



# BUILDING BETTER PRODUCTIVITY HABITS

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## Meetings

- Do not schedule a meeting if it's informational and email will suffice.
- Decline the meeting if multiple team members are attending and can provide a debrief.
- Ditch the powerpoint and use an agenda with key topics to inspire interactive conversation.
- If a decision must be made, provide/request a single-page pre-read.
- Go silent. Turn off notifications on smart devices and be fully present.

## Decisions

- Develop and share expectations regarding decision-making levels.
- Delegate if a decision can be made by someone closer to the work or will build their skill.
- Push back on escalations if the decision is one the individual has the ability to make.
- Engage if the decision is critical to the functioning of the team or org.

## Email

- Develop and share protocols for what cc and urgent emails mean.
- Redirect cc emails to an informational folder and review at a set time each day/week.
- Color code emails based on sender or topic, including my manager.
- Turn off notifications and block time to respond at set intervals.
- Consider the most appropriate timing to respond to an email; not everything is urgent.

## To-Dos

- Create and manage a single to-do list containing all commitments.
- Group similar to-dos, to optimize time and get them done faster.
- Create time blocks for categories of to-dos each day/week, like email. Limit distractions during each block.
- Block time for unexpected work / decisions. If there are none, use it for development.