

SmartWorking (Taster) Quick Start Guide

Helping you to work smarter, achieve more, live better



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What Smarter Not Harder do

We provide consulting, training & coaching services which help people to work smarter not harder, & the businesses they work in, achieve more in less time. And we do this ***without compromising the quality or enjoyment of the work being done.***

To quantify this we would expect to increase productivity in a business by ~15%. Imagine what you could do if your business had 15% additional capacity. Put another way SNH could help you to achieve those important things which are not being done at the moment because there's "not enough hours in the day".

We put a lot of effort into keeping things simple so that our clients can get the benefit of our expertise, advice & experience immediately (we are talking weeks). Not only can we quickly deliver measurable results, we can do this with minimal disruption and modest investment.

Why are we so confident that we can do this? Because we are very familiar with the simple productivity gains which most businesses leave on the table, and there are many. Whilst they are not obvious to the untrained eye we can identify & capitalize upon them quickly.

SNH have 3 core propositions which answer 3 important questions:-

- SmartWorking – “How can you and your team improve performance without asking employees to work longer hours?”
<https://www.snh.training/smartworking/>
- Younger and Smarter – “How do you maximise the productivity of “young” people starting work for the first time?”
<https://www.snh.training/younger-smarter/>
- SmartLeadership - How do you lead employees effectively in the minimum possible time? Or What's the least you need to do to be a brilliant leader? <https://www.snh.training/smartleadership/>

The Personal Productivity “quick quiz”

(Score each box 0 = Never, 1 = rarely, 2 = sometimes, 3 = often, 4 = always)

Each day I have a “clear and present” reward (an attractive thought or image in mind)	I work to “real” deadlines (I set my own deadlines & actively establish them with others when they are unclear)	I use a list to help remember everything and track my progress	I consciously manage my emotions to prevent them interfering with my productivity (& the productivity of others)
I plan each day to help me prioritize (this could be as simple as writing times & 1 st , 2 nd , 3 rd , 4 th etc. next to the tasks on a list)	I am good at managing interruptions from people (e.g. I find it easy to say “No or Not Now”)	I am good at resisting distractions particularly e-mails, phone calls & texts (i.e. I’m really good at concentrating)	I continually think ahead (including regular reviews of my activity at least 4 weeks in the future)
I do things in such a way that I can switch off & relax i.e. I get things / tasks / jobs to a place where I can forget about them (AKA “ nauling the next step ” or “ closing the loop ”)	I ask others to help because I know that I cannot do everything myself i.e. I effectively employ my ability to delegate tasks	I recognise that in certain situations 8/10 will do i.e. if it’s fit for purpose sometimes that’s perfectly good enough	I’m acutely aware of how the way I work impacts the productivity of others (& make a conscious effort to not put people under pressure by making “urgent” or “last minute” requests)
I employ “ batching ”, the 2 min rule & never “ touch ” an e-mail more than twice (my inbox is regularly empty)	I am very focused (and good at doing just one task or specific part of a task at a time)	I am realistic about what can be achieved in a day (the plans I create are realistic but flexible)	I am comfortable working in “ bite-size ” chunks (breaking tasks down & spreading them over several days or weeks)

Top Tips

- For many people developing their time management skills can seem like doing a jigsaw puzzle without the lid of the box i.e. people have what it takes to be more productive, but progress can be slow & lack direction
- The QUIZ is the lid of the box
- Set a recurring activity once a month for 15mins to review the quiz and your scores i) to track your progress ii) to decide what to concentrate on next & iii) to make sure you don’t accidentally slip back into bad habits
- An improvement of 2-3 points per month is a realistic target to set yourself.
- REMEMBER productivity & time management is a team sport so make sure other people attend our events
- To help your continual progress we will send a monthly tip which you will receive when you sign up (page 8)



The TODAY List™ (3 key sections)

TYPE OF ACTIVITY	PREDICTION	ACTUAL	NOTES & LEARNING
Recurring Activities			
Daily Planning (10mins)	10		
Sorting E-mails (40mins)	40		
Contingency For Interruptions (40mins)	40		
Data Entry / Reporting (10mins)	10		
Lunch & Breaks (45mins)	45		
Total Recurring	145		
Other Activities			
0915 Webinar	45		
1015 Webinar	45		
1130 Conf Call With Alan & Phil	20		
1415 Webinar	45		
Draft Proposal For New CRM Software	50		
Review Pay Structure	20		
Proposal for ACI	70		
Design – draft for referrals program	40		
Total Other	345		
Total Today (total recurring + total other)	480		

The Vital Tool

- Lists are a great productivity tool because they are simple, quick to create, ensure we remember everything, encourage us to prioritise, provide a source of motivation (tick off stuff) & create focus.
- Sadly the TO DO list doesn't work very well but the TODAY is a brilliant tool.
- Create a TODAY list each day. When you get into the habit it will only take about 5-10mins but will help you sustain your productivity. It will also help to effortlessly build good time management habits.
- When should you do it? The end of the day for the next day or first thing every morning, whichever suits you better.
- The recurring activities in this example are a guide. Allow between 30s-1min for every e-mail. 60-75mins for contingency at the start and see how this goes.
- Know that your estimates will get better with practice
- If possible keep any one single task to less than 2 hrs
- Write an accurate description of the task
- Take regular breaks (little & often with a more substantial break in the middle of the day) NB- Looking at e-mails on your smartphone does not constitute a break!! Switch off completely even if it's only for 6-9mins
- GETTING STARTED – The challenge we set people is to complete their today list 5 days in a row (if you manage 4 out of 5 that's still really good..... Then go again!)
- What's the best format – paper, word, excel etc.? It doesn't matter. What matters is that you do it whichever way you prefer.
- If you are ever in doubt about this being the VITAL tool persevere as the "pay-off" will come and remember on the last day before people go on holiday they use a list (& it works)
- FINALLY – never ever ever confuse the BIG LIST of everything you need to do with the list of things you need to do TODAY. Remember yesterday has gone, tomorrow has not yet arrived and so it is only in the PRESENT that we get things done. (FOCUS first on making TODAY productive).

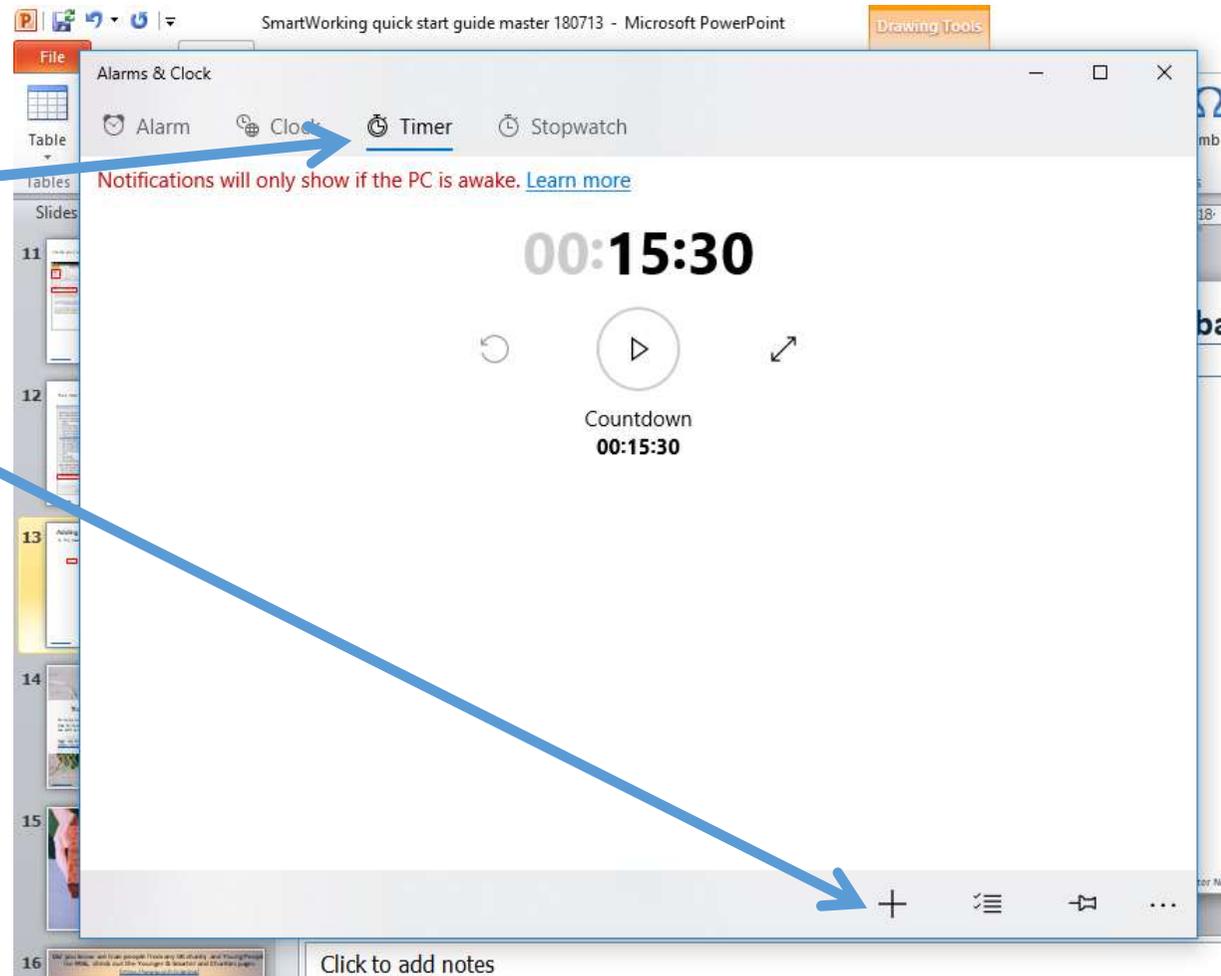
Adding a Timer to your Windows task bar



In the lower left hand start button choices **ALARMS & CLOCK**

Select the **Timer** option on the ribbon tool bar

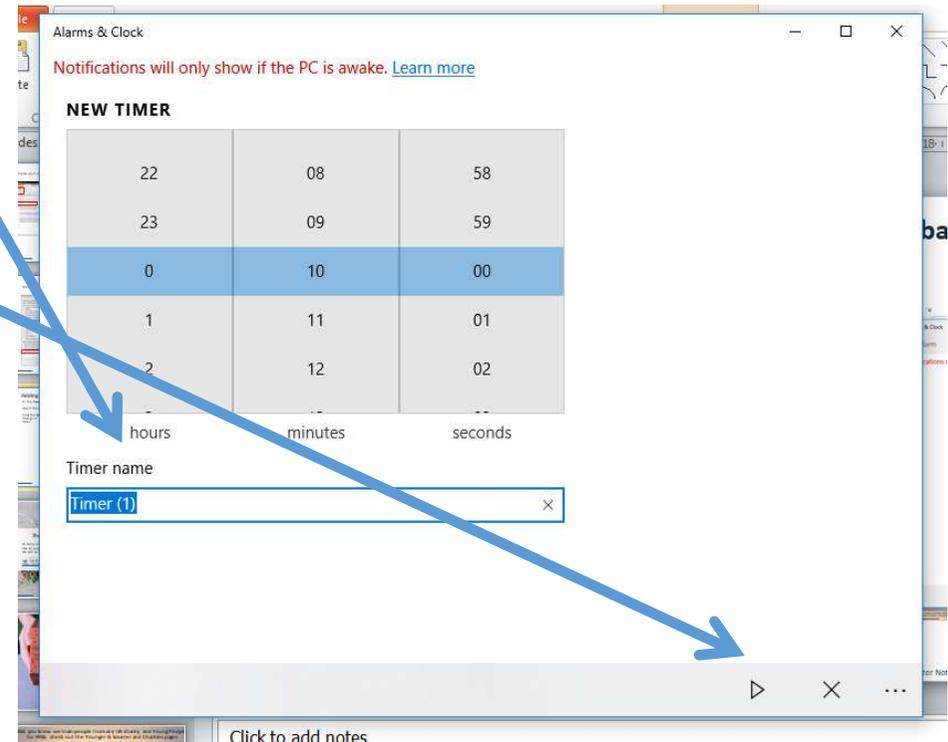
Click the **plus** sign in the bottom right corner to add a new countdown length of time.



Adding a Timer to your Windows task bar



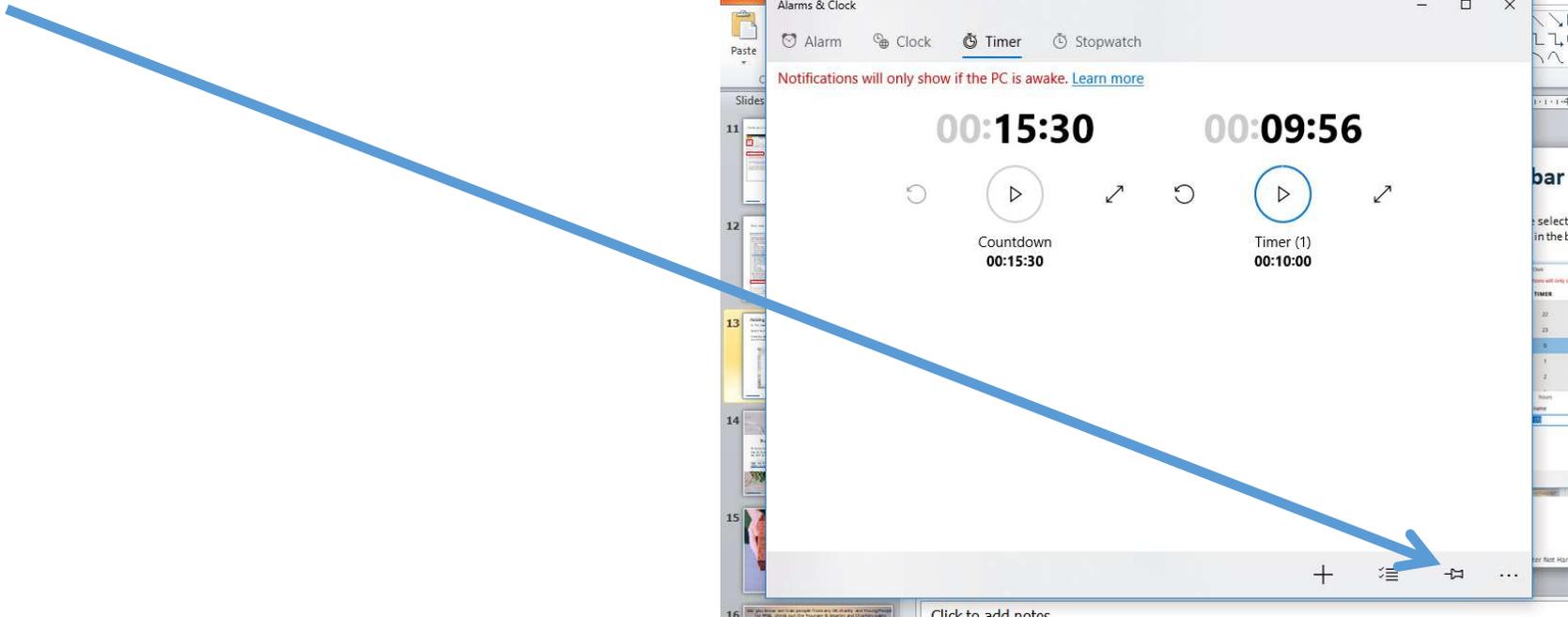
Once you've selected how long you want, give it a **name** and press the **play button** in the bottom right corner.



Adding a Timer to your Windows task bar



You can then **pin** the countdown to your task bar by selecting the pin in the right hand corner.



The keys to sustaining high levels of Personal Productivity

To help everyone maintain high levels of productivity we will be sending out a tip every month. If you'd like to receive this we can send it to you so that you remember everything we've shared with you plus we will send new stuff as and when we discover it.

Sign up to our monthly tips to maintain high levels of Personal Productivity here:
<http://www.snh.training/tips>



Give the gift of time

SNH

Join the conversation

- follow us on twitter @snhtraining & tweet about your day mentioning #snhtraining
- join our community on LinkedIn
- like our Facebook page

Who else could benefit from SmartWorking?

If you enjoyed this training then why not contact us to find out more about what else we can do to help you and your colleagues to work smarter, achieve more and live better

Contact one of our team here:

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