Getting More Productivity & Effectiveness When Working Virtual

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A Little Backstory …

- Obsessed with a better use of time & productivity
- Started biz 16 years ago – been "working from home" since (except for client travel – about 60% of my time)
- Have learned several "to dos" and "NOT to dos"
- Several things you can do quickly to make your productivity better right now!

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Invest in Your Home "Infrastructure"

- Set up a designated space
- Make it comfortable
  - Ergonomic chair! Desk that fits!
- Make it private
- Let family know when need privacy (your dogs don't care)
- OK to "flex" a bit, but watch for need for focus …

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Invest in Your "Tech" Infrastructure

- Bringing laptop from work?
- Setting up home computer?
  - Privacy concern???
  - Access to VPN/O 365/G-Suite?
  - Critical software?
- Second monitor!
- High-speed Internet (upgrade?)
  - Phone hotspot as backup?
- Printer/Copier/Scanner/Fax

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What about your phone?

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Your *Productivity Infrastructure:* The "Killer" Suite Apps

LinkedIn?
Zoom?
GoToMeeting?
Facetime?

Microsoft
- Office 365
- *Outlook Local Client (PC)*
- *Office Apps: Word, Excel, PowerPoint (Prezi?)*
- Outlook.com App (E-mail, Calendar, Contacts)
- Microsoft ToDo
- OneNote
- OneDrive
- Office Lens
- Teams/Skype

Google Suite
- Gmail
- Google Calendar
- Google Contacts
- Google Tasks *(or GTasks)*
- Google Keep
- Google Docs, Sheets, Slides *(Prezi?)*
- Google Drive
- Google Duo
- Google Hangouts Meet?
- *(And still Office Lens!)*

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"The ability to still have face-to-face human interaction in a time like this can make all the difference." | Truth ...

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Invest in Your Workspace Basics ...

| BASIC OFFICE SUPPLIES ... | PRINTER PAPER & INK | PENS/MARKERS | STAPLER/ SCISSORS/ HIGHLIGHTERS | FILES & FOLDERS | FILE BOXES (BANKER BOXES?) |

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Make it pleasant ...

| WINDOWS? (SECOND MONITOR) | LIGHTING? | MUSIC? | PETS? (WARNING!) ;-) | VIDEO "STUDIO" FOR VIRTUAL? *(MORE ON THAT LATER)* |

Try to make it a place where you don't at all mind spending time ...

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Make it Workable …

Remember …

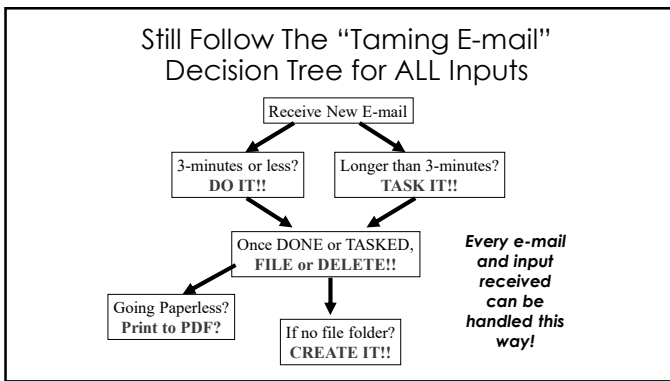*Proximity = Productivity*

Think
Productivity
"Cockpit"
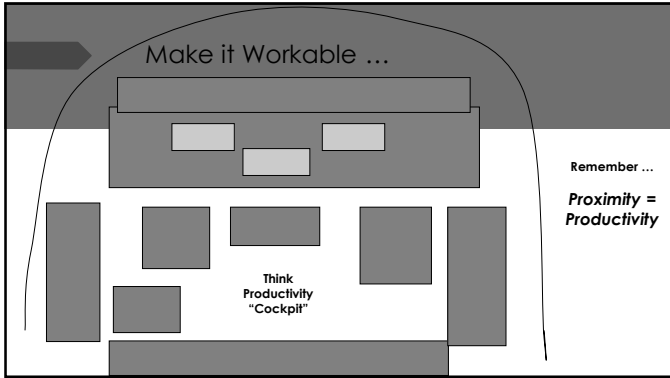
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Day-to-Day:
Follow Rituals & Regimens

- Still get up and make your coffee …
- Start with your Calendar & Task List
- Follow your e-mail/input strategy …
- Schedule and attend meetings (virtual?)
- Block time for key projects …
- Block time for YOURSELF …
  - Breaks, Workouts, Lunch, etc.
- Target an "End Time" and Stick to It!

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Still Follow The "Taming E-mail"
Decision Tree for ALL Inputs

Receive New E-mail

3-minutes or less?
DO IT!!

Longer than 3-minutes?
TASK IT!!

Once DONE or TASKED,
FILE or DELETE!!

Every e-mail and input received can be handled this way!

Going Paperless?
Print to PDF?

If no file folder?
CREATE IT!!

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"I don't necessarily enjoy ritual and regimen.
But I certainly thrive on it."

Another Truth ...

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Doing virtual meetings?

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Many of the Same Rules Apply …

Formal meeting?

Preparation is key …

Goal/Objective/Desired Outcome
Agenda
Courtesy Rules?
Right People (and Only the Right People)
Take it to Another Level …

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May want to do a practice session …

Give people an initial test run

Let them play a bit…

Test log ins/connections
Test audio/video
Test document sharing
Test chat and other features
(Waiting Room?)
Troubleshoot if needed
Plan for redundancies

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The "One Minute Manager" Model

- **Short, impromptu meetings often more productive than planned formal meetings**
  - Usually happen due to arising opportunity / crisis / change
  - Get 2-4 active people together quickly
  - Jump on a Zoom or Teams call
  - Huddle on new information – 1-2 topics max
  - Adjust plans according to information
  - Make plan for quick follow up
  - Take ACTION!

- *Reference: "The One Minute Manager" by Ken Blanchard & Spencer Johnson*

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Virtual Courtesy

- Get log in instructions out early
- Log in 5-10 minutes prior to session
- Test audio when arrive – announce self
- Mute line when not speaking? (Very important when lots of people)
- Silence your phone (maybe put away?)
- Headphones/ear pods? (Noise cancel?)
- Eyes on the screen
- People can hear/see you typing!
- My wife says *"Faces really help. Makes more interactive, keeps your attention, helps share emotion."*

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Finally, BE HUMAN …

- Working from home is different …
- Sometimes you will actually be more productive …
- And sometimes family/life will get in the way …
- Times like this – critical to take care of self and family – *"First Things First"*
- But it is possible to still be productive and contributing
- Practice "compartmentalization" – quality > quantity

Supervisors:
Please be cognizant
- Anxiety
- Health concerns
- Children at home
- Money issues?

Individuals:
Be self aware …
- Take Breaks from News
- Social Media (Careful!)
- Live "Small"
- Live "Day to Day"
- Take care of *yourself*

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Thank you for your time!

To find out more about Randy Dean, MBA and his programs, including full-length online streaming and webinar programs, visit:

http://www.randalldean.com

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Check out my YouTube channel

You can also get a whole series of "Productivity PDF Tip Sheets" by Randy on time, e-mail, and related tech management – send an e-mail to randy@randalldean.com and put "Program PDF" in the subject line.

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