



Breaking the Boundaries of Personal Productivity

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Introduction

A bit about me, my work, my pen, and why personal productivity matters for boundless libraries.

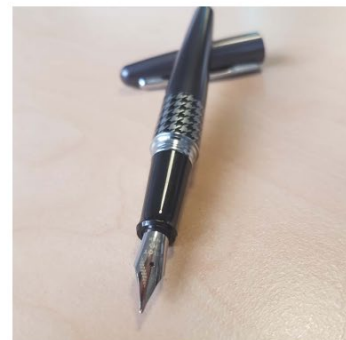
Me



My Work



My Pen





Group Exercise

Discuss with the person next to you.

What are the 2 or 3 biggest things that prevent YOU from being personally productive?

3 Boundaries to Productivity

- 01 YOURSELF**
Adjusting your mindset towards productivity.
- 02 OTHERS**
Interacting with others to improve productivity.
- 03 TOOLS/ SYSTEMS**
Using the right tools/ systems to boost productivity.



01: YOURSELF

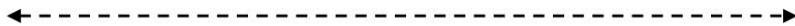
Adjusting your mindset towards productivity.

Not enough time

Too busy

Procrastination

Too many distractions



EFFICIENCY

Getting MORE things done in LESS time.

VS

PRODUCTIVITY

Getting the RIGHT things done ALL the time.

*"Spending your time getting lots of stuff done makes you BUSY.
Spending your time getting the right stuff done makes you PRODUCTIVE."*

– Allister (2019)



Practical Tips

3 ideas to help you break through the boundary of *yourself*:

01

Prioritise

To get the RIGHT things done, you need to know what the RIGHT things are.

- Set goals
- Identify tasks
- Choose important tasks
- Get them done first

02

Manage energy not time

Everyone has the same amount of time in the day. Maximise what you do with your time by managing your energy.

- Rest – good sleep, naps, breaks
- Physical – exercise, get up and stretch, eat
- Spiritual

03

Utilise distractions and procrastination

It's hard to avoid distraction and procrastination altogether – use them to your advantage.

- Batch distractions together for a bit of a break
- Procrastinate to incubate creative ideas

02: OTHERS

Managing others to improve productivity.

3 productivity challenges raised by others:

01

Too many bosses

Too many bosses = lots of tasks and competing priorities.

02

Interruptions

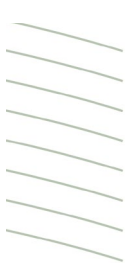
Can't always control when people interrupt. This can make continuous deep work difficult.

03

Waiting on others

Task interdependencies can create bottlenecks and prevent you from continuing your task.





Practical Tips

Tips for interacting with other people in ways that improve productivity:

01 Just say 'no' (Too many bosses)
Or if you can't say 'no', learn to push back and prioritise.

"There is nothing so useless as doing efficiently that which should not be done at all" – Peter Drucker

02 Set up and protect some uninterrupted time (Interruptions)

- Consult hours
- "Closed door" hours
- Unplug phone, disconnect emails

03 Frame requests in ways that allow you to get on with the task (Waiting on others)

- Give deadlines
- Inform of actions you will take after the deadline
- Offer your own suggestions
- Make it easy to reply



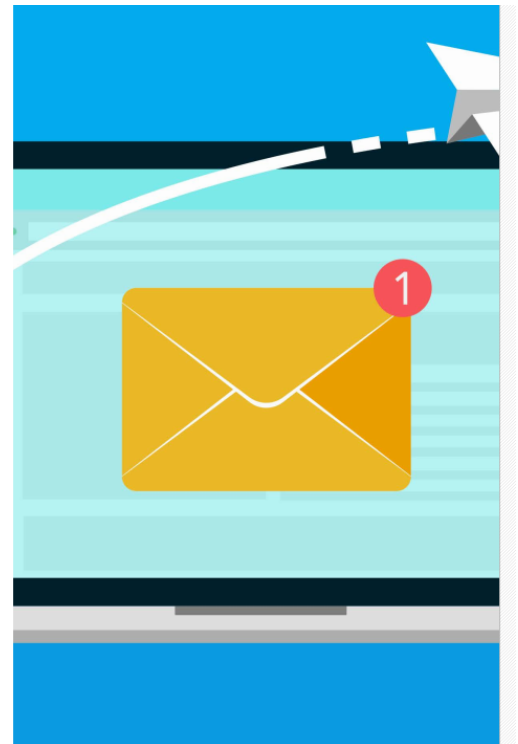
EMAIL: a few ideas

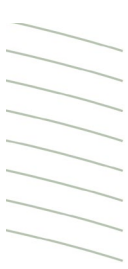
The problem with email:

Out of control email can be thought of as a boundary to productivity created by *others*. It is essentially a constant stream of interruptions where other people are telling you what to do, adding tasks and competing priorities.

Ideas for managing email:

- *Limit access* – 2 or 3 times per day, ideally at times where energy is low and you could use a break!
- *Touch it once* – re-reading and re-evaluating what to do with every email takes time! Decide what to do with it right away.
- *Inbox Zero* –
 - Don't need it? **Delete/Archive.**
 - Someone else's to deal with? **Forward.**
 - 2 minutes or less? **Respond straight away.**
 - Over 2 minutes? **Mark to action later (and set aside time to action).**
- *Declare email bankruptcy* – delete it all and start again! If it's really important, people will get back in touch. **ONLY** do this after you have a good process to manage email.



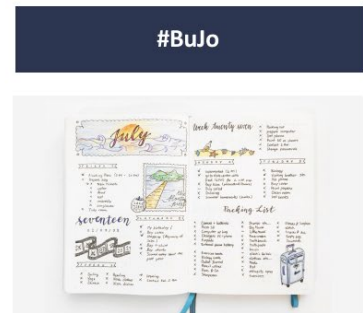
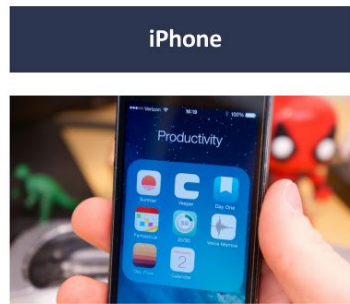
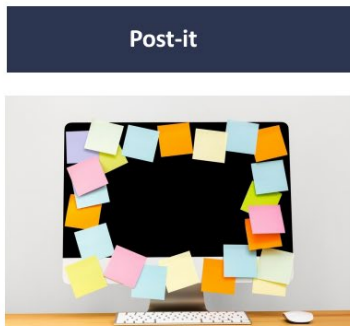


03: TOOLS/ SYSTEMS

Discuss with the person next to you:

- What does your current system of organisation/ productivity look like?
- What tools, apps, programs, etc. are you using?
- What is working? What isn't working? What would you change?

03: TOOLS/ SYSTEMS



"The best productivity system is the one that WORKS FOR YOU."

– Allister (2019)



Practical Tips

Tips for finding the right tools/ systems to help you be productive:

- 01 Find something that WORKS FOR YOU (not you for it)**

The right tools and systems will help you be productive, not make you work hard to keep it going.

 - Suits your style
 - Adaptable
 - Something you enjoy!
 - Have a go – eg. To-do lists, Getting Things Done (GTD), Kanban boards (eg. Trello), Bullet Journal
- 02 Find something that helps you PRIORITISE**

The right tools and systems will help you be productive, not just efficient.

 - Due dates and deadlines
 - Most Important Task (MIT)
 - Eisenhower Matrix
- 03 Find something you can TRUST**

The right tools and systems will let you focus on your tasks, rather than wasting nervous energy worrying that you have missed something.

 - Does it capture everything?
 - Can you enter things on the fly?
 - Does it remind you at the right times?

Links & Resources

General Productivity Articles

- <https://hbr.org/2015/12/9-productivity-tips-from-people-who-write-about-productivity>
- <https://hbr.org/2017/12/productivity-tips-for-people-who-hate-productivity-tips>
- https://hbr.org/2015/04/what-everyone-needs-to-know-to-be-more-productive?referral=03759&cm_vc=rr_item_page.bottom
- <https://jamesclear.com/productivity>
- <https://hbr.org/2007/10/manage-your-energy-not-your-time>

Finding tools/ systems that might work for you

- <https://jamesclear.com/eisenhower-box>
- <https://jamesclear.com/saying-no>
- <https://jamesclear.com/productivity-tip> (Most Important Task)
- <https://carsontate.com/assessment/your-personal-productivity-style/>
- <https://www.bureauwork.com/blogs/turn-key/how-to-choose-the-right-productivity-system>

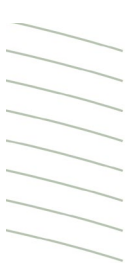
Managing Emails

- <https://michaelhyatt.com/yes-you-can-stay-on-top-of-email/>
- <https://www.fastcompany.com/40507663/the-7-step-guide-to-achieving-inbox-zero-and-staying-there-in-2018>
- <https://www.fastcompany.com/90279859/4-foolproof-rules-for-taming-your-inbox-in-2019>
- <https://michaelhyatt.com/email-bankruptcy/>
- <http://www.asianefficiency.com/email-management/managing-your-email/>

Books[^]

- *Deep Work* by Cal Newport (2016) - <https://booko.com.au/9780349411903/Deep-Work-Rules-for-Focused-Success-in-a-Distracted-World>
- *Digital Minimalism* by Cal Newport (2019) - <https://booko.com.au/9780241341131/Digital-Minimalism>
- *What's Best Next* by Matt Perman (2016) - <https://booko.com.au/9780310533986/What-s-Best-Next-How-the-Gospel-Transforms-the-Way-You-Get-Thing->
- *Do More Better* by Tim Challies (2015) - <https://booko.com.au/9781941114179/Do-More-Better-A-Practical-Guide-to-Productivity>

[^] Disclaimer: I have not read all these books all the way through, but the parts I have read have been helpful!



Questions?

Get in touch

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