Work Smarter, Not Harder

SAWA 2016 Management Conference
June 16, 2016
40% of American workers report feeling overworked. They work among the longest hours and the most “extreme” hours of any industrialized country in the world.

Moms who work and have school age children say they spend less than 6 hours in bed on weeknights.

Dual income couples say they can find only 12 minutes a day on average to talk to each other.

1/3 of Americans work more than 50 hours per week.

In the last 20 years, working time has increased by 15% and leisure time has decreased by 33%.

11 days of productivity are lost each year due to lack of sleep.
Agenda

- Personalize Your Productivity
- Invest Time Wisely
- Tame Your Inbox
- Build a High Performance Team
Productivity Style Assessment®
The Four Productivity Styles

- Prioritizer
- Planner
- Visualizer
- Arranger
# Project plan

## Objectives

<table>
<thead>
<tr>
<th>A</th>
<th>R&amp;D/Testing Specific Aims</th>
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<tbody>
<tr>
<td>1</td>
<td>Develop concept</td>
</tr>
<tr>
<td>2</td>
<td>Construct prototype</td>
</tr>
<tr>
<td>3</td>
<td>Test prototype in lab</td>
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<tr>
<td>4</td>
<td>Inhouse and field tests</td>
</tr>
<tr>
<td>5</td>
<td>House stress testing</td>
</tr>
<tr>
<td>6</td>
<td>Short term max load testing</td>
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<tr>
<td>7</td>
<td>Accelerated lifecycle testing</td>
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</table>

## IP/Commercialization Strategy

<table>
<thead>
<tr>
<th>1</th>
<th>Provisional Patent filing</th>
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<tbody>
<tr>
<td>2</td>
<td>Patent applications and priority</td>
</tr>
<tr>
<td>3</td>
<td>Counterpart negotiations and business development meetings</td>
</tr>
<tr>
<td>4</td>
<td>Global IP portfolio management</td>
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</table>

### Gantt Chart

<table>
<thead>
<tr>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>Feb</td>
<td>Mar</td>
</tr>
<tr>
<td>July</td>
<td>Aug</td>
<td>Sep</td>
</tr>
</tbody>
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ONE-SIZE FITS ALL
STORE
SALE
Agenda

- Personalize Your Productivity
- Invest Time Wisely
- Tame Your Inbox
- Build a High Performance Team
Invest Time Wisely
Invest Time Wisely
What do you need to STOP doing to improve your ROI?
Prioritizer

Time yourself

Establish routines

Use keyboard shortcuts
Align the execution of tasks to your energy level

Schedule time in the day to interact with people

Seek out the sun
Act like a sprinter, not a marathoner

Intersperse routine work with creative, inspiring work

Work fewer hours
Agenda

- Personalize Your Productivity
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Tame Your Inbox
Email volume is growing at a rate of 66% per year.

Workers spend 41% of their day managing email.

Workers check email and IM over 77 times per day.

50% of office workers admitted to checking email in the bathroom.

Business users send and receive on average 121 emails a day in 2014, and this is expected to grow to 140 emails a day by 2018.
Prioritizer

- Use rules
- Set a goal
Planner

- Move emails to your calendar
Planner

- Tell me what to do

Jill Holmerston

Action Required: Update Client Z PPT by 5/15

To   Anthony Goodwin; Bruce McKinney; James Anderson
Cc    Beverly Arlington
Arranger

- Use the waiting for rule
- Use templates
Turn off the email notification alarm
Share Your Email Management Best Practices

- Gather in groups of 3.

- Discuss the following questions:
  - How do you use the technology tools in Outlook to assist you in managing your email?
  - What are your 2 – 3 best email management strategies?
PAVLLOV'S GREAT-GREAT GRANDSON'S DOG

DING

I'VE GOT MAIL

SMELTZER
Agenda

- Personalize Your Productivity
- Invest Time Wisely
- Tame Your Inbox
- Build a High Performance Team
Focus

Priority

Process

Possibilities

People
Prioritizer

WHAT?

Q

Visualizer

WHY?

Planner

HOW?

Arranger

WHO?
Email

Prioritizer
- Succinct
- Minimum number or words or phrases
- Often no salutation or closing

Planner
- Bullet points or numbers
- Stated action steps
- Due dates

Visualizer
- Multiple ideas
- Often no opening or closing
- Run-on or long sentences

Arranger
- Salutation and closing
- Personal information/inquiry
- Longer paragraphs

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Identify the Productivity Style of a Colleague

- Think about a colleague with whom you interact with frequently.

- Reflect on the following:
  - What clues do they leave behind?
  - List an example of what they do, the way they think or any clues they leave behind.
  - What is their Productivity Style?

- Find a partner and discuss your answers.
Agenda

- Personalize Your Productivity
- Invest Time Wisely
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- Build a High Performance Team

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THIS IS YOUR LIFE.
DO WHAT YOU LOVE,
AND DO IT OFTEN.
IF YOU DON'T LIKE SOMETHING, CHANGE IT.
IF YOU DON'T LIKE YOUR JOB, QUIT.
IF YOU DON'T HAVE ENOUGH TIME, STOP WATCHING TV.
IF YOU ARE LOOKING FOR THE LOVE OF YOUR LIFE, STOP;
THEY WILL BE WAITING FOR YOU WHEN YOU START DOING THINGS YOU LOVE.
STOP OVER ANALYZING, ALL EMOTIONS ARE BEAUTIFUL.
WHEN YOU EAT, APPRECIATE LIFE IS SIMPLE. EVERY LAST BITE.
OPEN YOUR MIND, ARMS, AND HEART TO NEW THINGS
AND PEOPLE, WE ARE UNITED IN OUR DIFFERENCES.
ASK THE NEXT PERSON YOU SEE WHAT THEIR PASSION IS,
AND SHARE YOUR INSPIRING DREAM WITH THEM.
TRAVEL OFTEN; GETTING LOST WILL HELP YOU FIND YOURSELF.
SOME OPPORTUNITIES ONLY COME ONCE, SEIZE THEM.
LIFE IS ABOUT THE PEOPLE YOU MEET, AND
THE THINGS YOU CREATE WITH THEM
SO GO OUT AND START CREATING.
LIFE IS SHORT. LIVE YOUR DREAM
AND SHARE YOUR PASSION.

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