

# Implementing a Personal Productivity Toolkit

## ▼ Welcome

5 min

### ▼ Introductions

- Colleen McArthur, Algonquin - Host + Moderator
- Rich McEvoy, Fanshawe - Co-presenter
- Phil Rouble, Retired (formerly at Algonquin) - Co-presenter
- Please use the Chat to post any questions or raise your hand as we go

### ▼ Intent of the Webinar

- Engage in a conversation with interested OCFMA members
- Introduce the Cool Tool & Tips and the Personal Productivity Toolkit forums
- Map how to get started with a task manager
- Demonstrate Microsoft To Do as a task manager

## ▼ Introduction

5 min

### ▼ This webinar is aimed at facilities people

- As College facilities managers and staff, we are constantly juggling a lot of balls



- Life and work today seems to be constantly throwing more information at us and expecting us to do more.
- Technology keeps moving faster and faster and it's hard to keep up.
- We are constantly interrupted and distracted putting out fires

### ▼ Does any of this sound familiar?

- ▼ "I have so much to do! I'm swamped!"



- ▼ "There must be a better way to manage my stuff. I want to thrive - not just survive!"
  - ▼ "I planned out my day but TSSA just locked out our elevator in Building x... How do I pivot and regroup?"
    - ▼ "Sometimes I forget things or I spend so much time trying to remember what I am supposed to do - it even keeps me up at night"
      - ▼ "I have my approach to managing my stuff but I am always looking to improve or try new things"
        - ▼ "There must be an app for this"
          - ▼ "How do I separate the 'noise' and 'busy work' from the important and impactful stuff?"
            - "How do I prioritize everything that I have to do?"....

▼ Question: Why are YOU here?

1 min

- Type your responses in the Chat window
- Colleen will monitor and feed back
- ▼ What do we want to see happen?
  - David Allen, the author of "Getting Things Done", calls it the art of stress-free productivity



- We can't create more time but we can stop wasting time



- We need a trusted system to collect ideas and tasks and know we can retrieve them later
- Clear your mind - Stop trying to remember things so you can focus on doing things





- So we can SWAN - Sleep Well At Night!



▼ So how do we get there from here?

- Being productive is about finding ways to use your time intentionally and effectively



- Capture ideas and tasks - write them down and get them out of your head
- Organize them so you can find them when you need them and know what you need to do next
- Review and prioritize things to move them to done
- Build your own Personal Productivity Toolkit starting with a task manager like Microsoft To Do

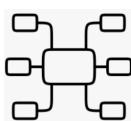


▼ **A visit to the OCFMA Discussion Board forums**

10 min

▼ The Cool Tips and Tools Forum on OFMCA's Discussion Board

- The Technology and Collaboration Subcommittee created this forum to share cool tools, tips, websites and other stuff that have made a difference in our work, saved time and that we think others would find helpful.
- We keep the posts short and to the point
- Sample: Mind Mapping – The Swiss Army Knife for Critical Thinking!



▼ The Personal Productivity Toolkit Subforum

- This subforum takes a more in-depth look at personal productivity and fast-tracking the development of your own productivity toolkit or system



- Personal productivity is all about using our time intentionally and effectively with the goal to get organized, free time, reduce stress and get stuff done
- ▼ The subforum is a series of blog posts that cut through the noise and make it easier to get started in personal productivity
  - Develop a roadmap to fast track the adoption of a system
  - Research and share some best in class examples
  - Provide a framework for success
- ▼ A Quick Tour
  - Navigating the Discussion Board
  - ▼ Subscribing to get updates and stay engaged
    - Subscribe to forums
    - Subscribe to posts
  - Engaging in the conversation
  - ▼ Highlight the Productivity Forum posts
    - Check out the video "How to Use Microsoft To Do & Get Organized!" [13:32] Mar. 16, 2021
- Are there any questions / suggestions regarding the Forums before we continue?

## ▼ **Unpacking the Personal Productivity Toolkit**

15 min

- ▼ The 5 Key Elements of a Productivity Toolkit
  - ▼ Task Manager



- The heart of the productivity toolkit where you look to see WHAT you need to do

- ▼ Calendar



- Where you schedule time to work on your tasks



## ▼ Email



- A key source of inputs and things to do

## ▼ Document / File Management



- A file storage platform that should integrate with your productivity toolkit and connect with the rest of your work

## ▼ Note Taking

🔗 Note Taking → Note Taking



- Use for capturing, organizing and distilling more complex content, meeting minutes, planning work, exploring ideas, expressing your thoughts...

- Which of these elements would you like us to focus on next?

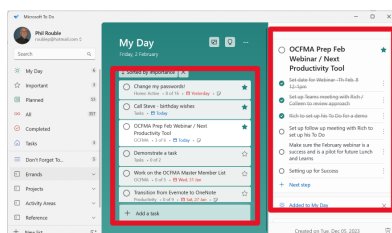
## ▼ Each tool involves

- **1** Understanding its purpose and developing a process to use it < Most important!
- **2** Choosing a tool

## ▼ Getting Started with Microsoft To Do

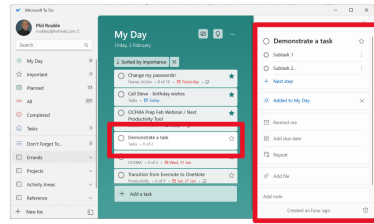
### ▼ The Basics

#### ▼ Tasks

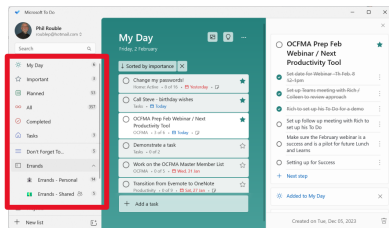




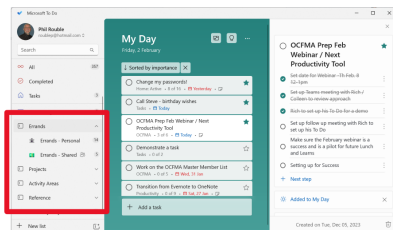
## ■ Task Details



## ■ Lists



## ▼ Groups



## ■ Errands

### ▼ Projects

- Relate to a specific outcome / goal with a clear end

### ▼ Activity Areas

- Ongoing roles or responsibilities that must be managed over time but do not have an end

## ■ Reference

### ▼ The Process

#### ▼ Capture



- ▼ Capture all of your ideas and tasks all day, everyday





- On your phone



- On your laptop



- Keep tasks concise, clear and complete - and start them with an action verb



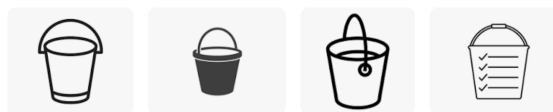
- Tasks are meant to be fluid and transient



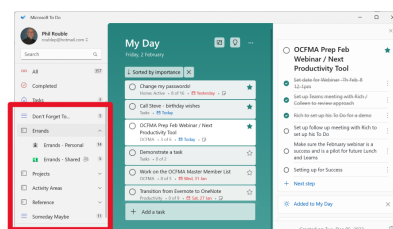
## ▼ Organize



- Chunk your tasks into the "buckets" where you will use them



- My organizing framework  
- My "buckets"

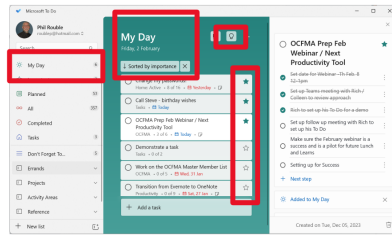


## ▼ Review



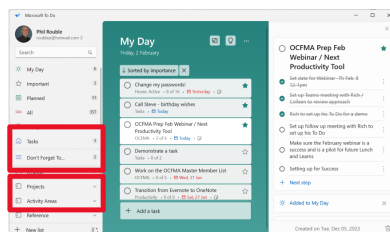


## ▼ The Daily Review

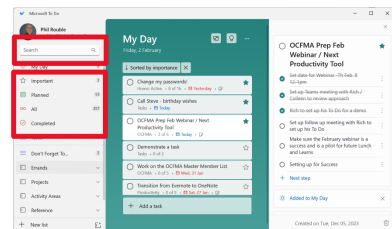


- 1. Start each morning in My Day and build a "might do" list
- 2. Tag 1 or 2 "must do" tasks for the day's focus
- 3. Check by throughout the day. Check off / delete completed tasks. Course correct on other tasks if needed
- 4. Start fresh the next day

## ▼ Periodic Reviews



## ▼ Targeted Reviews



- Use Ctrl-F to bring up Search Box
- How do you track and manage your tasks now?

## ▼ Demonstration of Microsoft To Do

15 min

- Rich will share his experience implementing Microsoft To Do

## ▼ In conclusion...

3 min

- Seek out ways to achieve stress-free productivity in work and life





- So you can SWAN - Sleep Well At Night!



- Subscribe to the Personal Productivity Toolkit subforum and build your own Toolkit starting with a task manager like Microsoft To Do



- Additional questions?

2 min

### ▼ **Before We Leave, Some Feedback Please!** **(Please click the link in the Chat)**

2 min

- On a scale of 1-10, how likely are you to recommend this webinar?
- What were your top takeaways from today's webinar?
- Are there other topics that you would like to explore on the OCFMA Discussion Board?
- What worked well or could be improved regarding the webinar format?