

Time Wise

Productivity secrets fs the world's most successful people

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Research from the world health organization suggests we are working longer than ever before. In 2016, 488 million people globally worked more than 55 hours per week.

According to a Microsoft report, we are sending 45 % more chat messages per week compared to pre pandemic levels, and 42 % more chat messages after office hours.

Work life is tough, but it doesn't have to be this way.

High achievers are in high demand. Given the unending demands on their time and energy, how do they get things done?

Reflect on your values and think of the types of people or groups or activity that you find most meaningful to help. Think of the requests you get.

4 Fs of making decisions

- Frame the question
- Fact finding
- The final decision
- Follow Up

Deciding on which meeting to attend

1. Is this meeting required for my job?
2. Does it bring me closer to my ideal work life?
3. Does it bring me joy?

All of us have a TO DO List, develop your own
MIGHT DO list.

Use this only if you have time.

At the end of every work day ask yourself what was the highlight of the day? Reflecting will help you understand what you liked about it.

Allocating time value to tasks

\$10 tasks

Errands

\$100 tasks

One off problems

\$1000 tasks

Planning and prioritizing

\$10,000 tasks

Highest value

Be clear with the question “ what can I delegate”?

Set aside time daily to review your calendar.

Stop treating breaks at work as an
afterthought, build them into your day.

When you are finishing work for the day, resist the temptation to close something, its ok if you leave it half way. Ernest Hemingway would stop writing and leave a sentence uncompleted when he was in full flow.

Over the course of a week or month, look at your calendar and see 'repetitive' work. Anything you do 30 times is repetitive. You can outsource this or automate this.

We all get requests for a coffee meeting, next time you get one, do seriously ask yourself if you should accept.

In any meeting, ask for pre read , and only allow people to speak if they have read the pre read.

According to Parkinson's law, a task will expand to fill time available for its completion. Guard against this.

Think of the behavior you want to change, it can be more of something and also less of something. You need a nudge.

Writing down helps you remember better, whether it's a book you have read or notes from a pre read or notes at the end of a meeting.

Think of your work differently

Shallow work is e mail

Deep work is strategic thinking or writing

Connecting work is phone calls , video meetings

Music actually helps you do better. Music without lyrics is even better. Pick some music and play it all the time to get into the flow.

Procrastination at work is about negative feelings around the task. If you can identify why, you will be better off.

Do your own life check up twice a year.

- Am I in the right job
- Have I reached a plateau
- Am I energized by what I Do
- Is the workplace culture a place where I can thrive by doing good work

Self doubt is always a place where there is room to grow. Don't worry about it.

Feedback is important. Avoid asking for feedback too late, ask it at half way stage of any task and on immediate completion of a task.

When asking for feedback be specific about which area you want it in.

When someone asks you for feedback ask them which area they want feedback in.

Feedback is never general.

If people give you constructive feedback,
reward them take them for a coffee, give them
a gift , whatever.

Write your own 1 page operating manual

- What are your strengths and weaknesses?
- How should people best communicate with you?
- What are your pet peeves?
- What do people misunderstand about you?
- What brings out the best in you?
- What brings out the worst in you?
- What are my blind spots?
- What do you wish you had known about me when you started working with me?

When building a long term relationship with someone develop a mindset of generous giving and highly personalized giving.

Make a list of recurring irritants in your life. These are tasks that you do regularly but frustrate you, annoy you or you simply find boring.

The way to deal with them is

delegate it
stop doing it
create the solution or
alter the activity