

# NAVIGATING CHANGE



*“Propelling Ourselves to Peak Productivity Each Day”*

## MASTERING MY DAY

Are you - staying at home? sheltering in place? under lockdown? working from home? Well, you have an ideal opportunity to achieve both work and domestic productivity each day. The question is – Are we mastering our day and propelling ourselves to peak productivity?

Two of the most **IMPORTANT QUESTIONS** that we should hold ourselves accountable to answer at the end of each day are –

**“Was I productive today?”**

**“Did I manage my time and my efforts effectively to achieve my planned results?”**

### THE GRAND PLAN

What many persons who are working from home may have realized, is that the biggest challenge is getting through the “To Do List” for the day. Whilst we know what we would like to accomplish and have a grand plan to end the day triumphantly, sadly, some of us complete precious little.....so many distractions, so many “little people” demanding attention, so many domestic chores to be juggled with assignment deadlines and the list goes on and on.

### WE'RE STARTING EACH DAY WITH THE END IN MIND

Our daily level of productivity is linked closely to how effective we are at mastering our day. This journey should start every morning with clearly charted priorities and results that we want to produce for the day. This rhythm allows us to **“start each day with the end in mind!”** and helps us to keep our end points clearly in view. One of the benefits of following this pattern is that we begin to **“seize and maximize every moment of the day.”**

# WE'RE SEIZING CONTROL OVER PRODUCTIVITY HIJACKERS

If we want to propel ourselves to peak productivity each day, it is important for us to stay ahead of potential productivity hijackers. This means:

- **Knowing** our “personal SWOT pattern – our unique strengths, weaknesses, productivity threats and untapped opportunities that can help us to identify what will work for us as we balance work and domestic priorities.
- **Overcoming** a negative attitude towards the situation.
- **Counteracting** the obvious and the hidden hijackers of our productivity – indiscipline; unmanaged personal stressors; inadequate knowledge or skills; poor time management practices.

## MANAGING OUR PRODUCTIVITY

### Practising Our Day Opener Rituals

- How are we going to open our day in a way that generates energy?
- **We don't jump out of bed, this disrupts our natural biorhythms** (spend 10 minutes in calm acknowledgement of the new day, then step out of bed calmly if this is at all possible)
- We make up our beds to stimulate emotional balance
- Devotion, exercise, stretching, gratitude ritual etc.

### Practising Proper Self-care Through A Careful Breakfast Ritual

- **The wisdom behind breakfast is: breakfast like a king, lunch like a prince and dinner like a pauper. In other words, an inverted pyramid.**
- We're making breakfast a ritual, not a hit and run activity
- We're intentional about what we eat, we eat for nutrition and we eat mindfully
- Let's either include family members or have breakfast in solitude if we prefer
- Let's eliminate extra sugar from our meal to regulate our blood sugar

### Practising Social Interaction

- Let's establish our start up social rituals – reach out to someone at work, a relative or a close friend

### Planning and Prioritizing

- We plan today for tomorrow and make our “To Do List” before we go to bed
- We're setting ourselves an achievable number of big or small tasks, (no more than four per day, since this is the number we're likely to achieve....true?)
- Let's prioritize tasks according to importance - important and | or urgent; assign A,B or C level importance and attach a timeframe for completion e.g. 2pm - 4pm
- Let's carve tasks into blocks (checking email, making calls, domestic activities, time-outs, activities with children etc.)
- **IMPORTANT:** We're forcing ourselves to not check our phones every time a social media alert pops up (this may be a toughie!!), so that we don't lose ourselves on social platforms
- All “To Do Lists” have to be Physical (on paper or electronic) and should not be kept in our heads!!!

## Proceeding Purposefully And With Precision

Emerging from our day triumphantly relies heavily on our ability to remain focussed throughout the day, one hour at a time. So, it's important to hold ourselves accountable hour by hour, on our priorities. This means becoming really tough with ourselves:

Here are some ways that we can keep ourselves in check:

- Let's STOP Interrupting Ourselves (we are guilty of distracting ourselves)
- Rigidly reprioritizing our "To Do List" every hour to keep our progress *In View*, to maintain emotional control and to not become frustrated by falling short of targets
- Focussing on completing one task at a time before moving to the next
- Adhering to the standard of "Do It Right The First Time" to avoid rework which can lead to frustration
- Taking programmed breaks since we'll be sitting quite a bit (drink lots of water)
- Taking a walk after each meal to counteract oxygen depletion
- Agreeing with ourselves to not say yes to everyone and everything

## Measuring Our Own Performance

Something that will be new to many of us will be the responsibility for Self-Supervision. We need to adjust ourselves to the reality of not having a Supervisor walking the floor or not being able to walk across to a colleague's desk or cubicle to check on a transaction.

Here's the reality:

***We are our own Flight Planner, Dispatch Officer and Traffic Control Manager.***

We plan the day, identify and correct our mistakes, balance our energy carefully, track our progress, reset our priorities, liaise with team mates and we hold ourselves to completing our tasks thoroughly

We are learning, keeping our promises, being dependable, keeping our word, saying no instead of saying yes when we know that we cannot deliver

And at the end of each day, we'll reflect on our successes and our mistakes, forgive ourselves, reset for tomorrow and end the day with a Closing Ritual, resolving:

To Do Better Tomorrow!!

*Owning continuous progress !!*