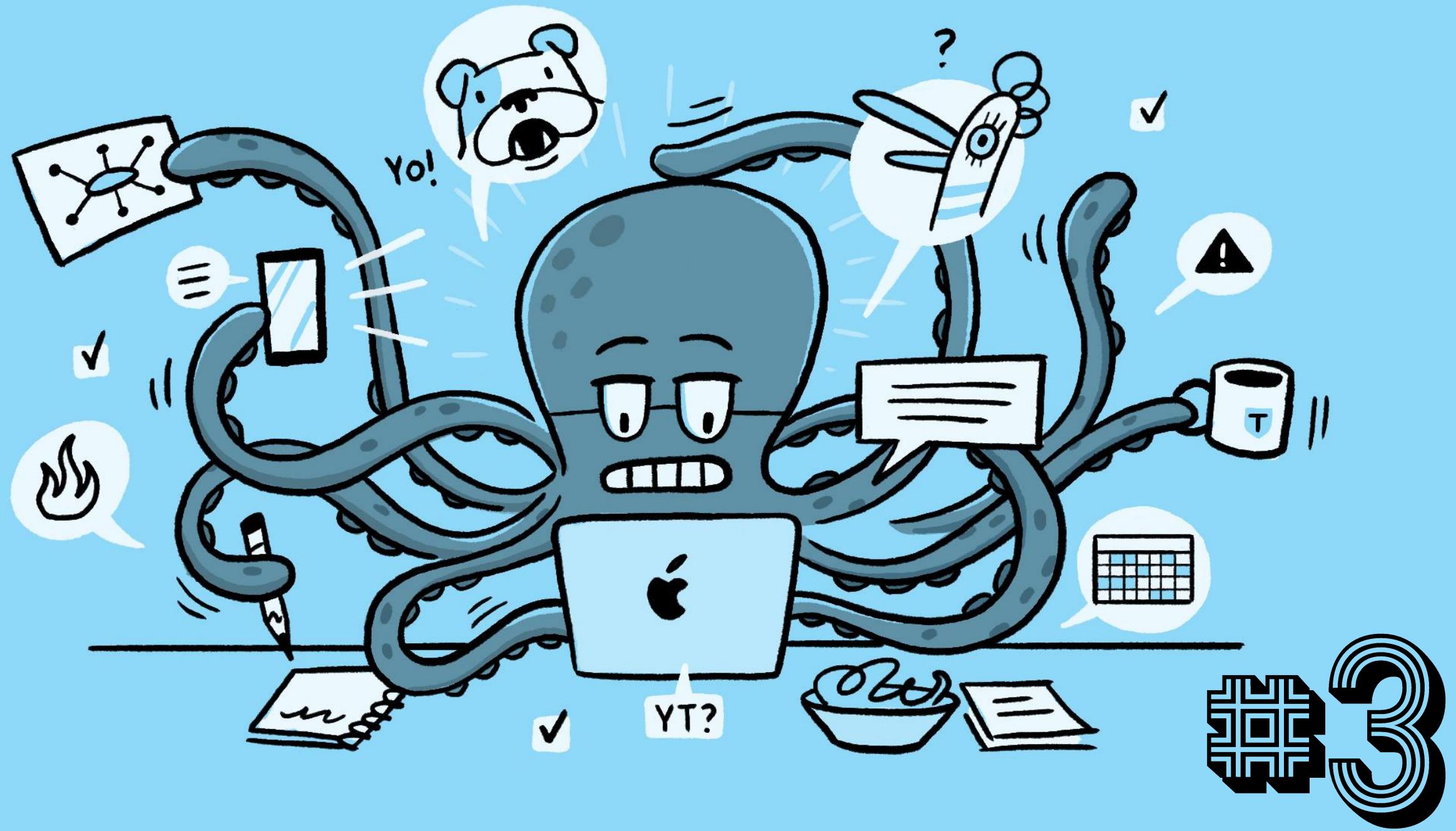
Cited by

Abstract

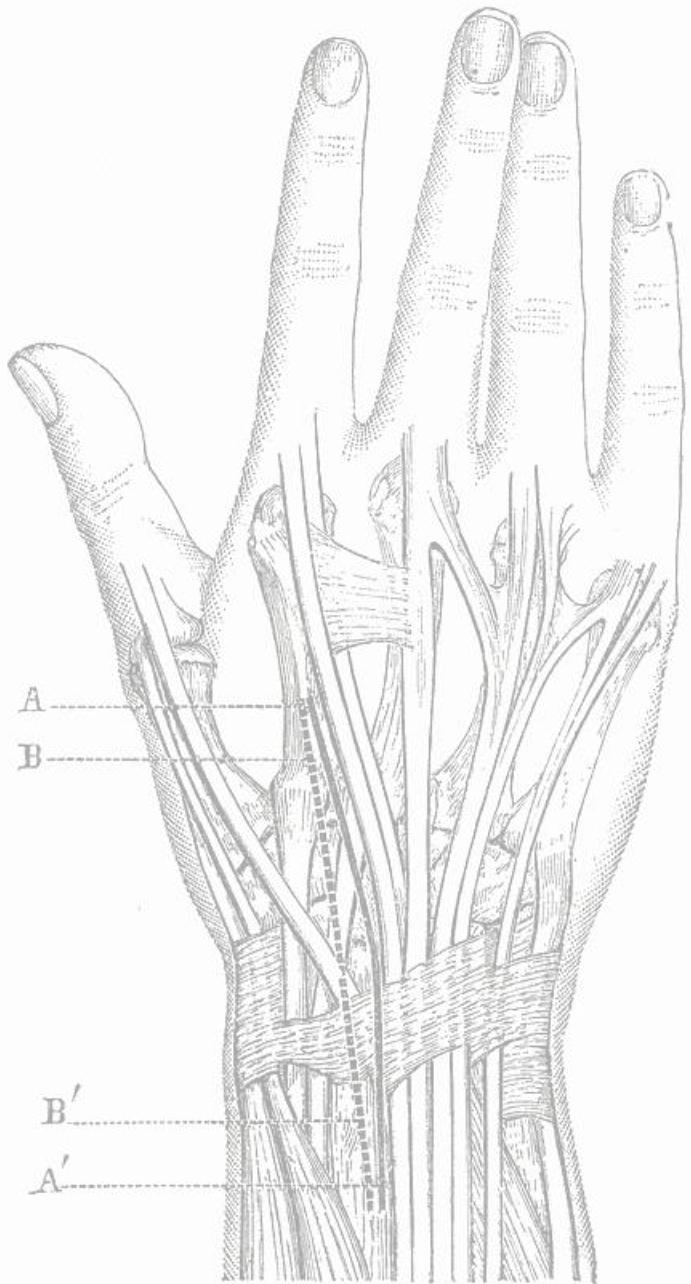
With each eye fixation, we experience a richly detailed visual world. Yet recent work on visual integration and change direction reveals that we are surprisingly unaware of the details of our environment from one view to the next: we often do not detect large changes to objects and scenes ('change blindness'). 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



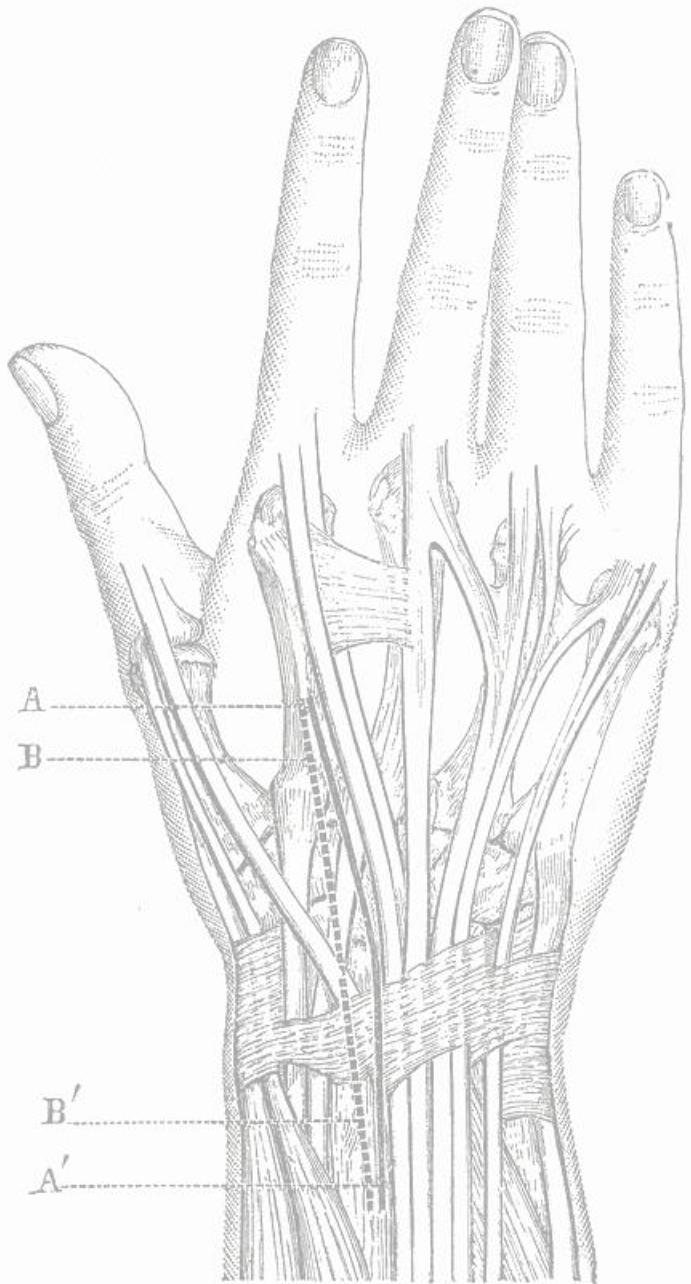
46% of participants failed to
see the gorilla



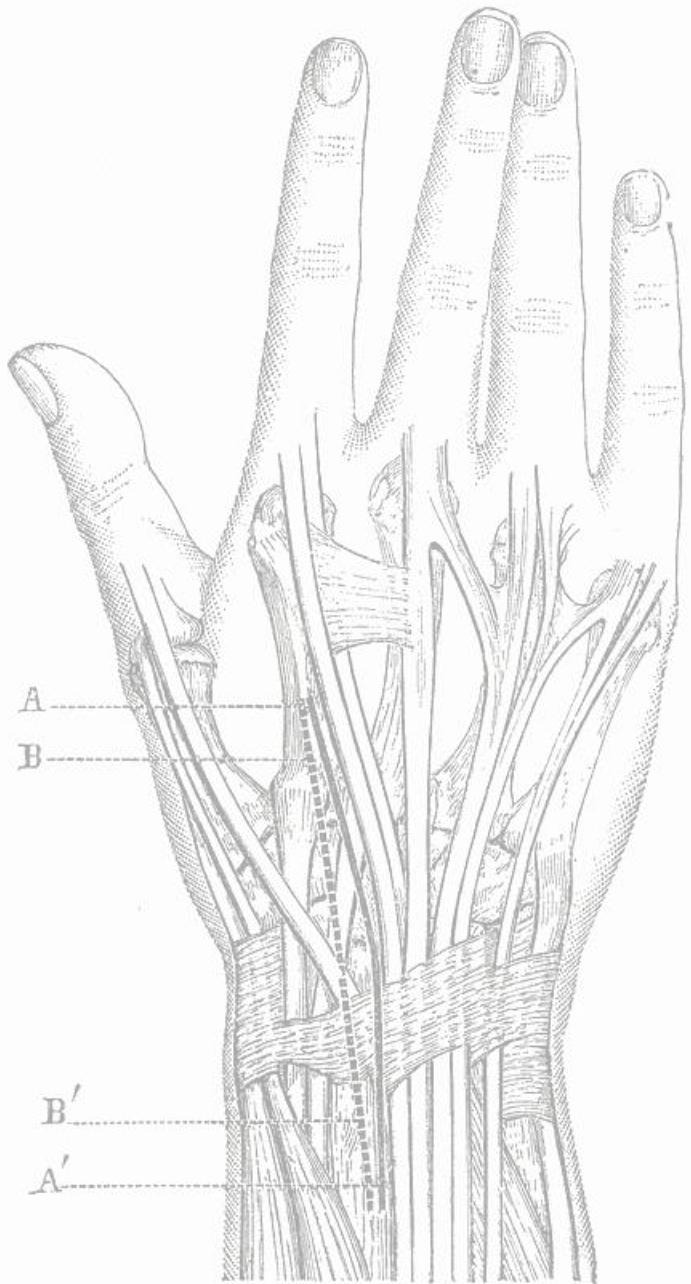
Multitasking =
Doing multiple things
at the same time



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

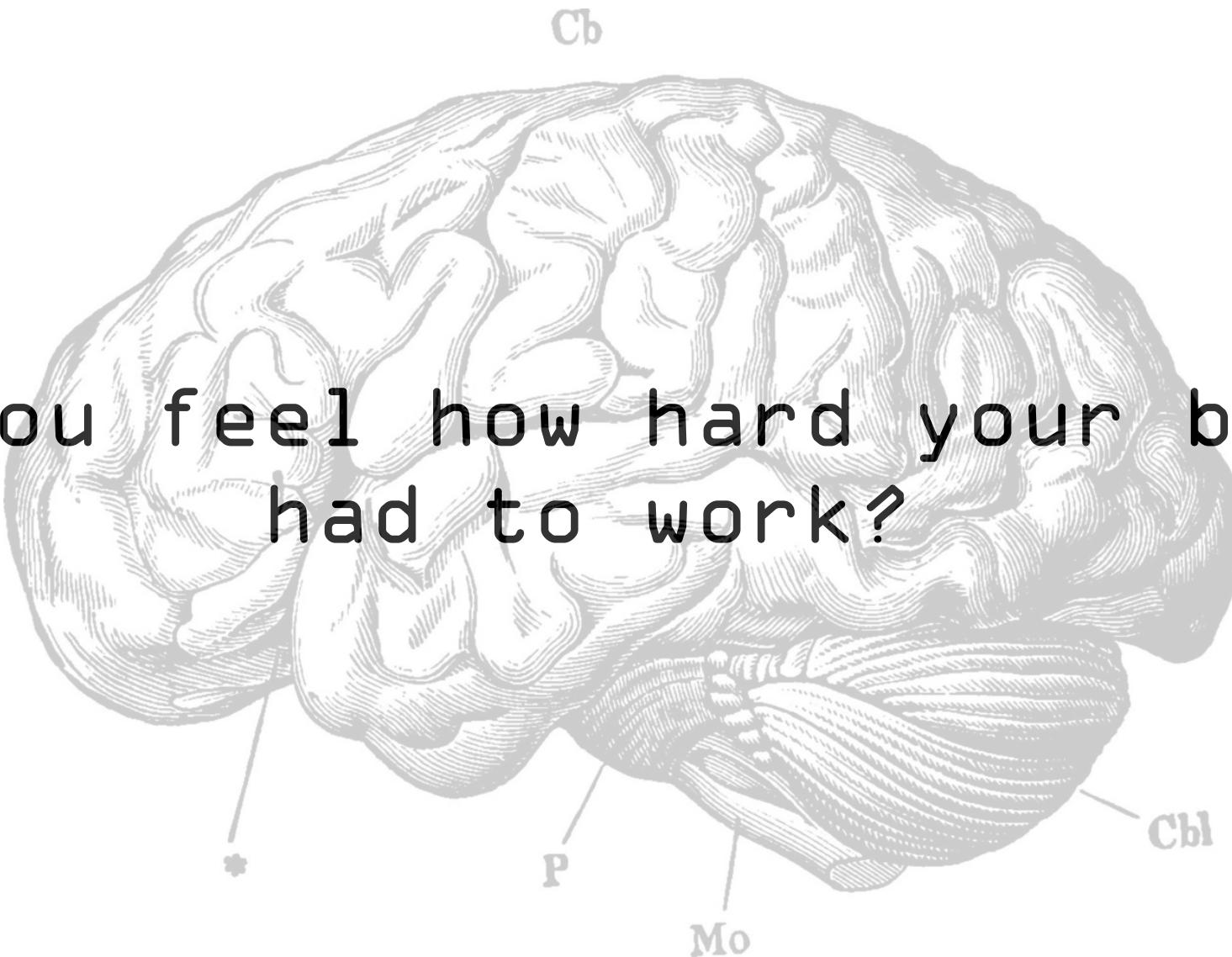
italicize

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



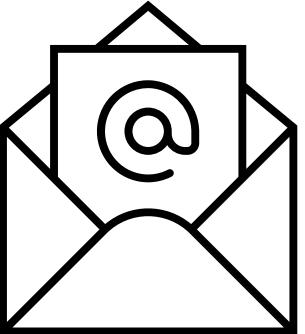
*We are all busy
readers*

*1. Will I
read it?*

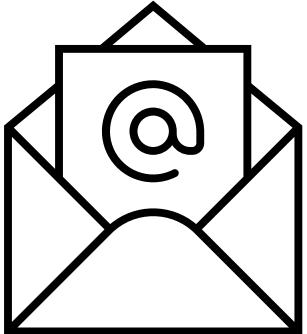
*2.^{2.} When
will I
read it?*

*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*



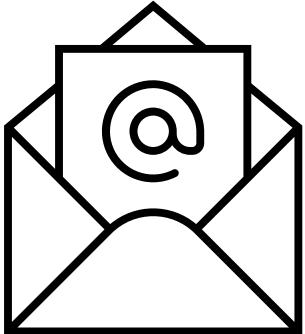
*Expected
benefits*

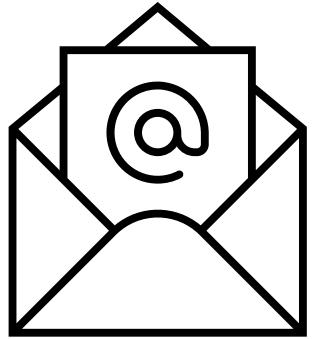


*Expected
costs*

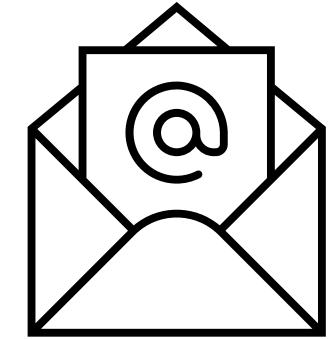


^{2.}
*When
will I
read it?*



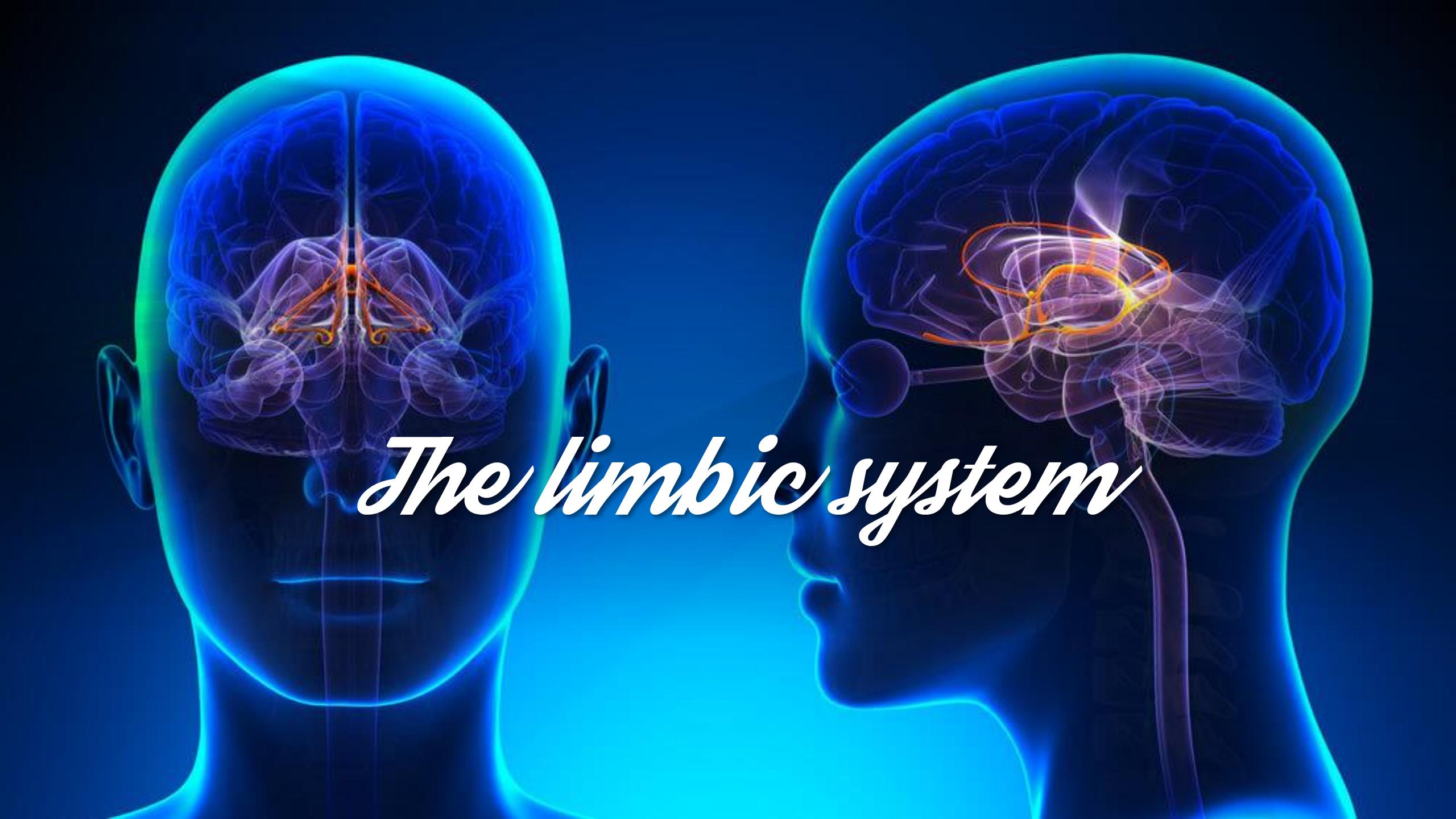


Easy

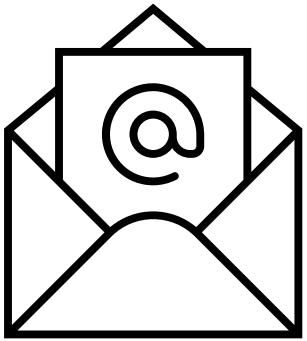


Hard





The limbic system



*3. How
will I
read it?*

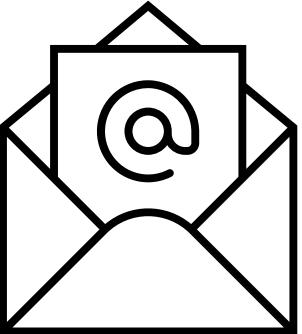
Reading:

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



1. Less is more

WORDY

1%

To: You!
From: Someone from work
Subject: unclear what the point is . . .

Hi there,

As I was walking home, I saw you making out with your friend. I don't know if this is what you wanted or not, but it sure did make me feel bad. I'm not sure what to do about this, and we're talking a little later this evening about what we can do.

I think you should tell them that you're not interested in them, and that you're not interested in anyone else. If they insist on being with you, then you should tell them that you're not interested in anyone else, and that you're not interested in anyone else.

Even though this might not be what you want to hear, it's important to be honest and upfront about your feelings. If you're not interested in anyone else, then you should tell them that you're not interested in anyone else.

Best regards,

CONCISE

99%

To: You!
From: Someone from work
Subject: unclear what the point is . . .

Hi there,

You mentioned earlier that you had just met your friend and that you were "struggling because all of your friends seem to be "together" and that you were feeling left out.

I understand that you're feeling left out, but maybe it's time for you to start making new friends and getting involved in things that you're interested in.

*I would have written a
shorter letter if I had more
time*

dreamstime.

Blaise Pascal



Every word has to earn its place in a sentence, every sentence has to earn its place in a paragraph, and every idea has to earn its place in a text

Nancy Gibbs, former editor in chief of *Time* magazine



WORDY

To: You!
From: [CANDIDATE NAME]
Date: [DATE]
Subject: [SUBJECT LINE]

I wanted you to hear this incredible news from me first, [YOUR NAME]:

Poll after poll has shown me running neck and neck with unelected [OPPOSING CANDIDATE NAME](R) in the race that [REDACTED].

Now, our people-powered campaign is officially surging—a brand-new FiveThirtyEight polling analysis shows us [POINTS] ahead, [X% to X%]!

But here's the bad news: Republicans are now scrambling. On top of the [\$] million [OPPOSING CANDIDATE NAME] is already spending to buy this seat, Mitch McConnell and his shady GOP allies just pledged to pour in another [\$] MILLION to crush our momentum and hold on to their extremist majority.

Republicans know that if we lose in [STATE], Democrats will [REDACTED]. Plain and simple. **That's why we set a goal to raise \$25,000 by midnight tonight to keep up our momentum, fight back against GOP attacks and win this race.**

But right now, we're coming up incredibly short. If we don't close this gap, [OPPOSING CANDIDATE NAME] could retake the lead—and [REDACTED]. So I have to ask:

Please, [YOUR NAME], will you rush a gift of \$[X] or more now to help us hit our grassroots goal, flip [STATE] blue and [REDACTED]?

Thanks so much for pitching in what you can.

[CANDIDATE NAME]

CONCISE

To: You!
From: [CANDIDATE NAME]
Date: [DATE]
Subject: [SUBJECT LINE]

I wanted you to hear this incredible news from me first, [YOUR NAME]:

Now, our people-powered campaign is officially surging—a brand-new FiveThirtyEight polling analysis shows us [POINTS] ahead, [X% to X%]!

Republicans know that if we lose in [STATE], Democrats will [REDACTED]. Plain and simple. **That's why we set a goal to raise \$25,000 by midnight tonight to keep up our momentum, fight back against GOP attacks and win this race.**

Please, [YOUR NAME], will you rush a gift of \$[X] or more now to help us hit our grassroots goal, flip [STATE] blue and [REDACTED]?

Thanks so much for pitching in what you can.

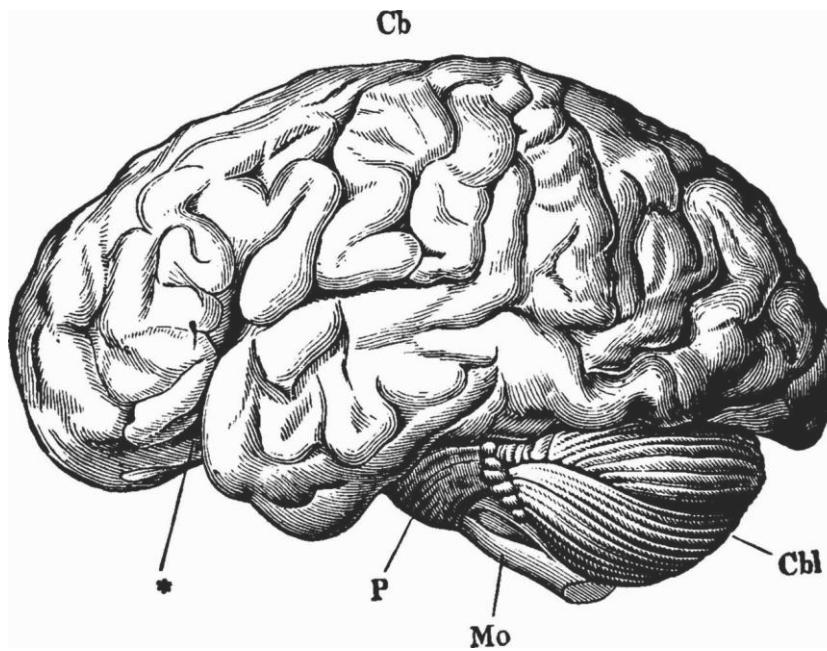
[CANDIDATE NAME]

16%



2. Make reading easy

Shorter and more common words
are inherently easier to read,
as are shorter and simpler
sentences.



Section 19: Informed Consent

The regulations found at 45 CFR 46.116 state the following:

Except as provided elsewhere in this policy, no investigator may subject in research covered by this policy unless the investigator has obtained the informed consent of the subject or the subject's legally authorized representative. The investigator shall seek such consent only under circumstances that minimize the possibility of coercion or undue influence. The subject or the representative shall be in language understandable to the subject or the representative. No informed consent, whether oral or written, may release any of the subject's legal rights, or releases or appears to release the institution or its agents from liability for negligence.

Informed consent is not merely obtaining a signature on a piece of paper; process meant to:

- Provide adequate information to allow an informed decision
- Explain the nature and expectations of the research
- Present the trial in a language that is clear and understandable
- Answer questions raised by the participant
- Provide enough time to allow for appropriate decision making
- Explain the right to refuse participation

19.1 Informed Consent Document

Per [45 CFR 46.116](#) (Department of Health and Human Services, DHHS) informed consent must include:

- A statement that the trial involves research
- An explanation of the purposes of the research
- The expected duration of the participant's participation in the research
- A description of the procedures to be followed
- Identification of any procedures that are experimental
- A description of any foreseeable risks or discomforts to the participant

The Guide to Human Research Activities

INSURANCE AGREEMENT

This Insurance Agreement (the "Agreement") is effective [DATE].

BETWEEN:

[NAME OF THE INSURER], (the "Insurer") a company organized under the laws of the [State/Province] of [STATE/PROVINCE] with its principal place of business located at:

[YOUR COMPLETE ADDRESS]

AND:

[CLIENT'S FULL NAME], (the "Client") which expression shall, repugnant to the meaning or context hereof, be deemed to include successors and assigns residing at:

[YOUR COMPLETE ADDRESS]

You, the Client, are the business entity for whom [REDACTED] and [REDACTED] the Client shall be entitled to services from the Insurer. Within both Parties to this contract, the term "Parties" means:

HOW THE PARTIES WORK AS FOLLOWS:

INSURANCE COMPANY CONTRACT

1.1. The Insurer provides insurance coverage to the Client's business for the amount of [SPECIFY]

1.2. The Properties covered are as follows:

[DEFINE THE PROPERTIES COVERED BY THE INSURANCE]

2. TERM OF THE AGREEMENT

2.1. The Agreement shall come into force on the Effective Date of the Agreement and to be in force until [DATE OF TERMINATION].

3. PREMIUM AND PERIOD OF PAYMENT

3.1. The Client agrees to pay the Insurer an Insurance Premium amount of [SPECIFY]
Insurance Agreement

EMPLOYMENT CONTRACT AGREEMENT

This Employment Contract ("Agreement") is made as of the _____ day of _____, 20____ between _____ with a mailing address of _____, City of _____, State of _____ ("Employer"), and _____ ("Employee").

WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions set forth.

IN CONSIDERATION of the promises and other good and valuable consideration, the parties agree as follows:

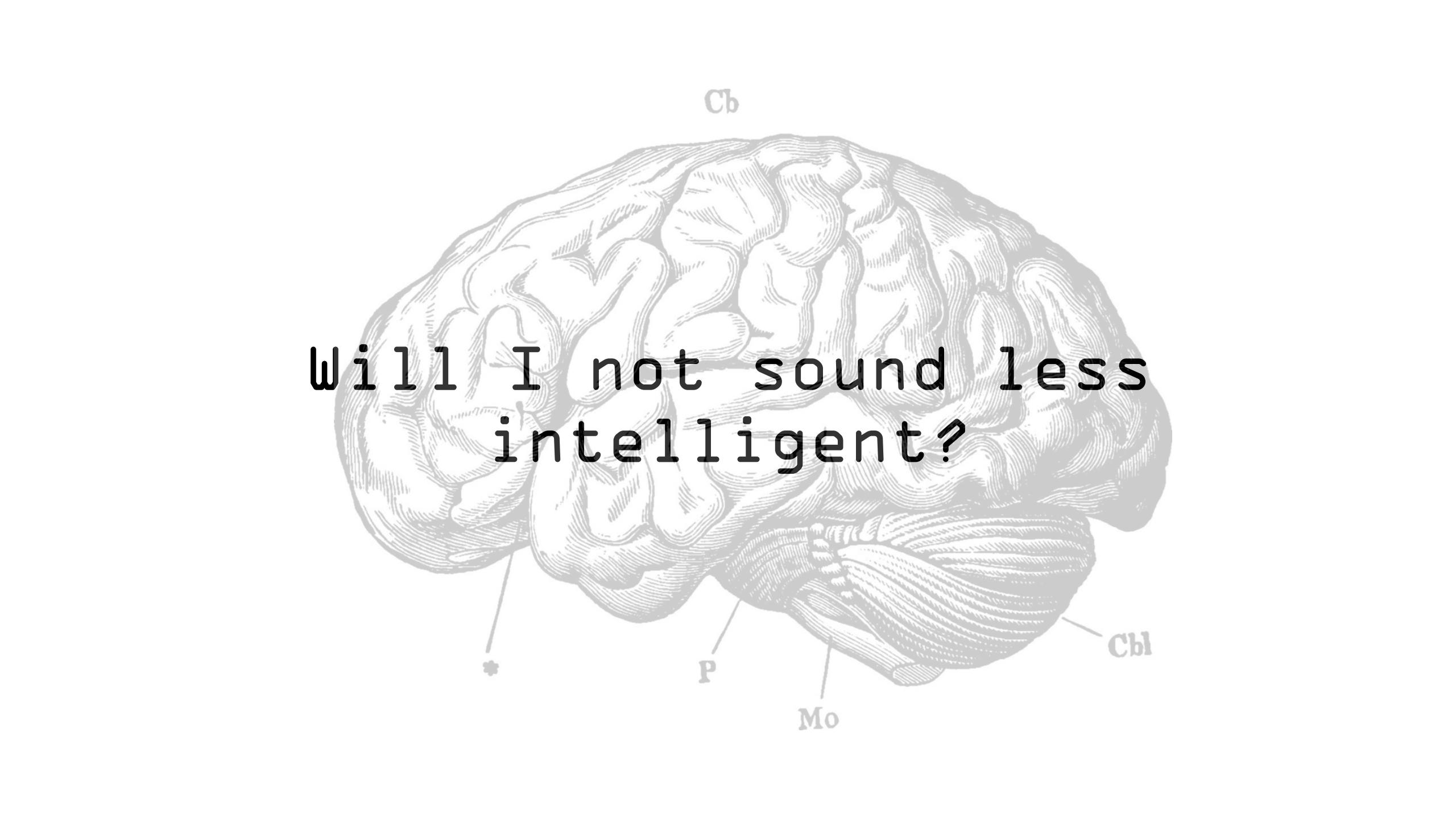
I. Employment. The Employee acknowledges that they will, at all times, faithfully, industriously, and to the best of their skills, experience, and talents, perform all of the duties required of the Position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules, and regulations, both written and oral, as are announced by the Employer from time to time.

II. Position Title. As a _____ ("Position"), the Employee is required to perform all of their necessary job functions and duties, and all other duties may be assigned to Employee from time to time by Employer. This is a **Part-Time** **Full-Time** position with the expectation that the Employee will devote _____ hours per week to the Position. This may change from time to time as the Employer sees fit.

III. Compensation. As full compensation for all services provided, the Employee shall be paid at the rate of _____ dollars (\$_____) per Hour Day Week Month Year. Any salary will be subject to review of their work on a periodic basis. Such payments shall be subject to standard mandatory deductions by the Employer (e.g., Federal & State Taxes, Social Security, Medicare) and shall be made on a Weekly Bi-Weekly Monthly Quarterly Annual basis.

IV. Benefits. In addition, the Employee will be eligible to participate in bonuses and other employee benefit plans established by the Company for its employees. The Employer currently offers the following benefits to its employees: _____ ("Benefits")

V. Probationary Period. It is understood and agreed that the first _____ days of employment shall constitute an initial term for the Employee ("Probationary Period"). During the Probationary Period, the Employee is not eligible for paid time off or other Benefits as mentioned in Section IV. During the Probationary Period, the Employer retains the right to exercise at-will employment at any time and may terminate the



Will I not sound less
intelligent?

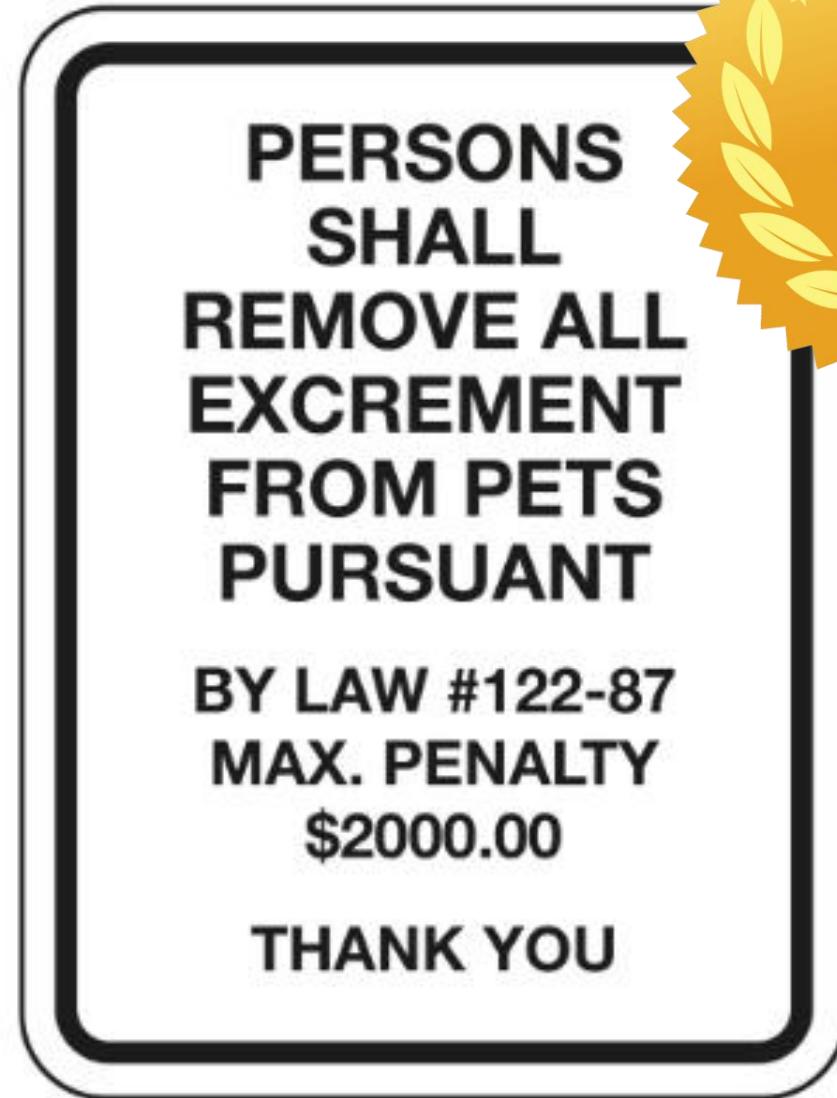
Cb

Cbl

Mo

P

*



Winner of the "Work That Failed." award 2014. Every year, the WTF Award is bestowed on a government communication that is unnecessarily difficult to read.

**SCOOP
YOUR
PET'S
POOP**

**BY LAW #122-87
MAX. PENALTY
\$2000.00**

THANK YOU

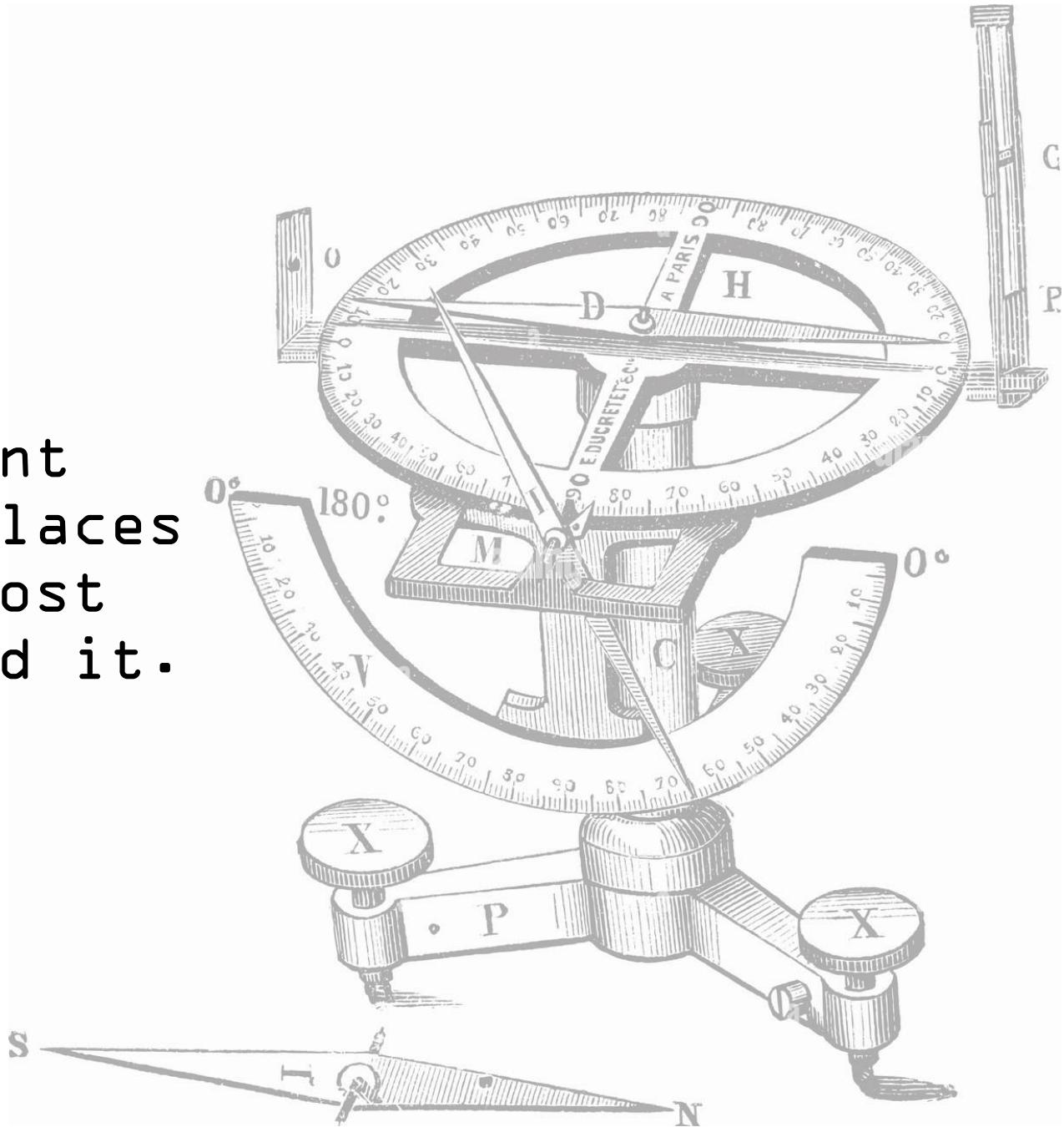
**выгребайте
какашки
вашего
питомца**



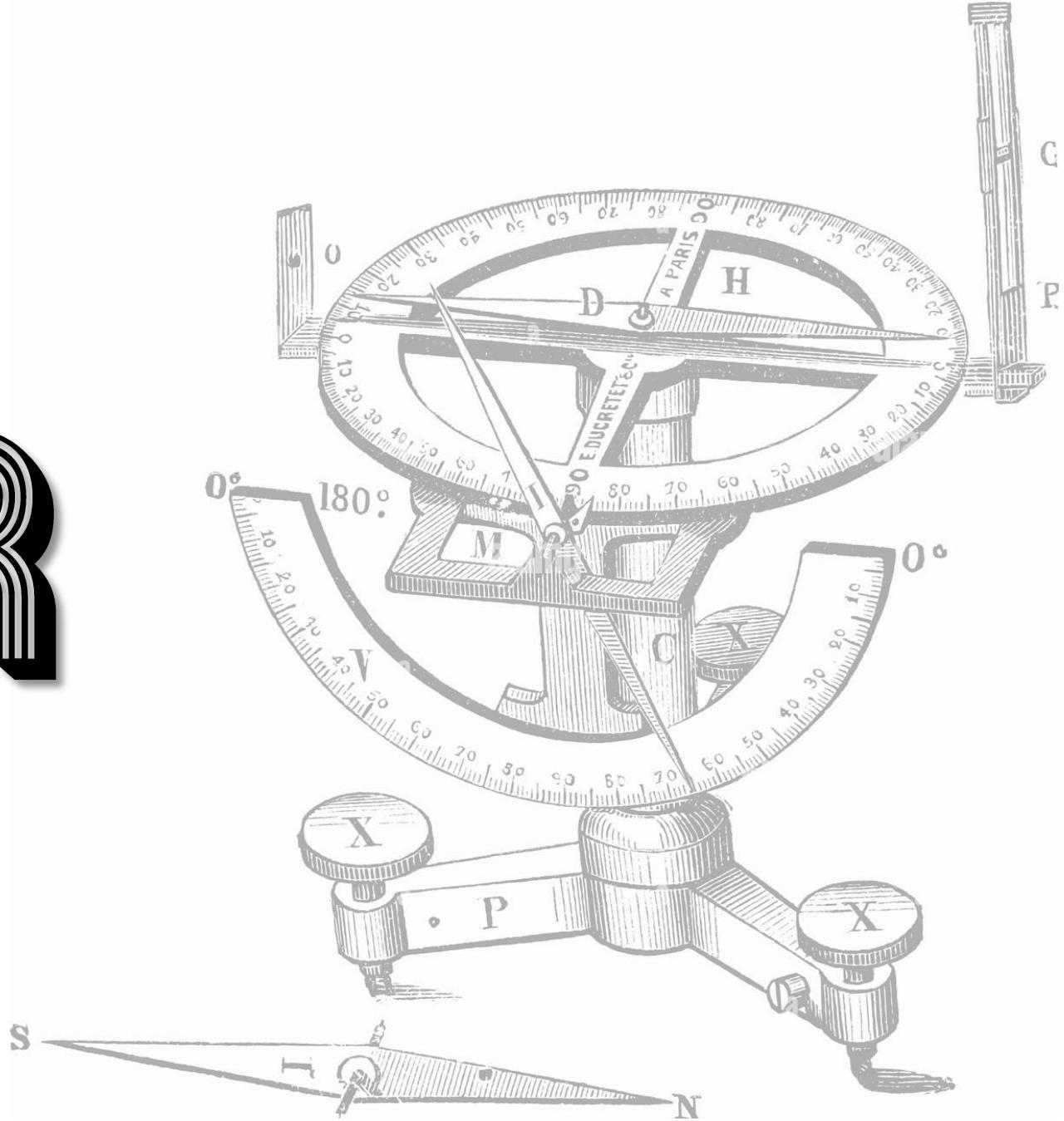


*3. Design for easy
navigation*

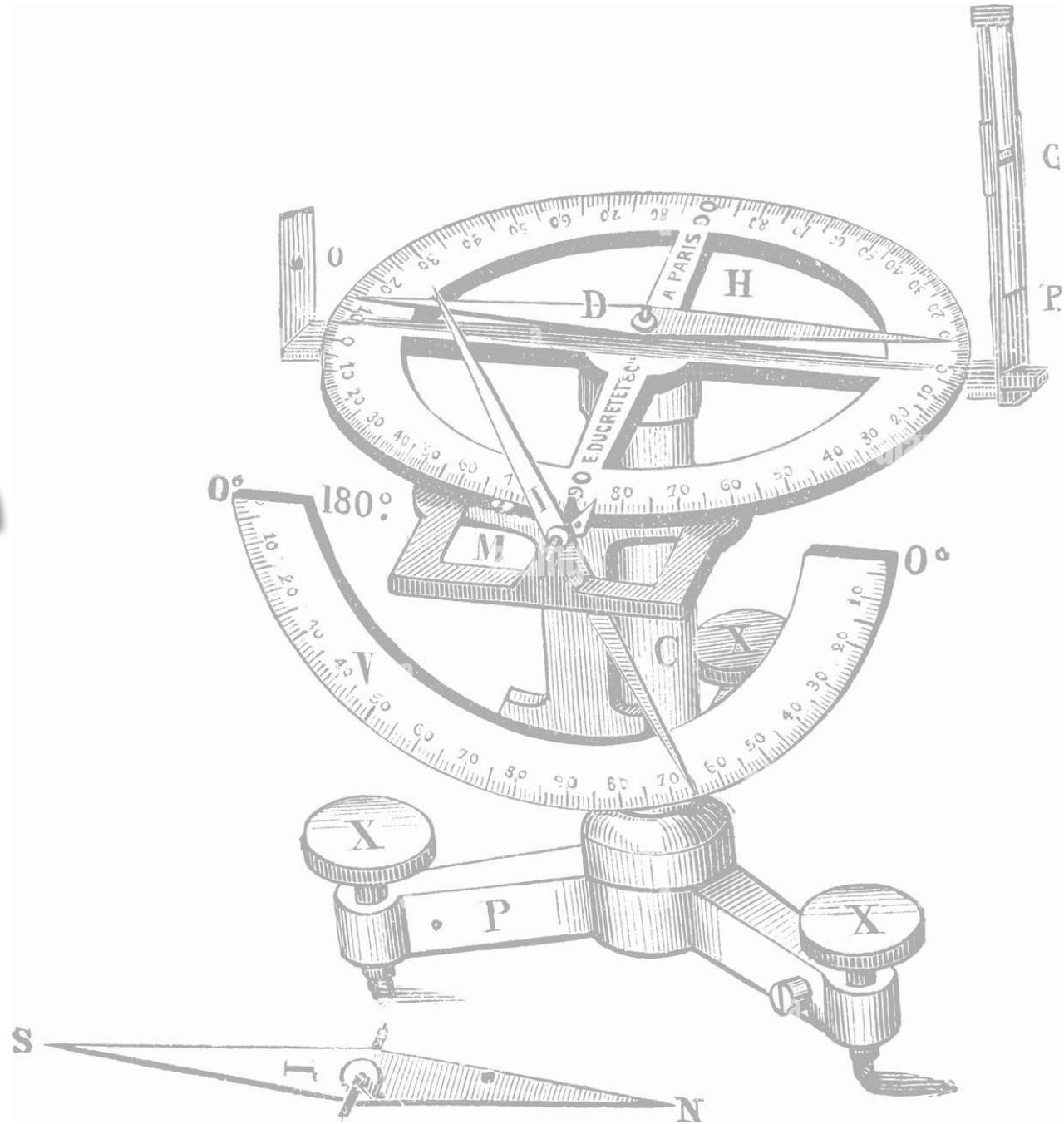
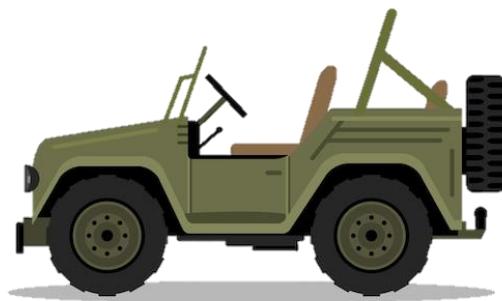
Put the most important information in the places where busy readers most likely expect to find it.



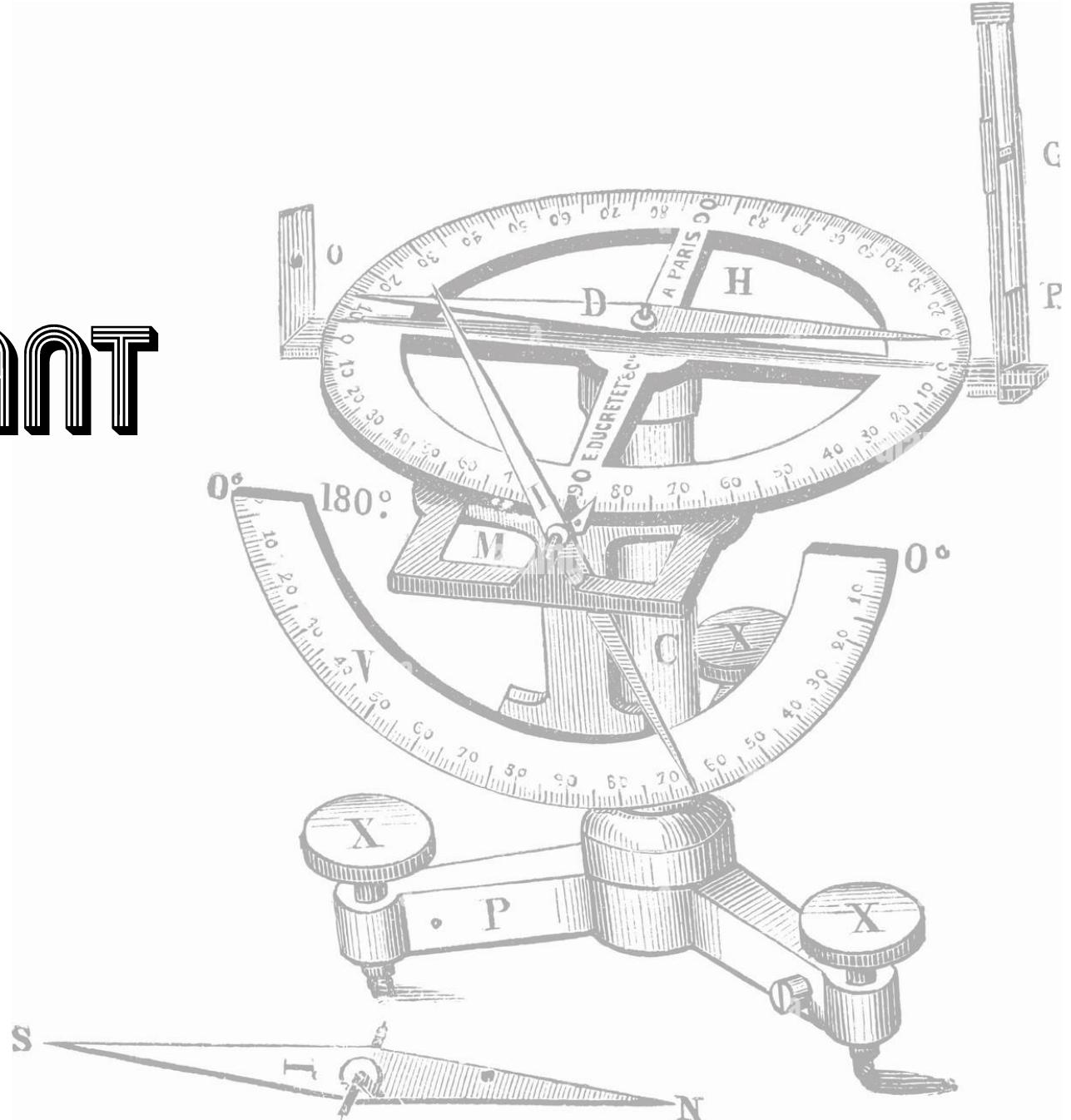
TL **DR**



BLUF



MOST IMPORTANT 7TH CENTURY INVENTION...

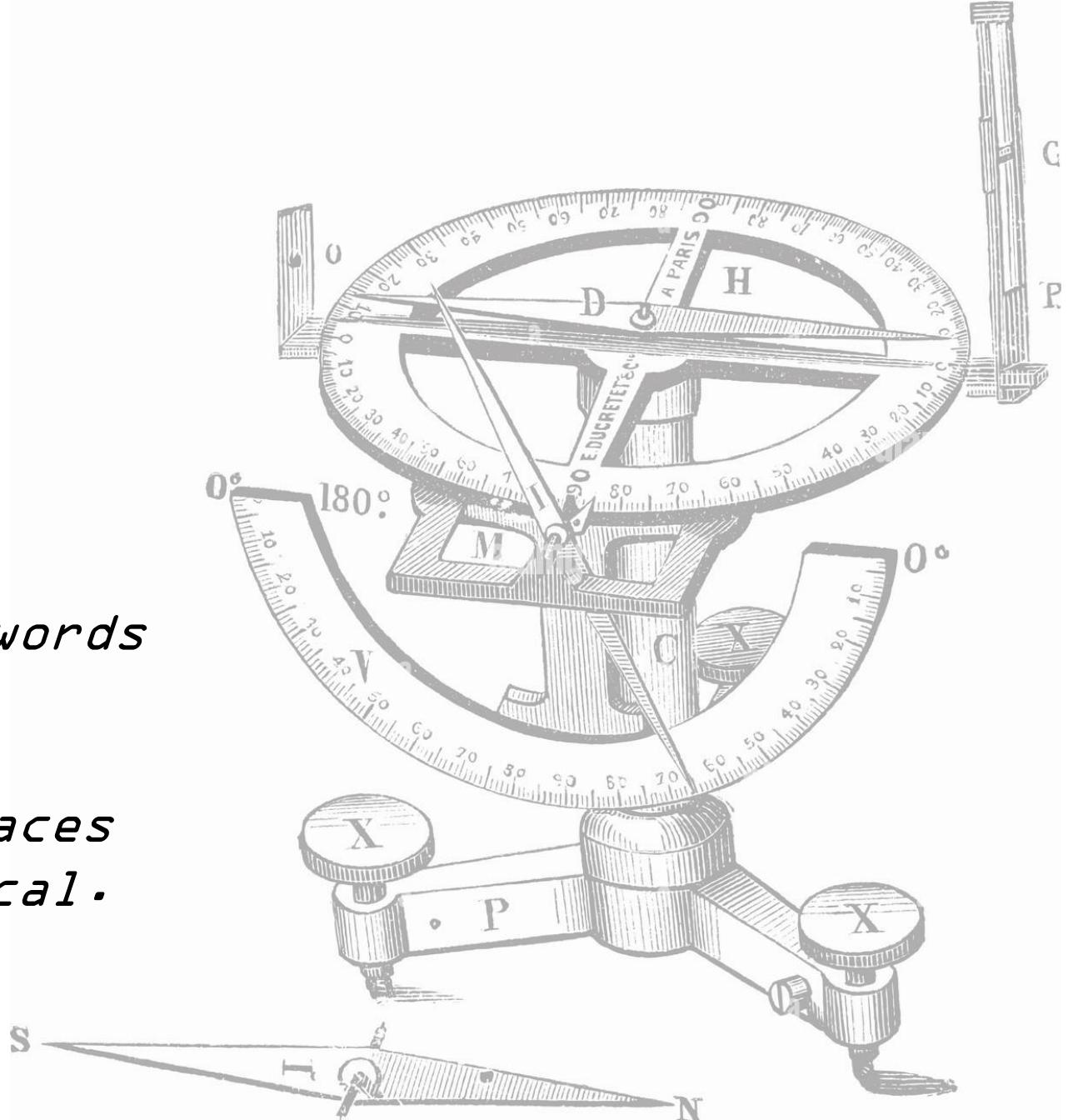


AERATED TEXT

Nonaerated:

Centuries later spaces between words became canonical.

Aerated: *Centuries later spaces between words became canonical.*





Hi Bart, sorry to interrupt your presentation.



No problem. How can I help?



Don't forget that this is a technical audience.
And that the main theme is Cloud and AI.



AI *makes things worse*

Welcome to CloudBrew 2023



To ● Wullems, Bart



di 14/11/2023 11:30

Hi Bart,

Welcome to CloudBrew and Belgium! We hope you will enjoy your stay with us.

We're looking forward to having you over!

Regards,

Welcome to CloudBrew 2024



To ● Wullems, Bart

Reply Reply All Forward

wo 13/11/2024 12:27

Dear Esteemed Speaker,

Allow me to extend a most cordial welcome to CloudBrew and the fair country of Belgium. It is my sincere hope that your sojourn among us will prove not only pleasant but also intellectually and culturally enriching.

We eagerly anticipate the privilege of your presence and look forward to the conversations and camaraderie that await.

With all best wishes for your continued success and well-being, I remain,
Yours faithfully and with the greatest respect,



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

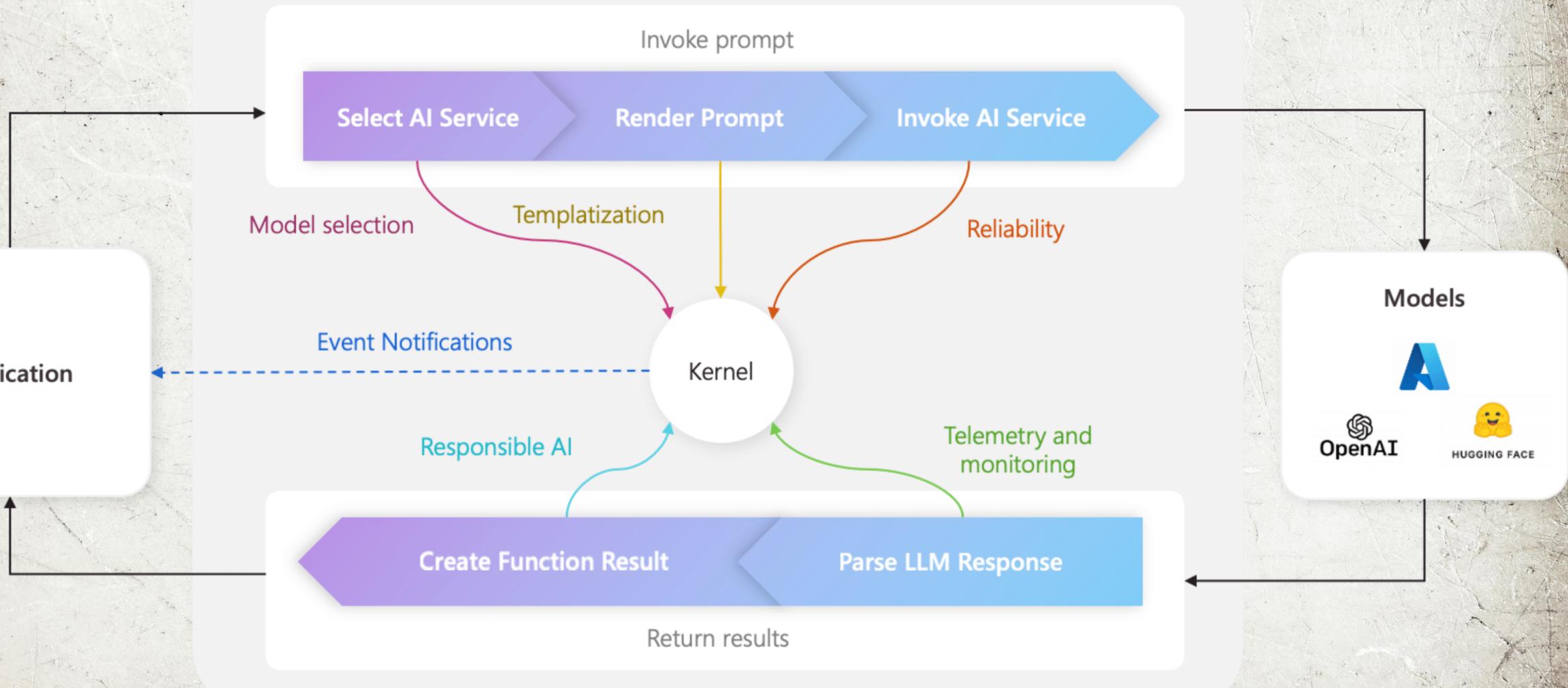


INGREDIENTS

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

And a dash of OpenUI

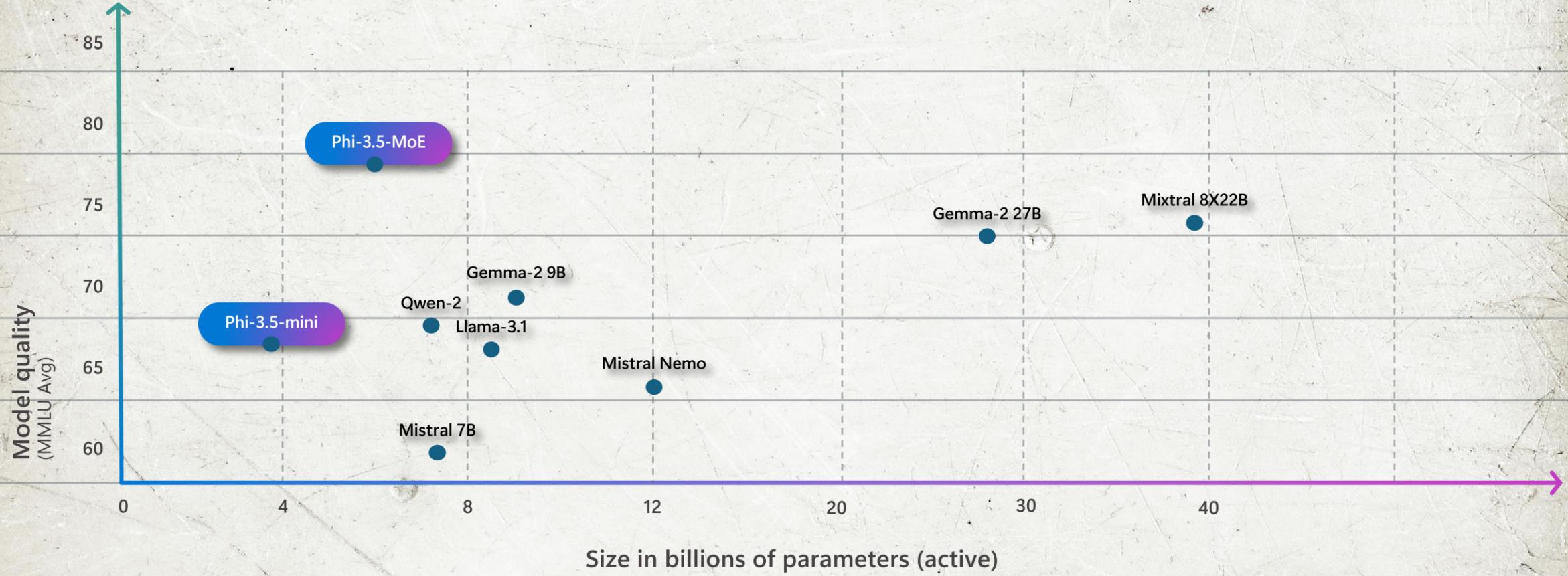
Semantic Kernel



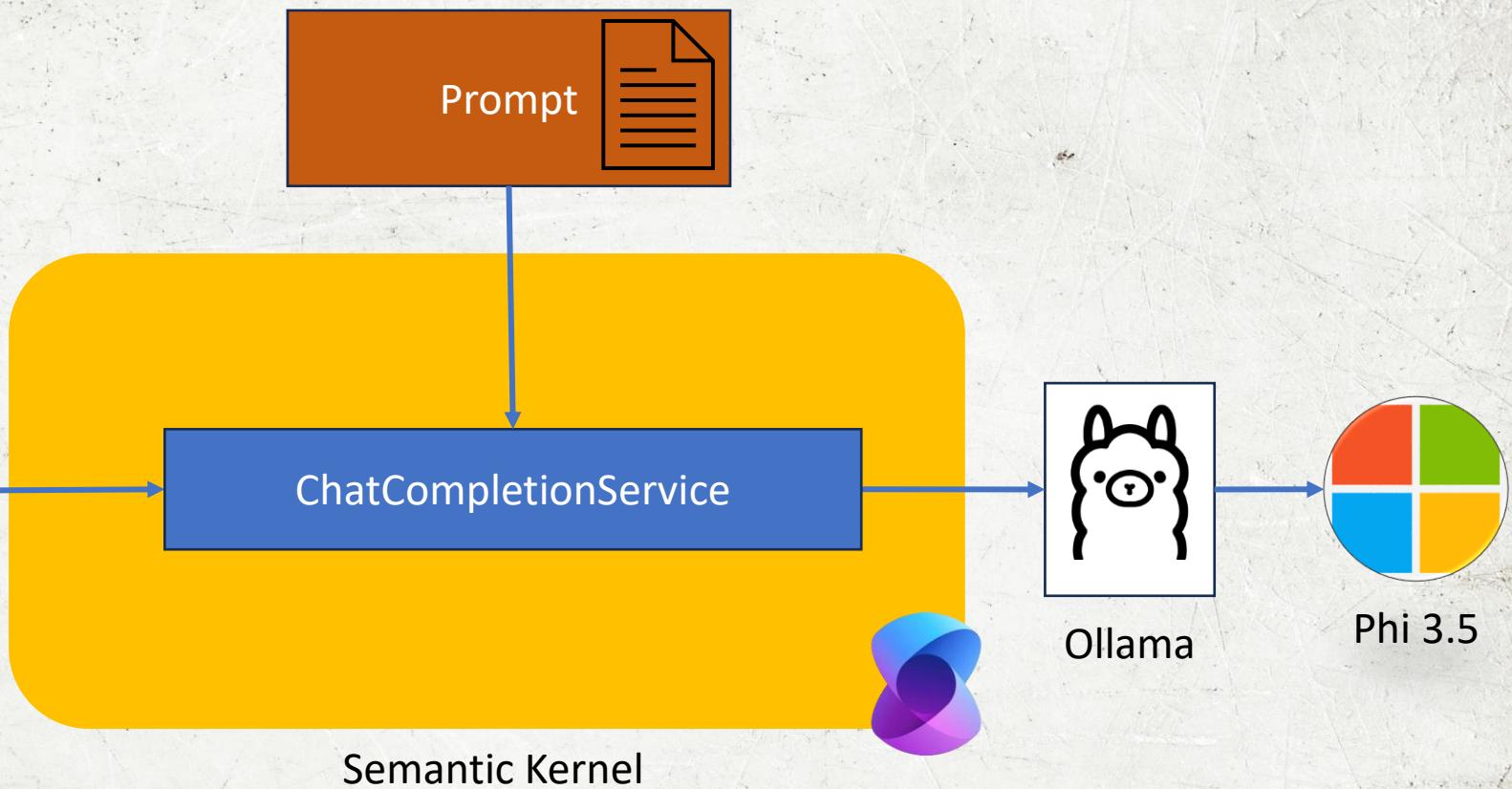
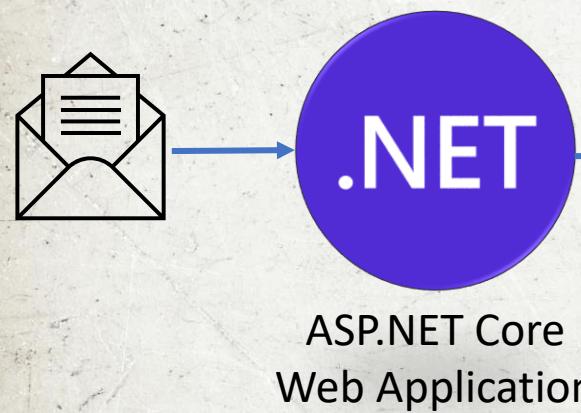


Get up and running with
large language models,
locally

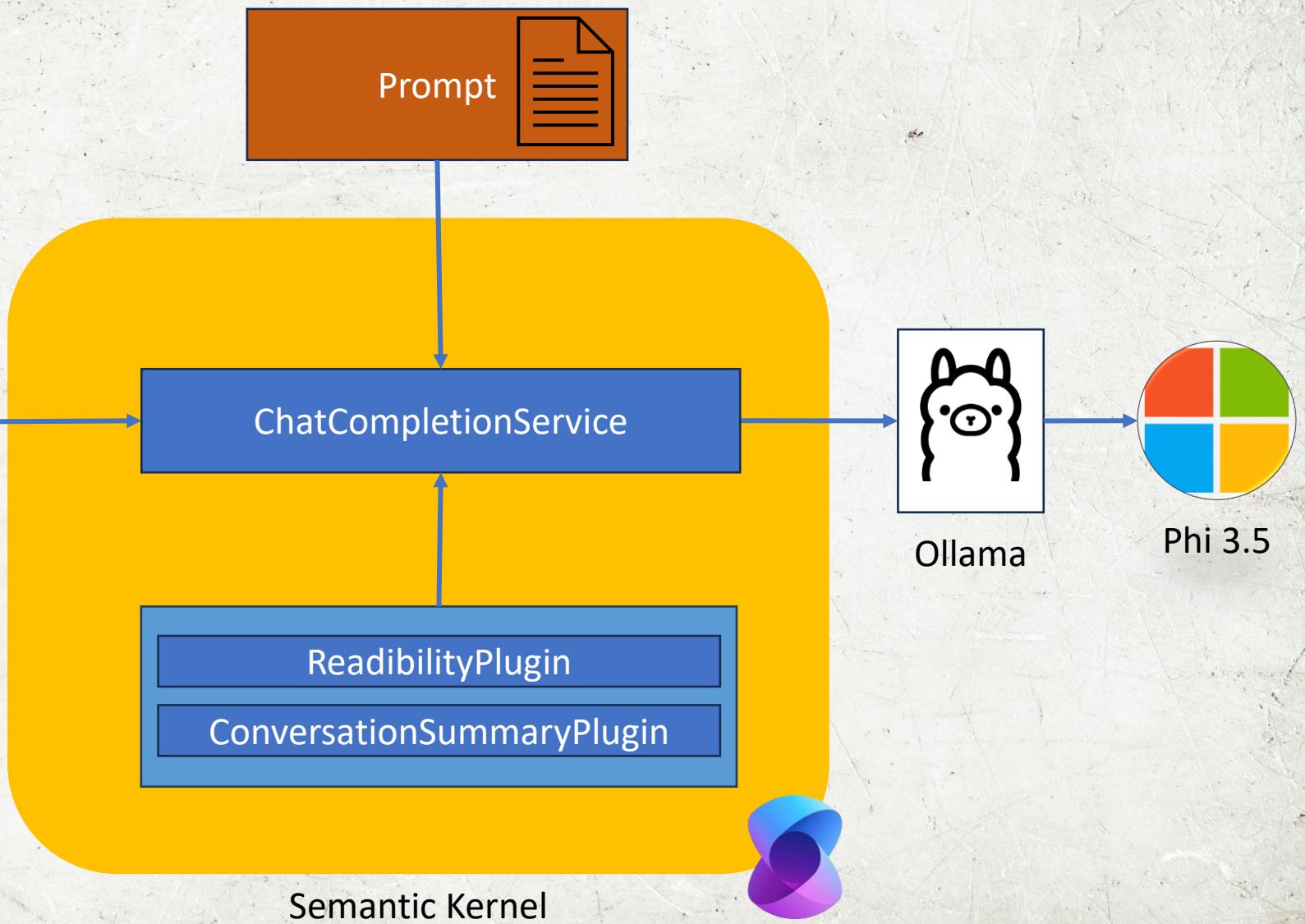
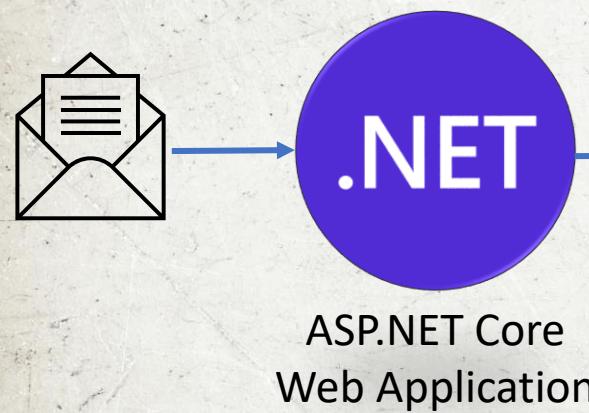
Phi-3.5 Quality vs Size in SLM



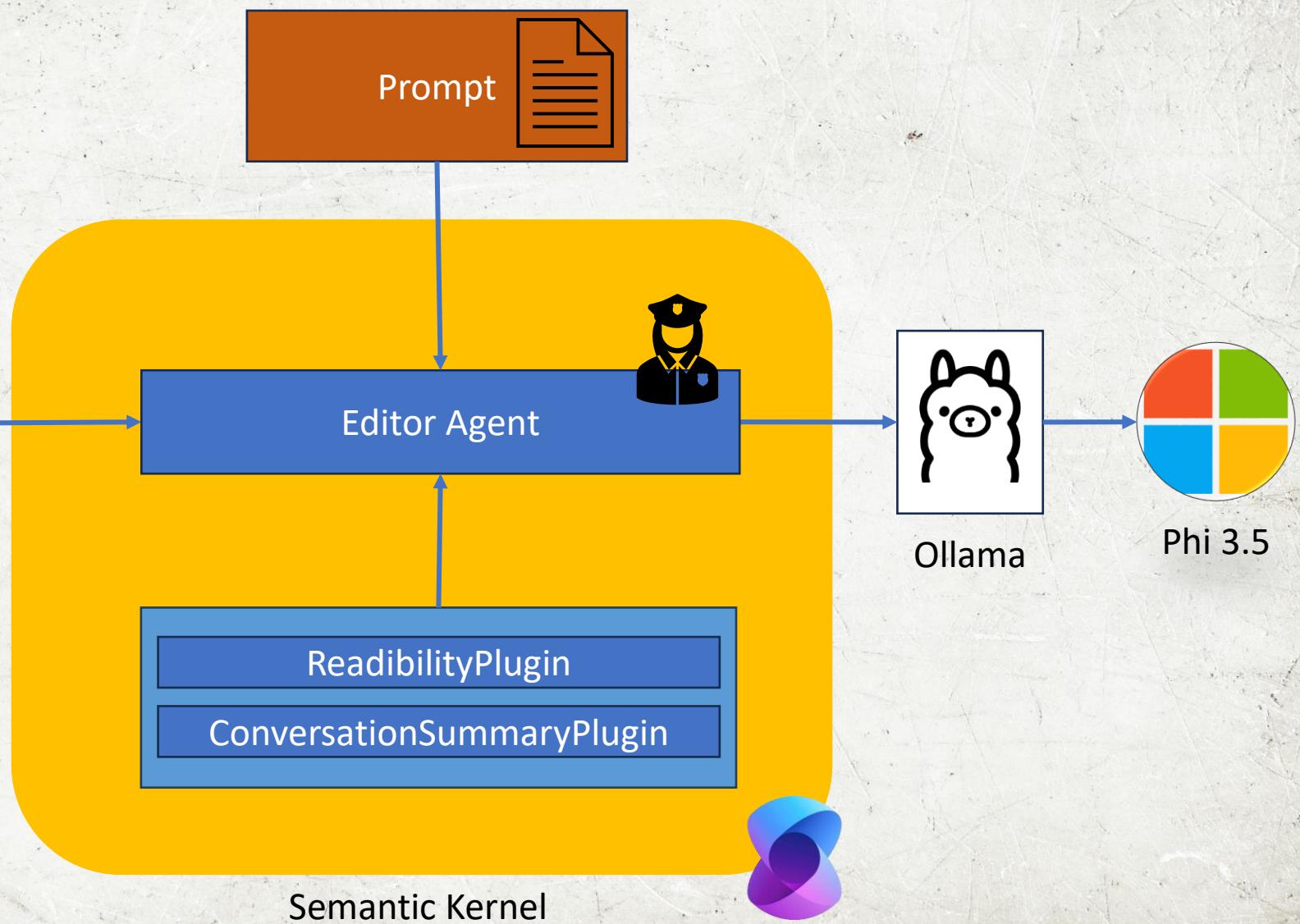
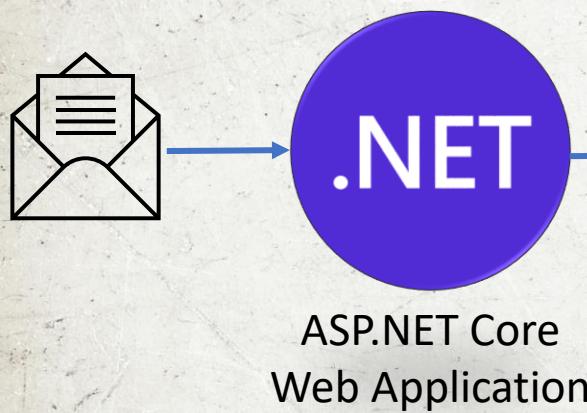
V 0.1



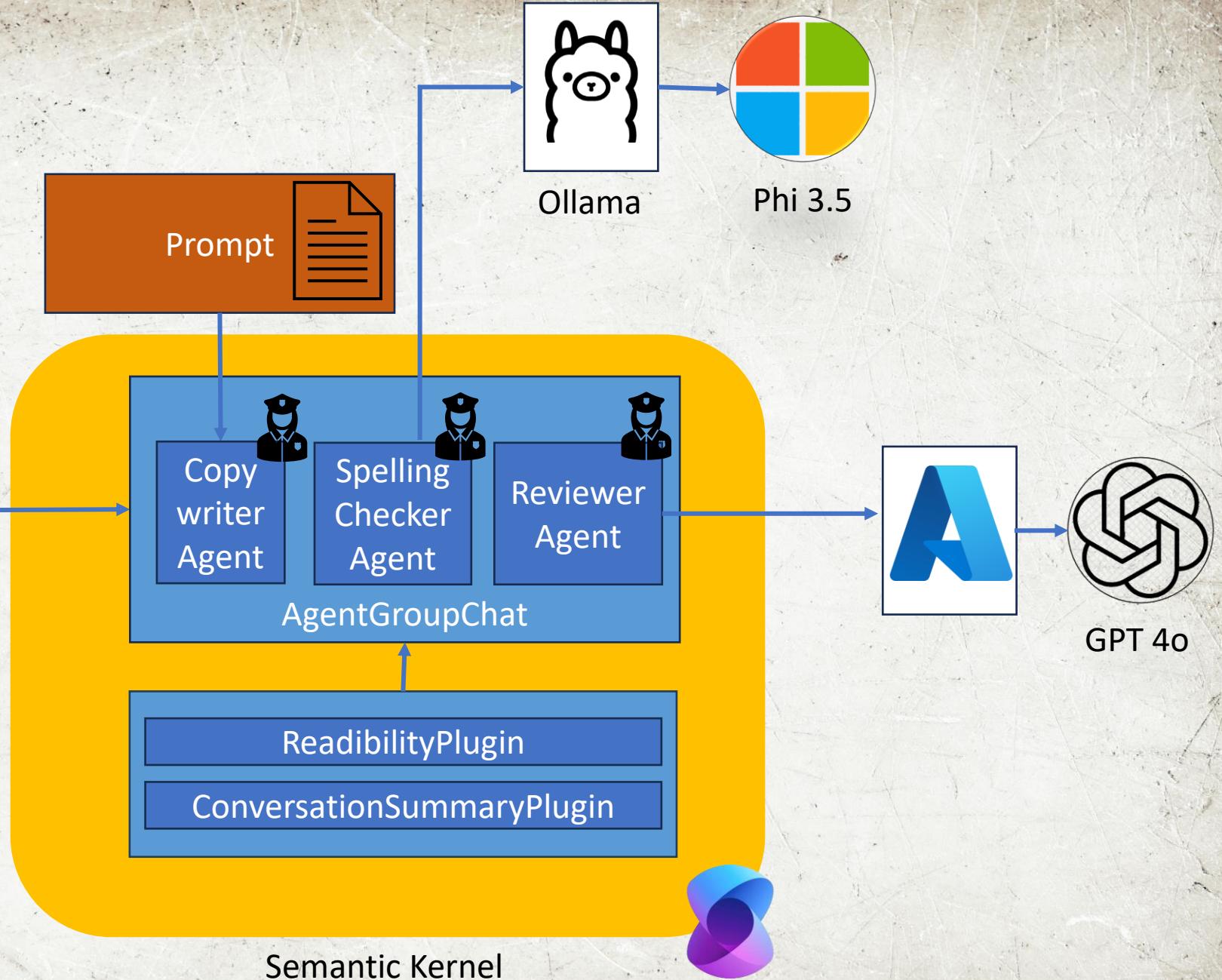
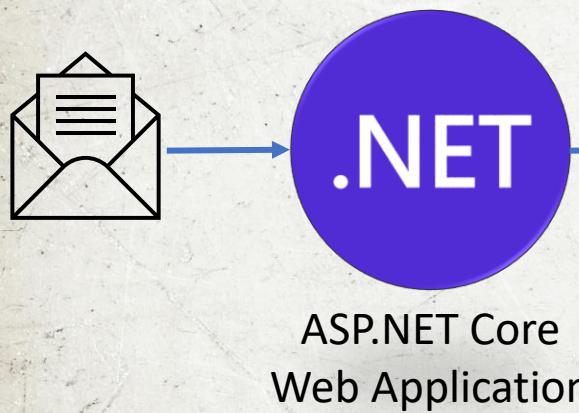
V 0.2



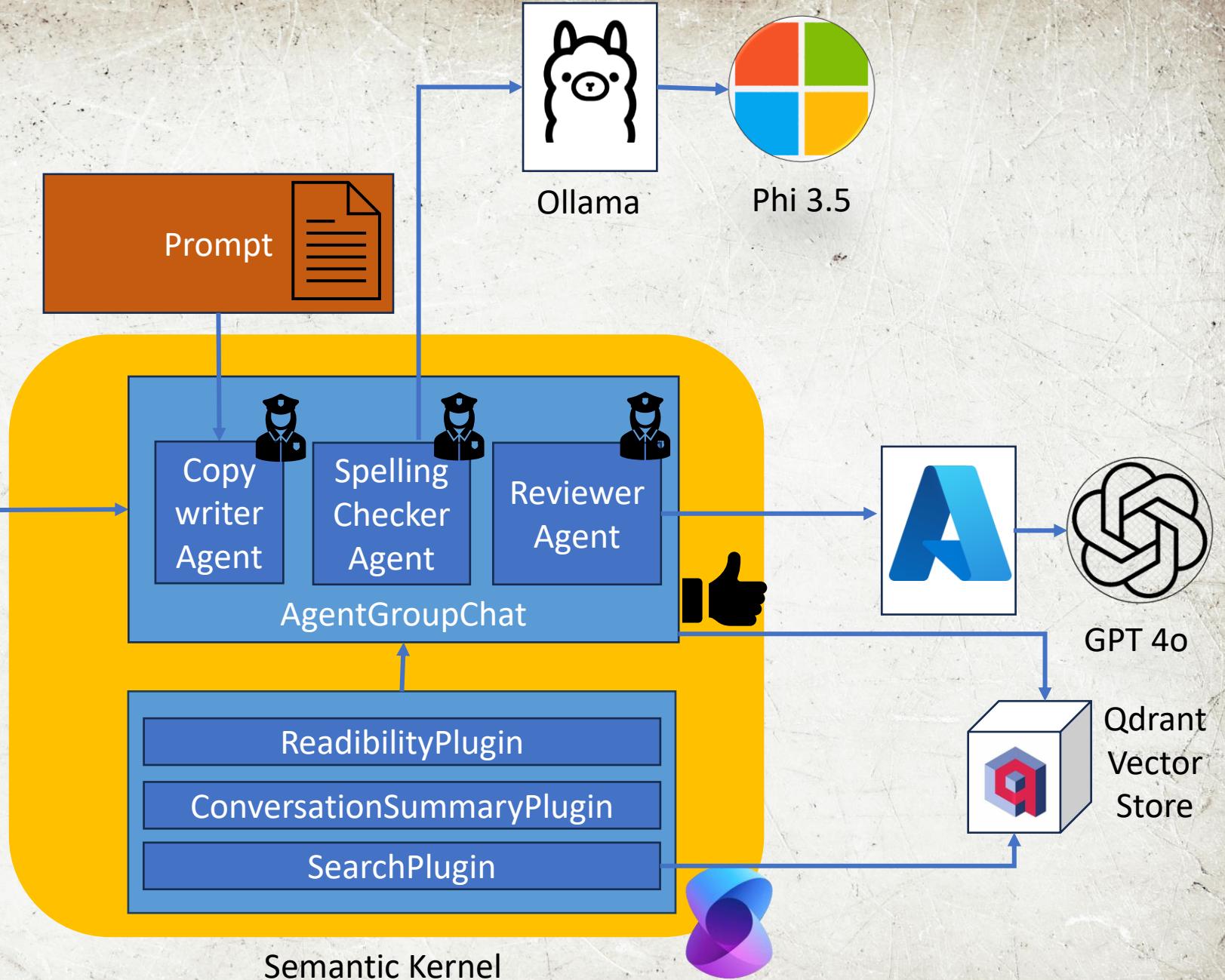
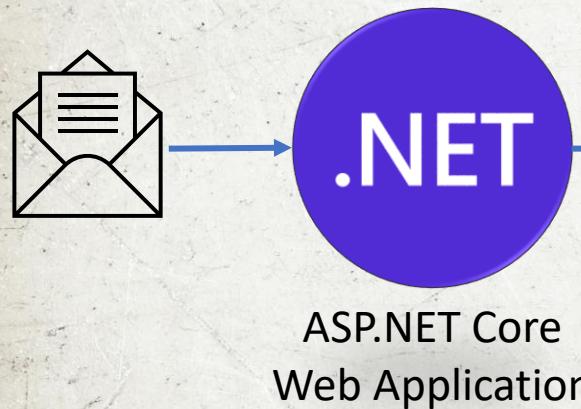
V 0.3



V 0.4



V 0.5



LET'S
TASTE



OTHER RECIPES



Menu ▾

Writing For Busy Readers

Buy the Book

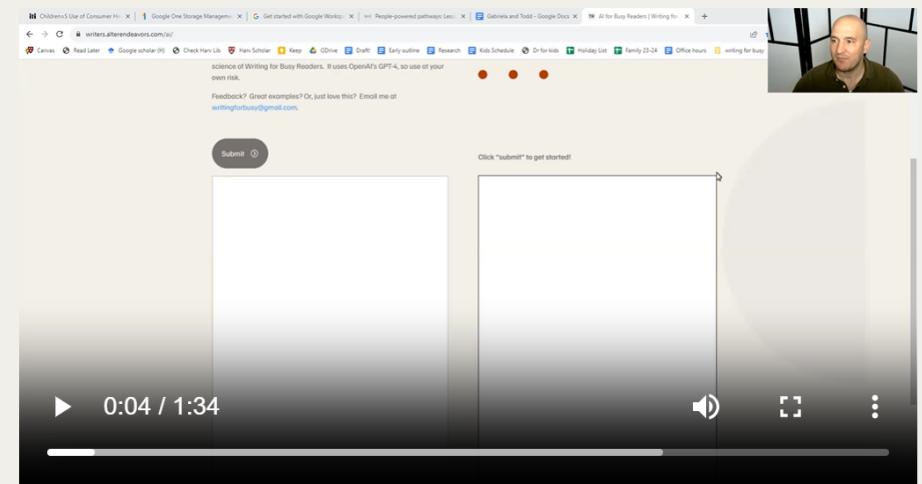
AI for Busy Readers

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 flawlessness.

• 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). It also includes 'Get Copilot agents' and 'Create an agent' options, and a 'Chats' section.

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



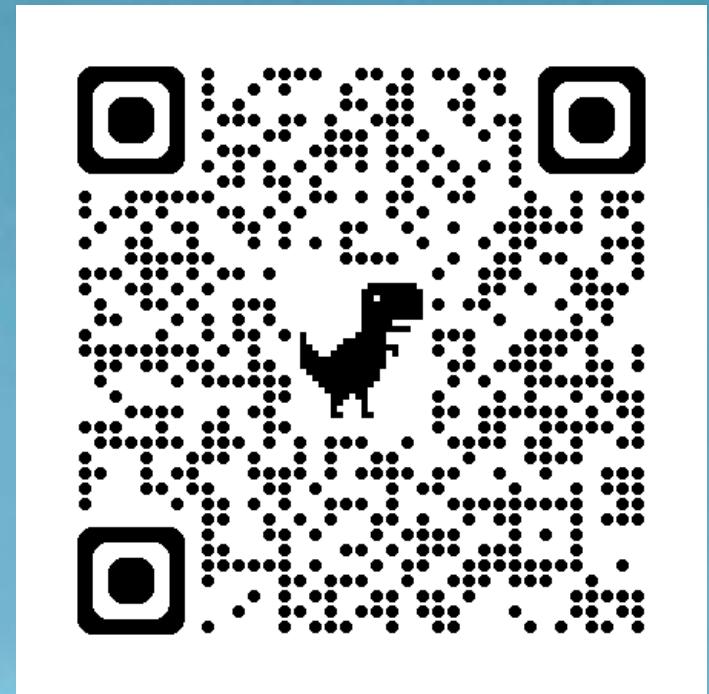
Conclusion





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

(Maybe) Mr. T.



<https://bartwullems.blogspot.com>

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

wullemsb@gmail.com