

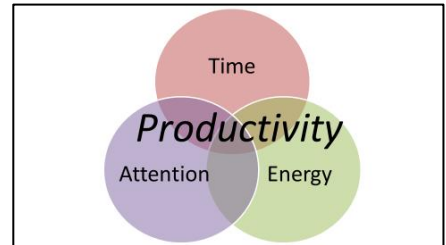
Mike's Self-Indulgent Ideas for Productivity Resources

Read these blog posts, articles, and books:

- Sitting is the New Smoking: <http://www.runnersworld.com/health/sitting-is-the-new-smoking-even-for-runners>
- Minimizing Distractions: <http://www.mindtools.com/pages/article/distractions.htm>
- Chris Bailey's A Life of Productivity <http://alifeofproductivity.com/> and his book *The Productivity Project*.
- Lifehacker – lots of random tips and tricks: <http://lifehacker.com/>
- The National Sleep Foundation – a ton of great resources: <http://sleepfoundation.org/>
- Gretchen Rubin on habits: <http://www.gretchenrubin.com/> and her book *Better than Before*
- A detailed article on Yesterbox concept: <http://www.yesterbox.com/#sthash.JiIOckNI>
- *Essentialism: The Disciplined Pursuit of Less* by Greg McKeown: <https://gregmckeown.com/book/>

Listen to these podcasts (all in iTunes):

- **The School Leadership Show** - <http://schoolleadershipshow.com/>
- The Tim Ferriss Show
- Erik Fisher's Beyond the To Do List
- Mike Vardy's Productivityist
- The 5 AM Miracle with Jeff Sanders
- The Productivity Show
- Chris Bailey's Becoming Better



Watch These TED Talks/Videos

- Chris Bailey's A Year of Productivity: <https://www.youtube.com/watch?v=8yh1u5AsFU4>
- Jason Fried's TED talk on why we can't get work done at work: http://www.ted.com/playlists/60/work_smarter
- Shawn Achor on the happy secret to better work (very funny): http://www.ted.com/talks/shawn_achor_the_happy_secret_to_better_work?language=en
- Nilofer Merchant's TED talk on the power of walking meetings: http://www.ted.com/talks/nilofer_merchant_got_a_meeting_take_a_walk
- David Grady's TED talk on the global problem of meetings: http://www.ted.com/playlists/60/work_smarter
- Patrick Lencioni on effective meetings: <https://www.youtube.com/watch?v=WtrwRaLd5sM>

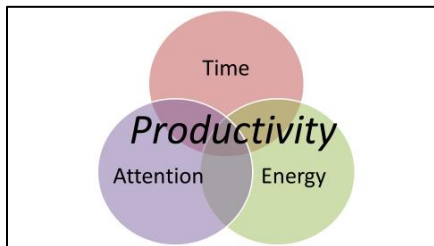


Productivity = Time + Energy + Attention

What is one thing you wish you could do more of **at work**?

-
- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.

Notes



Big ideas

- “Automate”
- Batch
- Focus
- Set yourself up for success
- Think about “future you”

It’s all about habits.

A photograph of a compact fluorescent lightbulb (CFL) with its base visible.

How do you...

- Maximize your energy?
 - Take care of your body.
- Increase your time?
 - Stop doing things you shouldn’t be doing?
 - Be more efficient with the stuff you have to do.
- Improve your attention/focus?
 - Reduce or eliminate distractions.

1.

2.

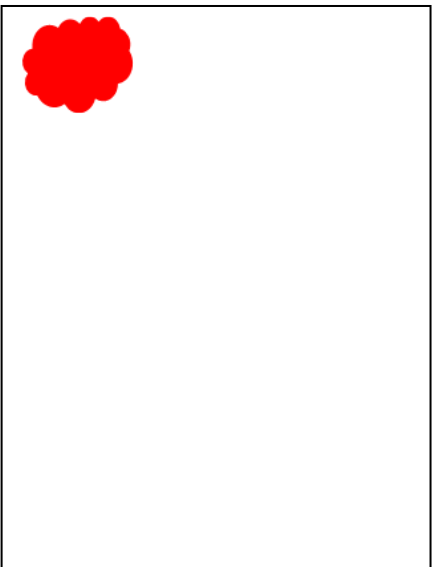
What’s wrong with this person?

- Headache
- Difficulty concentrating
- Impaired short-term memory skills
- Fatigue
- Sluggishness
- Confusion
- Anxiety
- Weakness
- Dizziness, fainting
- Heart palpitations
- Increased thirst
- Dry mouth and swollen tongue
- Inability to sweat
- Decreased urine output

“ **Sitting time** is emerging as a **strong** candidate for being a **cancer risk** factor in its own right... Emerging evidence suggests that the longer you sit, the higher your risk. It also seems that **exercising won't compensate for too much sitting.**

(Neville Owen, Ph.D., Behavioral Epidemiology Laboratory at Australia's Baker (DI) Heart and Diabetes Institute)

3.



4.



What improves sleep?

- Sound, light, temperature
- Schedule it
- No screens 1 hour before
- Reduce caffeine (☹)
- Reduce alcohol (☹☹)
- A pre-bed snack (2 T almond/peanut butter)
- Learn more: sleep.org/
- Track it...

5.

6.

Big rocks in first...

- Arrival
- Go home
- Lunch
- Daily meetings
- Time in classrooms
- Recurring meetings
- Exercise, etc.

On average, what do office workers spend 3.2 hours per day doing?

40% of the work day

(Adobe, 2015)

7.

1.	2.
3.	4.
5.	6.
7.	



8. Single-task.



8.

9.



10.

Microbreaks

- 20-20-20
- Hydrate
- Move
- 5 min. walk/hour
- Office Yoga
- Push-ups



Reinforced...

Skeptical...

11.

