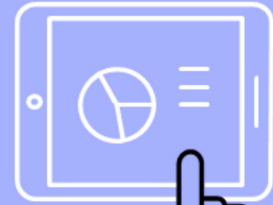
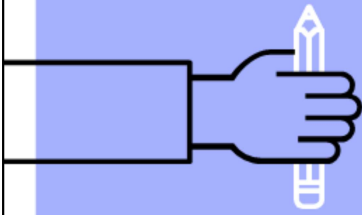
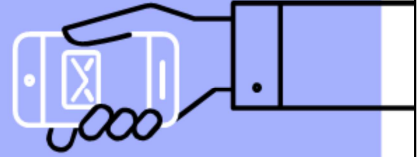


If You Want
Something Done,
Give it to a Busy
Person



HELLO!

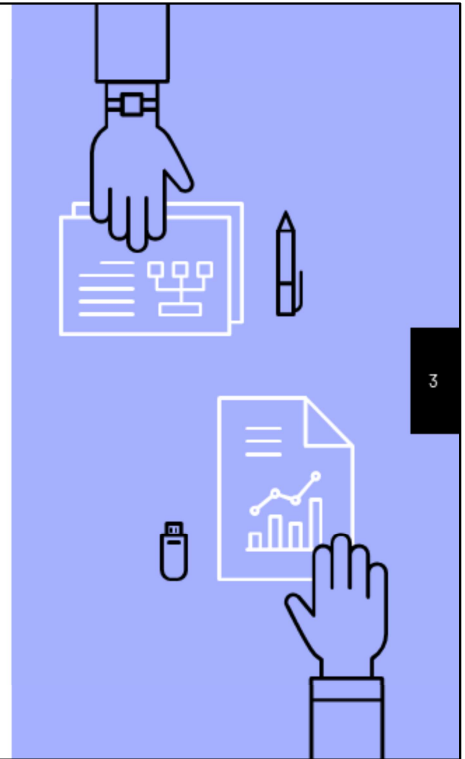
I am Allison Giddens

I run an aerospace machine shop. I lead a non-profit organization. I am active as a Board Member on three boards. I volunteer for several organizations. I am a wife, sister, and daughter. I travel and have a social life.

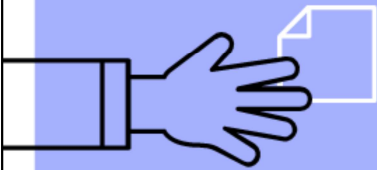
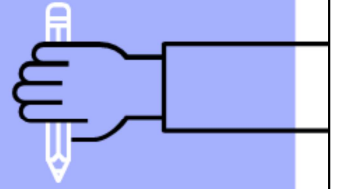
I find time management one of my strongest abilities.



- ▶ **The psychology behind being busy**
 - ▶ How/why we forget
 - ▶ Prompting creativity
- ▶ **Tips, Tools, and Technology**
 - ▶ Juggling the chaos
 - ▶ Audience input
- ▶ **More Info & References**
 - ▶ Like this stuff? I have more!




1.
The Psychology
Behind Being
Busy





Like this topic?

Reference to share later: https://seths.blog/2018/12/the-digital-swirl-is-real-its-disconcerting-and-its-loaded-with-possibility/?fbclid=IwAR0qsyx3_plSmQLR9IWfpDXelvHhiDcWgeqWg2uEpwrkoTnP8-Me4IEL8mo



“Don’t cry over spilled _____”

“_____ killed the cat.”

“To be or not to _____”

“Think _____ the box.”

6

Your brain is always looking for connections, patterns, and completion.

We notice things that are already primed in memory or repeated often.

Do you like this stuff? Look up availability heuristic, attentional bias, cue-dependent forgetting, frequency illusion...

Our brains tend to boost the importance of things that are unusual or surprising. Alternatively, we tend to skip over information that we think is ordinary or expected.

Cognitive Bias: <https://qz.com/776168/a-comprehensive-guide-to-cognitive-biases/>

The Zeigarnik Effect

7

ou are much more likely to remember uncompleted tasks than the one you completed.

...which can also contribute to your stress of feeling like “I did all kinds of things today but I never got anything DONE.” Or, you could get hung up on one thing because you didn’t get to a point in the project or task where your brain felt confident it was complete.

When your mind is racing and you are multitasking -
Where you get hung up is on the lack of completion of things.

It’s part of the reason they say keep a notepad by your bedside table. Not your phone. Too distracting and tempting to do other stuff on the phone if you pick it up to make a note. Pick up a notepad and pen, and jot down whatever just came to mind. By putting it to paper, your brain gives itself “permission,” so-to-speak, to not eat up space in your RAM.

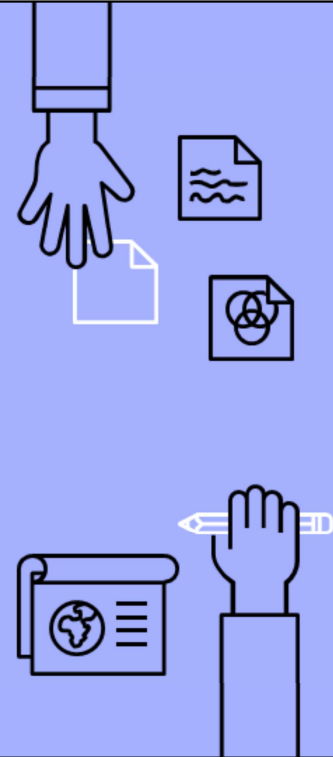
Reference: <https://www.psychologytoday.com/us/blog/here-there-and-everywhere/201403/why-we-hate-not-finishing-what-we-start>

Completing a project

When you recognize a task or project as completed, your brain releases a load of dopamine, a neurotransmitter that is responsible for generating feelings of accomplishment, satisfaction and happiness.

This MOTIVATES you to continue completing tasks!

...But there's kind of a problem.

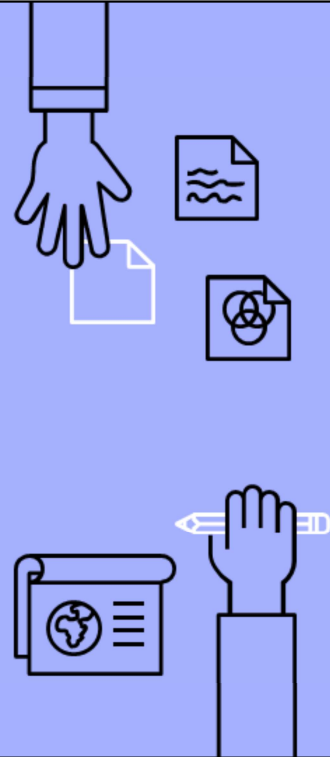


References: <https://facilethings.com/blog/en/micro-tasks>

This phenomenon frequently gets you to focus on the smaller and easier tasks.

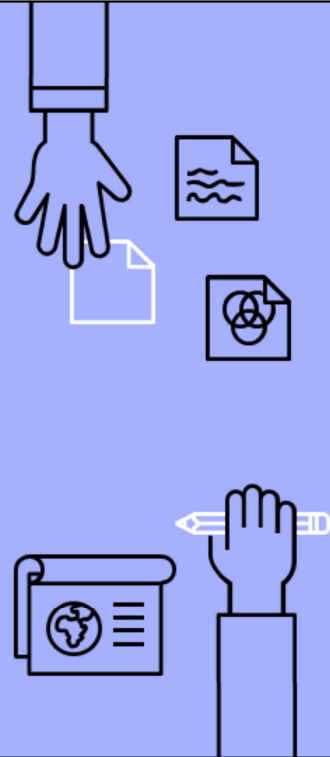
That's not very helpful for those of us with large projects or a growing to-do list, right?

So, chop up your projects!



BIG PROJECT:

Prepare for AS9100 Re-Cert Audit



10

Don't put THIS on your calendar! It's daunting! It's vague! And your brain is not likely to motivate you to get this checked off if given the choice.

THREE SMALLER PROJECTS:

Re-Read AS9100 QSM

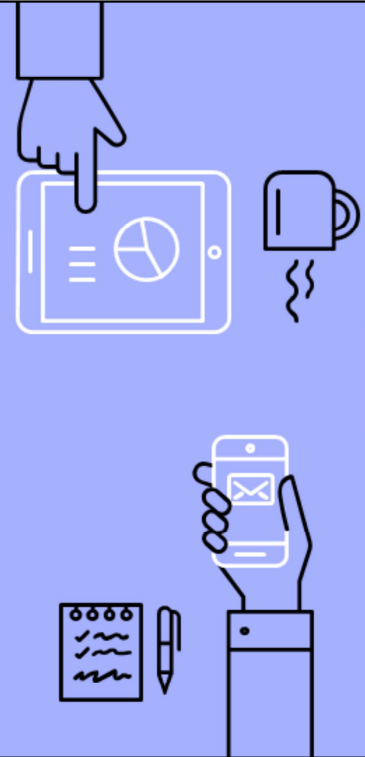
Re-Read Manual, look for typos or changes to work with Document Control on updating/correcting.

Past NCs/CPAs

Pull last year's audit plan and assessment report, assign internal auditors to check on continued compliance with verified/closed NCs/CPAs.

Catering

Get allergies/aversions from auditor, order lunches for audit week.



Now THIS is do-able.

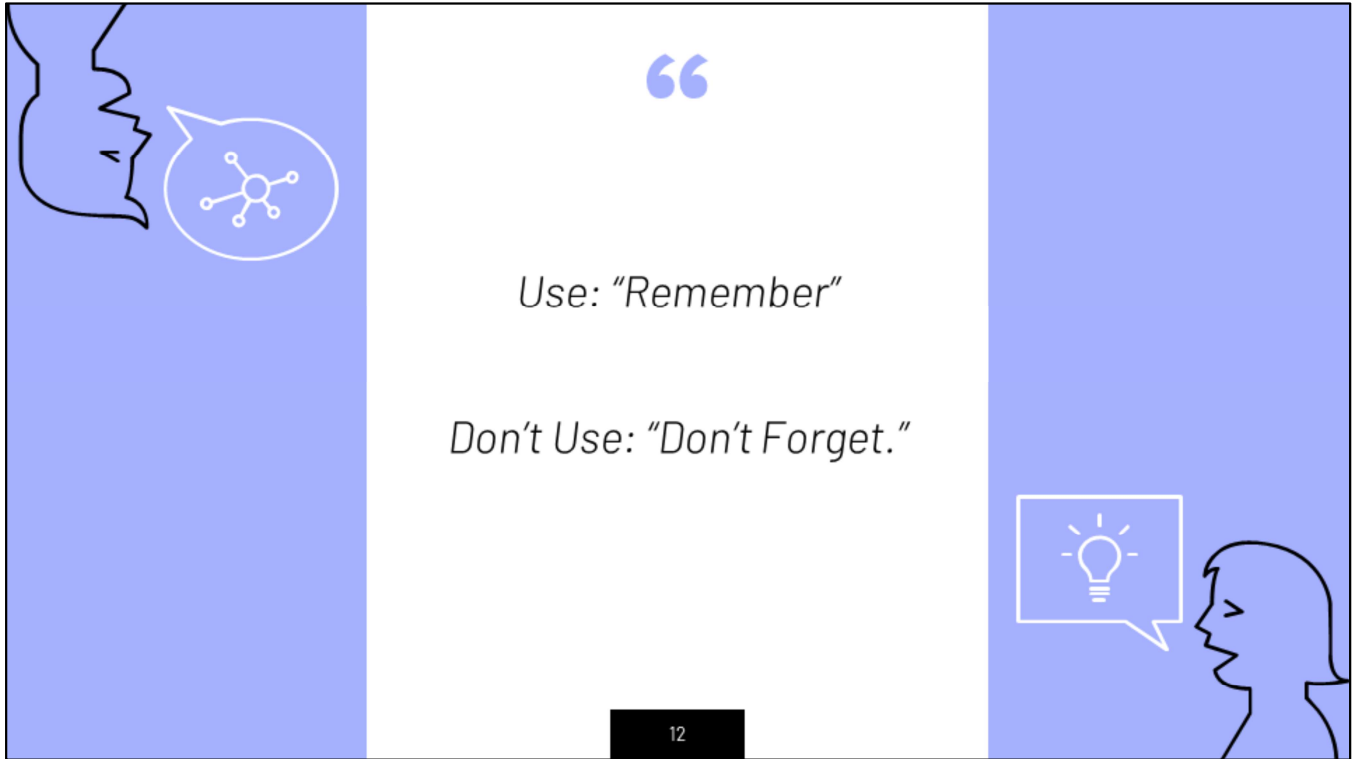
These are pretty simple, clear, and straight-forward tasks.

Additionally, once you have 1 or 2 of these done, and you know they're part of the bigger picture, you are motivated to complete things that you've invested time and energy in (even when we shouldn't...)

(Reference: Sunk Cost fallacy)

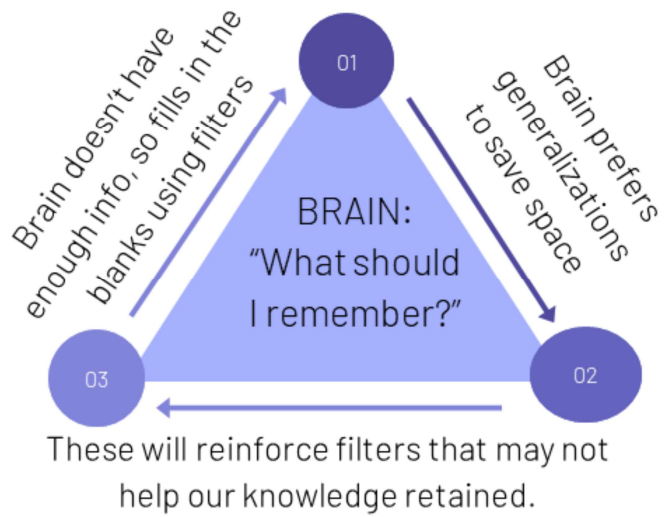
Interested in more? Check out:

"The Checklist Manifesto" - Atul Gawande



Your brain hears “forget.” And guess what you may be more prone to do? Yup. Forget.

Information OVERLOAD!



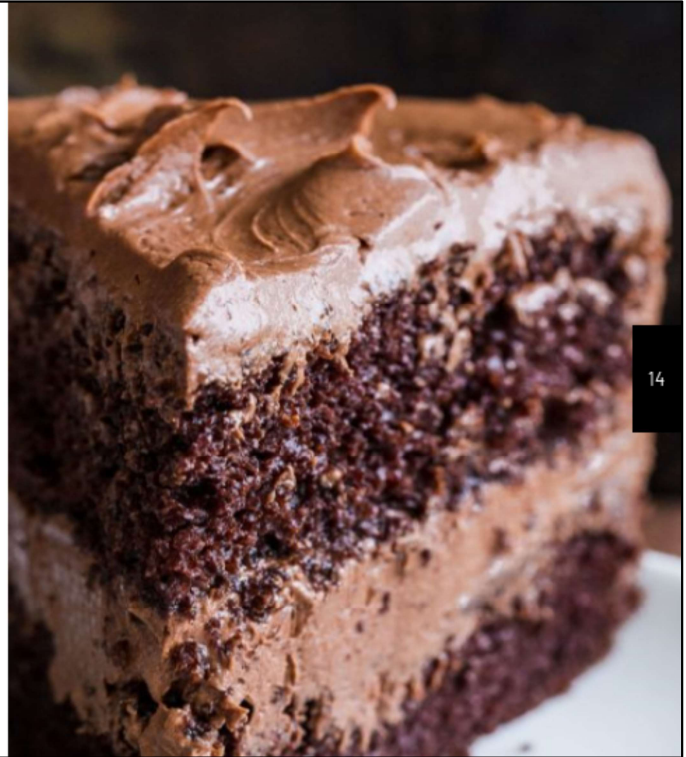
How does all of this incompleteness and busyness contribute to your brain's processing?

THIS.

Reference: <https://qz.com/776168/a-comprehensive-guide-to-cognitive-biases/>

We make decisions based on emotions.

When people are placed in situations where they lack time to complete a task, they grow anxious and become more likely to give in to their impulses. They are more likely to “choose the cake,” so-to-speak.



14

I believe there's more to this. I believe that the anxiety of feeling the lack of time is really anxiety on the lack of time MANAGEMENT. Not to say I don't like cake.

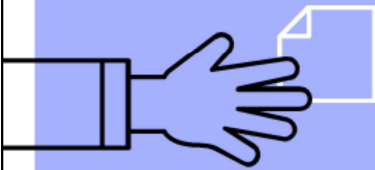
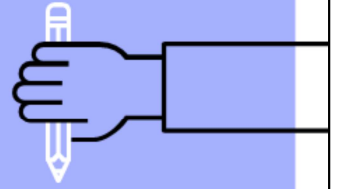
Being focused also means taking breaks, all work with no break can adversely affect productivity and efficiency. Research as early as the 1960's [showed](#) that our brains work in 90-minute rest-activity cycles and hence a recharging break every hour and half is imperative for productivity. More recent [imaging studies](#) have shown that some critical sections of the brain become active during downtime, indicating that periods of rest are critical in allowing the brain to synthesize information, make connections between ideas and even develop the sense of self, all of which are essential for efficient performance and better time utilization.

Talk about creativity. Your brain hangs up on things that are incomplete. That's why you sometimes come up with your most brilliant ideas in the shower. 😊

Like this stuff? More info:

<https://hbr.org/2018/06/feel-busy-all-the-time-theres-an-upside-to-that>

2. Tips, Tools, and Technology



TIPS TO PRODUCTIVITY

FOCUS!

Working on a spreadsheet?

CLOSE YOUR EMAIL.
Working on a PowerPoint?

CLOSE FACEBOOK.

EXPECTATIONS

It's 8:00am on a Saturday. What do you HOPE to get done today? What HAS to get done? What would be icing on the cake?

ENVIRONMENT

Are you comfortable where you are? Is it noisy? Cold? Hot? Are you hungry?

DELEGATE

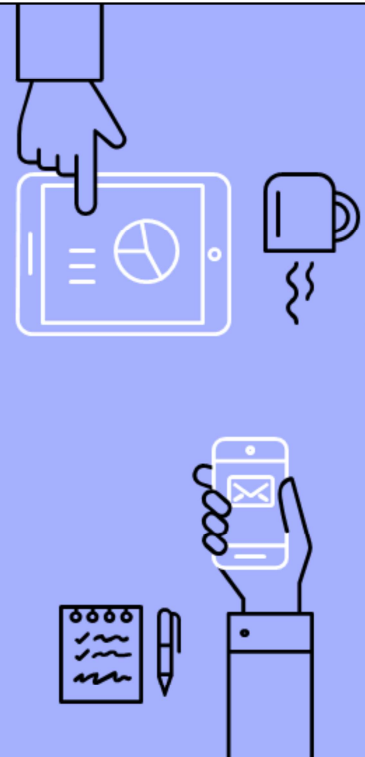
Such a funny word for so many of us...
Remember - those who live with us should also get delegated tasks. :)

PREPARE

Do you have somewhere to be in 2 hours? Do you keep looking at the clock? Can you set an alarm?

PASSION

We aren't going to LOVE everything we do, every day. But are you excited for what's to come?



Any remedial measure starts with awareness and there are tools that can help discover our work practice vis-à-vis wasteful activities online.

[Rescue time](#), for example, is an app that monitors your daily habits and sends you periodic alerts of how you used your time online.

Once the distractions identified by the app are removed, all that's left to be done is to focus on useful activity.

Other apps that perform similar tasks are [Offtime](#), [Moment](#), [Breakfree](#), [Flipd](#), [Appdetox](#) and [StayonTask](#).

Combine apps

Email clients

Do you have more than 2 email clients?

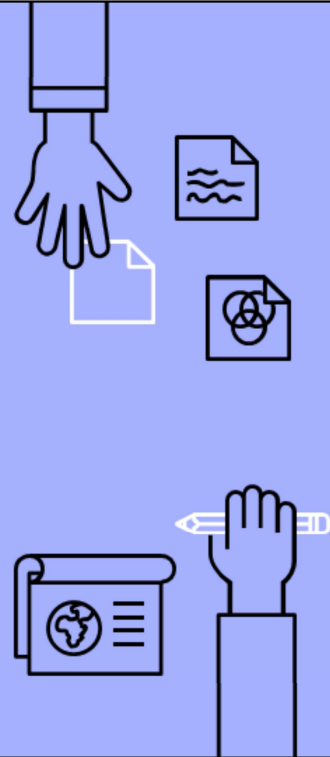
Consider combining and using alias.

Calendars

Do you have more than 1 calendar?

How do you not overlap commitments?

Can you combine the calendars?



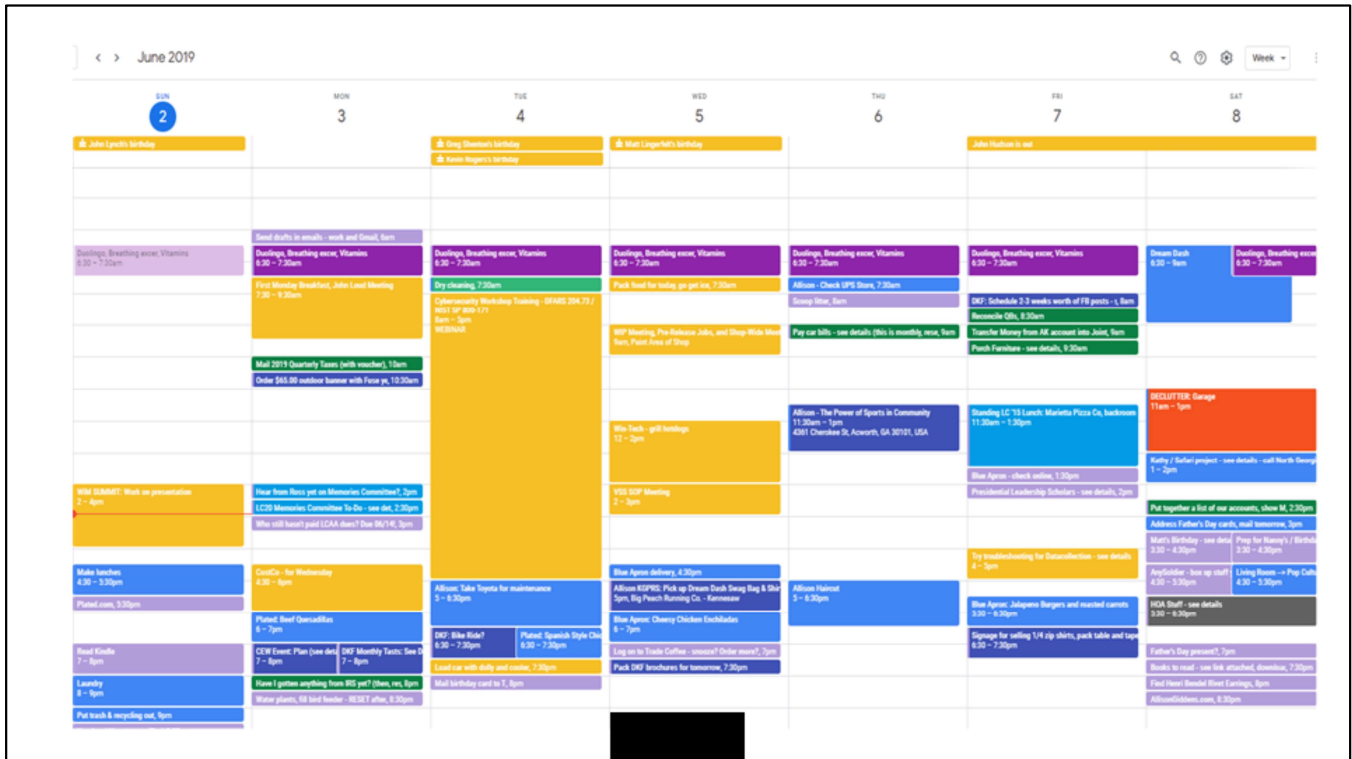
Gmail – I use my personal email and my non-profit email from Gmail. Work email stays in Outlook.

ALL calendar items end up on my Gmail Calendar. I email my assistant when I'm expecting to be on calls or will be out of the office. We don't have a shared Outlook calendar otherwise.

What
did we
do before
GOOGLE?



Fine print: I do not work for Google.



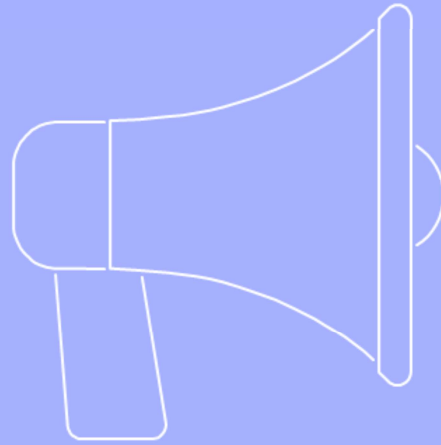
Any calendar is going to be as good as you make it out to be – and it will depend how often you look at it to decide how well it works for you. Google Calendar is my main source of time management organization. It’s cloud-based, so it’s on my laptop, computer at home, computer at work, and cell phone.

Here’s a sneak peak of a typical week for me.

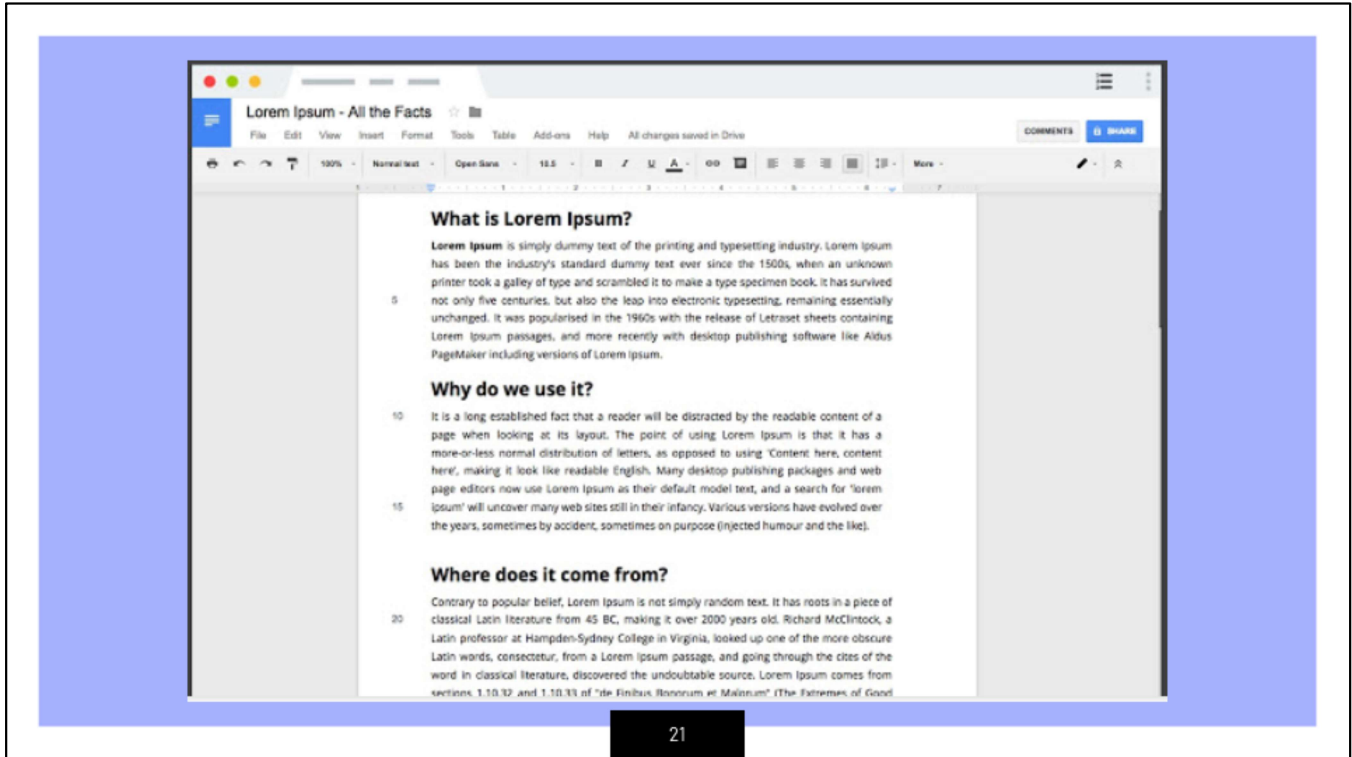
Color coded Google Calendar. My husband and I share the regular blue. That’s all he sees between the two of us, and he has his own craziness. The Yellow is work-specific for me. The lavender is just misc stuff for me that I don’t feel guilty about moving or postponing if I want. Regardless – it’s on the calendar and my reminder is there. Sometimes those overlap because they’re more just standing reminders of a bigger project (tracking arrival of birthday presents and reminding me to wrap them, for example). The Kelly green is finance-related. The dark blue is for the non-profit I run. The teal is for a committee I serve on. The orange is a year-long project of de-cluttering/minimizing ONE room in my house, per month. The dark purple reminders in the AM are standing reminders to myself.

At a glance – I can see that my calendar is work-heavy the first half of the week. I have a little bit of a breather on Thursday, and I can also see that I’m making dinner at home most nights this week, so my husband I will have some time together.

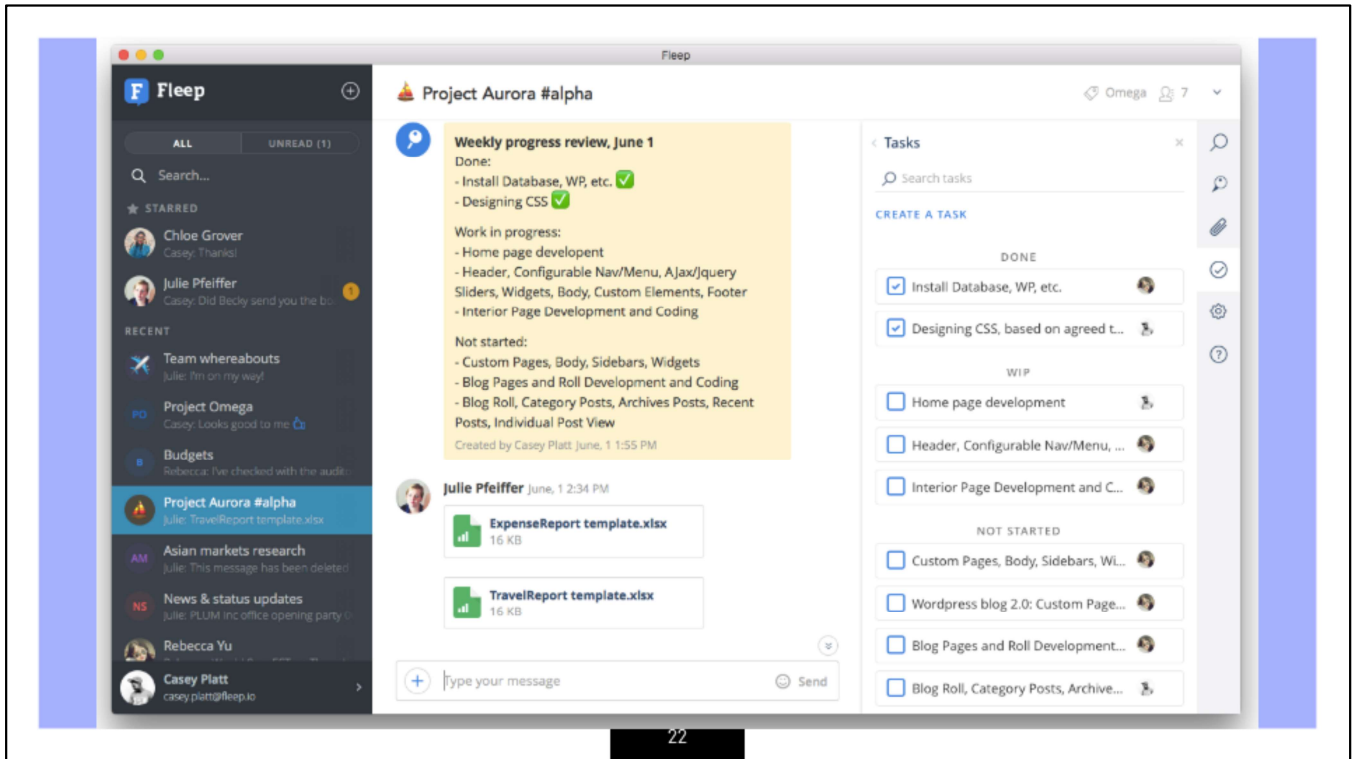
Communication Tools



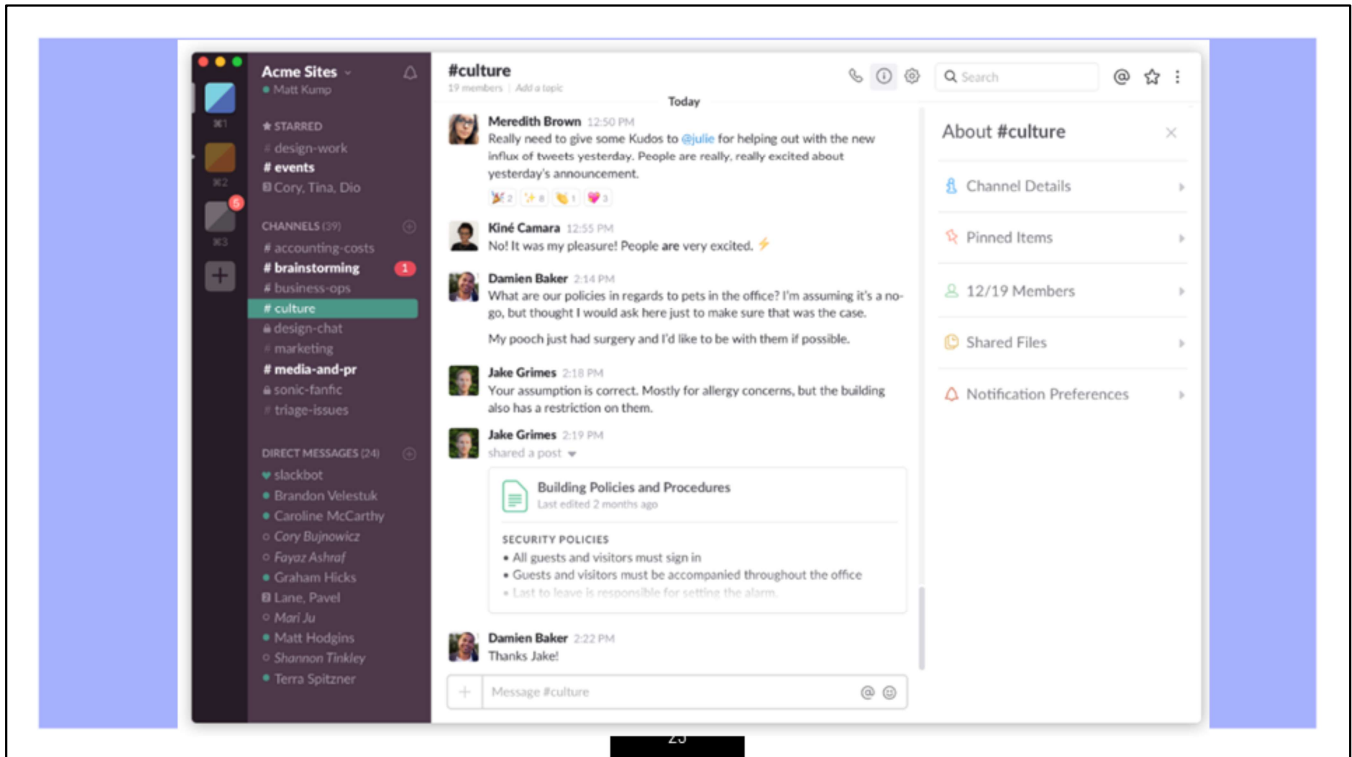
There are so many: And they are based on personal preference and oftentimes, whatever the OTHER person is suggesting.



Nearly everyone is familiar with Google Docs.

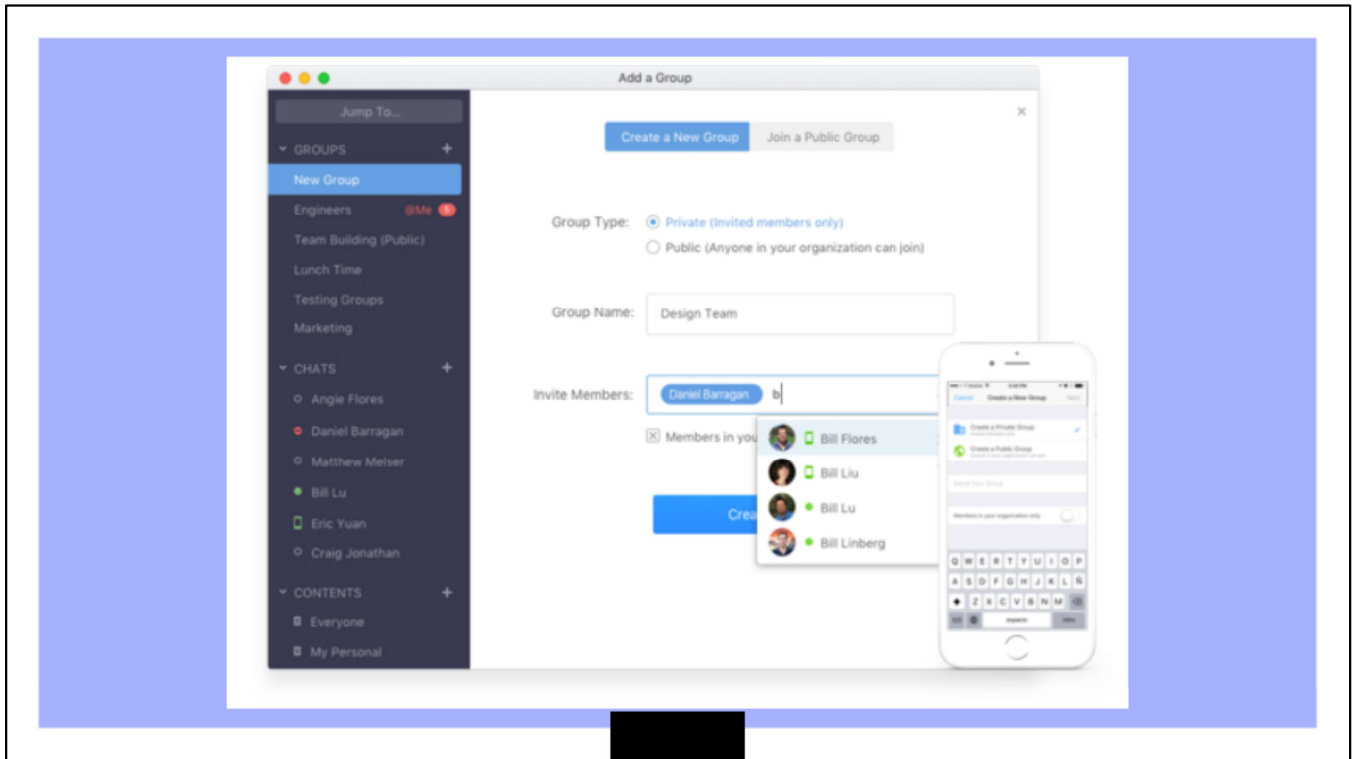


Fleep is kind of like a messenger. You know those email threads that go on and on and on and on? Yeah, this is where things would come in handy.

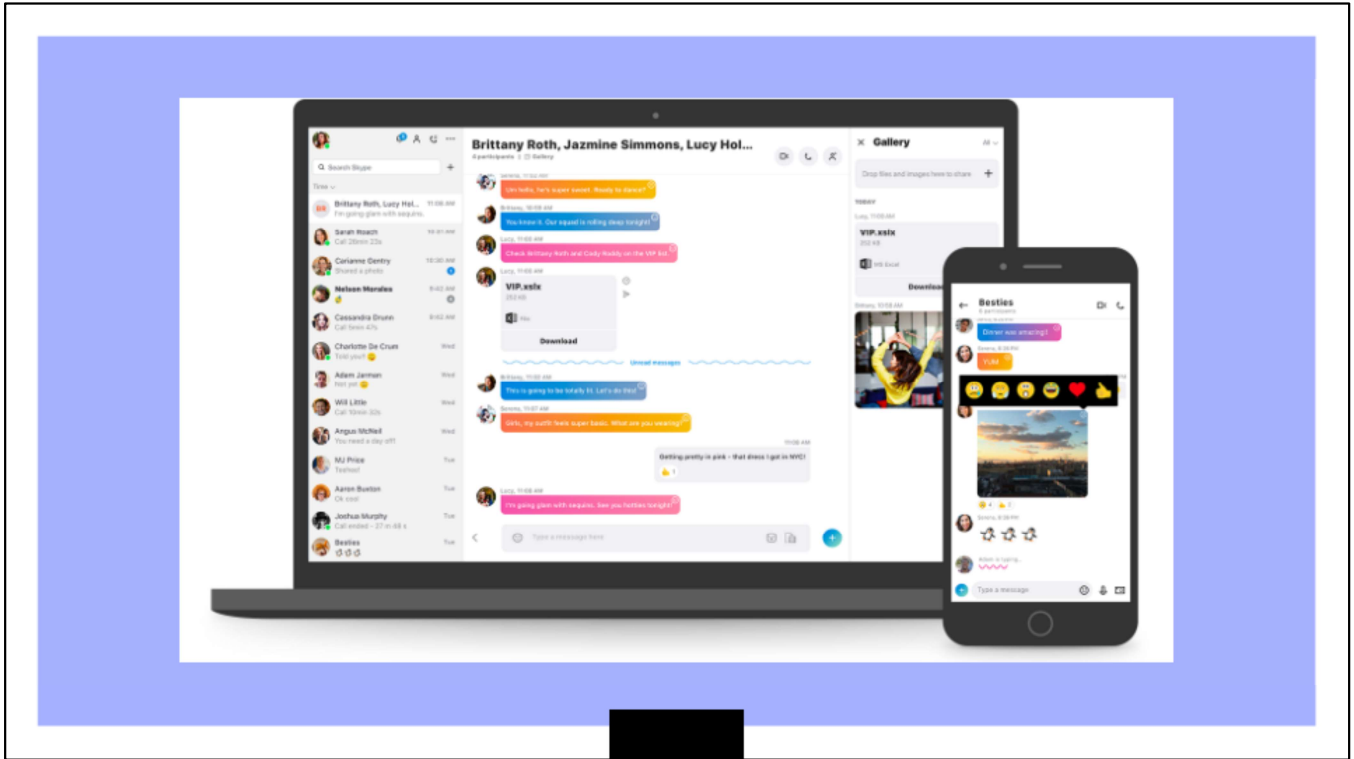


Slack: Integrates with Google Drive and DropBox. You can set reminders and communicate with teams.

Check out HipChat if you use Slack. It offers encryption, for those concerned with security/privacy.



Zoom is good for very large organizations or groups. There's screen-sharing options, and it's super easy to use.



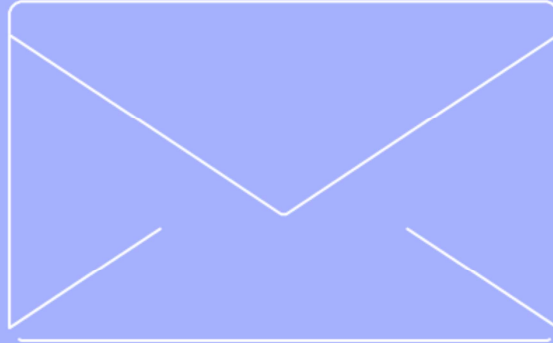
Skype enhances conversations – it's not just your basic video chat anymore.

Join.me

LogMeIn (GoTo Meeting)

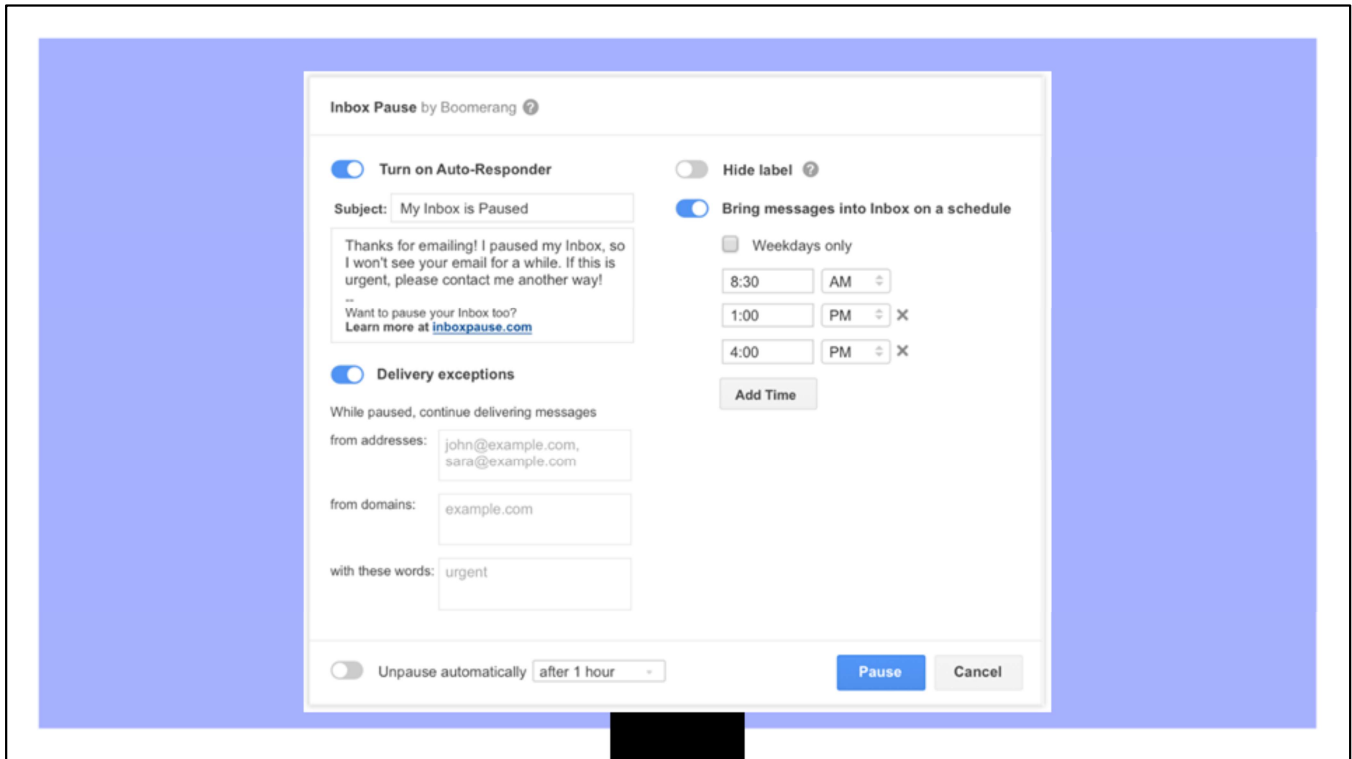
WebEx

Email Tools

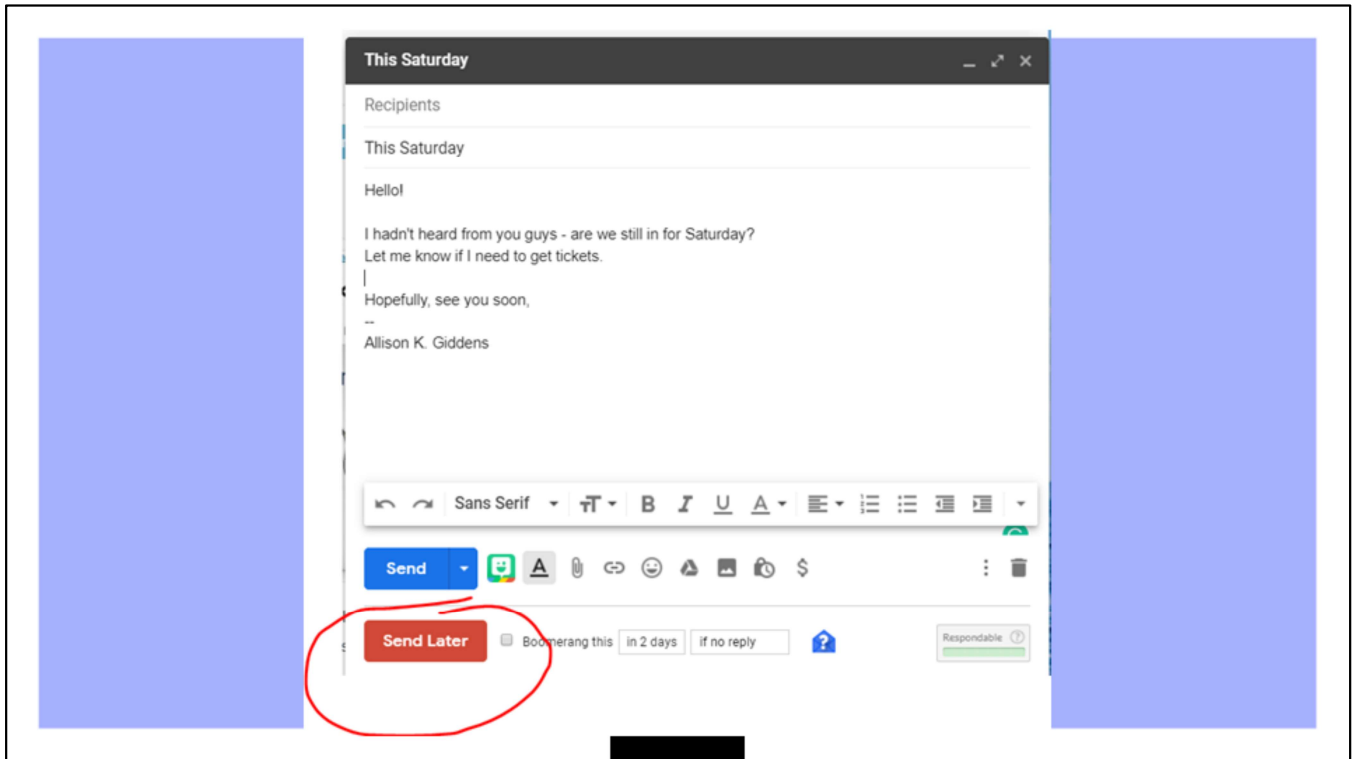


Boomerang

Free!



Pause your inbox – to laser focus on clean-up or avoid being distracted for a minute. Who doesn't find that "new email notification" obnoxious? Obnoxious enough to click and open the email for it to go away? Yup. Guilty as charged.



You can type an email at 1:00am late night Sunday into a Monday, and not bug the recipient. (hey, not everyone has their phone on silent at night)

Additionally, you can prompt it to nudge you if the email is sent and then doesn't receive a response within a certain amount of time.

UPDATE POST SUMMIT: Outlook will schedule/cache emails, too!

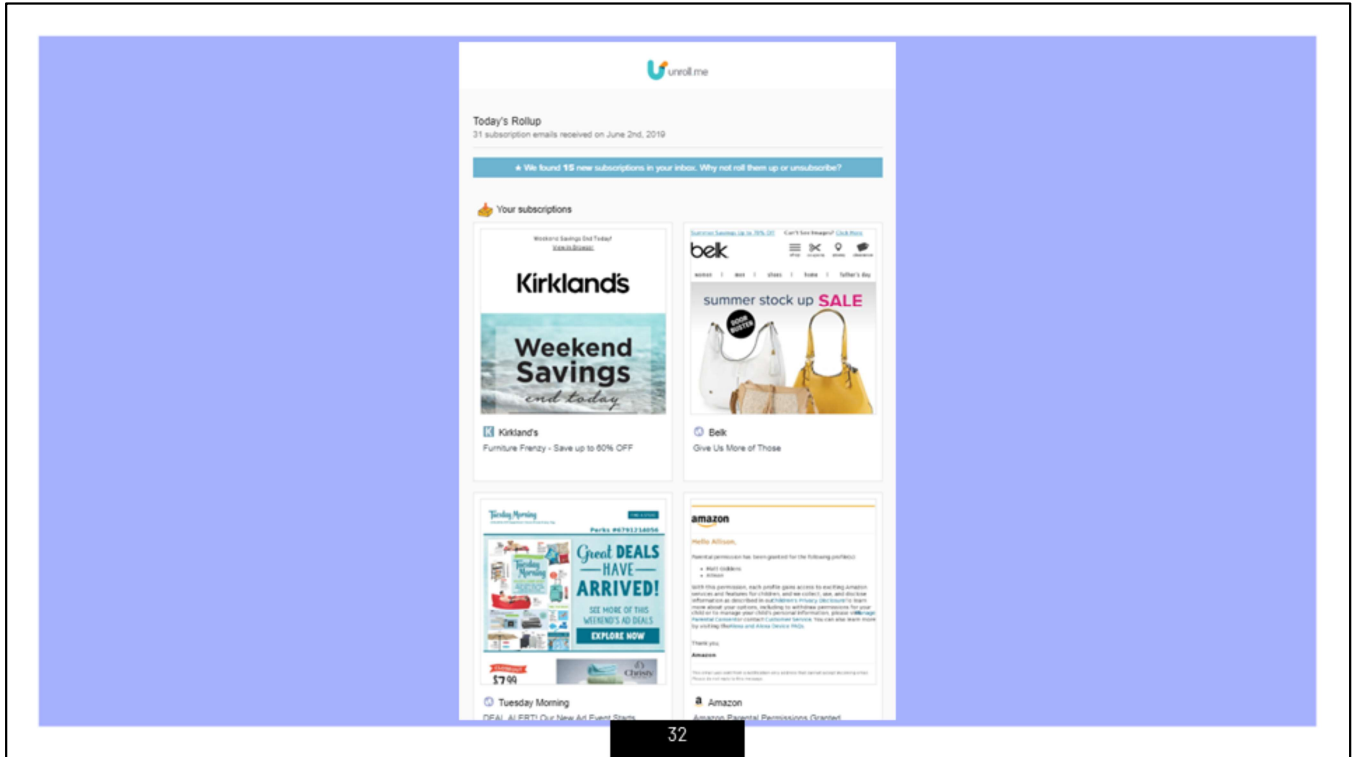
Unroll.me

Free!

31

Unroll.me: FREE!!

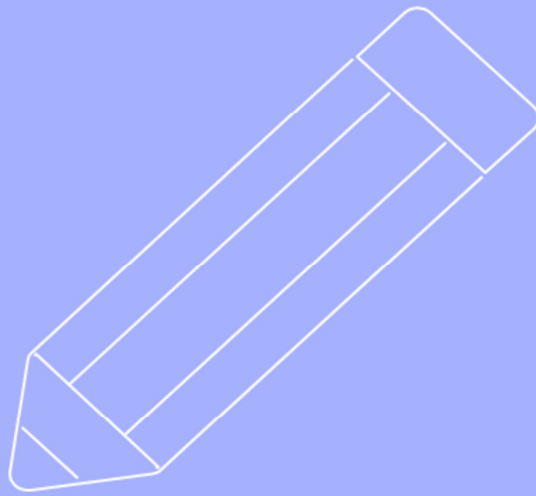
Instantly see a list of all your subscription emails. Unsubscribe, or “Roll Up” into a single email you get once a day. Almost like an RSS/summary feed so you can open the email, scroll through it quickly, click what’s of interest, and delete it when you’re done.



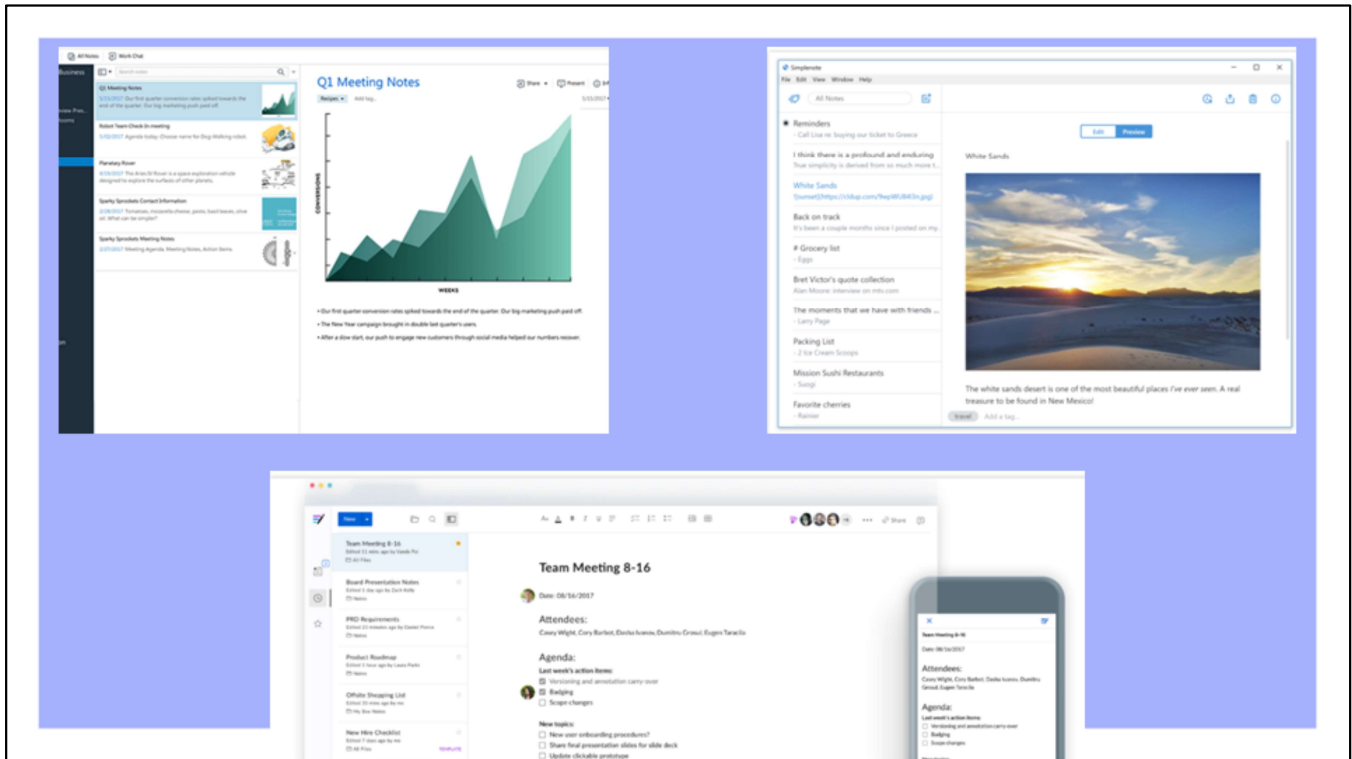
Unroll.me: FREE!!

Instantly see a list of all your subscription emails. Unsubscribe, or “Roll Up” into a single email you get once a day. Almost like an RSS/summary feed so you can open the email, scroll through it quickly, click what’s of interest, and delete it when you’re done.

Notes



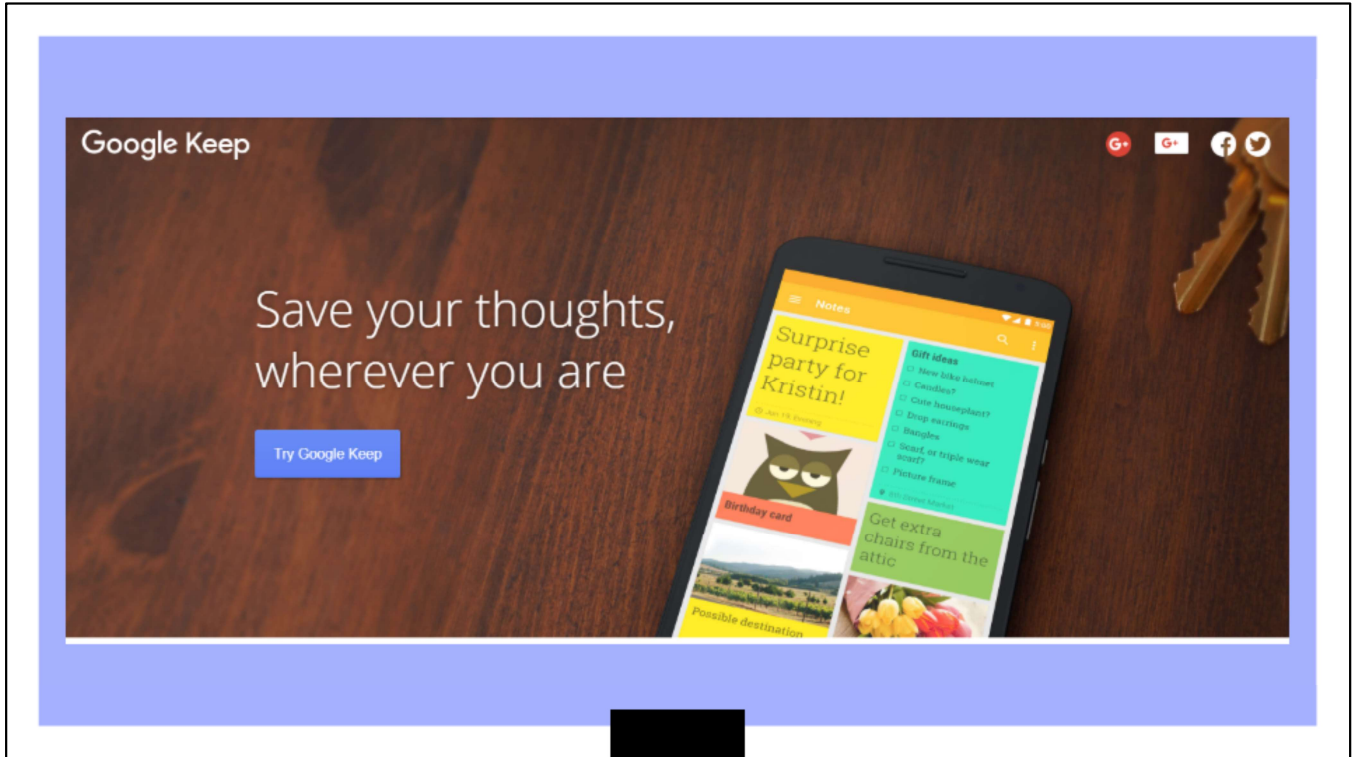
It's important not to put stuff in here that should go in your calendar.
Remember – the idea is to make things stream-lined.



Evernote lets you do all sorts of stuff – add attachments, link audio, etc. You can only link so many devices to it for free, though. The premium version lets you do a lot more. If you plan on using it a lot, then the premium version may be worth it to you.

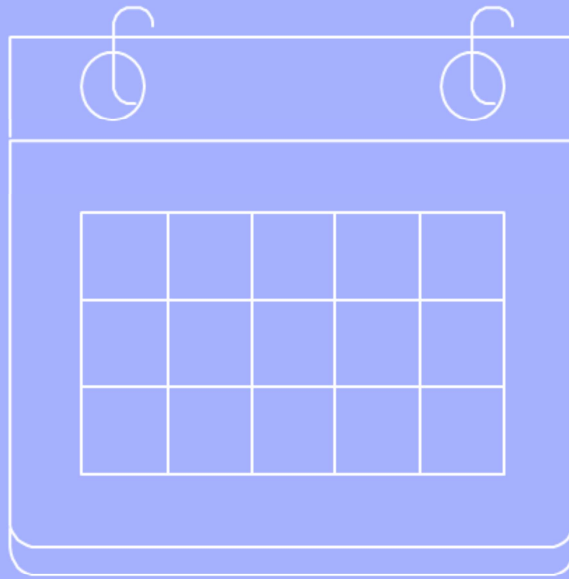
SimpleNote is very clean. And free.

BoxNotes is great if you're looking for something that allows for live editing and collaboration.



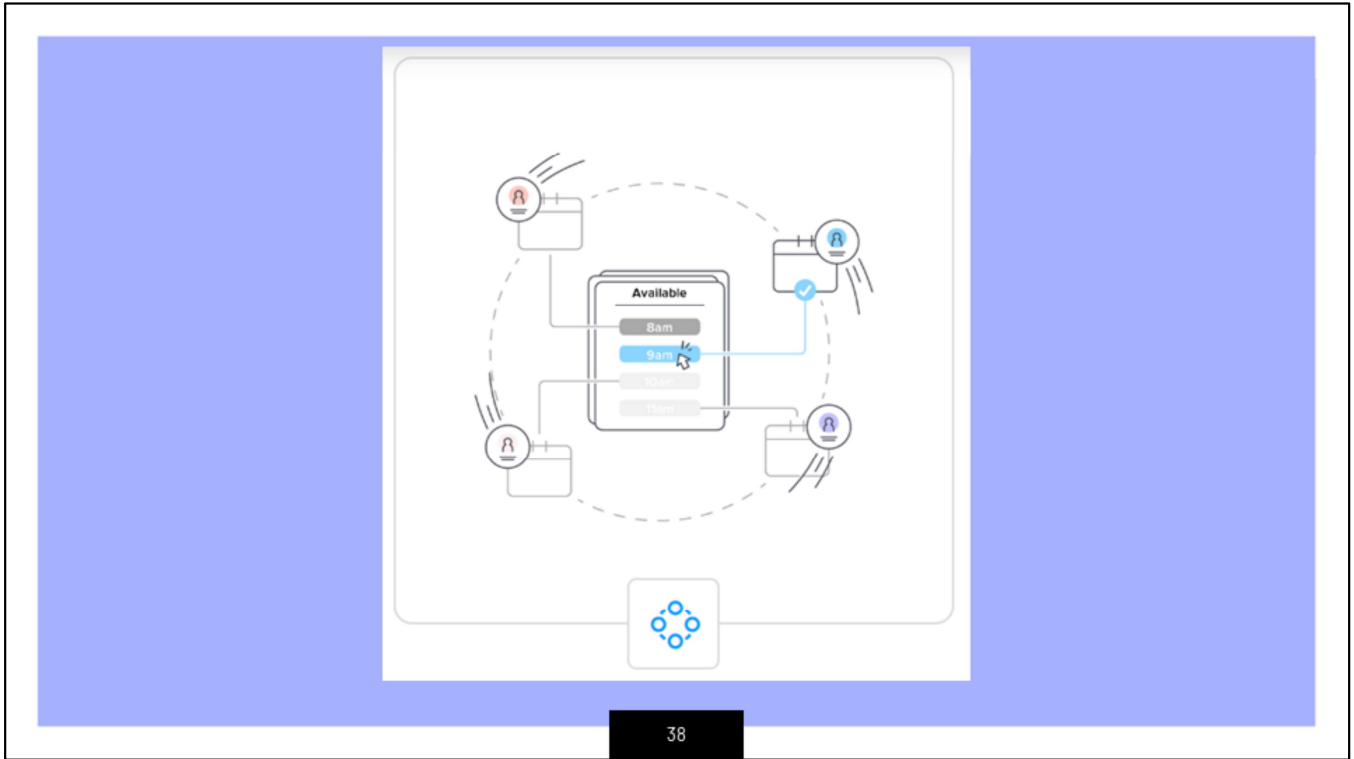
Google Keep will integrate across all sorts of G-Suite products. It's also color-coded. And it can set two kinds of reminders for you: Time and location. ("when you detect I'm at the Marietta office, remind me to get Jimmy the information on the spindle warranty.")

Calendar Tools



Okay, we already covered Gmail, but what about when you're trying to get something coordinated between many people, and you DON'T have a secretary?

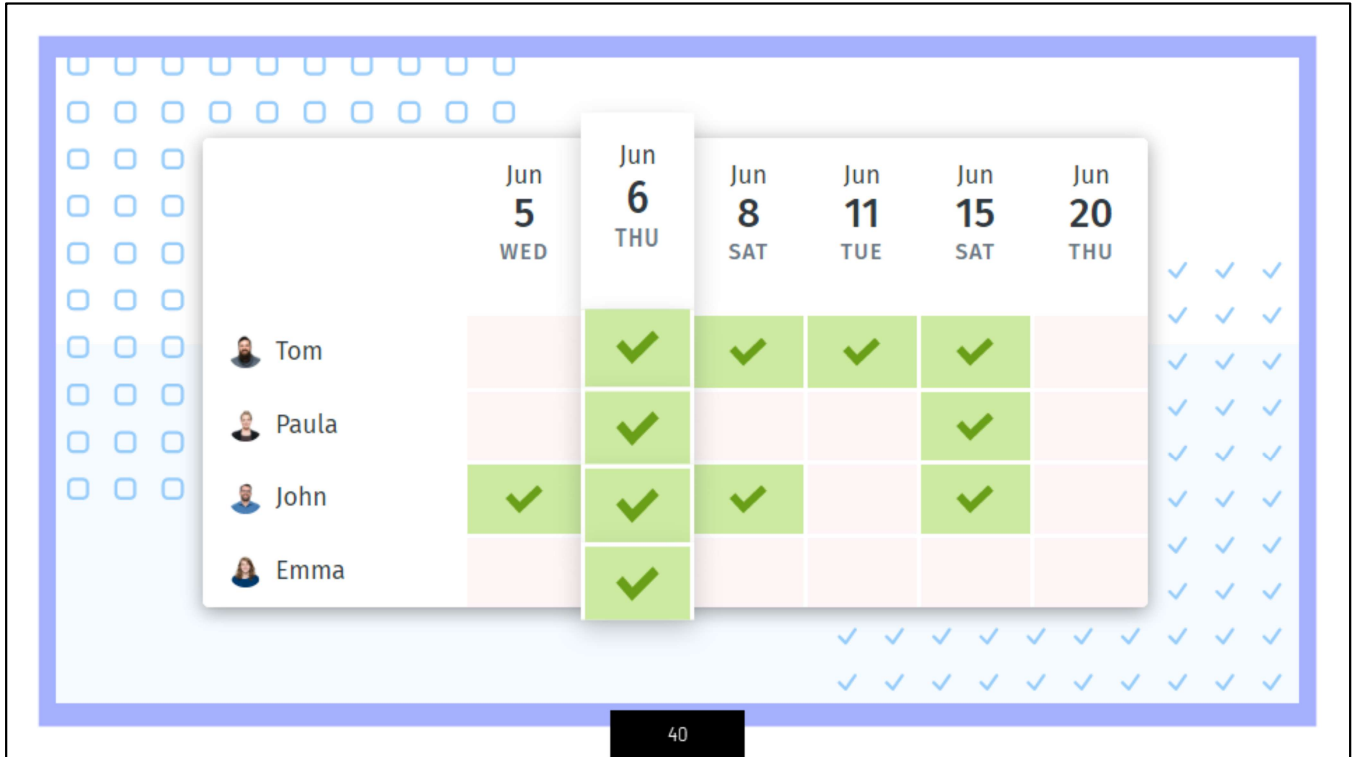
Calendly



Calendly reads everyone's calendars to determine availability.

The VERY basic use is free, but the good stuff is paid.

Doodle



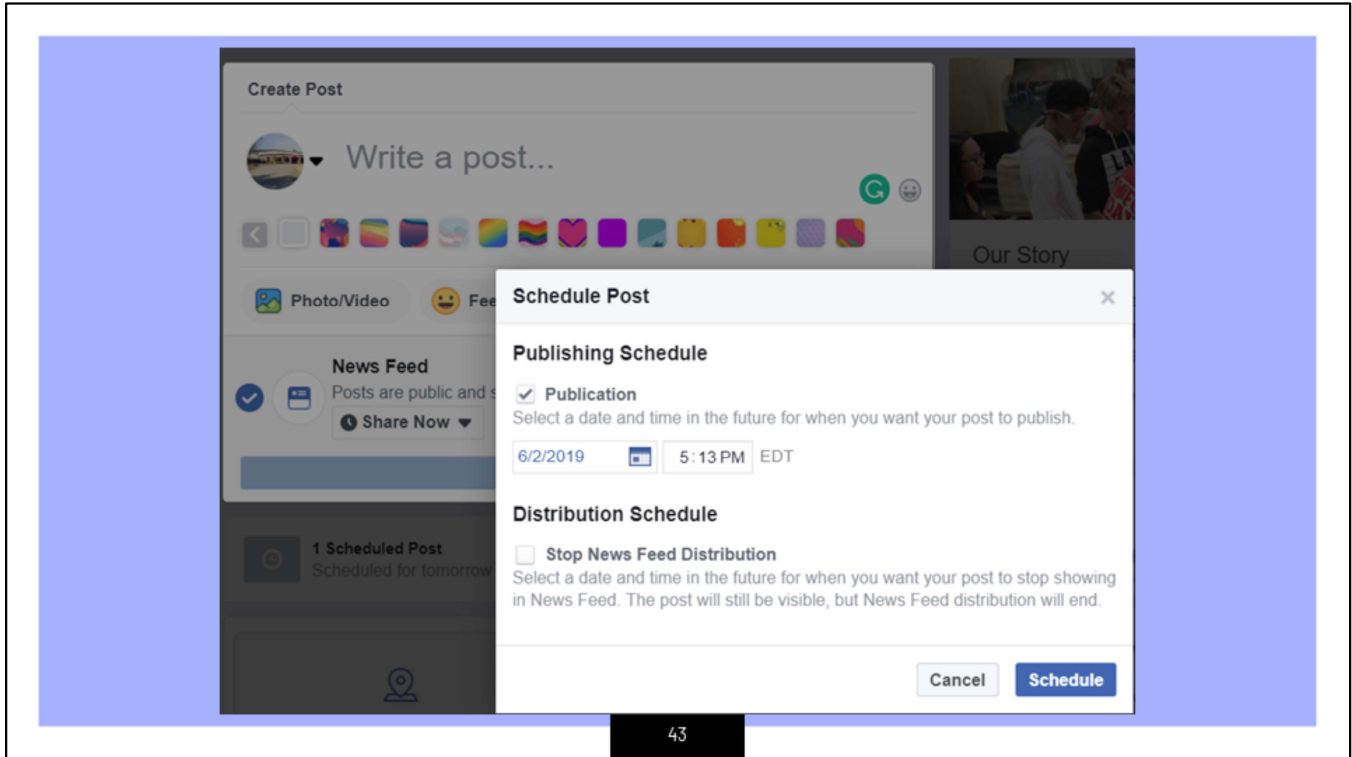
Its free version is a bit more robust than Calendly's free version (although it requires input from everyone, and the free version won't read your existing calendar, which for privacy and personal reasons, I like)

Social Media Tools



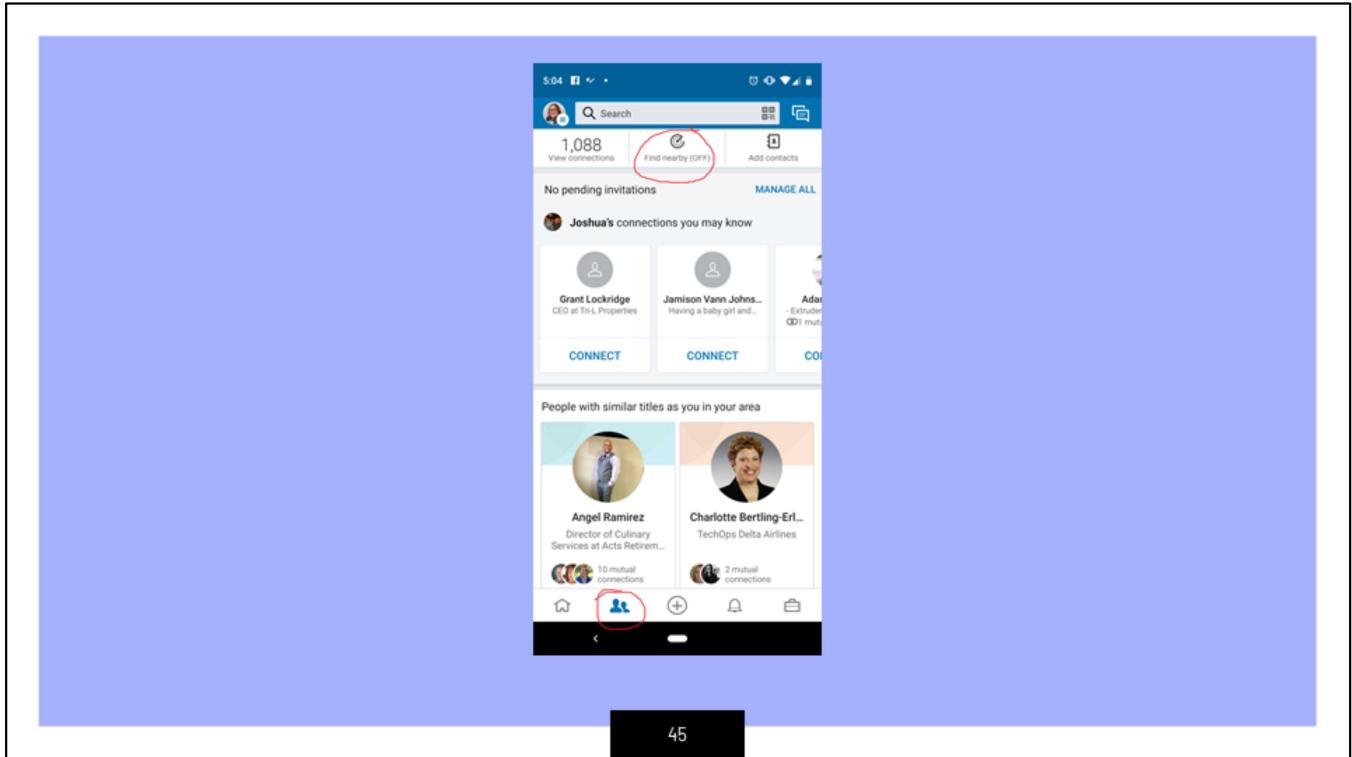
Let's say you don't want to use HootSuite?

Facebook



Use Facebook's scheduling option. Dedicate a few minutes each week (or month) to scheduling out your page's posts. Like a crock pot: Set it and forget it.

LinkedIn



Have you ever used the “Nearby” option in LinkedIn? It’s a great way to use LinkedIn like a business-card exchange when you’re at events like these.

As long as you and the other person are in the app at the same time, and physically nearby, you can immediately connect!

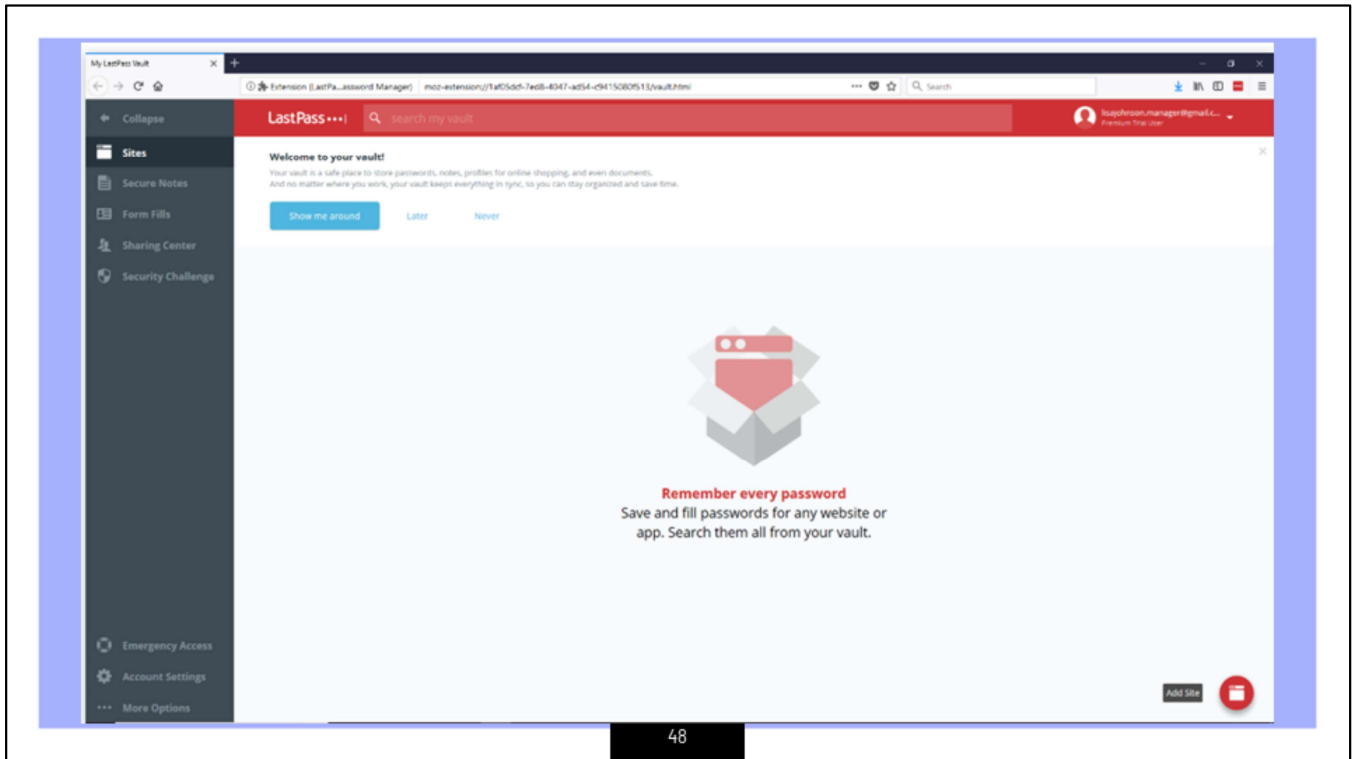
Security Tools



46

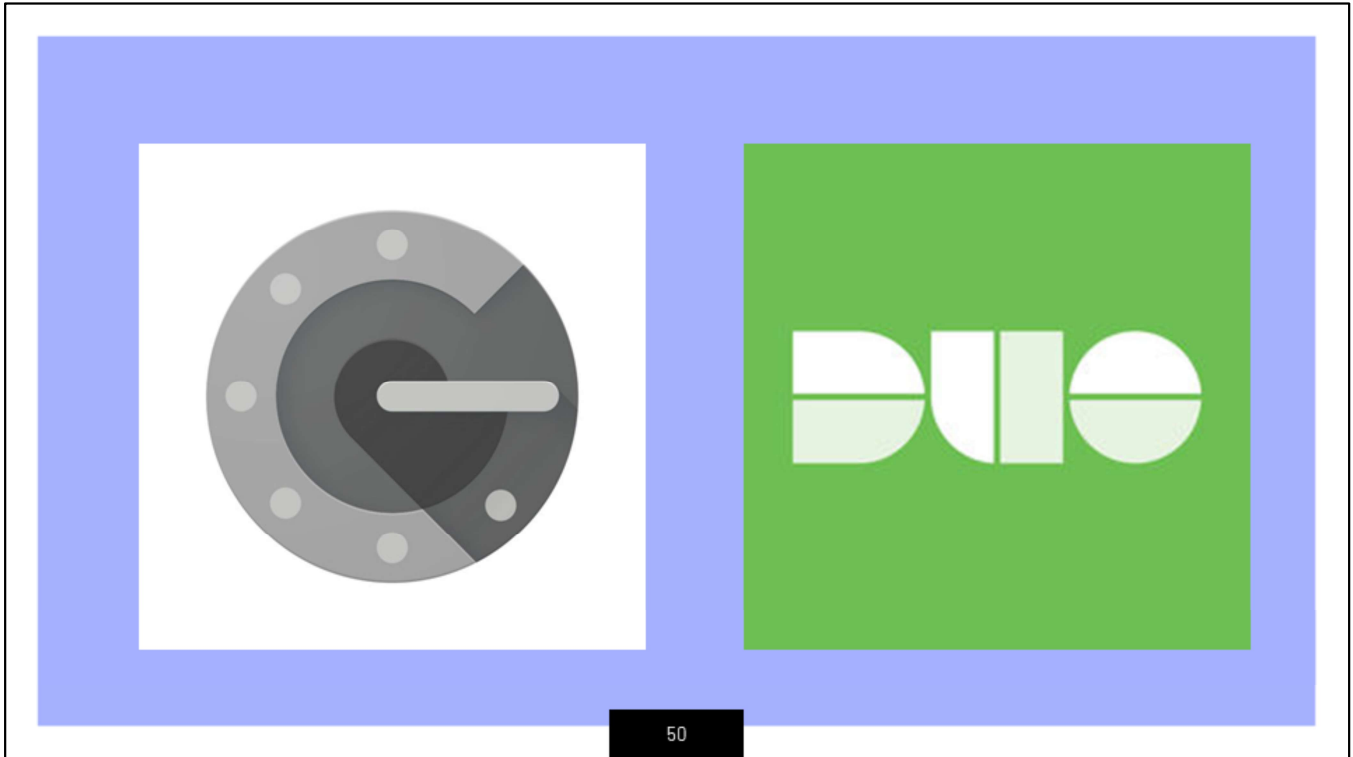
Face it. We'd be dead in the water without our _____ (email, calendar, etc.)

LastPass



LastPass is a vault for all of your passwords. Yes, you must actually remember a single password. And it needs to be very, very complicated. But that's it! Just remember one! ...then, install the extension to your web browser so that as long as you are logged into Lastpass, it will pre-populate those fields. GAME CHANGER.

MFA or 2FA



Google MFA, Duo... just use something

These will require another form of verification for you to access super important stuff (like your bank records, social media sites, and emails).

(brief explanation about how 2FA works)

Back-Ups



Backup your home stuff, too! Who wants to lose your family photos???
There is no excuse these days to lose data. NONE.

Don't just rely on the iCloud or Google Drive. Intentionally back up your data using a service. If you can't access your Apple or Gmail account, then what?

Additionally, set emergency contacts to accounts like Gmail, LastPass, and these backups. A spouse, a sibling, a parent. God forbid something happens to you – they can get to things like utility account passwords and old family photos.

More Gmail Fun

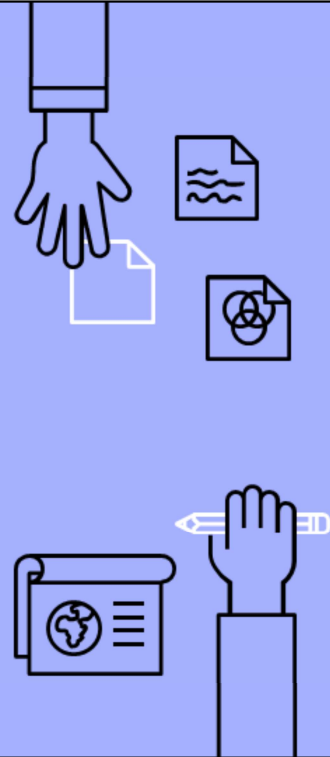
Google Alerts

Set an alert and link to your email every time certain words are detected online in news stories:

"Women in Manufacturing," anyone?

Streak for Gmail

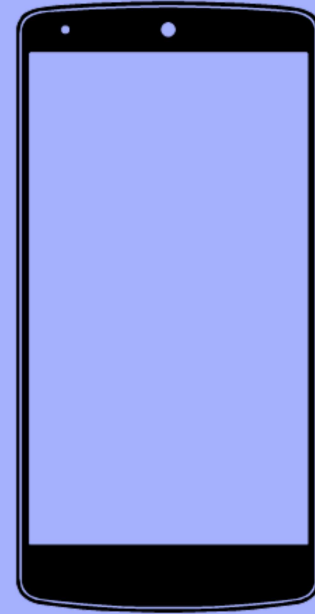
Good for project management, seeing if your recipients are opening emails, tracking sales leads.



Blue Light Avoidance

Yup, it's a technology tip in this presentation.

Blue light exposure may increase the risk of macular degeneration.



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If they're saying this now – what's it going to be like for the NEXT generation?

Put filters on your phone, your laptop, your computer screens. Consider getting glasses, and if you have prescription, they can do that, too.

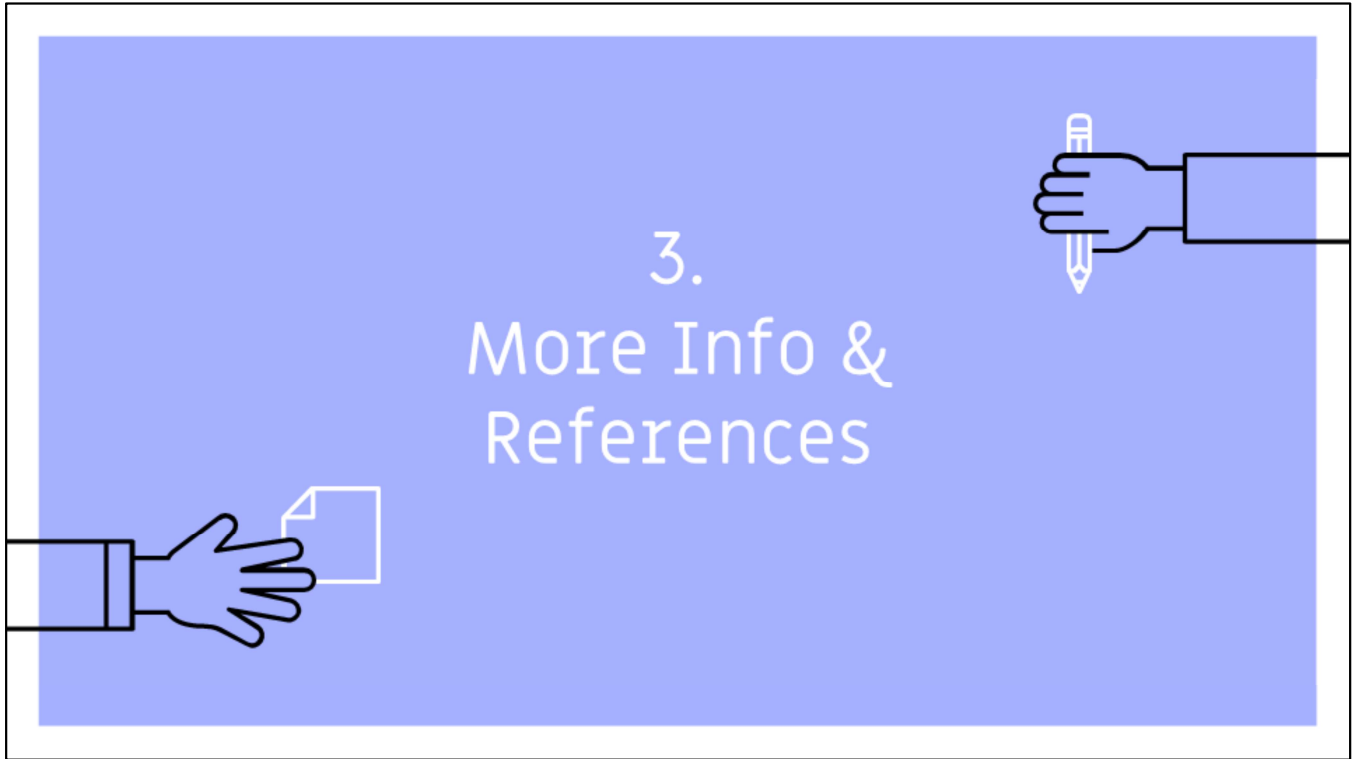
Even if the studies aren't 100% dead on, blue light DOES mess with your circadian clock. And, the less sleep you get, the more tired you are. The more tired you are, the more your brain doesn't work the way it needs to. The more anxious you'll feel in daily decisions, and now, you see where we're going with this? CAKE, y'all. CAKE.

<https://www.macular.org/ultra-violet-and-blue-light>

<https://www.uab.edu/news/youcanuse/item/7258-debunking-digital-eyestrain-and-blue-light-myths>

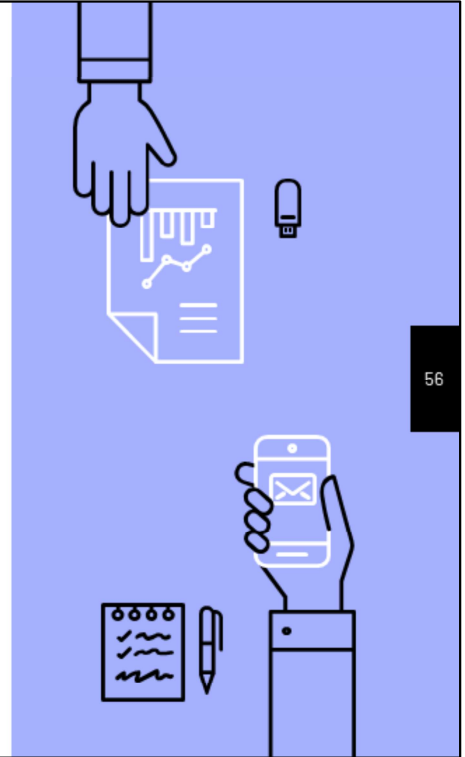
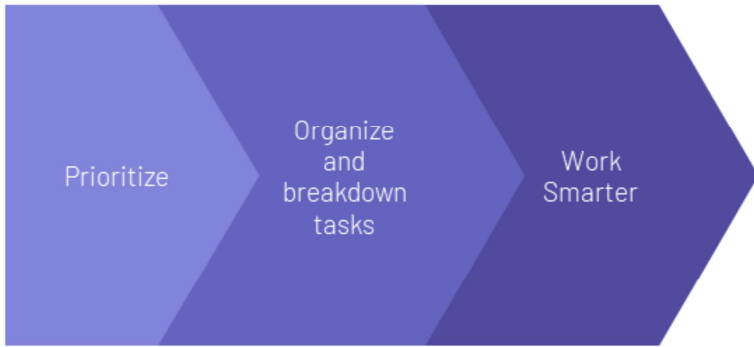
<https://cuindependent.com/2019/05/04/blue-light-student-health/>

POST SUMMIT: Thanks to a tip by a conference goer – check out Zenni online! They offer affordable blue light prescription glasses: [Zennioptical.com](https://www.zennioptical.com)



Reference handout

SUMMARY



THANKS!

Any questions?

You can find me at:

akrache@win-tech.net

LinkedIn:

Allison Giddens

