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PRODUCTIVITY & SELF CARE

Nick Ginsburg

 @NickGinsburg
 /NickGinsburg





The Rundown

What we will cover

productivity – why it matters?
self care
the unlikely duo
top productivity tips!

EA at Monash University

2018 I started the Monash
University EA Network

I run my own coaching and
public speaking business at
nickginsburg.com

Host of The Open Drive Podcast.

Sharing knowledge is key!

I love dogs - especially mine
(here he is)

 @NickGinsburg



**A little
about me**

PRODUCTIVITY



MY VERSION OF PRODUCTIVITY

It's about working smarter, not harder

It's about using technology to assist you

It's about finding efficiencies in everything you do.

Most importantly - It's about freeing you up to focus on what you love

A BAD REPUTATION

Productivity gets a bad wrap.

It's often thought of as a word used by executives and managers to get more "bang for their buck".



WHAT IT'S NOT

It's not just about fitting in more work.

It's not only about processing faster – you do not need to learn to type faster.

It's not about you saving your company money.

YOU ARE NOT A MACHINE

SELF CARE





NOT JUST A SOCIAL MEDIA TREND

It's understanding your needs

It's understanding what makes you happy

It's recharging your battery so you can take on the world

It's not just a once a week thing – practice self care on going

SELF CARE TIPS

Plan ahead

Keep it regular

Listen to your body

Get enough sleep

If something doesn't bring you joy – get rid of it!



SELF CARE ACTIVITIES

Sleeping

Talking with friends and family

Listening to music

Watching your favourite TV show/movie

Going for a walk

Sitting at the beach

Meditating

Spending time with your pets

Cleaning (that's not a joke!)

Decluttering

Dancing

Self care activities are anything that brings you joy!

UNLIKELY DUO





HOW ARE THEY LINKED?

The reason you want to have increased productivity is to have increased time to take care of yourself.

Read that again.

Self care is the REASON why you want to be productive.

Taking care of yourself is the number one thing – if you don't have time to do it due to inefficient ways of working you are doing yourself a disservice.



WHAT IT'S MEANT FOR ME

They have always been linked.

I am productive because I want to focus on the things that bring me joy.

The driving force (self care) has meant I have become fantastic at finding efficiencies at home and work.

TOP PRODUCTIVITY TIPS





TIPS

TIPS TO INCREASE YOUR PRODUCTIVITY

- Utilise time blocking
- Schedule an hour of power everyday
- Implement the inbox zero technique
- Use AI effectively
- Stop procrastinating – keep momentum.

Please reach out to me if you need help with any of the above.



HOUR OF POWER

Scheduling an hour of power is CRUCIAL

The hour of power is used for you to focus on a specific task
- eg clearing your inbox - uninterrupted (well mostly)

Set yourself up for success:

- Find a time when you are least likely to be interrupted
- Plan what you want to achieve - what does success look like?
- Don't answer calls during this time unless necessary
- If need be, find a quiet place
- DO THIS EVERYDAY!

I USE THIS TIME TO TACKLE MY INBOX!

TIME BLOCKING

A fantastic way to increase your productivity and it is something I have used for years and years.

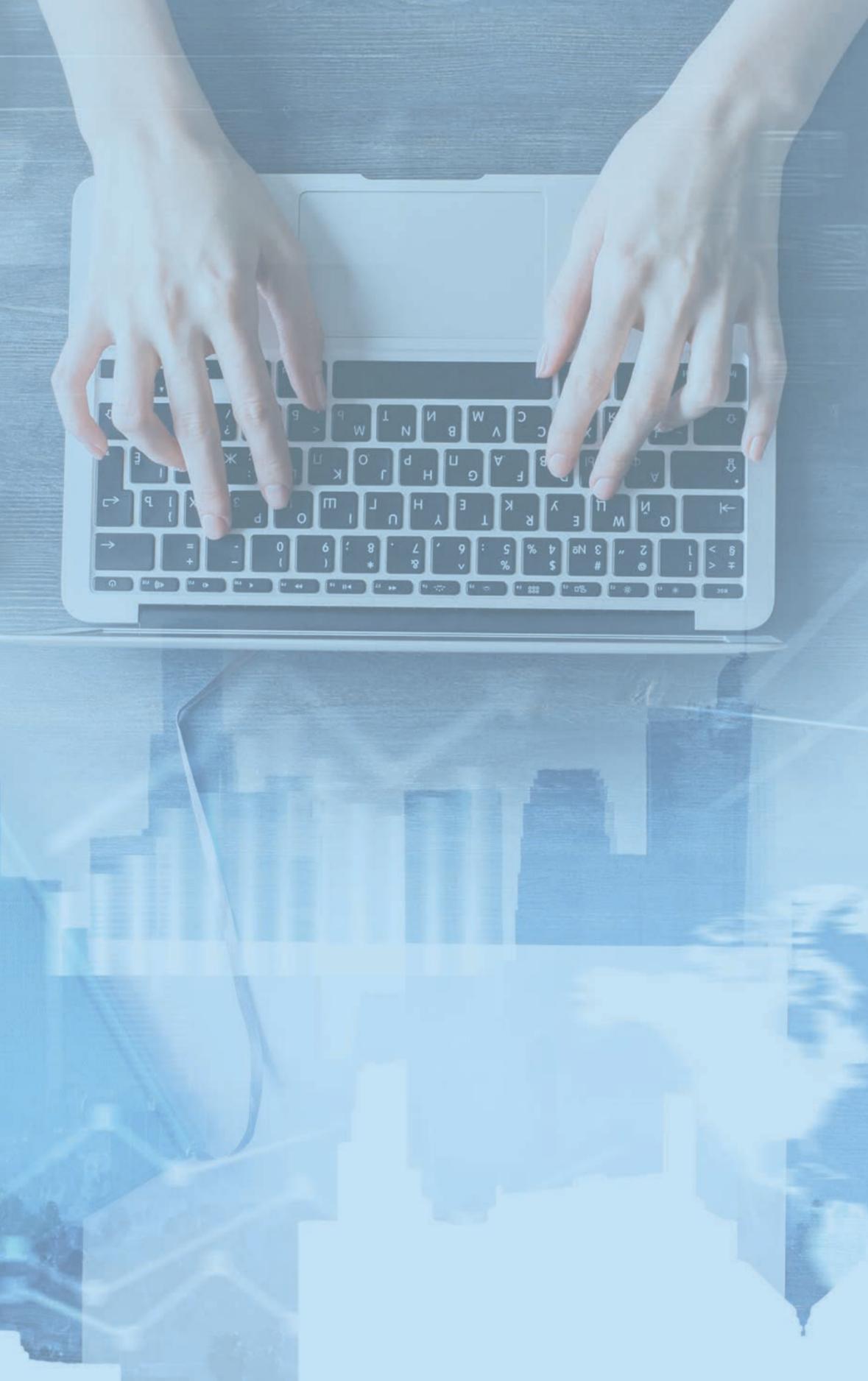
Time blocking is simply planning your day!

Set yourself up for success:

- Write out your plan - don't just keep it in your head
- Include breaks - especially between tasks
- Use the Pomodoro Technique
- Colour code so it is easy to digest
- DO THIS EVERYDAY!

THIS IS MY DIARY FOR SUNDAY

Presentation prep 10 – 10:45am
Record video 11 – 11:45am
Lunch! 12 – 1pm
Social media prep 1 – 1:45pm
Podcast recording 2 – 4pm

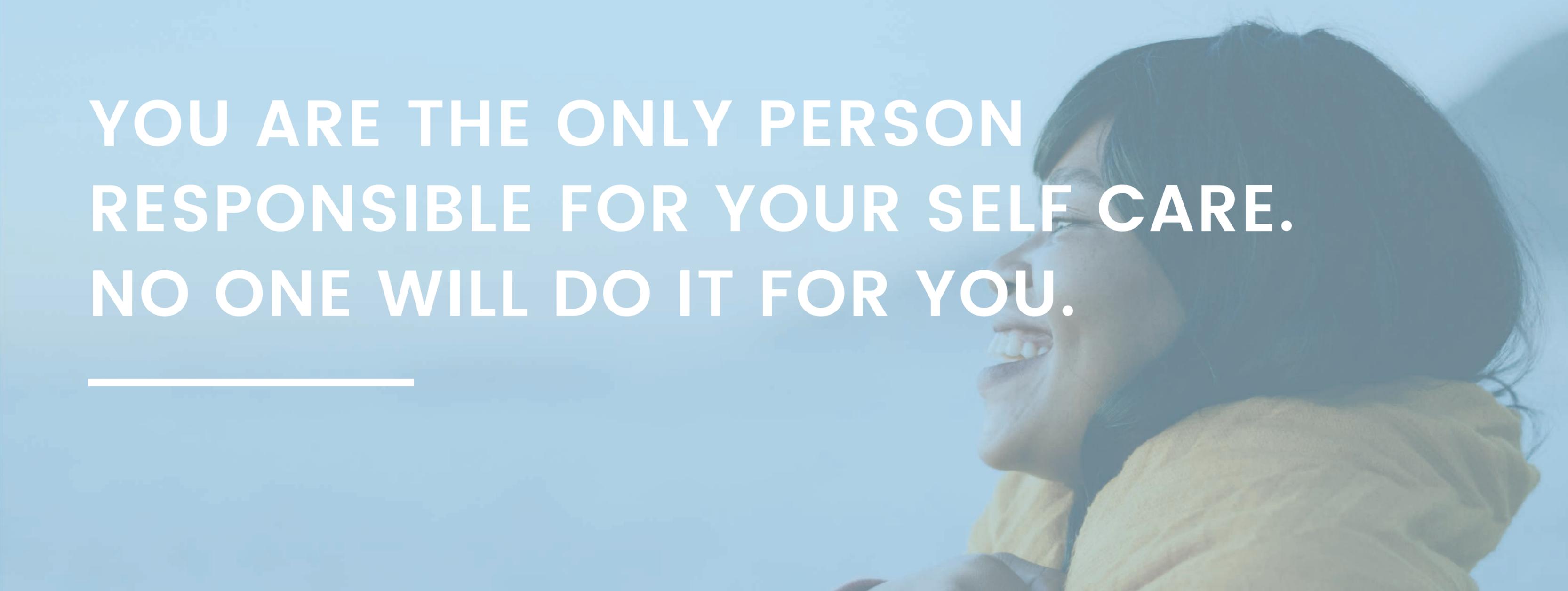


LET TECH HELP YOU

Technology is your friend!

Find apps and add ons to help you increase your productivity. Here are some great ones to check out!

- **Slack** – Move conversations off email!
- **Trello** – Take your to-do list from boring post-it notes to a collaborative online environment
- **Notability** – app for iPad and iPhone to help you move paperless
- **Google Drive/OneDrive** – keep files with you at all times.
- **Doodle Poll** – reduce back and forth emails to lock in a meeting.



YOU ARE THE ONLY PERSON
RESPONSIBLE FOR YOUR SELF CARE.
NO ONE WILL DO IT FOR YOU.

NICK GINSBURG

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THANK YOU



NICK GINSBURG
EA | SPEAKER | COACH |
PODCAST HOST

JOIN IN THE
CONVERSATION!

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 nickginsburg.com

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