



2016 MDRT Annual Meeting e-Handout Material

Title: The Truth About Productivity: You Can't Catch Up, But You Can Get Ahead

Speaker: Audrey Thomas, CSP

Presentation Date: Tuesday, June 14, 2016

Presentation Time: 10:00 - 11:00 a.m.

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Slide 1



Audrey Thomas, CSP

The Truth About Productivity: You Can't Catch Up, But You Can Get Ahead

MDRT
2016
JUNE 18-19
VANCOUVER

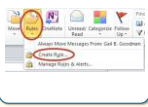
Slide 2

Limit Email Activity – Set up Rules

Presort the Unimportant

Newsletters
HR Notifications
List Serves




Rules



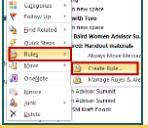
11:30 AM

Slide 3

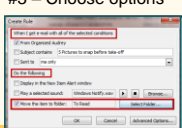
#1 – Highlight the email in your Inbox – Right Click it.

	Delta Air Lines	Travel Confirmation for Organized Audrey	Wed 2/10/2016 5:04 PM
	Organized Audrey	3 Pictures to snap before take-off	Mon 3/8/2016 7:03 AM
	Joni McPherson	New PowerPoint Design	Thu 1/21/2016 8:32 AM

#2 – Scroll to Rules > Create Rule



#3 – Choose options

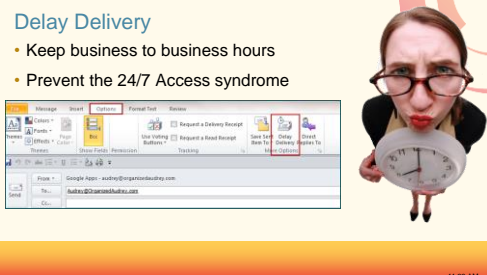


11:33 AM

Slide 4

Delay Delivery


- Keep business to business hours
- Prevent the 24/7 Access syndrome



The screenshot shows an email client window with a 'Delay Delivery' button highlighted. The email content is from 'Google Apps - another@unroll.me' to 'Audrey@unroll.me'.


11:33 AM

Slide 5



Get control of your subscriptions

1. Unsubscribe
2. Keep in Inbox
3. Include in the Daily Digest



The screenshot shows a list of subscriptions with columns for name, frequency, and actions (unsubscribe, keep in inbox, include in digest).

3:42 PM

Slide 6

Edit Your Subscriptions

[Rollup \(126\)](#) [Unsubscribed \(146\)](#) [Inbox \(55\)](#) [New Items \(5\)](#)

337

Total Subscriptions!!!

11:33 AM

Slide 7

✓

Make your phone # visible

From

Subject

Audrey Thomas - 952-944-9470

Notice the "From" line

✓

Speak your number s-l-o-w-l-y

✓

Leave effective voice mails

Hi, Audrey Thomas, 952-944-9470. I'm following up about...

Thanks for your time, Audrey Thomas, 952-944-9470

11:33 AM

Slide 8


Maximize PowerPoint

Insert a time stamp

"B" for Black; "B" for Back

"W" for White

Type the slide # to skip ahead



11:33 AM

Slide 9


Favorite Apps

1 Million+ apps available in the Apple Store



Slide 10

Trello



- Collaboration tool
- Organize projects into "boards"
- At a glance, see who's working on what
- Know where something is at in the process
- Invite specific people to specific parts of a project

11:33 AM

Slide 11



- Multiple lists
- Transfer to another list
- Scan bar codes
- Create a Favorites List
- Select from a database of >1000 items
- Email list to someone else

Slide 12



- Stop paper junk mail
- PaperKarma unsubscribes for you
- Snap a photo and you're done




3:42 PM

Slide 13

TurboScan

- Highly intuitive
- Creates PDF's of all scans
- Detects document edges
- Easy to send to cloud or even email to yourself



TURBOSCAN


3:42 PM

Slide 14

Productivity –

"The internet wants to destroy your productivity."

Always allow.




3:42 PM

Slide 15

Limit Decisions – Every Day

What to Wear

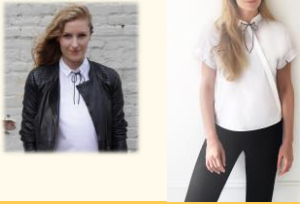


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Slide 16

Matilda Kahl

- 15 Silk blouses
- Black trousers
- Rosette Tie
- Occasional black blazer



11:33 AM

Slide 17

Limit Decisions – Every Day

What to Wear



What to Eat



When to Gas Up



When to Pay Bills



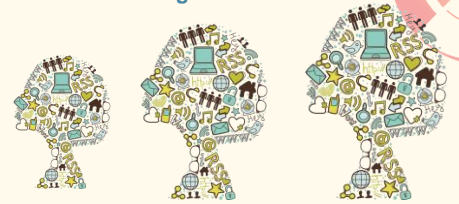
When to Schedule Meetings



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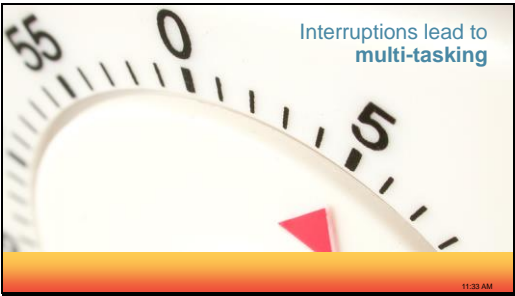
Slide 18

Curb multi-tasking

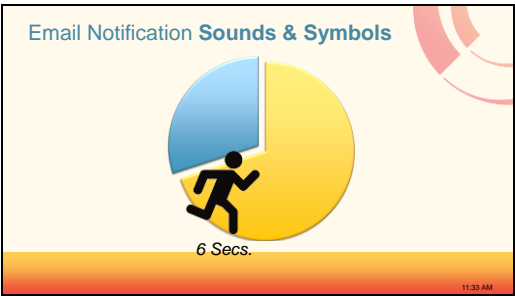


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Slide 19



Slide 20



Slide 21



Slide 22

Multi-tasking & Your IQ

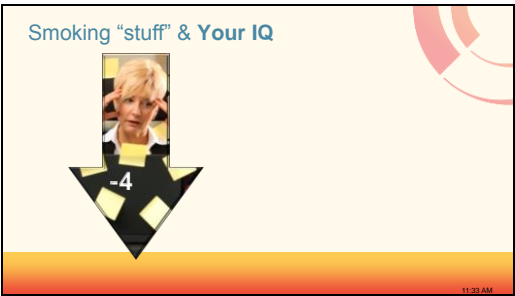


KING'S
College
LONDON

11:33 AM

Slide 23

Smoking "stuff" & Your IQ



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Slide 24

Identify the Ugly Twins



Perfectionism Procrastination

11:33 AM

Slide 25

Things **Perfectionists** Say

I'll NEVER get this project done!

I MUST get this done all at once

This project is SO big.

I want it done PERFECTLY.

11:33 AM

Slide 26

Perfectionism can lead to **Procrastination**



11:33 AM

Slide 27

TALES OF MERE
EXISTENCE

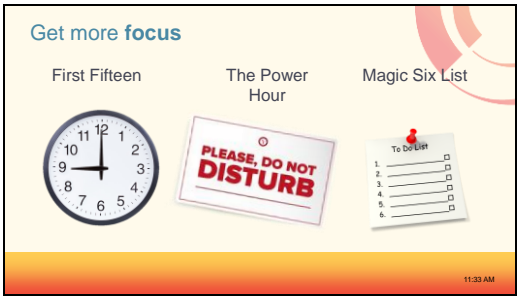
BY LEV YILMAZ

11:33 AM

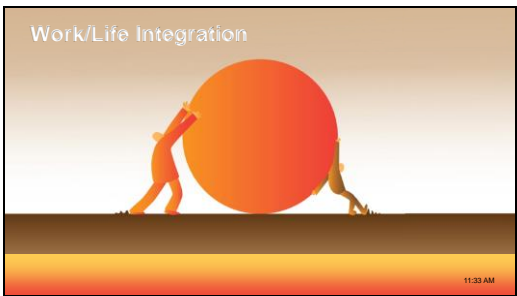
Slide 28



Slide 29



Slide 30



Slide 31



Slide 32



Slide 33



Slide 34

Volunteer

Schedule It



Commit



Find Your Sweet Spot



11:33 AM

Slide 35

Kid's Camp Rocks!





*Having a great time!
Wish you were here.*

Love, Audrey

11:33 AM

Slide 36

Find a Hobby



11:33 AM

Slide 37

Create 3 Bucket Lists

- Yourself
- Spouse
- Friends & Family



11:33 AM

Slide 38



11:33 AM

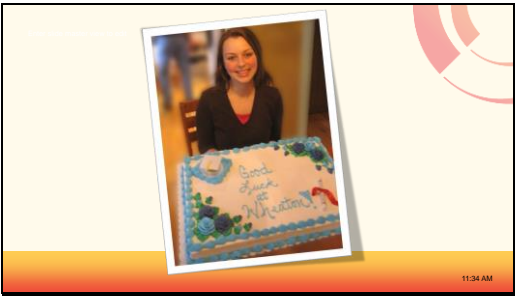
Slide 39

Share a Meal



11:33 AM

Slide 40



Slide 41



The Truth About Productivity: You can't catch up but you can get ahead

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Technology

1. Limit email activity
 - a. Outlook Rules – Presort non-time sensitive emails into file folders
 - b. Delay Delivery – Tag an outgoing email to send during regular business hours
 - c. Unroll.me for Gmail users – Gather subscription-type emails into one email
2. Make call-backs convenient
 - a. Place your phone # immediately after your name on all outgoing emails
 - b. Voicemail – Leave your number twice and speak it slowly
3. Maximize PowerPoint
 - a. Insert a time stamp
 - b. Hit the “B” key for a black screen. Hit it again to bring your presentation back.
 - c. Hit the “W” key for a white screen.
 - d. Type slide # and the ENTER to jump ahead in your presentation
4. Choose apps wisely
 - a. Trello
 - b. MyShopi
 - c. PaperKarma
 - d. TurboScan

Productivity

1. Limit everyday decisions
2. Curb multi-tasking
3. Identify the ugly twins –Perfectionism and Procrastination
4. Gain focus for today's tasks
 - a. First Fifteen – the first 15 minutes of each day
 - b. Power Hour – Spending the first hour of your day on highest priority item(s)
 - c. Magic Six List – Transfer six items from your To Do List to a Priority List

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Work/Life Integration

1. Unplug for one hour
2. Volunteer
3. Develop a hobby
4. Create 3 bucket lists
5. Share a meal

Additional Resources – These articles will help you increase your personal productivity. Share them with others or use them as agenda items at your next staff meeting.

- [4 Productivity Pointers for Busy Sales People](#) – Everyone has busy days. Implement these four strategies to keep your stress level low.
- [My Monday Moment](#) – 2-minute tips designed to streamline processes and organize your day.
- [3 of Outlook's Best Kept Secrets](#) – These will amaze you and you'll wonder how you ever got along without them.
- [Email Etiquette Pledge](#) - Great reminders for everyone.
- [3 Email Game Changers](#) - Email is a great tool. Why not maximize it and be more in control?