



WEBINAR SERIES

Crucial Skills for Crucial Times



Stress-Free Productivity During Times of Stress: Skills to Regain Control

with Justin Hale

**WAS SUPER
BUSY TODAY...**

***GOT
NOTHING
DONE.***



**Just wrote
a sticky
note ...**

***to read my
other sticky
notes.***



A man with short brown hair and a light beard, wearing a blue dress shirt and a striped tie, is shown from the chest up. He has a wide, joyful expression with his mouth open in a shout or laugh, and his eyes are squinted. His hands are clenched into fists, raised in a celebratory gesture. He appears to be sitting at a desk with a laptop, as the top edge of the laptop is visible in the bottom left corner. The background is a soft-focus indoor setting with greenery and light coming from a window.

**Had 999
unread
emails ...**

***cc'd myself
on my last
email to
get to 1000.
#winning***

- Busy, Not Productive
- Input Overload
- Stuff Falling Through the Cracks
- Overwhelmed
- Missing Commitments
- Unproductive
- Massive Backlog of Email
- Stressed Out
- Mental Clutter
- Lack of Focus on Work
- Thinking About Home at Work & Vice Versa



EDITORS' PICK | 110,246 views | Mar 14, 2020, 02:39pm EDT

Stop Trying to Be Productive

The internet wants you to believe you aren't doing enough with all that "extra time" you have now. But staying inside and attending to basic needs is plenty.



Raz Latif

Getting things done? It's okay not to be getting a pandemic.

WOTOBA

Search Stanford news...

HEALTH AND WELLNESS

How to deal with anxiety during the pandemic according to experts

Published Mon, Mar 23 2020-1:02 PM EDT • Updated Mon

Taylor Locke

The productivity pitfalls of working from home in the age of COVID-19

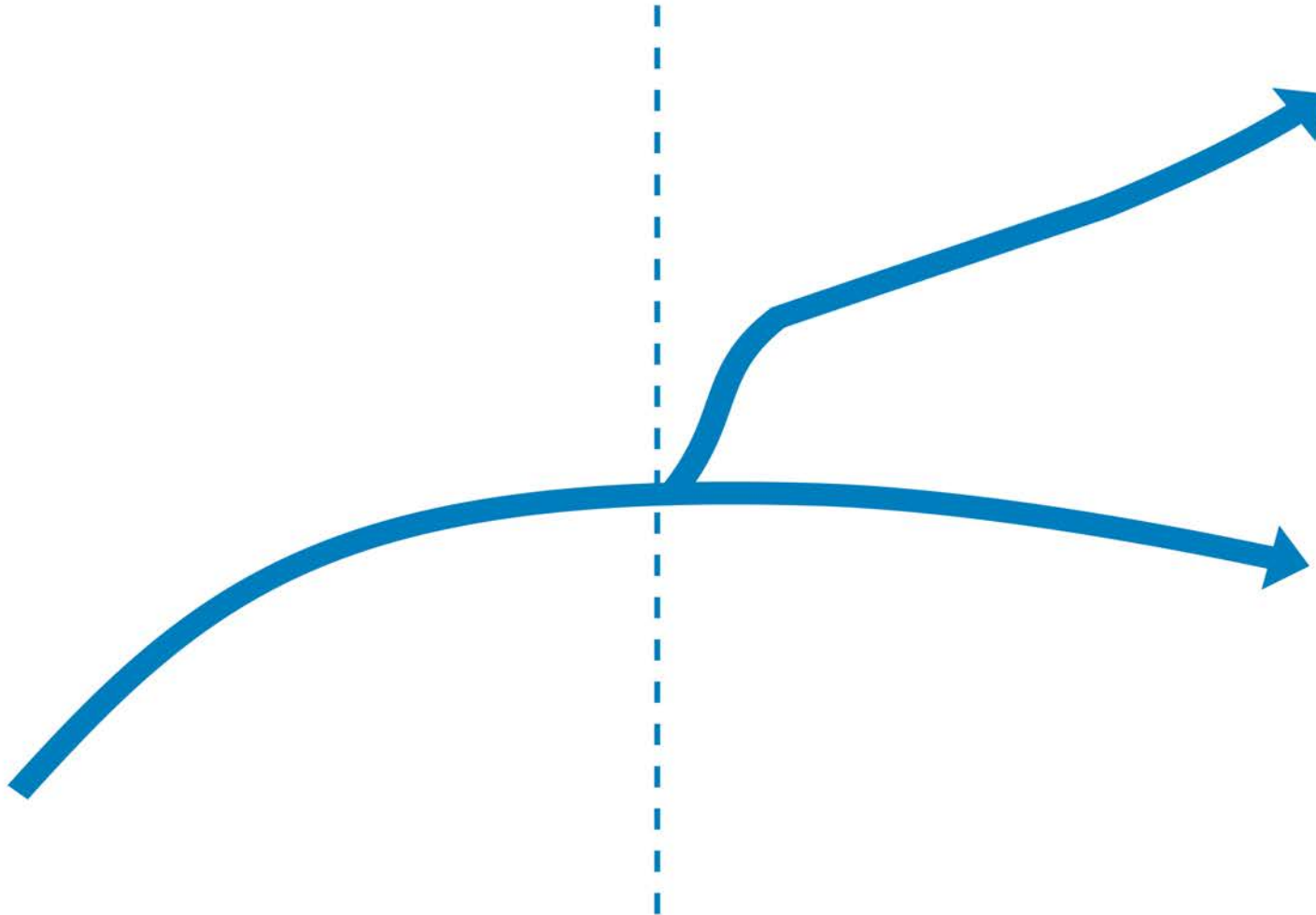
Nicholas Bloom is widely known for his research showing the benefits of working from home. But in the current coronavirus crisis, the economist fears productivity will plummet.

You are already 100% productive.
You are producing exactly what
you are experiencing—fatigue,
stress, overwhelm, etc. You can't
stop producing.

Improved productivity means being more selective about what you produce. Making choices about where to put creative production is key.

**Focus on producing those things
with as much **efficiency** as
possible.**

CRISIS



Threat-Adaptive Productivity Habits

Item Analysis

55x

less likely to say,

“I start projects that never get finished, even when others are relying on me.”

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less likely to say,

“I’m not truly present at home, because I’m thinking about work and wondering if there are other things I should be worrying about.”

Item Analysis

55x

less likely to say,

“I start projects that never get finished, even when others are relying on me.”

13x

less likely to say,

“I’m not truly present at home, because I’m thinking about work and wondering if there are other things I should be worrying about.”

18x

less likely to say,

“I often feel overwhelmed. I start to think of tasks looming over me and that are about to crash.”



Big Ideas

- 1. Stress: Capture Everything**
- 2. Motivation: Create Clarity**
- 3. Balance: Renegotiate or Say No**

Big Ideas

- 1. Stress:** Capture Everything
- 2. Motivation:** Create Clarity
- 3. Balance:** Renegotiate or Say No

(1) Which of the following are the most critical adaptations your company must make quickly? (Check all that apply)

Poll Results:

Reprioritizing spending/stopping and starting major projects	74%
Rethinking products and services	63%
Selling in new ways or to new customers	48%
New customer preferences or buying methods	43%
New supplier challenges	36%



Question:

“Which two things are you trying to decide between?”

Question:

“Which two things are you trying to decide between?”

Answer:

“Uhhh . . . I’m not sure.”

**You cannot
compare two
things you
cannot see.**



Me: “I don’t need to write it down; I’ll remember.”

Narrator: “She would not remember. In fact, she immediately forgot what ‘it’ even was.”

Reshared: Brains Anonymous The Page

Mind Sweep



Your
mind is for
having ideas,
not holding
them.®



Big Ideas

1. **Stress:** Capture Everything
2. **Motivation:** Create Clarity
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What do I do?

**You don't actually
DO
a project.**

What Is Wrong with This List?



“If you haven’t identified the next physical action required to kick start it, there will be a psychological gap every time you think about it even vaguely.”

DAVID ALLEN



Next Action

Definition: The next physical, visible activity that would be required to move the situation towards closure.

Next Action Verbs

Call . . .

Buy . . .

Read . . .

Print . . .

Take . . .

Load . . .

Draft . . .

Email . . .

Review . . .

Find . . .

Talk to . . .

Fill Out . . .

For Example

If you have this:

Meeting



Blog



Car



Process



Turn it into this:

Call to reserve conference room for Monday at 2 p.m.

Research current interest rates online

Call Pete's garage for pricing on brakes

Email meeting invite to London team

	A	B
1	MIND SWEEP	NEXT ACTION
2	Preschool registration for Simon	Register Simon for fall class on preschool website by Jun 1
3	Dad's estate	Text Amy to get the contact info for that tax attorney
4	Publisher re: bulk digital	Email Sanjiv and ask his experience with bulk orders and suggested next steps
5	KPIs	Email Sara my KPIs by May 1 and confirm I'm good to go
6	Expense report	Submit receipts from Oakland trip in Concur site
7	Walton contract	Send meeting invite to legal team to discuss Walton contrast status
8	HBR article	Read Joseph's recent article about transparent cultures
9	Light	Buy 3 new lightbulbs at store
10	Tradeshow prep	Call Amir to see if he has any final questions about the tradeshow booth
11		
12		

**When you find yourself complaining,
try asking, “So what’s the next action?”**

**We tend to complain about something
we assume could be better than it currently
is. The question forces the issue. If it can
be changed, there’s some action
that will change it.**

**There are no problems,
only projects.**

Big Ideas

1. **Stress:** Capture Everything
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**If you
actually
know what
you're
committed
to, you'll
commit
to less.**

DO

DECLINE

RENEGOTIATE

	A	B	C	D	E
1	MIND SWEEP	NEXT ACTION	DO?	DECLINE?	RENEGOTIATE?
2	Preschool registration for Simon	Register Simon for fall class on preschool website by Jun 1			
3	Dad's estate	Text Amy to get the contact info for that tax attorney			
4	Publisher re: bulk digital	Email Sanjiv and ask his experience with bulk orders and suggested next steps			
5	KPIs	Email Sara my KPIs by May 1 and confirm I'm good to go			
6	Expense report	Submit receipts from Oakland trip in Concur site			
7	Walton contract	Send meeting invite to legal team to discuss Walton contrast status			
8	HBR article	Read Joseph's recent article about transparent cultures			
9	Light	Buy 3 new lightbulbs at store			
10	Tradeshow prep	Call Amir to see if he has any final questions about the tradeshow booth			
11					
12					

Take the Challenge!



gtd
GETTING THINGS DONE

Overcome Overwhelm Worksheet

Part 1 Instructions

1. Write down all the things that currently have your attention and are overwhelming you (to-dos, errands, projects, personal, professional, etc.)—capture one item per line below.

2. Evaluate each individual item considering your current bandwidth (time, energy, resources)—should you **DO** it, **DECLINE** it, or **RENEGOTIATE** it?



_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate
_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate
_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate
_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate
_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate
_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate
_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate
_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate
_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate
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_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate
_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate
_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate
_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate
_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate
_____	<input type="checkbox"/> Do	<input type="checkbox"/> Decline	<input type="checkbox"/> Renegotiate

Part 2 Instructions

Looking at the whole list of commitments you've captured and the decisions you've made about each, consider the following:

1. Is there a balance, in terms of the number of items you decided to **DO**, **DECLINE** or **RENEGOTIATE**?
2. If you have too many items that you said you want to "DO," which should you consider declining or renegotiating?
3. For items you need to decline or renegotiate, prepare and hold the conversation.

Attend GTD training to learn how to take control of your commitments and achieve stress-free productivity. Visit www.vitalsmarts.com/gtd

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Big Ideas

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- 2. Motivation: Create Clarity**
- 3. Balance: Renegotiate or Say No**

Best Practices:

Capture: Collect everything that owns a piece of you.

Clarify: Decide what your stuff means to you.

Organize: Park your stuff to make doing easier.

Reflect & Engage: Pause to reflect before you engage.

Renew through Review: Review weekly to get perspective.





ONE Productive Minute

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Q&A