10 Productivity Hacks

...and the Apps that help!

Fall 2018
PRODUCTIVITY IS...

The rate at which a person does useful work

Productivity = \frac{\text{Output}}{\text{Input}}

The key is not to prioritize what’s on your schedule, but to schedule your priorities.

~Stephen Covey
1. OUTLINE YOUR PURPOSE

Write the vision
Create a clear definition of what you want to do

Having a purpose will help you identify activities that are not essential

Set SMART Goals
Define steps within your vision

Know the destination
GoalMap

Preloaded life goals to choose from

Customizable goal options

Based on the SMART goal setting method

Personal dashboard that shows your progress
2. PRIORITIZE YOUR TASKS

MITs – most important tasks

Develop 3-5 MITs that you must accomplish daily

Do important work – important is not always urgent
Outlook

Free with MTMail

Syncs calendars, tasks, and meetings with email

Enhanced security features for email attachments

Task Manager included
3. TAKE ACTION

Rephrase tasks as actions

Don’t wait for the perfect moment to begin a project

Just do it!
Teuxdeux

- Allows users to delegate tasks in shared projects
- Daily summary of completed tasks
- Unfinished tasks are automatically rolled over to the next day
- Syncs tasks across 10+ platforms
4. OVERCOME PROCRASTINATION

Monitor your procrastination and figure out the WHY

Realize you are delaying something for no reason

Commit to a single task for an extended period of time
Rescue Time

- Monitors digital habits
- Automatic time tracking of mobile apps and webpages
- Privacy options for control over what’s being tracked
- Tracks productivity by the hour
5. STOP MULTITASKING

Trying to manage multiple tasks leads to nothing getting done

Write things down

Organize your stuff
When you know exactly where to find something you feel more in control of your work which leads to greater productivity
Focus Booster

Uses the Pomodoro method for time management

Allows for 20 timing sessions a month

Sessions are recorded automatically

Dashboard shows how much time spent on webpages
6. SET DEADLINES

Write down deadlines

Create smaller deadlines for different parts of larger projects

Be on time!
Goal Tracker & Habit List

User can set daily, weekly, monthly, and yearly goals

Can export Google drive and Dropbox

Automatic daily backup and storage

Monthly calendar
7. CREATE A ROUTINE

Prioritize important activities

Utilize a Planner
Include tasks, deadlines, and goals

Create a daily schedule that incorporates your MITs

Build good habits
Toodledo

Track the start date, due date, time length, or status of a task

User can create notes related to tasks

Creates outlines to organize and structure to do lists

Scheduler suggests tasks that can be done during free time
8. ORGANIZE YOUR STUFF

Get organized

Batch Tasks
Identify tasks that are similar in nature and schedule a time to do them all at once
Instapaper

Saves articles, videos, webpages, and other online content

Transforms online content to text only

Saves up to 500 articles
9. TAKE BREAKS

- Recharge
- Take time away from your assignments to relax
- Get enough sleep
- Pomodoro technique - work then take a break
Pomodoro Timer Lite

Timer builds in breaks during tasks

Breaks down tasks into 25 minute intervals

User can customize breaks
10. CURB YOUR DISTRACTIONS

Curb time spent on social media

Use tools to curb digital distractions
   Example tools/apps

Setup your workspace
   Work in environments that complement your learning style and study techniques
Stay Focused

- Allows the user to selectively time block websites
- Can block websites based on location (class, library hours and work)
- Sets daily limits on webpages and apps
- Nuclear option blocks everything on the block list and can’t be deactivated
App Overview

- Pomodoro Timer Lite
- Outlook
- TeuxDeux
- Rescue Time
- Focus Booster
- Goal Tracker & Habit List
- Toodledo
- Instapaper
- Pomodoro Timer Lite
- Stay Focused
Questions?