ACHIEVING MORE BY DOING LESS

*I'm lazy and productive,
and you can be too!*

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Ground Rules

- This session is for you, so please participate.

- These are tricks and tips that worked for me but might not be right for everyone or every situation. Please consult a coach or physician to find a program that is best for you.

- No animals were harmed during the creation of this presentation, and please support pet rescue groups.

MoeMoe

Peanut
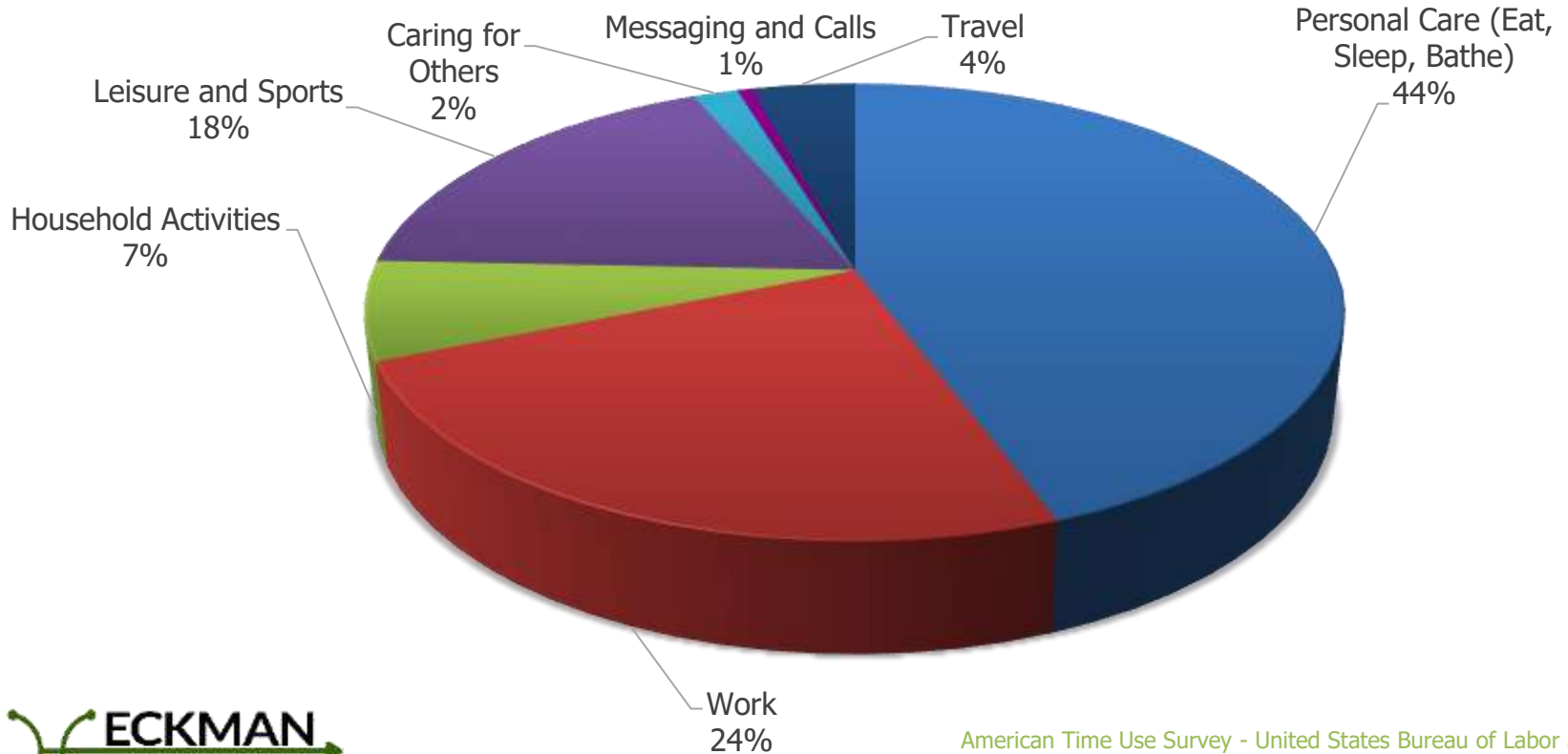
Oompa

Charlie

Charlie & Katy

So Where Did All Our Time Go?

Daily Activity - People Employed Fulltime 2020

Pie chart labels:
- Caring for Others 2%
- Messaging and Calls 1%
- Travel 4%
- Personal Care (Eat, Sleep, Bathe) 44%
- Leisure and Sports 18%
- Household Activities 7%
- Work 24%

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How Are You Spending Your "Free" Time?

Activity	Your Allocations
Sleep	
Eat	
Work	
Leisure	
Social Media	
Family Care	
Other	
Other	
Other	
What's left? (24-above):	

Photo by cottonbro from Pexels

We Add Time, but We Can Use It More Effectively

Hot Tub Time Machine, Avengers: Endgame, Back to the Future, The Time Machine, Doctor Who, Time Travel worldwideinterweb.com

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Focus on High ROI Activities

Every gambler knows

That the secret to survivin'

Is knowin' what to throw away

And knowin' what to keep

'Cause every hand's a winner

And every hand's a loser

Home Rule: NO CLUTTER ALLOWED!

In what order should these areas be cleared?

A — Table in family room next to stairs

B — End table in family room next to couch

Paste your answer in chat.
EX: A, B, C, D

C — End table in family room next to couch

D — Kitchen high-top table

Home Rule: NO CLUTTER ALLOWED!

The correct order for putting things away:

D
Kitchen high-top table

A
Table in family room next to basement stairs
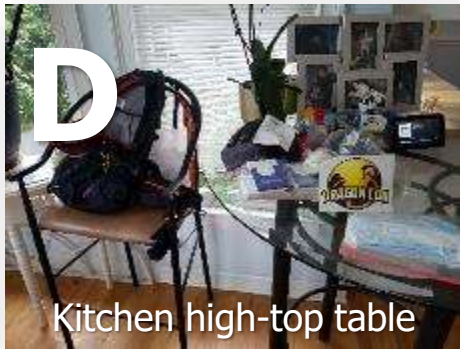
Understand the what clutter is:
1. Anything sitting out of place…
2. That isn't my wife's!

This is not clutter:

B
End table in family room next to couch

C
Kitchen table

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Don't Let PERFECT Ruin GOOD ENOUGH

Law of Diminishing Returns:
Adding an additional factor of production results in smaller increases in output. <u>Wikipedia</u>

Graph: <u>Wikipedia</u>; Photo by <u>Andrea Piacquadio from Pexels</u>
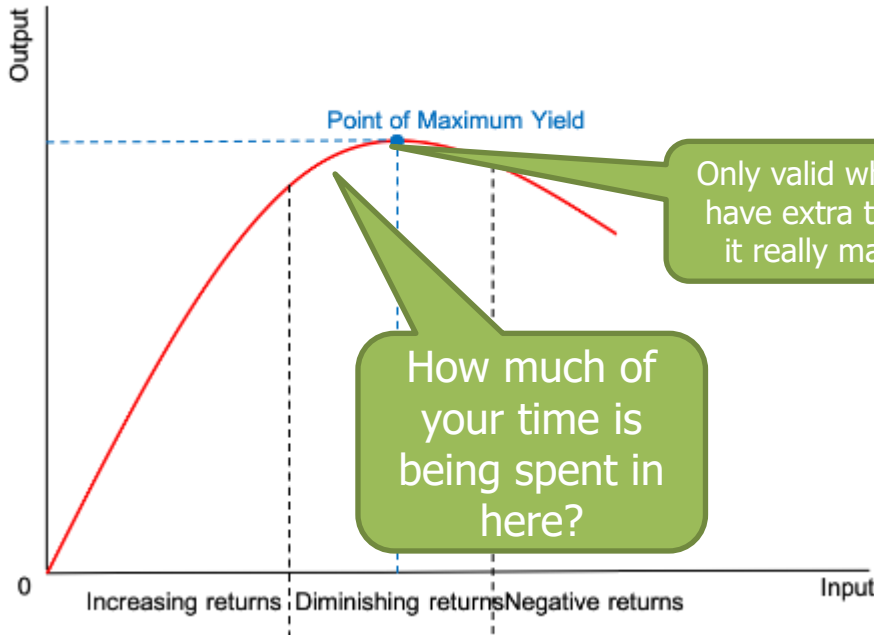
Reduce Waste

Things we wasted WAY too much time learning as kids:

- Stop, drop, and roll

- How to survive quicksand

- The floor is lava

- Memorizing (except maybe trivia)

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Things We Shouldn't Cut

- Bathing, sleeping, learning, relaxing, dreaming, bathing, and bathing

Joe Knows Freight Forwarding

Joe Knows Freight Forwarding - Be Proactive!

NO Updates!

YES!

YES!
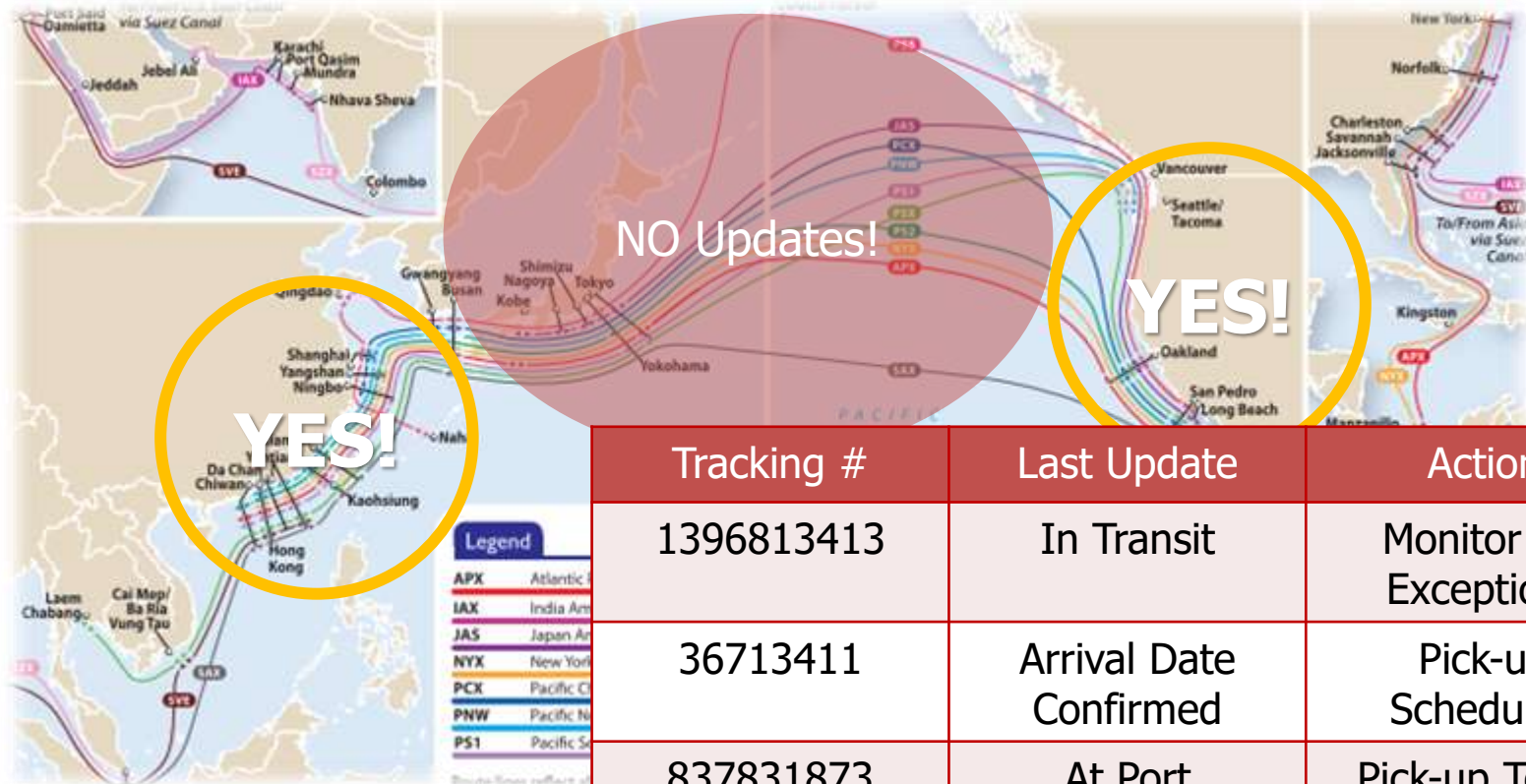
Tracking #	Last Update	Action
1396813413	In Transit	Monitor for Exceptions
36713411	Arrival Date Confirmed	Pick-up Scheduled
837831873	At Port	Pick-up Today

Image: https://www.shiplilly.com/blog/asia-north-america-ocean-shipping-routes/

Stop Answering Emails!

- Decide what's really important.

- **O**nly **H**andle **I**t **O**nce.

- Filter everything else and ignore.

- If it's really important, they will contact you directly.

Keep manageable (O.H.I.O.)

The lie we tell ourselves

This is never going to happen

Inbox	3
Drafts	
Sent Items	
Deleted Items	
> 0 - To Do	65
1 - Advisory Support Calls	
1 - Workshops	
> 2 - Blueprints	
2 - Research Team	
2 - Research Discussi...	1347
3 - Conferences and Media	
3 - Consulting	
3 - Sales	
4 - HR Support Company	
> 4 - Reporting	160
5 - Meetings and Tasks	1
5 - Read Me Later	150

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Simplify and Automate Repetitive Tasks

Sort first

- Daily: 4 min x 30 days = 120 min/month
- Monthly: 15 min sorting + (10 sec x 30 days) = **100 min/month saved!**

Template Common Responses

Reduce Work In Process

Work in progress has NO value!

Only completed work has value.

Photo by Ali Pazani from Pexels

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Switching Costs

- 2% of the population can effectively multitask. - 2012, David Strayer

- It takes 25+ minutes to recover productivity from an interruption.
  - The Cost of Interrupted Work: More Speed and Stress

- Significant multitasking reduces your effective IQ 3x more than marijuana.
  - 'Info-mania' dents IQ more than marijuana

- Learn more: The High Cost of Multitasking

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Photo by **Peggy Anke** from **Pexels**

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Timebox Your Tasks into Themes

- Block out time for specific types of work or "focus time".

- Limit interruptions.

- Move blocks, don't delete them.

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Brain Teaser

Goal:

- Fill your Sprint Cup from the Backlog Pitcher

Rules:

- You start with a full 1 L pitcher (demand).

- Your cup holds 200 ML and can be emptied once per week (capacity).

- Every week, 230 ML is added to the pitcher.

- How do you empty the pitcher using only the glass?

- Paste your answer in the chat window.
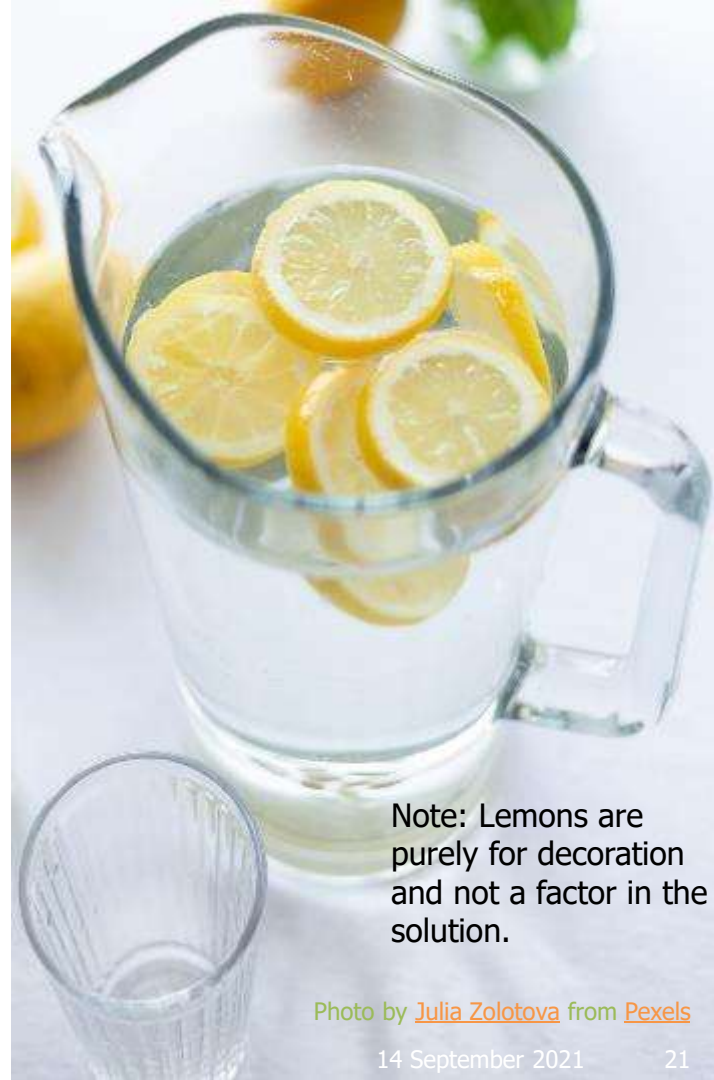
Note: Lemons are purely for decoration and not a factor in the solution.

Brain Teaser

Demand Always Exceeds Capacity

You Can't Win

90-Day's Work in 60-Days

Shakubuku:

A swift spiritual kick to the head that resets your perspective and thinking.
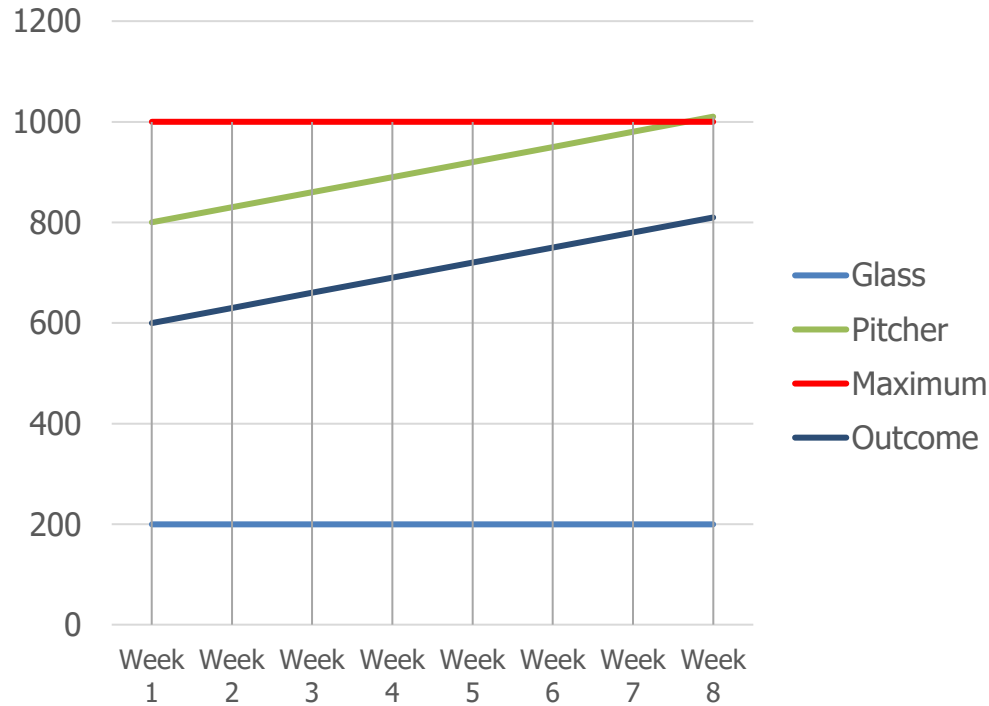
Only Work on Things You Can Influence

Grant me the serenity to accept the things I cannot change,

Courage to change the things I can,

and Wisdom to know the difference.
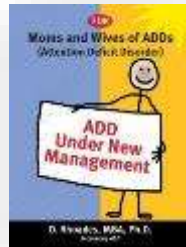
Think Globally, Act Locally

Adapted from Serenity Prayer by Reinhold Niebuhr

Setting Priorities by Dusty Rhoades, Ph.D.

- Not this Dusty Rhodes…

- This one:

	High	
	FOCUS Most Productive (Adds Value)	**EMERGENCY** Fix it NOW! Plan Better Next Time (Unnecessary Expense)
Importance	FUN, but say NO! Not Productive (Usually costs $)	DELEGATE or say, "No thank you." Time wasters (Breakeven or costs $)
Low		
	Urgency	**High**

Change Starts in the Mirror

- Write down one thing you want to accomplish.

- Break it down into critical steps.

- Complete one of these steps for yourself every day or week.

I'm starting with the man in the mirror

I'm asking him to change his ways

And no message could have been any clearer

If you wanna make the world a better place

Take a look at yourself and then make a change

- Michael Jackson "Man in the Mirror, 1988

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Use Moderation to Maintain Sanity

You aren't helping anyone if burn out and start making careless mistakes.

Take Back Control of Social Media

- Time box social media

- Pick a theme for each time box

- Don't feed the trolls

Phone a Friend

Your friends and network are here to help whenever you need it.

- Tips and templates

- Sounding board for ideas

- Coaching

- Someone to vent to
  (Watch: Critical importance of a work spouse)

You Do You, Boo!

How much of your day are you harnessing your superpowers?

"Your purpose is as unique as your fingerprint. "
- Dr Daphne Clarke-Hudson
on the Purpose Addicts podcast

Own Your Journey

- Play to YOUR Strengths!

- Outsource Everything Else.
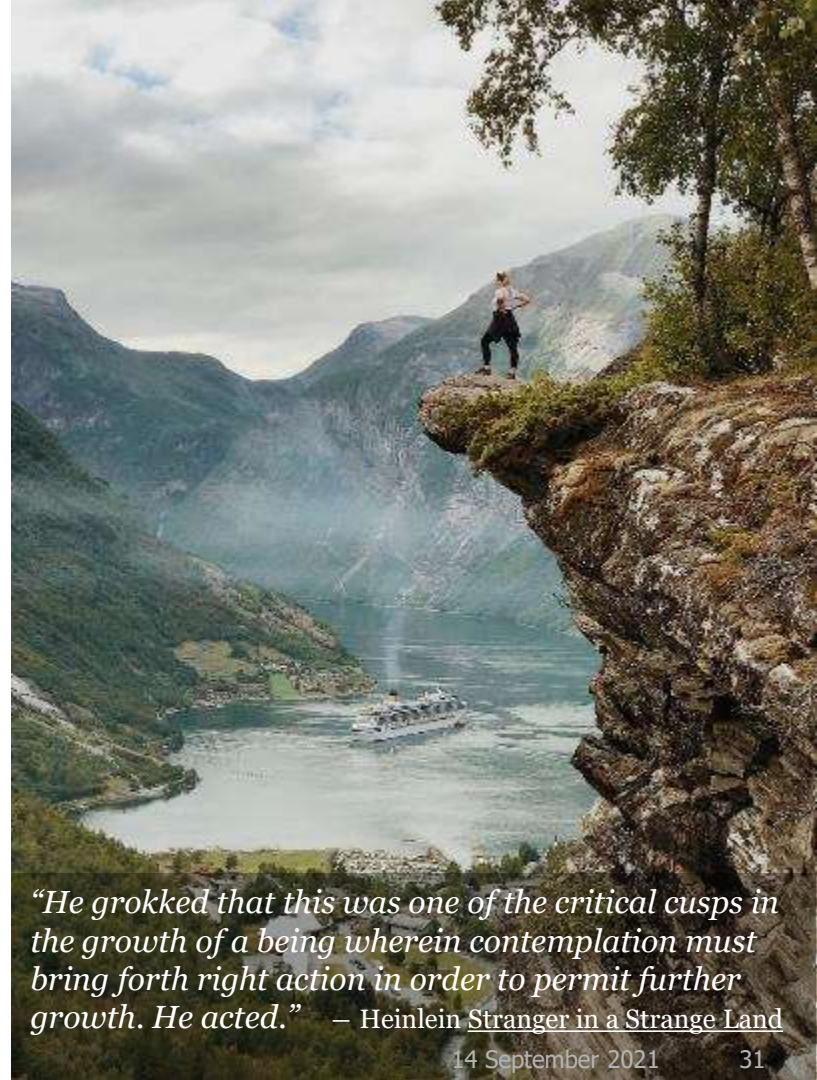
"He grokked that this was one of the critical cusps in the growth of a being wherein contemplation must bring forth right action in order to permit further growth. He acted." — Heinlein <u>Stranger in a Strange Land</u>

How are you going to fill your moments?

"There is only one time that is important -- Now!"
- Leo Tolstoy, What Men Live by and Other Tales

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Stay Connected - Phone a Friend!

- http://EckmanGuides.com

- http://www.linkedin.com/in/hanseckman

- https://www.youtube.com/channel/UCVcJ70vc3COPzwFneWL2kqA

- https://www.facebook.com/EckmanGuides/

- https://twitter.com/hanseckman

- https://happs.tv/invite/@HansEckman

- Hans@HansEckman.com

Scan for LinkedIn

BONUS!

More valuable stuff that didn't fit into our available time.

See, I even take my own advice... *sometimes.*

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How much time to we really have available each day?

	Low	High
Sleep	8	6
Eat/Personal Care	4	2
Work	10	8
Available	**2**	**8**

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Listen to your body

- Schedule/take time to disconnect

- Feed your soul

- Practice emotional fitness
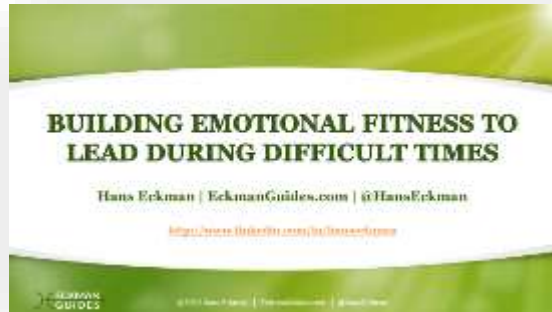
BUILDING EMOTIONAL FITNESS TO
LEAD DURING DIFFICULT TIMES

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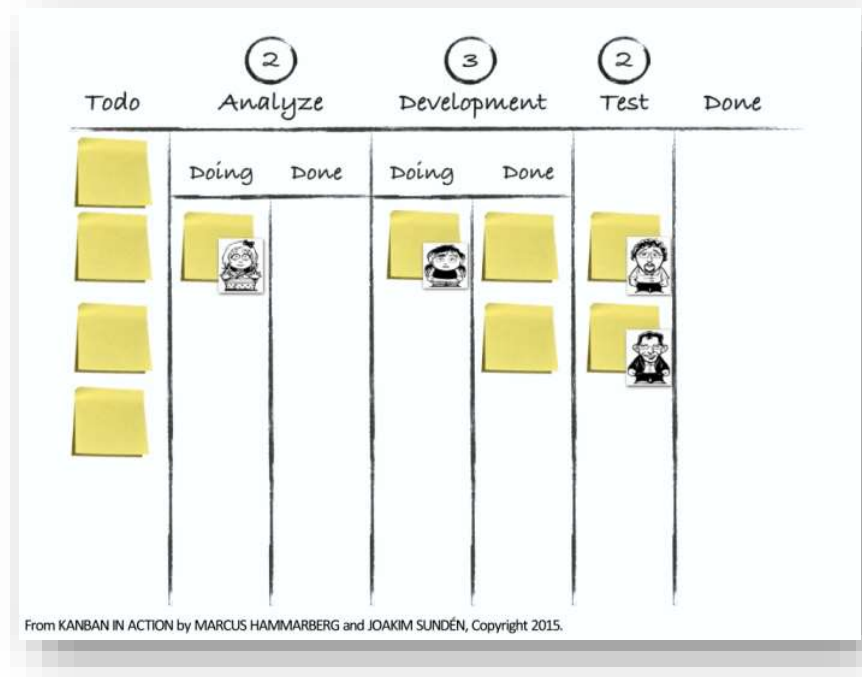
Kanban and Limiting Work In Progress (WIP)

- Manage tasks using a personal Kanban board.

- Finish everything you can first.

- Read/Work right to left.

- Limit WIP per column to avoid switching costs.

- Only start new tasks when all other tasks are blocked.

- Only work on items that have value.

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Kanban and Limiting Work In Progress (WIP)

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