Managing Distractions to Create a Better Workday

Thanks for joining our QuickHITS presentation on Managing Distractions to Create a Better Workday! This one-pager contains the PRO-tips from the presentation, along with additional reference links for further reading.

Strategy 1: Set an Intention

PRO TIP:
Set a single-sentence intention each morning. "Today, I commit myself to _____."

Intention-Setting Principles:

1. **Start small**. Your intention lasts for one day only: today.

2. **Change as needed**. You may need/want to focus on something else tomorrow. That is OK.

3. **Be kind to yourself** – this is not about 100% perfection. A 1% improvement day over day will yield BIG results over a month, or a quarter, or a year.

Strategy 2: WIP Limits

PRO TIP:
Set your own WIP limits for your daily to-do items… Limit yourself to a Post-It for maximum benefit!

1. **Set a small limit**. (3) tasks is a great place to start – no more than (5).

2. **Only your most important items**. Really think – use your intention to guide you. What absolutely MUST get done today?

3. **No new-adds until something gets done.** Just like a Kan Ban board, no new items can be added to your list until the first items are complete.

3: Outlook Hacks

Behavior Changes

- Minimize the # of times you check email daily
- Set up Office Hours to decrease the number of # you send
- Use Delay Delivery to decrease the # of emails you send.

For Further Reading:
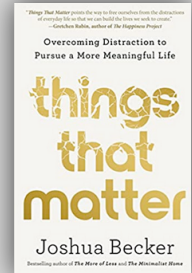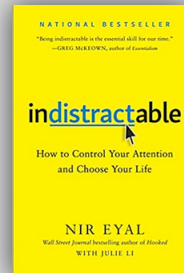
Agile Article Recommendation (good overview, with content on Kanban, project management & more): https://www.atlassian.com/agile

Agile Practice Guide (official book on Agile project management from the Project Management Institute): Amazon

Molly's Blog (topics on project management, priority setting, leadership): https://www.projectsbymolly.com/blog

System Changes

- Turn off Desktop (and all) notifications
- Switch to Single-Line viewing
- Use Delay Delivery