

Productivity in a fast changing world

www.andrewpain.co.uk

andrew@andrewpain.co.uk

www.linkedin.com/in/andrewpain



YOUR TOOL:

Hard-backed diary?

Online Planner?

'To do' list?

Plan a day, week, month

Weekly Planner

WEEK:

TO DO LIST

WEEK:

1 hour blocks of time

Weekly planner

TO DO LIST

AND EVENTS

Social media & email slots scheduled

*(data mobile/wifi OFF &
platforms quitted outside
of schedule)*

The power of the 😞

Weekly Planner

WEEK:

TO DO LIST

Power hours and graveyard slots

Weekly planner

TO DO LIST

**Some time scheduled
every day for the game-
changers (GC) and life
savers (LS)**

What's your system? (*tool + protocols*)

Weekly Planner

TO DO LIST

www.andrewpain.co.uk

<https://www.linkedin.com/in/andrewpain/>

Procrastination



Sleep Deprivation/Lifestyle

A man with dark hair and blue eyes is lying in bed, looking awake and thoughtful. He is wearing a grey t-shirt and is propped up on his left arm, resting his head on a white pillow. The room is dimly lit, with a blueish tint, suggesting a night scene. The background shows a dark headboard and some blurred lights, possibly from a window or a lamp.

www.andrewpain.co.uk

<https://www.linkedin.com/in/andrewpain/>

Burnout/Pressure on Mental Health



Boredom (isolated/widespread)

A close-up photograph of a man with dark hair and a beard, resting his head on his hand. He is looking down and to the left with a somber expression. The lighting is dramatic, with a strong blue/cyan tint on the right side of his face and a warmer, reddish-brown tint on the left. The background is dark and out of focus.

A photograph showing a road that ends at a wooden fence. Beyond the fence is a calm body of water, likely the ocean, under a pale, overcast sky. The scene is framed by the dark, intricate silhouettes of bare trees in the foreground. The overall mood is quiet and contemplative.

End of the road/season

www.andrewpain.co.uk

<https://www.linkedin.com/in/andrewpain/>

Effort V Reward



www.andrewpain.co.uk

<https://www.linkedin.com/in/andrewpain/>

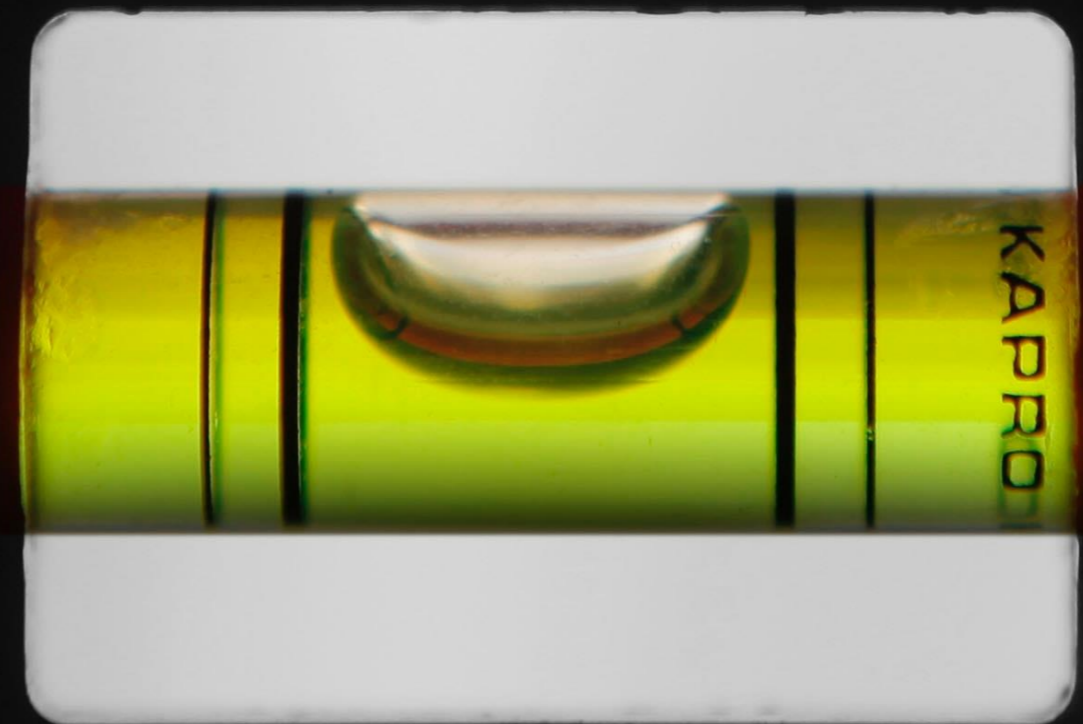
NOT URGENT

***NO DEADLINE / DEADLINE IN
DISTANCE***

Steven Covey's Time Management Matrix

1) <u>URGENT and IMPORTANT</u>	2) <u>NOT URGENT and IMPORTANT</u>
3) <u>URGENT and NOT IMPORTANT</u>	4) <u>NOT URGENT and NOT IMPORTANT</u>

PERFECTIONISM



Technology Time Thieves

Phones
Social media
TV/YouTube
Online addictions
Emails

...



www.andrewpain.co.uk

**1) Where do I procrastinate?
(delay due to avoidance or
slow progress)**

2) Why do I procrastinate?

**3) What am I going to do
about the 'why'?**





www.andrewpain.co.uk

<https://www.linkedin.com/in/andrewpain/>

BOUNDARIES

Lines in the sand:

- They get washed away by the tide
- They have no foundations
- They're easy to step over



Flexible fencing:

- It's dug in
- It requires effort to climb over
- It can be moved



Castle walls:

- Deep foundations
- Immovable
- Difficult to climb over

1) Line in the sand

(Nice to have / Roll over)



2) Flexible fencing

(Negotiable / Flexible)



3) Castle walls

(Non negotiable / Rigid)





AT&T

100%



Work



Finances



Health



Family



Friends



Fun/Leisure



Self-Esteem



Physical Environment



Personal Development



www.andrewpain.co.uk

1) Where do I stand?
(easy going / flexible / non flexible)

**2) What are the consequences for
where I stand?**

3) Am I ok with those consequences?

- 1) What will I stop doing?**
- 2) What will I start doing?**
- 3) What will I keep doing?**
- 4) What will I tweak doing?**

Productivity in a fast changing world

www.andrewpain.co.uk

andrew@andrewpain.co.uk

www.linkedin.com/in/andrewpain

