

Hello

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**Hello
I'm
Nick.**

Leveraging
Technology
to Increase
Productivity.



About me.

Executive Assistant

Keynote Speaker

Psychology Student

Founder, The Admin Collective

Podcast Host, Open Drive



A modern office environment with large windows and people working. In the foreground, a woman with dark hair is wearing a headset and looking at a computer monitor. To her right, a man in a dark suit is holding a tablet. In the background, other office workers are visible at their desks, and a man in a suit is standing and talking to a woman. The office has a clean, professional look with wooden accents and large windows letting in natural light.

LET'S GET SOMETHING
STRAIGHT ABOUT
PRODUCTIVITY.



Work Smarter.

Use Technology.

Ask questions.



My Productivity Story



A smiling woman with curly hair is working at a desk. She is wearing a light-colored sweater. In front of her is a laptop and a keyboard. The background is a blurred office setting.

Top Tips

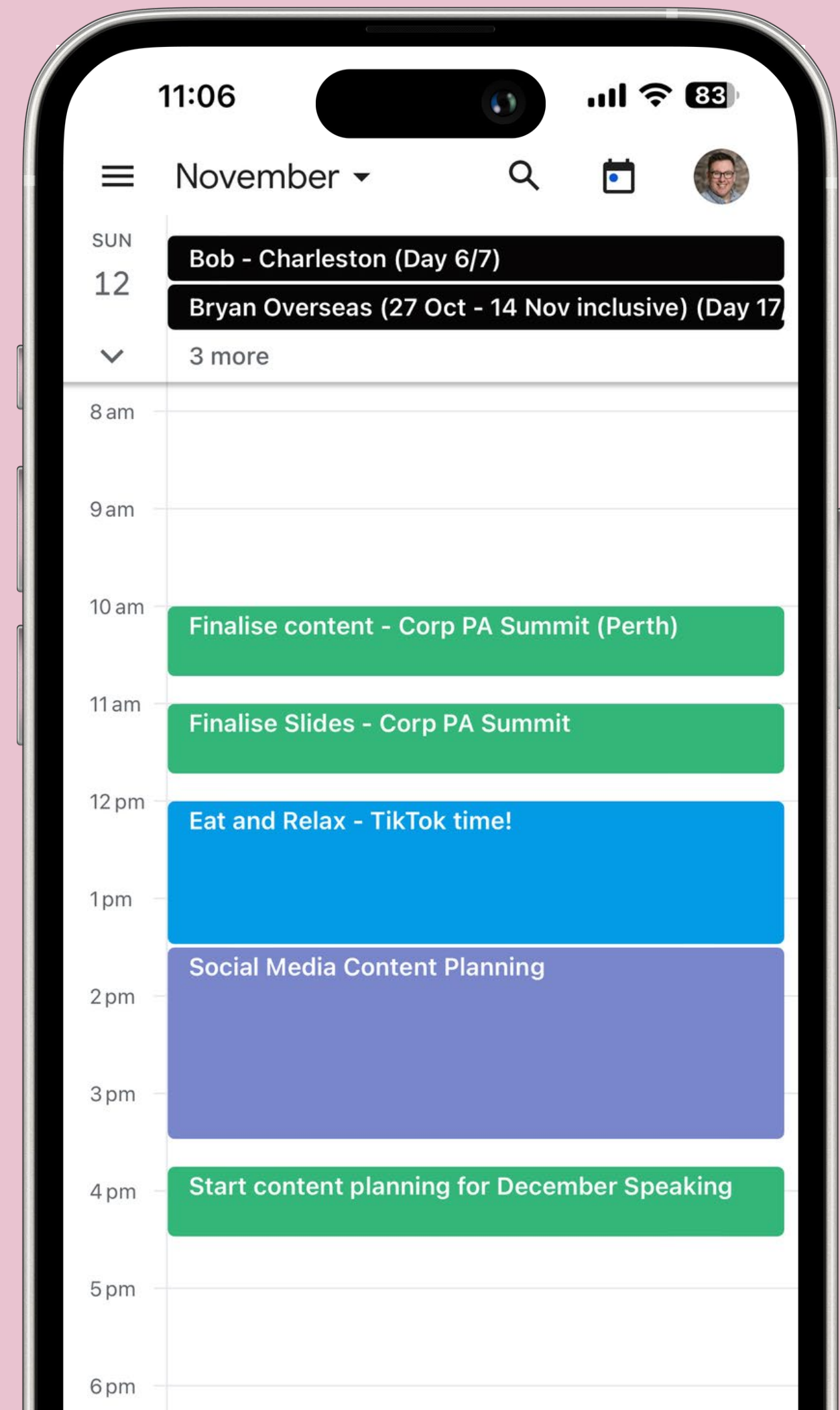
Time Blocking.

Hour of Power.

Inbox Zero.

Time Blocking

Keep it high-level and simple
Give yourself a break
Refocus after interruptions



A smiling woman with curly hair is working at a desk. She is wearing a light-colored top. In front of her is a laptop and a keyboard. The background is a blurred office setting.

Top Tips

Time Blocking.

Hour of Power.

Inbox Zero.

Hour of Power

Pick the task you want to clear

Set a goal

Choose your time

Set clear expectations with others



A smiling woman with curly hair is working at a desk. She is wearing a light-colored, short-sleeved shirt. In front of her is a laptop and a keyboard. The background is a blurred office setting with a window showing a brick wall.

Top Tips

Time Blocking.

Hour of Power.

Inbox Zero.

Inbox Zero

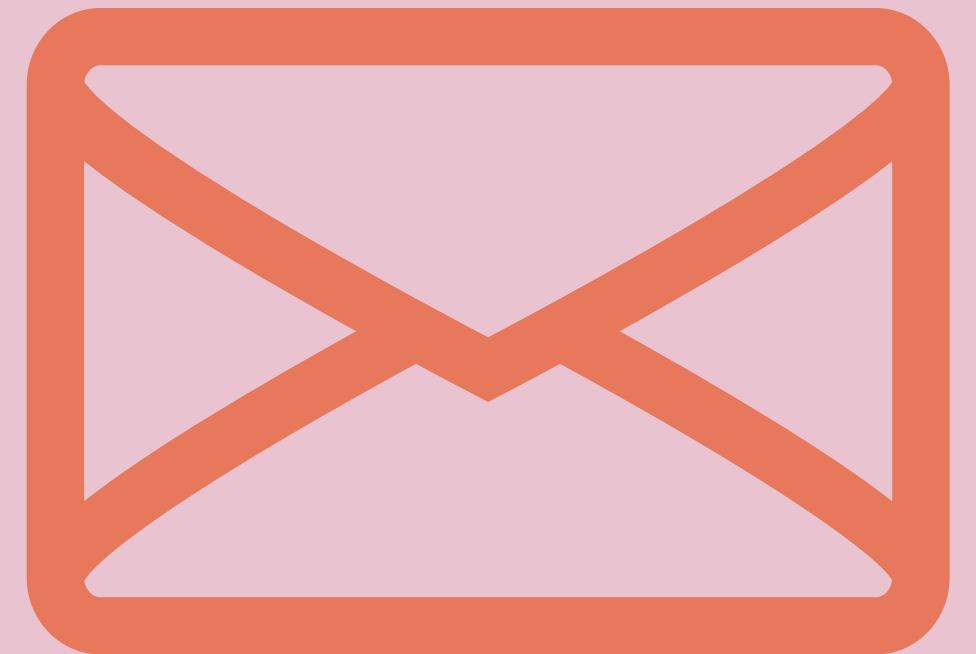
Archive first

Action urgent.

Read and reply - older to younger

Do not skip emails

Follow up





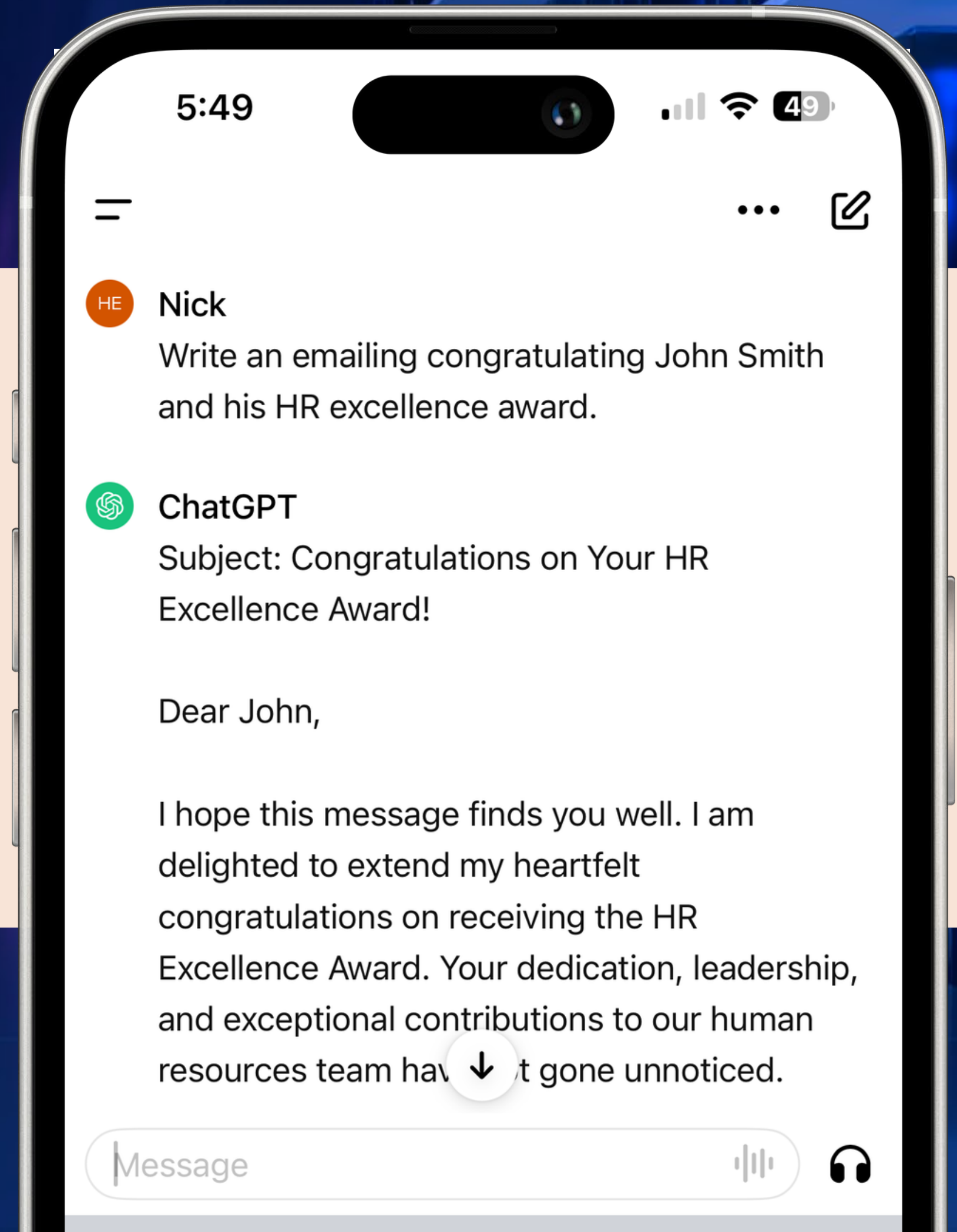
UTILISE TECHNOLOGY EFFECTIVELY

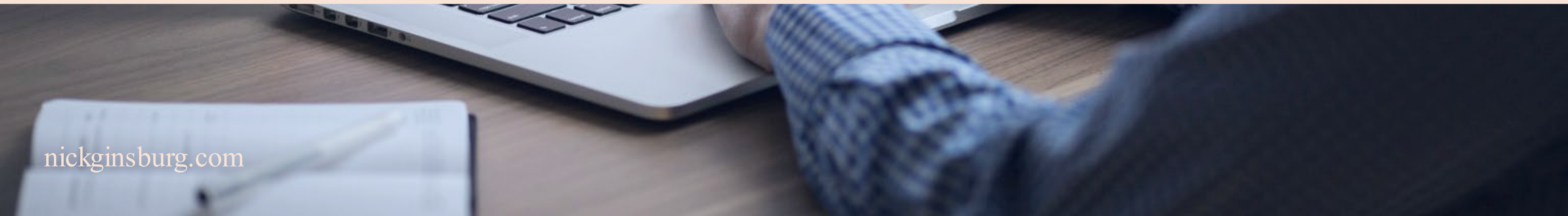


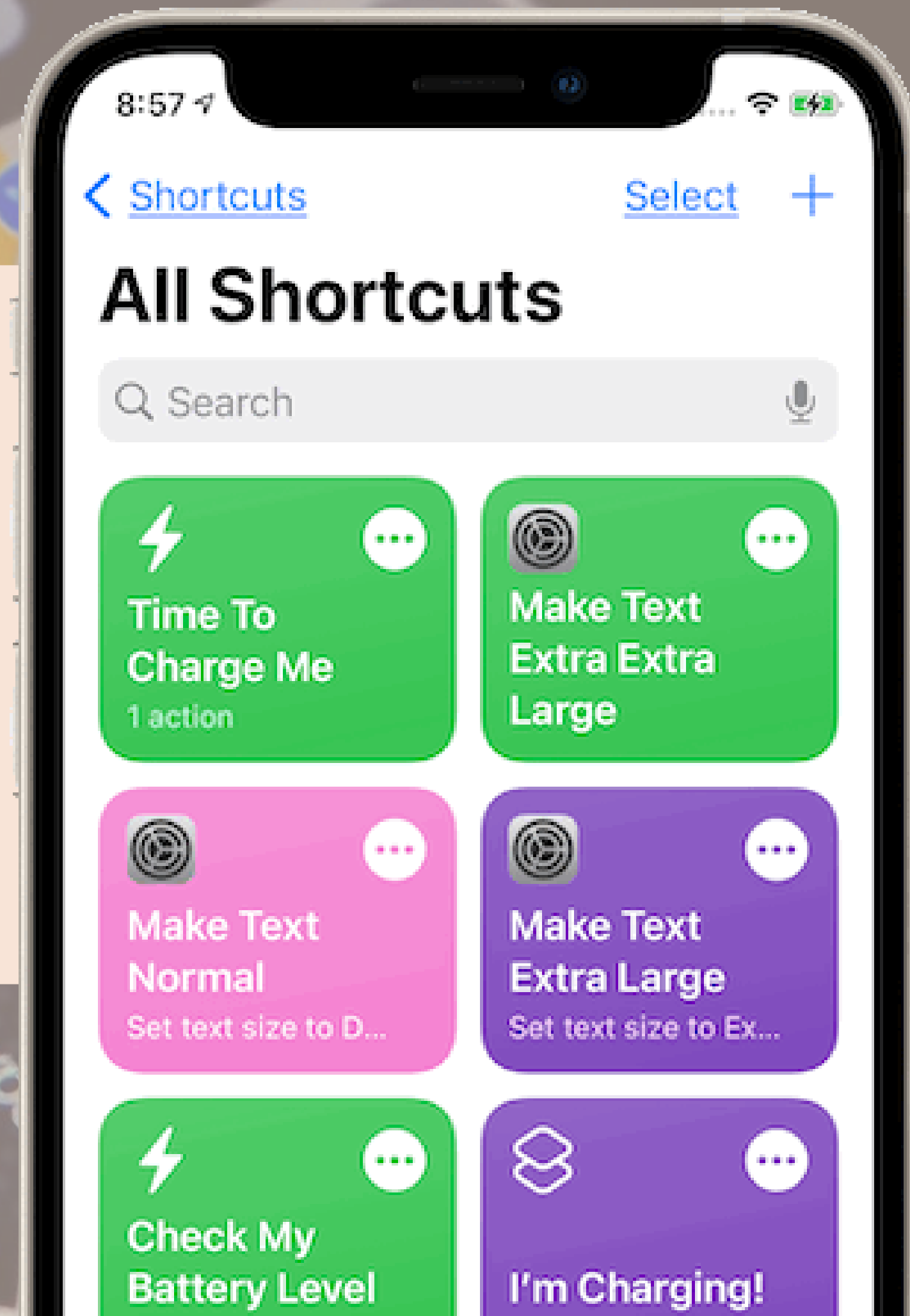
ChatGPT



ChatGPT









COMMON MISTAKES

Not working? Shift.

Trial period.

Reevaluate.



A woman with short, styled brown hair is shown in profile, talking on a white telephone. She is wearing a blue floral patterned top, a pearl necklace, and a pearl earring. The background features a wall with vertical wood paneling and a shelf with a small white figurine and a decorative box.

KEEPING UP APPEARANCES

A woman with blonde hair, wearing a purple dress, is shown in a state of shock or surprise, with her mouth wide open. She is holding a white plate in her right hand. In the background, another woman with dark hair is visible, looking up with a similar expression. The setting appears to be a living room with a wooden cabinet and a patterned sofa.

EA Networks.

Social media.

Google.

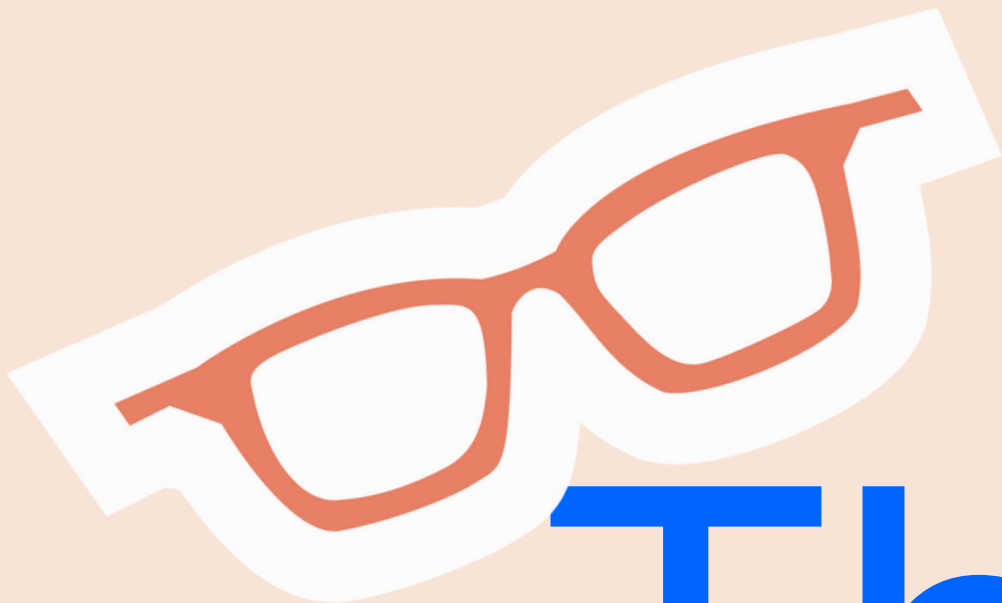
REMINDERS

Pick and choose what will work for you.

Don't be afraid of new technology.

It's ok to ask for help.





Thank you.



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