PRIACTA
EXPEDITING THE WORLD'S WORK

Time–Space Compression for Fun and Profit

Do more, in less time, without the stress and mess. (An AAPM Presentation)

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Total, Relaxed Organization Time Management System

Reclaim your life in less than a day.

Your Coach: Kevin Crenshaw

CEO/Executive Coach, Interim Executive
www.kevincrenshaw.com
Twitter: @kcren

Why Didn't I Become a Physicist?

I faced challenges, but who doesn't?
It really boiled down to:

I Lacked a Good Mentor

- Experimentalist vs. theoretician?
- What branch of physics?
- Show me the ropes
- Steer me past misconceptions
- Correct mindset and principles
- Teach me the tricks of the trade

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Twitter: @kcren

It's the Same with Productivity

You face challenges (who doesn't?)
It really boils down to:

You Need a Good Mentor

- What methods really work?
- What software/tools are best?
- Show you the ropes
- Steer you past misconceptions
- Correct mindset and principles
- Teach you the tricks of the trade

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Today's Plan

**I'll Be Your Mentor,
Starting Right Now:**
- Productivity intervention
- Usually 7 hours
- Compress basics into 60 minutes

You NEED to:
- Take notes
- Work exercises
- Start applying to your situation

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Time-Space Compression

"[Tools and] processes that ... revolutionize the objective qualities of space and time." — David Harvey, *The Condition of Postmodernity*

Promises of Productivity & Positive Compression:
- Computers
- Printers
- Internet
- Email
- Smart phones
- TXT
- Instant chat
- Cool desk & office tools
- Work away from the office

Time-Space Compression

"Time is the longest distance between two places."
— Tennessee Williams

Promises of Productivity & Positive Compression:
- Computers
- Printers
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- Instant chat
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Instead, Negative Productivity & Negative Compression:
- Still have piles
- More distractions
- More choices
- 3000+ emails in Inbox (or 88K!)
- More interruptions

Time-Space Compression

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Promises of Productivity & Positive Compression:
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Instead, Negative Productivity & Negative Compression:
- Still have piles
- More distractions
- More choices
- 3000+ emails in Inbox (or 88K!)
- More interruptions
- **Fear, uncertainty**
- **STRESS**
- **Always working or "on call"**
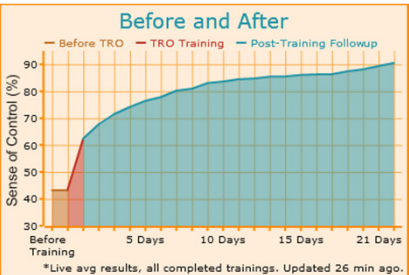- **Neglect family, self, other priorities**

Your "Control Score"

"How in control do you feel over your time and tasks right now?"

Rate Yourself: 0 to 100
(0= no control, 100 = absolute control)

?

What You Can Expect

Before and After
— Before TRO — TRO Training — Post-Training Followup

Sense of Control (%)

90
80
70
60
50
40
30

Before Training   5 Days   10 Days   15 Days   21 Days

*Live avg results, all completed trainings. Updated 26 min ago.

Average Available Time Gain:
- +1.6 hours/day

Avg Stress Reduction:
- –59.6% from all sources

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"How can I get it?"

- Understand the principles of Total, Relaxed Organization (TRO)
  - TRO = Fusion of GTD + Covey principles plus proprietary principles and methods

- Apply the principles to your workflow in the most effective way

- Do 21-day follow-up with coach or accountability partner for 5-10 min/day (ensures correct methods, builds habits)

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A Trustworthy System

What Are Your Top 10 Stressors?

How will you feel...?

- You've identified a way to reduce or resolve each stressor (outcome),
- You've selected the very next action you can take towards that outcome for each stressor,
- You've flexibly scheduled those next actions,
- You're confident those actions all actually fit into your schedule when the time comes,
- You are 100% sure you will be notified about those actions, so they don't slip by, and
- You know enough time is allocated to all other important areas of your life.

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THAT is "a Trustworthy System"

That's what you get with a TRO workflow.

Why Traditional Time Management Practices Fail

- Traditional: NOT principle–based
- Principles vs. Practices

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Why Traditional Time Management Practices Fail

- Traditional: NOT principle–based
- Principles vs. Practices
  - **Practices: Vary.** "Just show me how to work the problem." (FAIL. One-off solution, only works for this problem.)
  - **Principles: Fundamental truths, packaged for application.** "Gauss' Law says ... So that means ..." (WIN. Applies to all E&M problems.)

Why Traditional Time Management Practices Fail

- Traditional: NOT principle–based
- Principles vs. Practices
    - Practices that worked 40 years ago no longer handle today's workflows & tools.
    - Principles remain constant.

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Why Traditional Time Management Practices Fail

- "Only touch each piece of paper once"
- You have to work projects to completion before you feel success.
- You must create/manage task lists daily.
- You're forced to organize your task lists by "Due Dates."

Fundamental Principles of Time and Workflow

1. You are only one person.
    a) You only have one timeline!
    b) ∴ Your time must be budgeted in a single calendar, and…
    c) … also in a single task list (which is used as an extension of your calendar).

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Fundamental Principles of Time and Workflow

1. You are only one person.

2. You only have one brain.

   a) Multitasking is multi-interrupting.

   b) Similar tasks should be grouped.

   c) We focus on what we notice.

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Dark Matters (an Ode to WIMPs)

I saw (when into space I stared)
A particle that wasn't there.
It wasn't there again today,
I wish that it would go away!

Fundamental Principles of Time and Workflow

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   a) Multitasking is multi-interrupting.

   b) Similar tasks should be grouped.

   c) We focus on what we notice.

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Fundamental Principles of Time and Workflow

1. You are only one person.
2. You only have one brain.
3. Collection points: the more you have, the worse off you are.
4. Your brain is **not** an acceptable collection point.

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Collection Points

A "collection point" is anywhere **stuff accumulates** which...

- Is not in its official home,
- Has no next step decided, or
- Hasn't been scheduled (the next step, either flexibly or firmly).

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What Problems Do Collection Points Create?

a) You can't find what you're looking for when you need it.

b) Assignments/clients get forgotten.

c) Chaos ⇨ Procrastination ⇨ Stress.

d) You are distracted by seeing too many projects at once.

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Fundamental Principles
of Time and Workflow

5. "Projects" are just tasks with more than one step.

6. Problems and goals are "projects."

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7. Small tasks fit between the cracks, large tasks must be budgeted.

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Fundamental Principles
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5. "Projects" are just tasks with more than one step.

6. Problems and goals are "projects."

7. Small tasks fit between the cracks, large tasks must be budgeted.

8. Life balance isn't obtained by prioritizing tasks, but by budgeting life areas.

Fundamental Principles of Time and Workflow

9. Everything needs a home, "no visitors allowed."

∴ (Combining) All "stuff" needs a zero-uncertainty conveyor belt:

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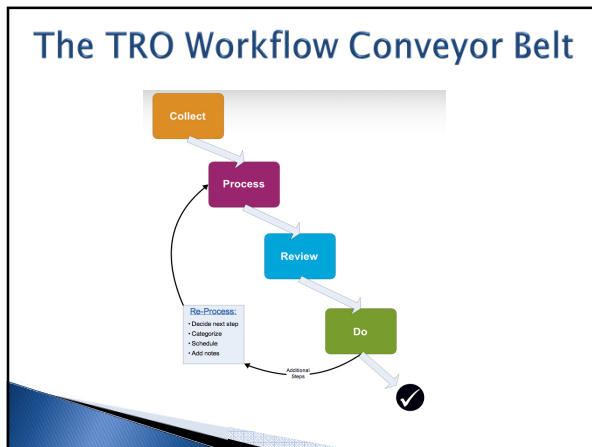EXPEDITING THE WORLD'S WORK

Fundamental Principles of Time and Workflow

9. Everything needs a home, "no visitors allowed."

∴ (Combining) All "stuff" needs a zero-uncertainty conveyor belt:
   a) Obvious homes at each stage.
   b) Simple steps for each stage.
   c) Stages move forward regularly.

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The TRO Workflow Conveyor Belt

Collect

Process

Review

Re-Process:
• Decide next step
• Categorize
• Schedule
• Add notes

Do

Additional steps

The TRO Workflow Conveyor Belt

1. **Collect** it all. (Get it off your mind.)
2. **Process** everything.
3. **Review** tasks (briefly preview and validate daily, weekly, monthly).
4. **Do next steps and re-process** until everything is done.

Tasks & projects move forward naturally to completion at the right time.

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Design Your Optimal Workflow System
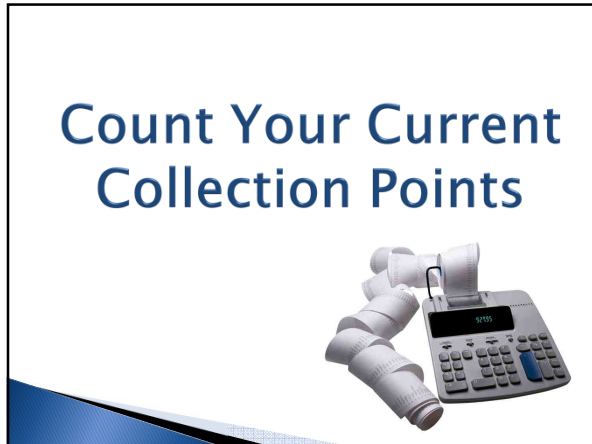
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Tame Your Collection Points

Remember: A "collection point" is anywhere **stuff accumulates** which…

- Is not in its official **home**,
- Has no **next step** decided, or
- Hasn't been **scheduled** (the next step, either flexibly or firmly).

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Count Your Current Collection Points

Count Your Collection Points: How Many of Each?

Paper Task Lists, To Do Lists, etc.	Calendars with TASKS (paper, digital, apps, etc.)	Handheld Task List app (iPhone, Android, etc.)	Office Physical Boxes (In, Out, etc.)
Paper Notepads (Business, Personal)	Text Messaging (phone, Skype, WM)	Computer Task List (Outlook, PlanPlus, etc.)	Whiteboard or Corkboard (if used for tasks)
Email Inbox (add 1 per account Inbox)	Desk Areas (each spot, under, inside, etc.)	Office Desk Drawers, Shelves	Purse/Planner/Wallet pockets
Voicemail (add 1 per phone number)	Post It Note "Posting" Areas	Clothing Pockets	Assistants ("Remind me to....") (spouse, secretary, ...)
Filing Cabinets (if pending actions lurk there)	Other office/work areas (storage, etc. with lurking actions)	Outside Home Areas (garage, shed, yard, etc.)	Areas in Car (glove box, each seat, trunk, etc.)
Floor Areas	Your Mind (always count as 1)	Voice Recorder	Home Areas (Kitchen table areas, boxes, etc.)
Home Physical Boxes (In, Out, "Whatever", etc.)	Home Desk Drawers, Shelves, Kitchen Drawer	Contact or CRM Software (ACT, Goldmine, etc.)	Other (Paper scraps, etc.)

YOUR TOTAL: _____

7 Approved Collection Points Include:

1. Wire inbox on desk
2. "Unprocessed" tasks list
3. 1 Email inbox (2 if separating work/personal)
4. 1 Notepad
5. 1 Voicemail inbox
6. 1 Portable inbox
7. TRO-trained personal admin (or voice memo)

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Where will you work?
What tools will you need?

Your Main Office

1. **PC or Mac**
   - Desktop, Notebook, or Tablet
2. **TRO-Capable Task List Software**
   - Outlook, Toodledo, Nozbe, Get It Done, Donedesk, Paper planner, etc.
   - Huge list of TRO-capable apps: www.priacta.com/gtdsoftware
3. **Email Software**
   - Outlook 2010, Gmail, Thunderbird, etc.

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Your Mobile Access

4. **Smart Phone**
   (iPhone, iPad, Android, or other Smart Phone with Web access)
   (or)
   Paper Planner
   (Franklin Covey, DayPlanner, DayTimer, create-your-own TRO, other specialized planner)
   (or)
   Tasklist Printouts

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Your Portable Office

5. **Briefcase or laptop case**
   (3 sections, close securely)

   (with)

   Portable "trays" in briefcase
   (Plastic project folders)
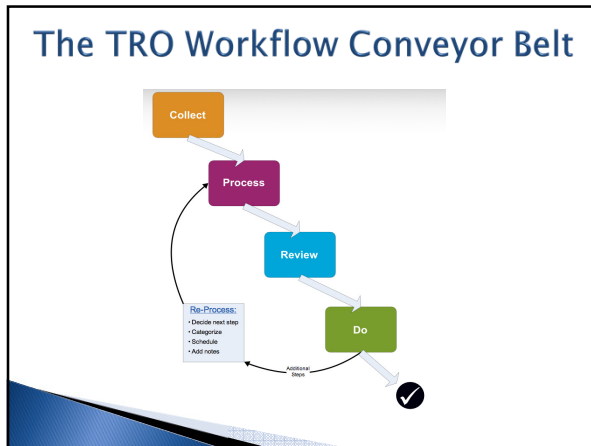   (You will label them)

Supporting Tools in Main Office

- Trays, labeler, hanging files.
- Buy them or have them on hand before continuing.
- **Complete list in TRO Online Training, "Preparation" Lesson**

Set Up Your Office for Workflow Conveyor Belt

The TRO Workflow Conveyor Belt

Collect

Process

Review

Re-Process:
• Decide next step
• Categorize
• Schedule
• Add notes

Do

Additional Steps

Objectives (Conveyor Belt Setup)

1. Create good collection points.
2. Establish "homes" for all your resources.
3. Prepare to retire all bad collection points via…
4. … collecting all stuff to good ones.
5. Absolute zero uncertainty about where absolutely anything goes when it comes in.

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Supporting Tools in Main Office

a) Set up your A–Z files. It's the "backbone" of your filing system.

b) Decide on desk trays. Your desk trays are extensions of:
your backbone A–Z filing system.

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Choose the Trays You Need:

1) Inbox
2) Outbox
3) Deferred
4) Read/Review
5) Bills

6) Scrap Paper
7) Shred
8) Other: _____
9) Burn Box
   (box on floor,
   "slow trash can")

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You're Ready to "Sweep". When You're Done:

a) You'll have a clear desk (and it can stay that way from now on).
b) "Hot" papers at top of Inbox.
c) "Not hot" papers in Inbox annexes.
d) "Everything in its home, no visitors allowed."

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Close your eyes and envision this.

How will you feel?

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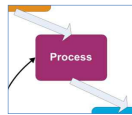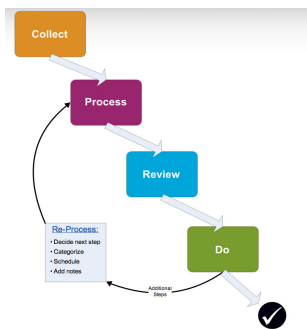
Schedule a time now to "sweep" your office.

- Hot papers will go into wire Inbox (anything needing attention in next 10 days).
- Everything else goes into "Inbox annexes" (boxes on the floor, you will process them last, later).
- Caution: relief is only temporary! Finish your TRO setup fully!

Set Up Your "Processing" Conveyor Belt

The TRO Workflow Conveyor Belt

First, Pre-Process: Triaging

Triaging is:
Quickly toss junk, communicate (two min. or less), enter tasks, file papers .

You triage:
Everything in collection points: email, voicemail, papers, notepad... .

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Processing: The Big Picture

"Processing" Means:

1. You decide the next step.
2. You schedule it with special TRO dates:
   - Soft Date, Hard Date, Someday/Maybe.
   - Calendar any tasks longer than 30 min.
3. Everything is filed in its home:
   - Task/step is assigned a home.
   - Support papers go in Deferred tray.
   - Resources go in A–Z file.

Task "Homes"

1. Tasks are kept in homes via:
   tags or categories .

2. Tasks and steps fall into lists naturally.
   a) Major life areas: (Work), (Family)
   b) Automatic meeting agenda items: +Staff, +Ops
   c) 1–1 or *ad hoc* meetings: 1Bob, 1Sheri
   d) Other groupings for efficiency: Errands, Calls

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A coach will train you and drill you
on triaging and
processing
everything
you gathered …

… and also with your
email.

The Power of Processing:
Deciding and Deferring

(The secrets of delegation, follow-up, team focus, meetings, and projects all happen here.)

1. **Delegation means:** __asking__ .

2. **Every "delegate out"** is a W/F "in".

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Processing: Deciding and Deferring

3. If you delegate to anyone regularly, you need a: <u>regular meeting with them</u>.

a) Schedule your follow-ups on W/F steps automatically in your <u>regular meetings</u> using your <u>task list categories or tags</u>.

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Meetings, Projects and Next Steps

In Regularly-Scheduled Meetings, You'll:

- Refer to +Agenda categories for instant, **zero-preparation agenda items.**
- Follow up and ask for reports.
- Notice that projects <u>will</u> move forward, automatically this way.
- "What we measure, <u>improves</u>. And when we report back, the rate of <u>improvement accelerates</u>."

Important! Taking Initiative

1) **When do you report back?**

2) **Grading the 5 Levels of Initiative**

    "A"   Takes action, reports back **periodically**
    "B"   Takes action, reports back immediately
    "C"   Suggests what should be done
    "D"   Asks what they should do
    "F"   Does it when asked (!)
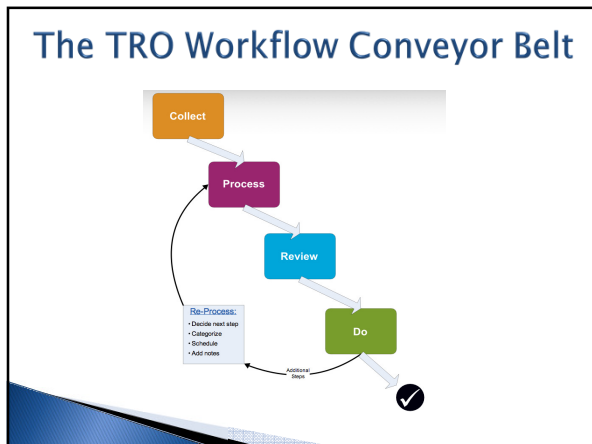
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Finalize Your
Processing Conveyor Belt

Create Your Master List of Tags/Categories

a) Major life areas: (Work), (Family)

b) Automatic meeting agenda items: +Staff, +Ops

c) 1–1 or *ad hoc* meetings: 1Bob, 1Sheri

d) Other groupings for efficiency: Errands, Calls

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Final Two
Conveyors:
Reviewing and Doing

The TRO Workflow Conveyor Belt

Collect

Process

Review

Re-Process:
• Decide next step
• Categorize
• Schedule
• Add notes

Do

Additional
steps

Reviewing

1. Reviewing is really _previewing_.

    a) Daily Review: 5 min., "Must Do" tasks

    b) Weekly Review: 5 min., "May Do" tasks

    c) Monthly Review: 5 min., "Someday" tasks

    A coach (or TRO Online Training) will help you schedule each review into your calendar with simple steps. TRO reviews are easy.

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Doing and Beyond

2. Doing includes re-processing a next step.

3. Additional training and purposes:

    a) "Mind Dump" – Get all tasks off your mind

    b) Strategic Calendar – Balance all life areas

    c) Work Areas & Work Value – Focus on MPAs

    d) Large Projects, Templates – Advanced needs

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Decision Time

Decision Time

Decide your level of final training:

- Executive/Premium Remote Coaching
  Full training in your office, start to finish in 1 day (managers) or 1.5 days (executives).
- Basic Remote Coaching (Internet)
  Online training at your own pace, with 1–2+ hours of personal coaching in your office.
- Self–Training
  Online, thorough training at your own pace.
- 21-Day Follow-up (incl. with all options)
  Automated accountability and feedback.

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What's at Stake

Before and After

— Before TRO — TRO Training — Post-Training Followup

Sense of Control (%)

90 80 70 60 50 40 30

Before Training   5 Days   10 Days   15 Days   21 Days

*Live avg results, all completed trainings. Updated 26 min ago.

Average Available Time Gain:
- +1.6 hours/day

Avg Stress Reduction:
- –59.6% from all sources

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I'm Your Mentor and Resource

Personal/Team Executive Coach:
- Full productivity intervention
- Usually 3.5 more hours for you
- Team workflow analysis and recommendations

You NEED to:
- Fully finish your TRO workflow
- Do a 21-day Follow-up (part of TRO Online Training)

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