



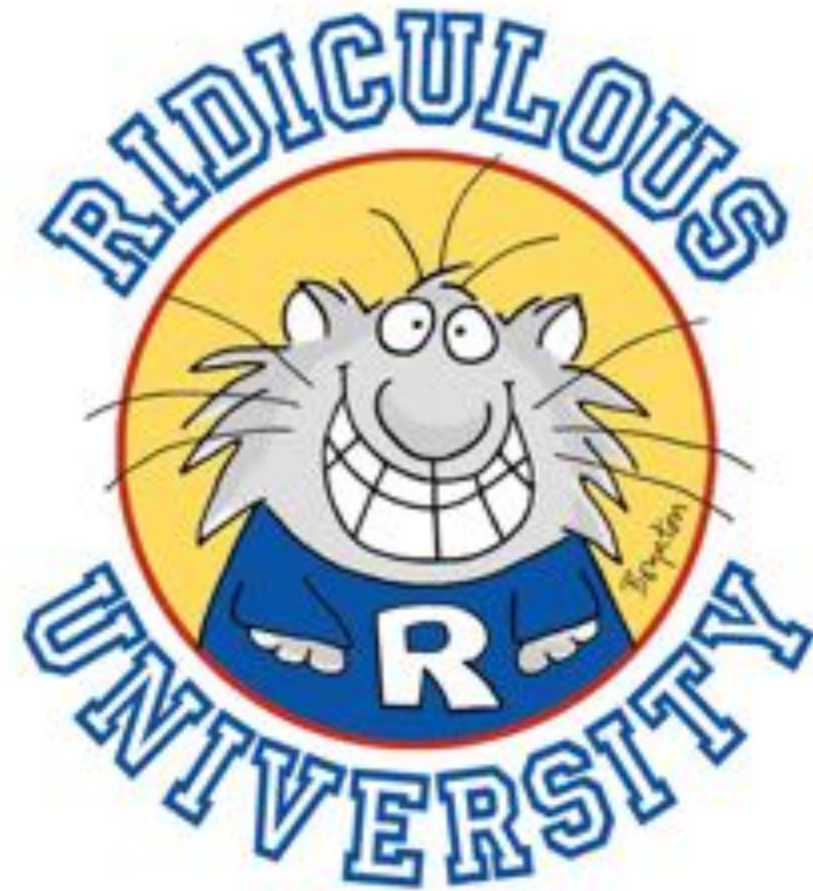
Getting Stuff Done

UUFSD Leadership Development Team

Lisa Shaffer

Sept. 18, 2018

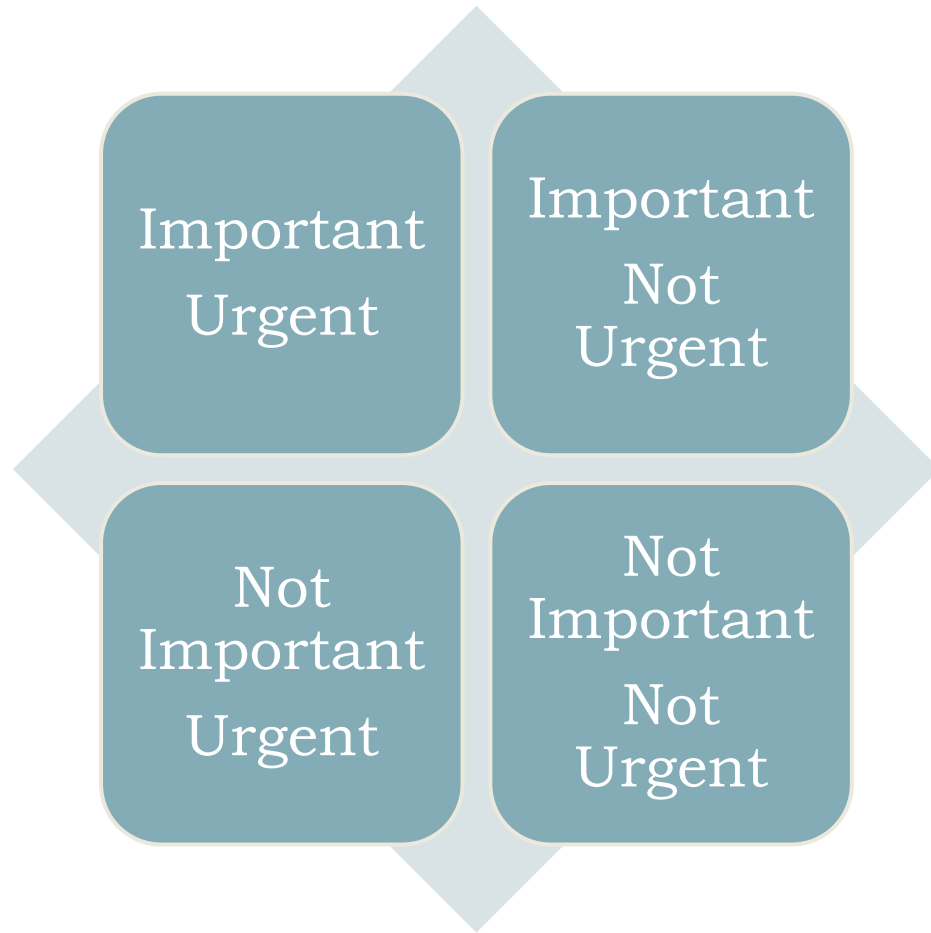




**VARSITY
PROCRASTINATION SQUAD**



**There are no magic answers
but there are good questions ...**

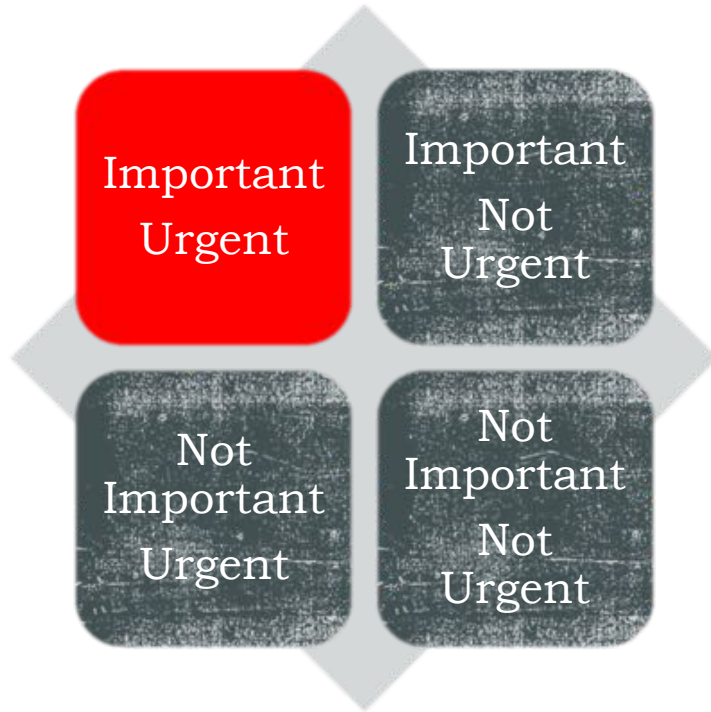


***What do you want
to get done?***

Why?



Top priority - if it's really urgent and important



Pay the rent
Fix a leaking roof

What's keeping you from doing it?
What are your "big assumptions?"

Can you break it down into
smaller pieces and take the first
step?

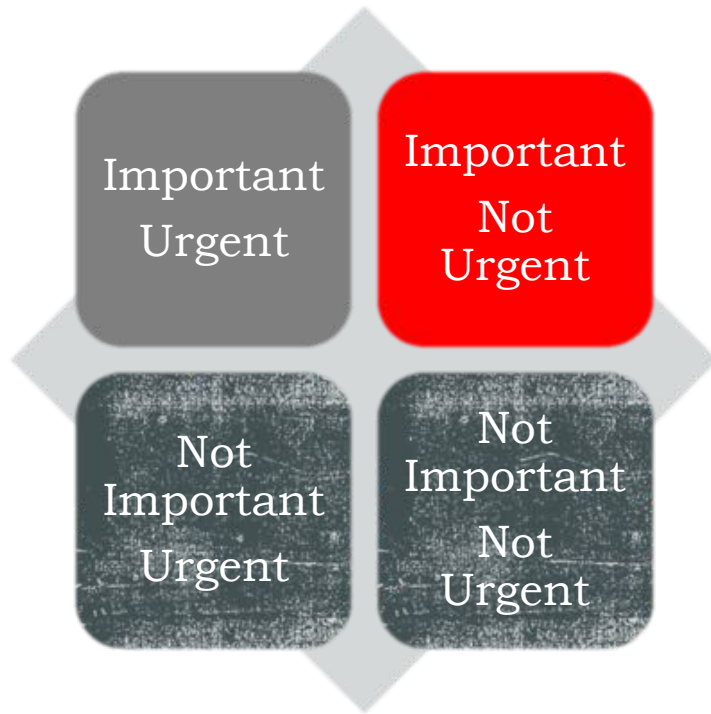
Who can help you?

Who/what might interfere?

What are the consequences if you
don't do it?



Do it before it becomes urgent



What is a realistic timeline? What would move it to Urgent?

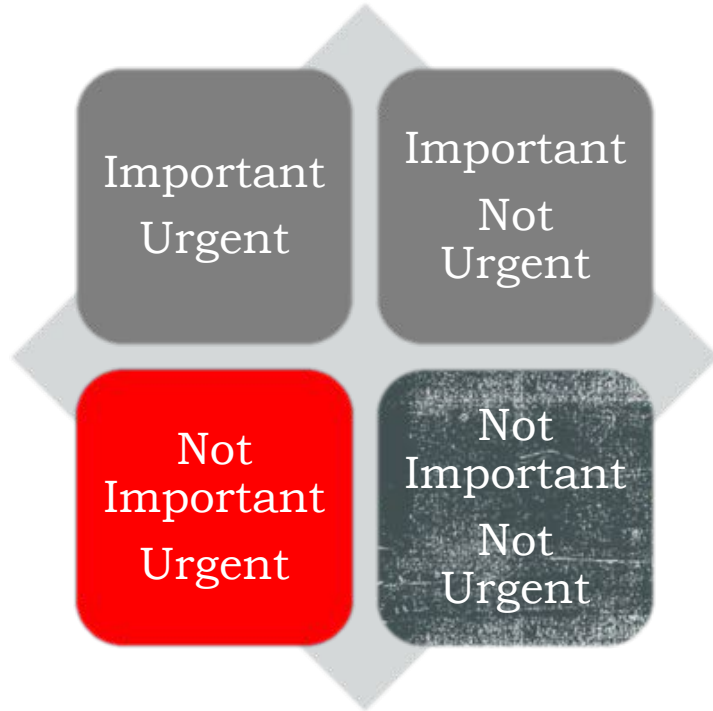
Can you put it on your to-do list with a specific date?

Can you work on it incrementally?

Update your will
Routine service for car
Visit your parents/kids



Is it a good use of your time?

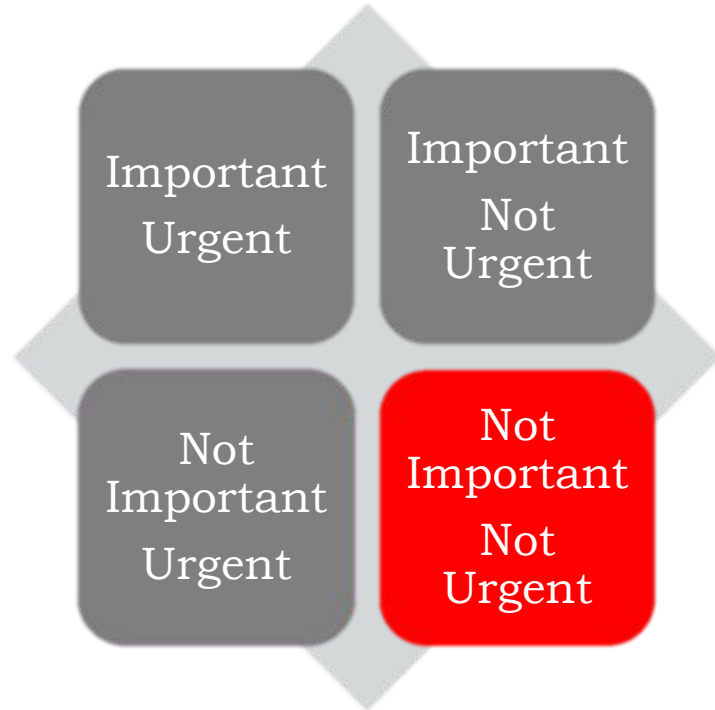


Can someone else do it?

- Pick someone up at the airport (maybe)
- Mowing the grass
- Making fancy cupcakes for school event



Does this need to be on your to-do list?



Ironing

Alphabetizing the spice drawer

Playing video games

Following celebrities on Twitter





**I have a hard
time with
important but
not urgent**



Do you have the right to-do list?



- Understand **WHAT** really needs to be done
 - Think hard about **WHY** you are doing it - what do you get from completing the task; what do you get from not completing it?
- Be realistic about **WHEN** it needs to be done.
- Quick and easy things - do them right away.
 - Pick up a spill, throw away junk mail, hang up your clothes, put your dirty dishes in the dishwasher or wash them.



To change your habits



- **1. Trust the small increments.** You can't expect to change years of working habits overnight. Small changes in how you work can gradually add up to big changes in productivity. Try one tip to start, and keep adding more as you find the strategies that work best for you.
- **2. Be accountable.** Whether it's weekly check-ins with a co-worker or setting your own deadlines and announcing them to others, having to answer to someone else can often force you to get the job done.
- **3. Forgive yourself.** You are human: Accept that you are sometimes going to slip up, become distracted and have a bad day. It's more important to move on than to dwell on your mistakes.



STAY ON TRACK



- **To-do lists work** to keep you accountable if you use them effectively.
- **Before you leave work for the day, make a list of things you would like to accomplish the following day.** On a separate list add any personal errands that need to be done that day. Be realistic about what you can accomplish, and resist the urge to make a to-do list for the whole week, which can leave you feeling stressed and overwhelmed.
- **Make the items on your to-do list specific, realistic and simple** — don't secretly pack eight or 10 tasks inside one huge item, like "finish project." Instead, break your project into small, discrete components.



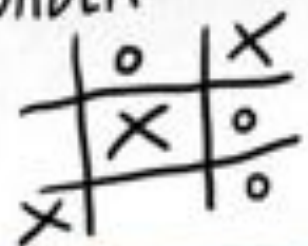
GOOD TO DO LIST

- EMAIL ADVERT. CLIENT.
- SKED MEETING W/ CLIENT
- RESEARCH FOR MON. PRESENTATION
- CALL BOSS RE NEW PROJ.
- PROOF PRESENTATION SLIDES
- TALK TO DESIGN ABOUT PRESENTATION
- PICK UP DRY CLEANING

BAD TO DO LIST

- CLEAR INBOX
- FINISH PRESENTATION
- NEED 3 NEW PROJECT IDEAS
- PLAN WEDDING
- GET LIFE IN ORDER

lll



Dealing with email

- **Set aside dedicated times every day to process email.** This could be a few times a day or five minutes every hour. Give email your undivided attention when you're working on it.
- **Divide email into groups:** those requiring quick responses and those needing thoughtful ones. If you can dispense with an email in two minutes, do it now; if not, do it later at a scheduled time. If emails are going to require a few days of thought, buy yourself some time by acknowledging receipt that day and saying you will respond later. Make it a point to follow through.
- **Try to identify the emails you are actively avoiding.** Often there is an emotional component to emails you avoid. Instead of procrastinating on replying, you will likely save time by responding in person or on the phone, where your tone and personality will come through more readily, rather than trying to write the perfect diplomatic response in an email.
- **Turn off notifications.** Almost anything can wait for 20 minutes. So, turn off your email notifications for 20 to 30 minutes when you need to focus on something else.



Moving too fast can be dangerous

- Some tasks take time and reflection
 - Emotional emails
 - Complex projects
- For email, acknowledge receipt, and give an estimated time when you'll respond, possibly NOT by email
- For a complex project, let the boss know you're working on it; set a deadline; start by breaking it down into smaller tasks you can do with confidence.
- Write down everything so you don't forget.



You can't eat an elephant in one bite



Lisa's Life Lessons - what I get done & why

- Go to work
 - I like to earn money
- Prepare meals
 - I like to eat & I'm cheap
- Pay bills the day they arrive
 - It won't be easier or cheaper if I wait - risk forgetting or losing
- Wash dishes right after the meal
 - I don't want to see dirty dishes at breakfast
- Write thank-you notes as soon as an event/gift happens
 - I like getting more gifts
- Fold clothes when they're done drying
 - I hate to iron



Stuff I don't get done and why

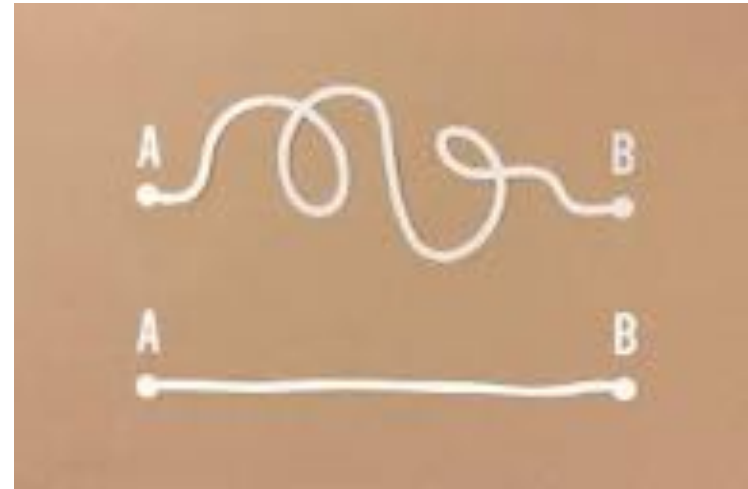
- Maintain up-to-date list of passwords, accounts, and other important papers for my trustee/executor
 - I don't like to think about dying; it's a lot of work
- Fire emergency evacuation kit
 - I don't like to think about evacuating; it's a lot of work
- Filing
 - No urgent need; it's boring

No immediate consequences; haven't had personal experience with them. Harder to find motivation.



Simplify - it makes your to-do list shorter!

- Wash & wear hair
- No-iron clothing
- Let dishes dry in the rack
- Low maintenance landscape
- What else?



What and Why

- What are you trying to get done?
- Why does it matter?
- What benefit do you get from doing it ?
 - From doing it now?
- What benefit do you get from NOT doing it?
 - From not doing it now?
- Can you pay someone else to do it?



Procrastination quiz

1. When faced with a task, do you think of all the ways it could go wrong?
2. Do you picture how important people in your life might react if you failed?
3. Do you believe it's better to not try at all than to try your best and fail?
4. Are you overwhelmed by the possibility of new responsibilities if you are successful?
5. Do you subscribe to the idea "If I do well, then others will expect more of me"?
6. Do you feel your success will lead to other people finding out the "real you"?
7. Do you believe that if you're going to do something, you should try to do it perfectly?
8. Do you find it difficult to persist when things aren't going just right?
9. Would you rather avoid doing something than do it imperfectly?

YES on 1-3: fear of failure; YES on 4-6: fear of success; YES on 7-9: perfectionism



Why do people procrastinate?

- Lack of motivation (no strong “WHY”)
 - Do you really need to do it?
- Don't know how
 - Can you learn or get help
- Denial - don't want to recognize the problem/need
- Money management - don't have enough funds to pay their bills
 - Can you adjust payment dates to coincide better with paychecks
- Ego - want to feel needed - fear of empty desk/life
- Fear of failure
- Fear of success
- Perfectionism
- Rebellion - you can't make me
 - Find your own motivation or drop the task



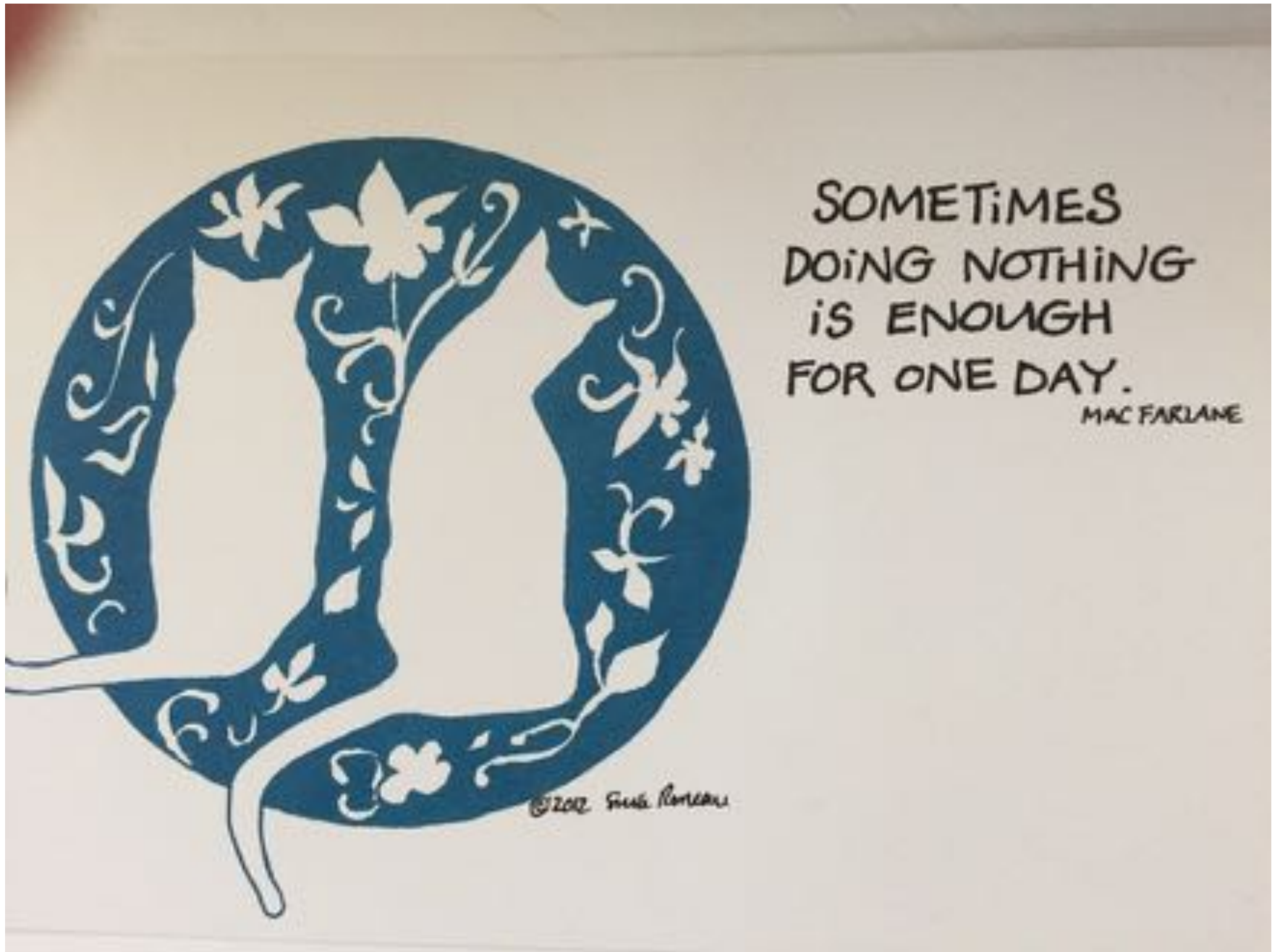
What to do about it

- Make a plan - set goals and timelines
- Find a motivation or stop trying to do it
- Take the first step
- Identify your procrastination tendencies and remove temptations
- Learn to say “no” when distractions arise
- Be patient - have realistic expectations - it’s hard
- Start small.
- Celebrate each success.



Now it's your turn





SOMETIMES
DOING NOTHING
IS ENOUGH
FOR ONE DAY.

MAC FARLANE

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