



How to Get More Done in Your Work Day



Your Instructor:
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Sound Check for Web-Only Participants:

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The Value of Productivity



Today's Agenda

1. Evaluate Your Schedule to Cut Unnecessary Meetings
2. Carve Out Time Blocks to Get Work Done More Quickly
3. Plan Your Week To Get The Right Stuff Done
4. Plan Your Day to Optimize Your Time
5. Use Checklists and Templates to Streamline Routine Activities

#1: Evaluate Your Schedule to Cut Unnecessary Meetings

Focus on
working meetings
that move the
project forward.





Apply It:

***Identify One
Meeting to Decline***

How to Gracefully Decline a Meeting

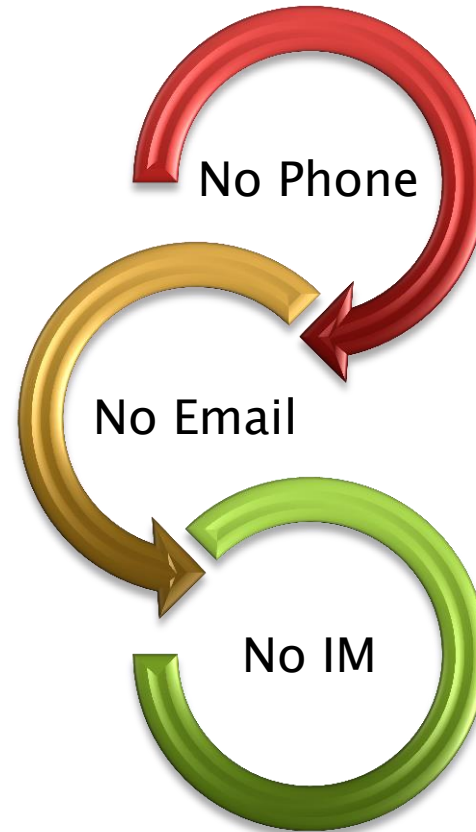
I was looking over my meeting schedule for the next couple of weeks and I realized that you invited me to attend this meeting, but there are no agenda items where you'd require my input. I wanted to double check and see if my participation is required or if you think the meeting would be successful without my active participation.

Of course, if there's something specific you need from me, please let me know!

How to Attend a Small Part of a Meeting

I see you've invited me to the XYZ meeting but that I'm really only needed for one agenda item. Unless there is a reason for me to stay for the entire session, I'll plan to drop in for the beginning of the meeting to discuss this one item and depart once we've finished with that item.

#2: Carve Out Time Blocks to Get Work Done More Quickly



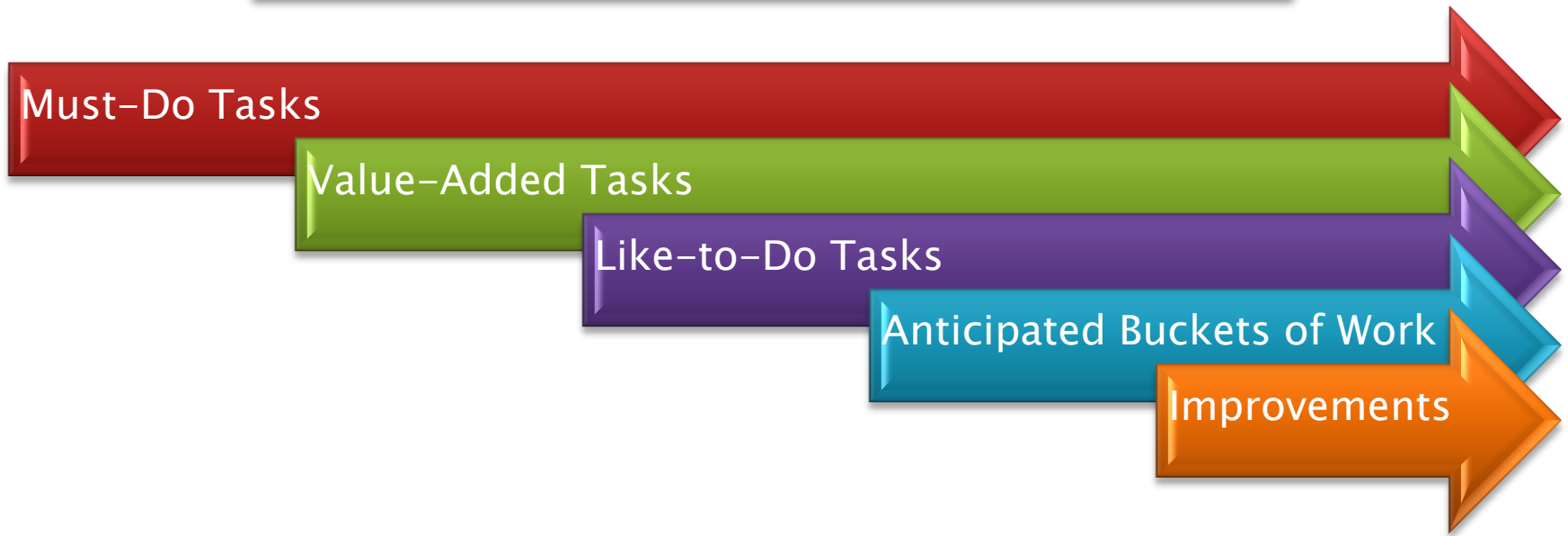


Apply It:

*Identify One Time
Block and One
Task to Work On*

#3: Plan Your Week to Get the Right Stuff Done

For 3–5 Important Projects



Capture Your Tasks Specifically



What does done look like?

How much time will it take?

What day is it due on?

Is it critical or optional?



Apply It:

List 3–5
Categories of Work
for Your Week

How to Handle the Unexpected



- ✓ Add to weekly plan (if room)
- ✓ Adjust weekly plan (reprioritize)
- ✓ Incorporate into future planning

#4: Plan Your Day to Optimize Your Time

8-9:30	Work on Spec
9:30-10	Email
10-11	Meeting
11-12	Notes, Update Issues List
12-1	Lunch Break
1-1:30	Email
1:30-3	Finish Spec
3:15-4	Send out Spec, Schedule Meeting, Review Test Plan
4:15-5	Email, Plan Tomorrow

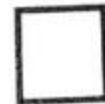


Apply It:

*Brainstorm 2-3
Changes to How
You Plan Your Day*

#5: Use Checklists and Templates to Streamline Routine Activities

- ✓ Save Time
Rethinking Routines
- ✓ Minimize Forgotten
Details
- ✓ Improve Your
Processes





Apply It:

***Identify a Checklist
or Template You
Could Create***

Getting Productive is an Iterative Process





Apply It:

***Identify Your
Action Steps***

Q&A

CDU Reporting Information

- ▶ **Contact Information**
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