



APPA Facilities Symposium
January 26, 2021
Presented by:
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THE 5 CHOICES[®]
to extraordinary productivity

Welcome



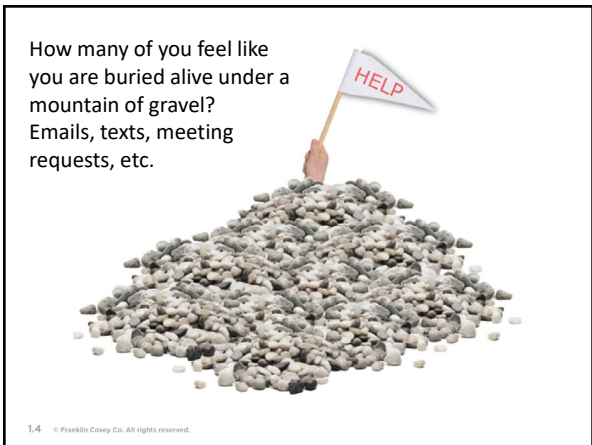
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- How many of you feel compelled to keep on top of all the gravel?
- Or think if you just go faster or work harder, you'll get everything done?

7

- What's the gravel in your life?
- How is it affecting you and your productivity?
- How is it affecting your organization's productivity?



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Our Goal

Our goal today is to give you an overview of the workshop, “**The 5 Choices, to extraordinary productivity.**” Hopefully, you will gain insight into how the 5 Choices can help reduce or manage the gravel in your life, so you feel more accomplished every day.

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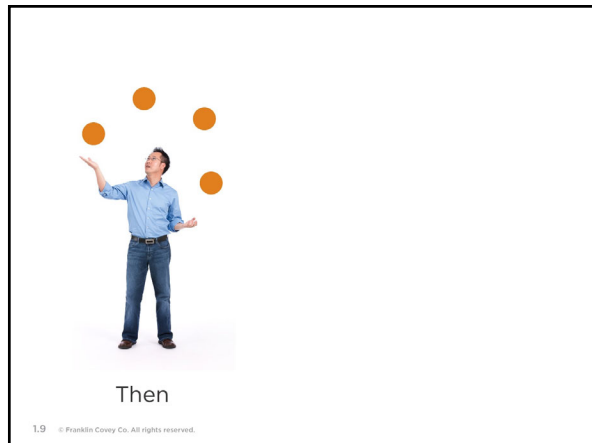
3 Key Problems Affecting Our Productivity

The nature of our work has changed over the last decades and century.

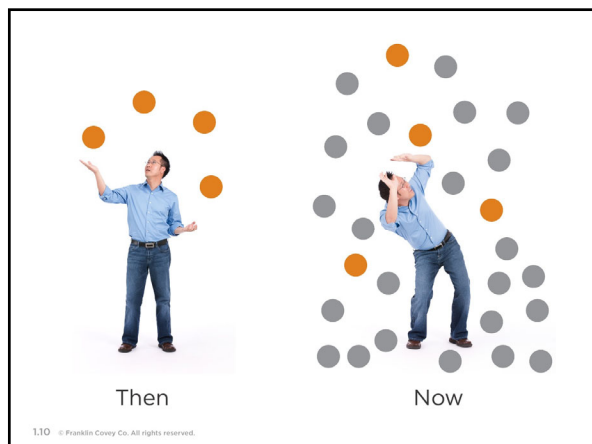
Our attention is under unprecedented attack.

We are in a personal energy crisis.

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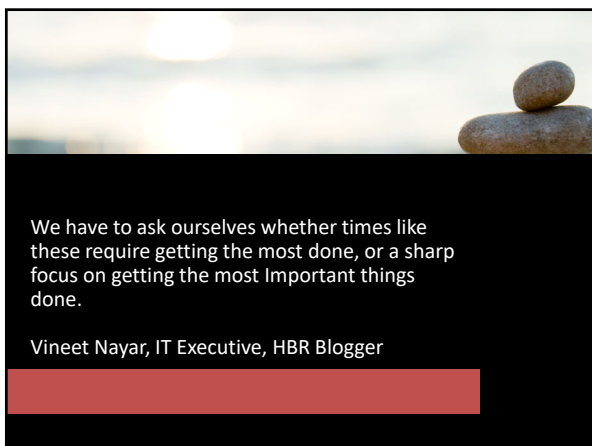
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We have to ask ourselves whether times like these require getting the most done, or a sharp focus on getting the most Important things done.

Vineet Nayar, IT Executive, HBR Blogger

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Not Just Time Management

- High-Value Decisions
- Focused Attention
- High Energy



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Productivity


Productivity is not just about “getting it all done.”

It’s about getting the right things done.

It’s the product of our decisions—where we focus our attention and our energy levels.

This is life management.

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5 Productivity Trends That are Taking the Lead Right Now...

1. There won't be a return to pre-Covid-19 "normal."
2. Generation-Z is emerging in the workplace. (Born between 1996-2010) 61 million strong.
3. AI adoption is a must. Artificial Intelligence.
4. Remote meeting fatigue is real. Requires so much concentration.
5. More employees are open to new opportunities. (73% of employees are ready to move on.)

Article from Forbes 10/30/2020

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Question for Chat Room

- What one thing could you do—that you're not doing now—that would make a huge difference in your professional life and personal life?



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- What one thing could you do—that you're not doing now—that would make a huge difference in your professional life and personal life?
- What would be the value of accomplishing those things?



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THE PROMISE

There are 5 Choices which when consistently made ensure you will achieve extraordinary productivity in your work and life.

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1	2	3	4	5
ACT ON THE IMPORTANT	GO FOR EXTRAORDINARY	SCHEDULE THE BIG ROCKS	RULE YOUR TECHNOLOGY	FUEL YOUR FIRE
DON'T REACT TO THE URGENT	DON'T SETTLE FOR ORDINARY	DON'T SORT GRAVEL	DON'T LET IT RULE YOU	DON'T BURN OUT

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5 Choices

The 5 Choices are an extremely rich set of skills.

There are 5 Choices for a reason. You can't leave one out.

They come in a certain order so you can develop the skills of decision, attention, and energy management.

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CHOICE 1

ACT ON THE IMPORTANT



don't react to the urgent

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PARADIGM
Act on the Important

PRINCIPLE
Discernment: The use of insight and understanding in making a choice.

BEHAVIORS


- Discern the important from the less important.
- Create a Q2 culture.
 - Build a common language.
 - Say no to the less important.

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BEHAVIORS

- **Discern the important from the less important.**
- Create a Q2 culture.
 - Build a common language.
 - Say no to the less important.



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Raise Your Hand if...

- You no longer trust yourself to remember everything you need to do.
- You are entrenched in knee-jerk reaction mode, that the moment a “quick little task” pops in your head, you drop everything to take care of it.

Article from FAST Company, 10/16/2020

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VIDEO

THE TIME MATRIX®

FranklinCovey

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Q1 NECESSITY
Crises
Emergency meetings
Last-minute deadlines
Pressing problems
Unforeseen events

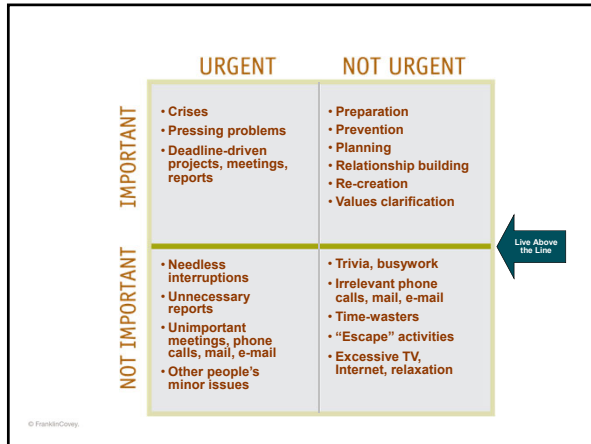
Q2 EXTRAORDINARY PRODUCTIVITY
Proactive work
High-impact goals
Creative thinking
Planning
Prevention
Relationship building
Learning and renewal

Q3 DISTRACTION
Needless interruptions
Unnecessary reports
Irrelevant meetings
Other people's minor issues
Unimportant email, tasks, phone calls, status posts, etc.

Q4 WASTE
Trivial work
Avoidance activities
Excessive relaxation, television, gaming, Internet
Time-wasters
Gossip

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Most of us spend too much time on what is **urgent**, and not enough time on what is **important**.


STEPHEN R. COVEY

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BEHAVIORS

- Discern the important from the less important.
- **Create a Q2 culture.**
 - Build a common language.
 - Say no to the less important.




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BEHAVIORS

- Discern the important from the less important.
- **Create a Q2 culture.**
 - Build a common language.
 - Say no to the less important.

I have a Q1 we need to solve now!

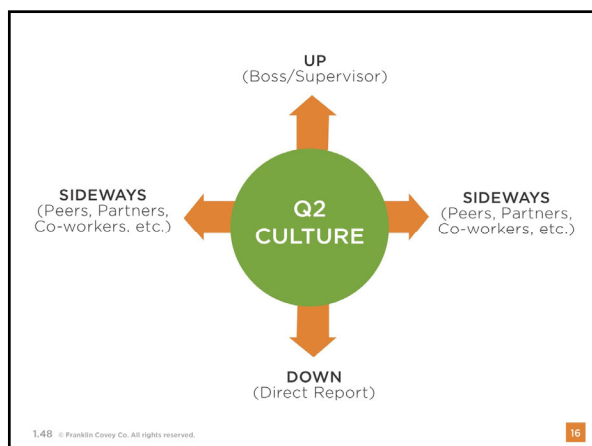


Sounds like a Q3 to me.



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Three Steps to Saying **NO** to the Less Important

MOMENT
OF CHOICE

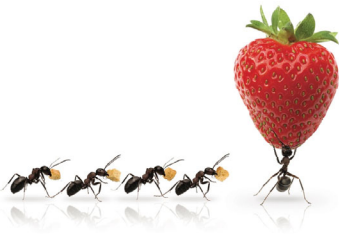
IS IT IMPORTANT?
(PAUSE, CLARIFY, DECIDE)

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CHOICE 2

GO FOR EXTRAORDINARY



don't settle for ordinary

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THE **5CHOICES**[™]
to extraordinary productivity

EXTRAORDINARY
PRODUCTIVITY

1 ACT ON THE IMPORTANT <small>DON'T REACT TO THE URGENT</small>	2 GO FOR EXTRAORDINARY <small>DON'T SETTLE FOR ORDINARY</small>	3 SCHEDULE THE BIG ROCKS <small>DON'T SORT GRAVEL</small>	4 RULE YOUR TECHNOLOGY <small>DON'T LET IT RULE YOU</small>	5 FUEL YOUR FIRE <small>DON'T BURN OUT</small>
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BURIED ALIVE

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PARADIGM
Go for Extraordinary

PRINCIPLE
Potential: The latent capacity to do something great.

BEHAVIORS

- Identify your Q2 Roles.
- Craft Q2 Role Statements.
- Set Q2 Goals.



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BEHAVIORS

- **Identify your Q2 Roles.**
- Craft Q2 Role Statements.
- Set Q2 Goals.



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Your Q2 Roles...

- 1 Represent key responsibilities and relationships.
- 2 Should be limited to a few (five to seven).
- 3 Express your deepest values and highest aspirations.
- 4 Create a balanced perspective of your life.
- 5 Change over time.

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Lives in Toronto,
Ontario, Canada

Married, 38,
two kids

Runs a
large-scale
social media
campaign

Marketing
Director, Indian
software firm


Directs a large
customer-
feedback
project



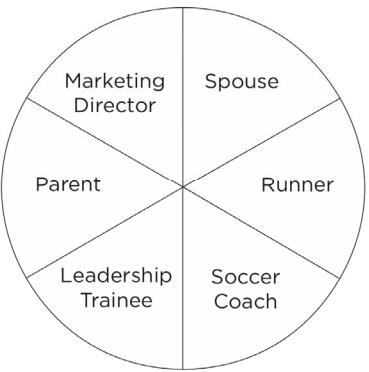
JENNIFER

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JENNIFER



Marketing
Director

Spouse

Runner

Soccer
Coach

Leadership
Trainee

Parent

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BEHAVIORS

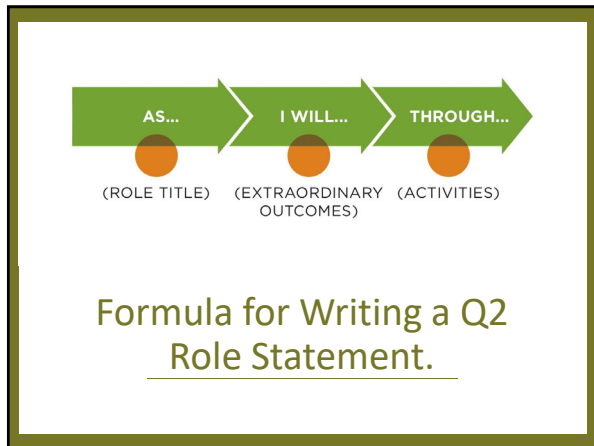
- Identify your Q2 Roles.
- **Craft Q2 Role Statements.**
- Set Q2 Goals.




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JENNIFER
Marketing Director (Work)

BUSINESS CATALYST
As a business catalyst, **I will** build a trusted, reputable brand that attracts a new, younger market **through** innovative products distributed powerfully via social media as well as traditional channels.

STEVE'S BEST FRIEND
As Steve's best friend, **I will** show my unconditional love and support **through** regularly communicating my feelings for him and helping him achieve his life goals.

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Q2 Roles

Choose one role you are currently playing, personal or professional.

What do you see yourself doing to achieve that role?

Who are the people you most influence in that role?

What would you want those people to say about you (your actions, performance, results, and achievements)?

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BEHAVIORS

- Identify your Q2 Roles.
- Craft Q2 Role Statements.
- **Set Q2 Goals.**



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JENNIFER

Q2 GOALS

Launch a social-media campaign to generate \$1.3 million by December 31.

Increase our customer-loyalty score from 45 to 65 by December 31.

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CREATE A STARTING LINE, A FINISH LINE, AND A DEADLINE

From X_____ to Y_____ by When_____

Starting Line Finish Line Deadline

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CHOICE 3

SCHEDULE THE BIG ROCKS

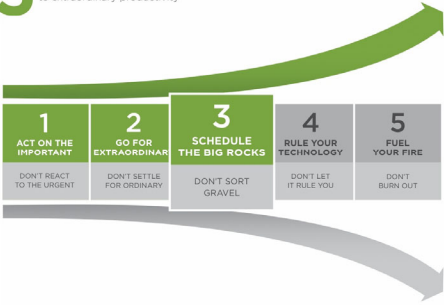


don't sort gravel

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THE **5CHOICES**[™]
to extraordinary productivity

EXTRAORDINARY
PRODUCTIVITY



1	2	3	4	5
ACT ON THE IMPORTANT	GO FOR EXTRAORDINARY	SCHEDULE THE BIG ROCKS	RULE YOUR TECHNOLOGY	FUEL YOUR FIRE
DON'T REACT TO THE URGENT	DON'T SETTLE FOR ORDINARY	DON'T SORT GRAVEL	DON'T LET IT RULE YOU	DON'T BURN OUT

BURIED ALIVE

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PARADIGM

Schedule the Big Rocks

PRINCIPLE

Priority: Higher in importance;
worthy of specific attention.



BEHAVIORS

- Create a Master Task List.
- Do Weekly Q2 Planning.
- Do Daily Q2 Planning.

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BEHAVIORS

- **Create a Master Task List.**
- Do Weekly Q2 Planning.
- Do Daily Q2 Planning.



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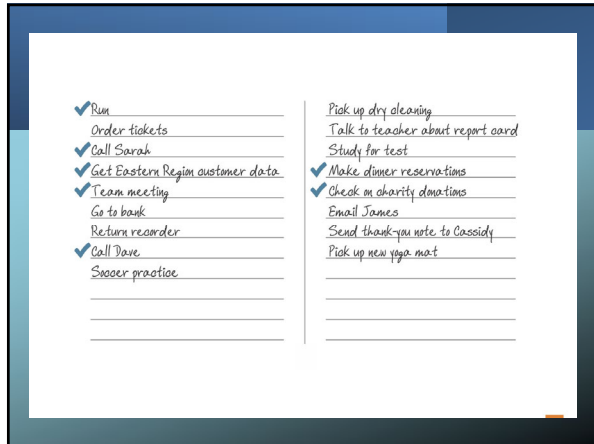
Master Task List

- Captures all incoming in one place.
- Clears your mind of gravel.
- Acts as reference during Q2 Planning.

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Run	Pick up dry cleaning
Order tickets	Talk to teacher about report card
Call Sarah	Study for test
Get Eastern Region customer data	Make dinner reservations
Team meeting	Check on charity donations
Go to bank	Email James
Return recorder	Send thank-you note to Cassidy
Call Dave	Pick up new yoga mat
Soccer practice	

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Why Check Mark?

Put a check mark next to each task that clearly relates to your Q2 Roles and Goals.

What you learn by checking those items off is there may be some things that shouldn't be on our list at all.

There are things that do matter, and they shouldn't get buried in the gravel.

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BEHAVIORS

- Create a Master Task List.
- **Do Weekly Q2 Planning.**
- Do Daily Q2 Planning.



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Weekly Q2 Planning

TAKE AT LEAST **30** MINUTES TO...

1 **CONNECT**
with your
roles and
goals

2 **SCHEDULE**
the Big
Rocks

3 **ORGANIZE**
the rest

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BEHAVIORS

- Create a Master Task List.
- Do Weekly Q2 Planning.
- **Do Daily Q2 Planning.**

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Daily Q2 Planning

TAKE AT LEAST **10** MINUTES TO...

1 **CLOSE OUT**
the day

2 **IDENTIFY**
the few
"must-dos"

3 **ORGANIZE**
the rest

- Review tasks and appointments.
- Capture the gold.

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30/10

30 MINUTES
each week.

10 MINUTES
each day.

The time you spend in Q2 Planning **transforms**
the time you spend **everywhere else.**

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CHOICE 4

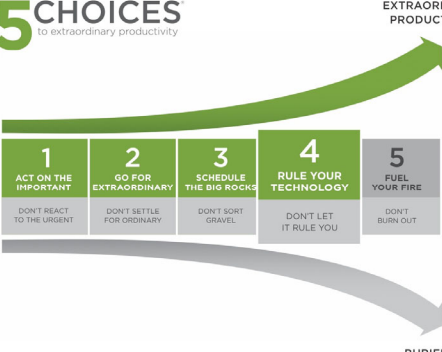
RULE YOUR TECHNOLOGY



don't let it rule you

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THE **5CHOICES**[™]
to extraordinary productivity



1	2	3	4	5
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EXTRAORDINARY
PRODUCTIVITY

BURIED ALIVE

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PARADIGM

Rule Your Technology

PRINCIPLE

Alignment: To bring into proper relation; to support or harmonize.

BEHAVIORS

- Design a system to manage the Core 4.
- Make the 3 Master Moves.
- Use productivity accelerators.




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VIDEO


TOOL OR TYRANT?



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Question for Chat Room

- In what ways might you be addicted to technology?




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BEHAVIORS

- Design a system to manage the Core 4.
- Make the 3 Master Moves.
- Use productivity accelerators.



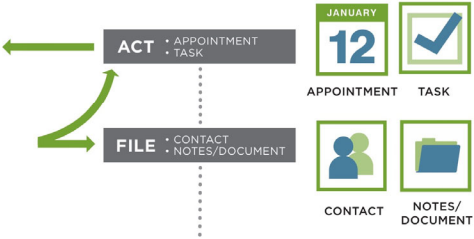
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The Core 4



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BEHAVIORS

- Design a system to manage the Core 4.
- **Make the 3 Master Moves.**
- Use productivity accelerators.



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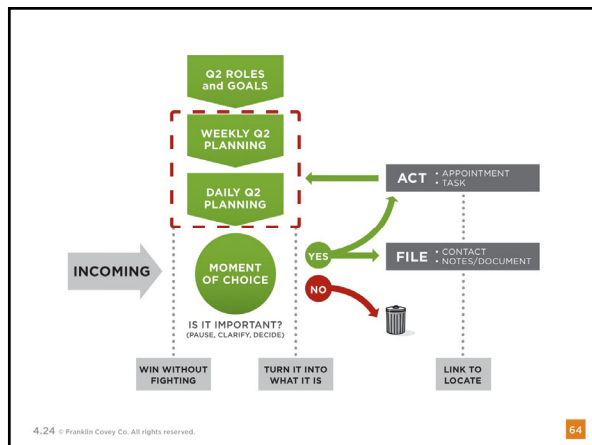
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Master Moves

- Use rules and filters to manage your emails.
- Turn emails into the 4 Cores.
- Insert emails and attachments into related files so you can easily find them later.




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BEHAVIORS

- Design a system to manage the Core 4.
- Make the 3 Master Moves.
- Use **productivity accelerators**.



- Blogs
- Social Media
- Apps
- Devices

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CHOICE 5

FUEL YOUR FIRE

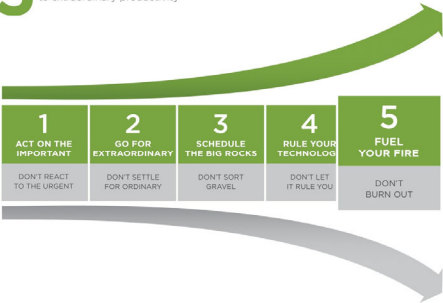


don't burn out

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THE **5CHOICES**[™]
to extraordinary productivity

EXTRAORDINARY
PRODUCTIVITY



1	2	3	4	5
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PARADIGM
Fuel Your Fire

PRINCIPLE
Renewal: To restore or replenish.

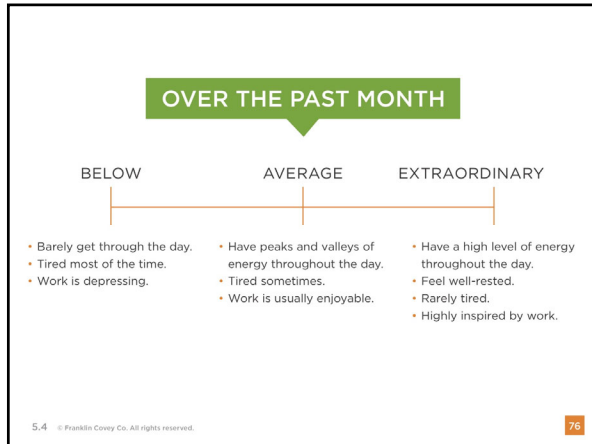
BEHAVIORS

- Create patterns of consistent renewal:
 - Move
 - Eat
 - Sleep
 - Relax
 - Connect

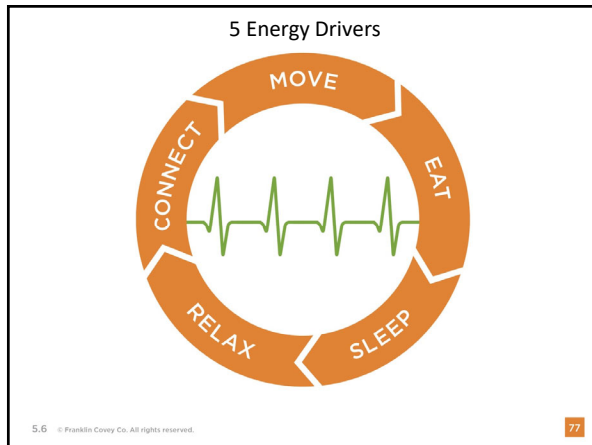


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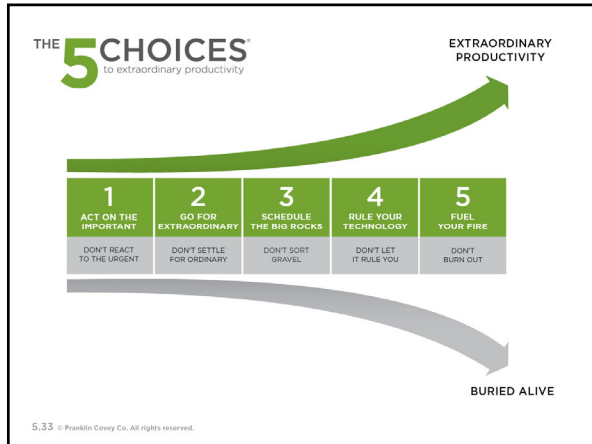
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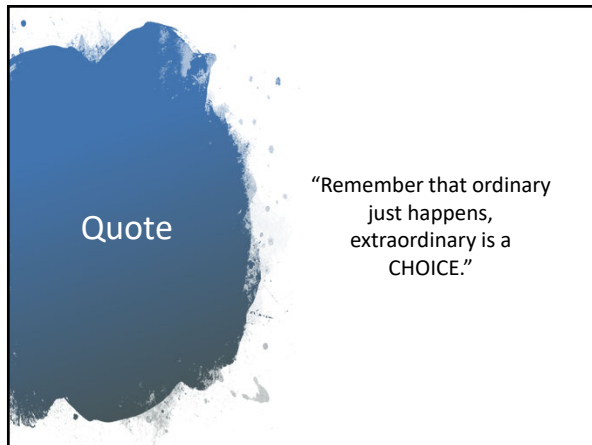
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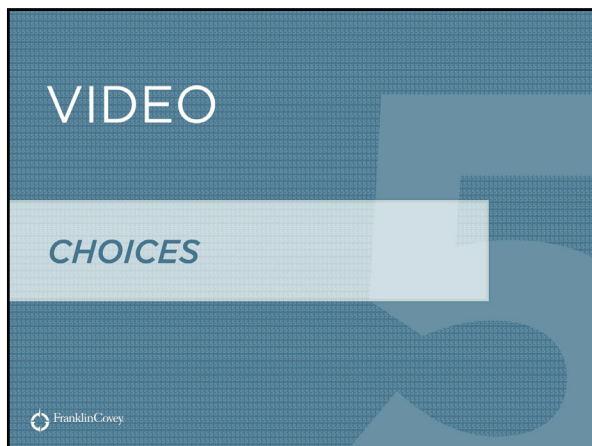
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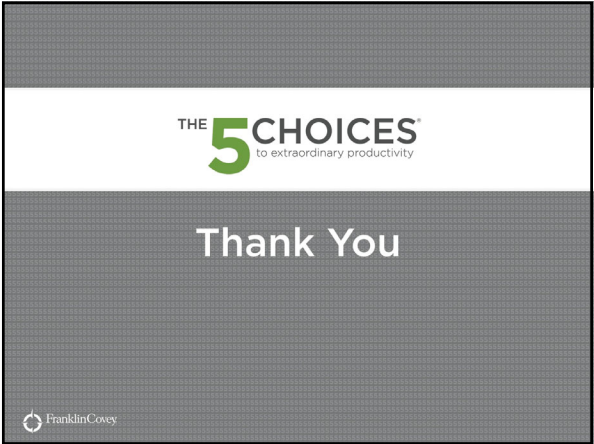
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