EXEDIR
MENTORING

7
STEPS TO
DOUBLE YOUR
PRODUCTIVITY
IN THE NEXT
10 MINUTES

Solo Agile Implementation

UGO NUVOLONI

Having grown a Start-up into a Multinational with 98% of the world market, Ugo has direct CEO experience in Software, Manufacturing, Services, Marketing, Internet Marketing, and Retail, B2B & B2C.

Since 2007 Ugo has been Consulting, Coaching, and Mentoring CEOs and Entrepreneurs to grow their businesses and have their life back.

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INTRODUCTION

Thank you for being so interested! Reading this short manual will take you only 10 min, and you may start immediately implementing the 7 steps to double your productivity.

No, you do not need any Apps. You need a wall, some pieces of paper or post-its, and a pen. And you don't have to climb a steep learning curve!

In fact, from today, you could be twice as effective by overcoming the 3 productivity destroyers.

This report is the starting point in time management. The EXEDIR Mentoring program offers more extensive instructions within the super effective Agile frameworks.

What are the 3 productivity destroyers?

For a company, a team, or a single person, there are 3 significant sources of inefficiency. They are true productivity vandals. As you remove them, your achievements shoot up in the sky.

The 3 productivity destroyers:

- Disorganization
- Interruptions
- Lack of information

TIME MANAGEMENT

Time Management is putting in place and following a proper structure to be more productive. Like managing the queue at the station. How many stops and deviations must the train make to take the people to their destination?

Time is one of the most valuable resources that we have. And it's a limited resource. We do not manage time; it runs without us having to be involved! We may only decide what activity is carried to the next station, which stays behind for later or never.
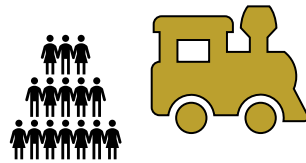
Yes! We can buy other people's time (meaning we can put some of our activities on their train) but not extend ours. (Instead, by having a bad stressful life, you may shorten it).
So, how about making good use of this train?

We all have the same 24 hours daily, and we can learn how to use them effectively, increasing our productivity to accomplish everything we ought, want, and desire to do. And leave the rest behind.

So, besides the structure, the critical ingredient is the DISCIPLINE. The discipline to follow the system!

But, as we see immediate results with this system and the method is so simple and easy to follow, we will not have any problem being disciplined!

DISORGANIZATION

Being organized is about having a whole proper system in place. Describing and setting a complete organization system goes beyond this report, and you need to refer to the <u>EXEDIR Mentoring Program</u>.

But within "Disorganization", the most significant productivity destroyer is "Wrong" planning. It is obvious! Or not? If our people or we are busy doing the wrong things, we will not get where we want, when we want.

So, let's make this planning right!

PLANNING

Planning is made of 3 components:

- Knowing what we ought, want, and desire to do. Meaning creating and maintaining a full To Do List.
  - o (Please create only 1 list!!! You are only one person. One person needs just one To-Do-List)

- Prioritizing: Ordering and Labeling each activity.

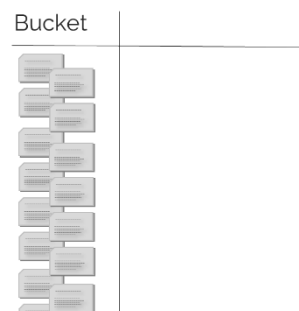- Selecting and acting ONLY on what needs to be done next.

The **First step**:

Collect ALL we need, want, and desire to do in 1 bucket.

We can use many effective apps for free: Trello, ClickUp, Startinfinity, ...

If you are new to this, WE STRONGLY RECOMMEND you start PHYSICALLY, with post-its and a wall.

The **Second step:**

⚑ **Label the activities.**

Some activities have a due DATE. So, we write this date on the card.

There are some activities that I must do myself. Let's label them: "ME". These cannot be delegated, not because others would not do as well or as fast as I would, but because these are mine, by definition. The "ME" tasks get higher priority by default.

Some activities take us further where we want to be, on the path of our mid and long terms goals. They contribute to reaching the vision. These "CORE" tasks get higher priority by default.

And finally, some tasks have a direct positive impact on our customers. They produce "VALUE" for the customers. The "VALUE" tasks get higher priority by default.

- The Me + Core + Value tasks are our most important, to be accomplished first.

- If we neglect the Date tasks, they might become urgent, and we do not want that.

We could add other labels like Where, Who, How, Cost, Effort, and Why ….

But let's not make it too complicated right now!

The Third step:

👉 **Select the "next" activities.**

- The evening before (or -worse- at the start of the day), we select:

  - 1 to 3 main activities that will be the day's focus.
    - At least 1 is a Me + Core + Value

  - 3 to 5 small, tiny (annoying?) activities must be handled and get out of the way.

- Focus on ONE activity until completed (Done) or to the "no progress possible" stage (so the tasks go back in the bucket!!)

- Go to the next activity.

Bucket	Selected	Doing
	Me-Core-Value	🟨
	🟨	
	🟨	
	Small	
	🟧	
	🟧	
	🟧	
	🟧	

Suggestion: During our most productive time of the day (early morning, morning, afternoon, evening), depending on our nature, we focus on the Me + Core + Value tasks.

Simple or not?

By the way, we are using a Kanban (Toyota)!

INTERRUPTIONS

None likes to be interrupted unless they do something boring or unwanted. Nevertheless, interruptions are a calamity in people's lives and companies. Interruptions must be avoided at all costs.

Some even believe that they are unavoidable. Yes! Maybe a very tiny part of the interruptions cannot be avoided. But most people base their work on interruptions. And that is madness and colossal waste.

The 3 sources of interruptions:

- Someone else (like my boss or my family) interrupts me.

- I lose focus and get distracted (by my mind, my emotion, …), and I stop what I am doing.

- The activity gets modified. For example, the customer ordered A now we need to deliver B.

From a productivity point of view, multitasking is a swear word. When we switch from one activity to another, there is ALWAYS a time waste. And often, this is more time-consuming than the actual activity!!!

So before interrupting any activity, we do everything we can to bring it to completion or at the "current step completed" stage.

Let's simplify it: imagine we want to wash the dishes and write a paper letter. Every time, before touching the paper, we must dry our hands carefully, and it is a time waster: it does not provide any value or contribute to any task.
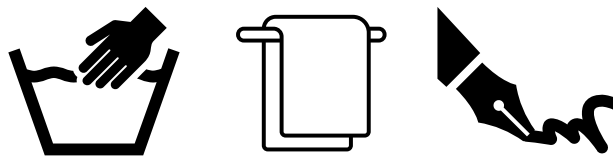
But we all need to do several things during the day. Different people require our attention and support, and we might have many due dates and important projects on our table.

So, we allocate our calendar time allotment to specific projects. In this way, we balance our limited time on the different requests.

ALLOTMENTS

The Forth step:

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📅 **Work in time allotments.**

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We set dedicated areas of time. In our calendar, we put ONLY:

- Meetings and appointments WITH other people.

- Time allotments to dedicate to a specific type of activity.

- Optional (deprecated, as they are already in the kanban): reminders of due dates.

And we leave enough unallocated time! NEVER EVER add a task to the calendar (unless it is a meeting). It's a recipe for disaster for busy people!

	Mon	Tue	Wed	Thu	Fri
9:00	**meeting**	Proj1	Proj1	**meeting**	Proj1
10:00	Proj1	**meeting**	Proj1	Proj2	Proj1
11:00	Proj2	Proj2	Proj2	Proj2	Proj2
12:00					
13:00					
14:00					**meeting**
15:00	Proj3	Proj3	Proj3	Proj3	Proj3
16:00			**meeting**		
17:00	**meeting**				
18:00					

The Fifth step:

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⏳ **Work in and out of the box.**

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So, we work with **ALLOTTED** time frames:

- In the next **25/50 min,** we will work on "this" with no distractions (in the BOX). We need an **alarm** clock! ⏰
- In the subsequent **5/10 min,** we do the rest, check messages/calls, distractions, restroom … (outside the BOX)
- Repeat.

By the way, this technique is called Pomodoro (Tomato)!

LACK OF INFORMATION

Lack of information is a big one and often overlooked. Lack of information may involve 3 situations:

- "What?" Maybe the specification is foggy. We do not clearly understand what needs to be done.

- "Wait!" We are waiting for info from somewhere.

- "How?" We don't know how to do it.

Lack of clear understanding is often due to poor communication and delegation skills (of the Boss and Managers!!!). How often do people get reprimanded for completing what they understood was required?

Without all the necessary information to be completed (at least for the current step), an activity should NOT be touched. We only solicit the source of information.

The worst of the 3 is the "don't know how" because it makes us slower. But it's also the easiest to remedy: it's up to us!

COLLECT PROCEDURES

We want to become a "procedure" collector (digitally). We may have to do the same tasks again in the near or far future. But if we have done it once and recorded a "how to do" procedure, we will be much faster.

The Sixth step:

Become a procedure collector.

- When we start doing something, we open OneNote, Evernote, or a folder in google docs, …

- We write the title "How to do XYZ" on a new page if it's a new task.
    - We collect every single step we take.
    - We write a sentence, paste a link, paste a screenshot… whatever cloud be helpful to guide us next time.
- If a procedure already exists, we check it is up to date.

This activity has 3 main benefits:

- Next time, we can complete the task faster by following the procedure.

- We can easily delegate it to somebody else by passing the procedure

- It will spare us from making many mistakes! When we do something and write down the steps we take, we are MORE aware of the process and avoid making errors.

DELEGATING & TRAINING

An activity, especially when this is a low-added-value task, should be delegated to somebody who knows how to do it. It's cheaper, faster, …

But sometimes it's not possible. This task may be a core activity that we must do ourselves.

So, we must learn to be as fast and effective as possible.

And we do not want to discover hot water, don't we? Surely not.

So, list all the training, coaching, and mentoring you need/want to do. Get that mentoring! You will save an enormous amount of time.

The Seventh step:

If it cannot be delegated, enrol for that "how-to-do-it" training/coaching/mentoring! NOW.

PROCEDURE

The effect of the 3 productivity destroyers:

- Disorganization
- Interruptions
- Lack of information

Can be minimized by following these steps:

1. **Collect** in 1 place all our tasks/ activities on a wall (Kanban)

2. **Label** them Date, Me, Core, Value, ...

3. The evening before **select**:

    1. **1 to 3** main activities that will be the day's focus.
        1. At least 1 is a Me + Core + Value

    2. **3 to 5** small, tiny (annoying?) activities to be handled and put out of the way.

4. Within the **allotted** time, work on 1 task until: completed/ no progress is possible/ allotted window terminated.

5. Work in and out of the **box** (Pomodoro)
    1. Ex: 25min in ONE task
    2. 5 min catch up with the rest.
    3. Repeat

6. Become a procedure **collector**.

7. Identify in what skills/ areas you need to **improve**. Invest in those training/coaching/ mentoring asap.

NEXT STEP

Proper time management makes all the difference in a company and our personal life. But time management is only one part of the bigger picture we must master at work.

In the <u>EXEDIR mentoring program</u>, you get the leading knowledge, delivered in "short-to-the-point" chunks, for making the max business impact on you and your work in the shortest possible timeframe.

Start your journey to exp grow your business and have your life back.

Apply for the free **BUSINESS STRATEGY SESSION**, a one-to-one session with our CEO Ugo Nuvoloni which you will discover:

- The Winning **STRATEGY** & Vision for your Business Growth.

- The **CHALLENGES** that are Blocking you.

- The "**NEXT-STEP**" Actions for Moving Up with new Enthusiasm.

Because you want to unlock your growth now and stop losing the right opportunities, go to the

. **<u>FREE BUSINESS STRATEGY SESSION</u>**

I hope you enjoyed this report and that it will be helpful to you.
*If you know somebody who would benefit from reading this, **you may pass it on directly** as long it is unmodified.*

Enlighten Inside, Shine Outside

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