1. **Doing it all**: Realize you can't do it all and multitasking is a myth. Define your personal core values to help guide you and define your "Yes!" and "No's"
   - **Books**: *Essentialism: The Disciplined Pursuit of Less* by Greg McKeown
     *Deep Work* by Cal Newport
   - **Core Value Exercise**: [https://scottjeffrey.com/personal-core-values/](https://scottjeffrey.com/personal-core-values/)

2. **Go Paperless**:
   - **Tools**:
     - *Fujitsu ScanSnap iX500 Scanner* (a little pricey but worth it if you process a lot of paper)
     - *Scannable App*
     - *Note Managers*: Evernote, Microsoft Onenote, Google Keep
     - *Citation/Reference Managers*: Papers, Endnote

3. **Learn the GTD Workflow**: Develop a system you can trust and get the "stuff" out of your head.
• **Book:** *Getting Things Done: The Art of Stress-free Productivity* by David Allen

• Better yet: the **GTD blog** (the book is a slow read but the ideas have revolutionized the personal productivity world):
  
  https://gettingthingsdone.com/gtd-times/


4. **Develop a system for e-mail on offense and practice good defense.**
   
   • Unsubscribe (relentlessly)
   • Block time for e-mails on your calendar (and keep it closed otherwise)
   • Turn off your notifications (except for designated VIPs)
   • GTD methodology for processing the inbox
     
     Delete
     
     Do (less than 2 minutes) = “**2 Minute Rule**”
     
     Defer (forward to task manager)
     
     Save (Archive or send to note/reference manager)

• Do not violate the **“Touch it Once Rule”** – open, think about, and process each e-mail once. Do not look at it, think about it and keep it in your inbox to revisit it at a later time when you’ll open it, think about it and decide about it all over again. This is inefficient and contributes to decision fatigue.
• Consider if a quick phone call would accomplish the goal more efficiently for both parties than an e-mail
• App for quick responses on phone e-mail or texts: Gboard Keyboard

5. Manage your To-Do List:
• Replace the post-its with a task manager, which can be digital (make sure it is cross-platform and works for you and the work you’re trying to get done,) or analog (pen and paper).
• Understand the difference between a project and a task
• Break your projects up into smaller tasks, starting with a first step that takes less than 5 minutes to ensure it’s easy to get started. (Baby Step Rule)
• Tools:
  o Find a digital Task Manager that’s right for you: https://zapier.com/blog/best-todo-list-apps/

6. Use your calendar – “The things that get scheduled are the things that gets done.” ~ Robin Sharma
• It’s that simple!
• Block “Me Time” on the calendar for things that are important but not urgent (writing papers, exercise, “think time,” etc.)
• Block regular time for e-mail processing

7. Manage your priorities and energy, not just time.
• “Eat your frog” every morning: Identify your Most Important Task on your to-do list each day and Do It First!
• Consider energy management as an alternative productivity strategy
• Pomodoro Technique: GTD in distraction-free time blocks

8. Delegate!
• Remember your **time, energy, attention & focus** are your most important resources and they are finite!
• Consider outsourcing whatever you don’t have to do or things that you don’t do best.

9. **Take control of your tech**

Be aware there is a battle for our digital attention

• There is a growing movement of tech insiders who used to design tech to best “highjack our minds” and take advantage of our own psychology (think dopamine system triggered by “likes,” etc.)
• **WE have a choice** in how we interact with our tech so that it works for us, rather than the other way around.
• If you feel “tech addicted.” understand it’s not you, it’s how the system has been designed. And, you can turn your tech around:
  • **Website:** [http://humanetech.com/take-control/](http://humanetech.com/take-control/)
  • **TED Talk:** “How better tech could protect us from distraction.” – Tristan Harris (15 minutes):
    [https://www.ted.com/talks/tristan_harris_how_better_tech_could_protect_us_from_distraction](https://www.ted.com/talks/tristan_harris_how_better_tech_could_protect_us_from_distraction)
  • **Blog Post:** How technology is hijacking your mind – from a magician and Google design ethicist (~ 12 minute read):
  • **Tool:** Old school alarm clock, rather than using your smartphone as an alarm clock, charge your phone in another room to avoid waking up and being tempted by social media, news or e-mail (a.k.a. “other peoples’ priorities”)

10. **Protect the asset: you!**

• Scrimping on sleep or exercise is counterproductive to personal productivity.
• Research has demonstrated that sleep deprivation impairs focus, attention, decision-making, memory and impedes creativity among other things.
• Sleep can be negatively affected by screens close to bedtime due to the emission of blue light
• **Tools** if you must be on your phone close to bedtime:
  o **Nightshift** (iOS users)
  o **f.lux** (iOS & Android)
• Meditation is protective against the negative effects of multitasking. Improves your ability to deal with stressful events, your ability to pause between trigger and reaction and improves focus and creativity.
• **Tools:** **Headspace** (guided meditation app “for everybody”), **Calm**
• **Reflect & Review** to build on your positive productive energy every day: **Keep a Productivity Journal**