



5 KEYS TO A PRODUCTIVE DAY

Stop letting technology crush your dreams.



**#1 Create your workload
management system.**

Slowing down to speed up may be the only way. The first step is to move from a group of lists and tools to an integrated system.

WHAT'S IN THE SYSTEM?

- **Emails**
- **Tasks (all of 'em)**
- **Calendar**
- **Notes from conversations**
- **Bits of information you need**

**Imagine all of your stuff integrated
so you don't have to remember
everything.**



#2 Don't store work at the source.



Just because it came to you in an email (or envelope or phone message or project plan) doesn't mean that is where it should live forever. Be committed to getting it out of there ...

**Because it's really hard to work on
the next highest priority when your
work is EVERYWHERE.**



**#3 When work arrives, break it
down and stage it.**

HOW?

- **Action items into tasks**
- **Appointments or deadlines to the calendar**
- **Information and communication to your searchable storage area**

Search Mail

Search the Web

[Show search options](#)[Create a filter](#)

Compose Mail

Archive

Report Spam

More Actions ...

Refresh

1 - 33 of 3

Select: All, None, Read, Unread, Starred, Unstarred

<input type="checkbox"/>	★ Brian, me (2)	» Re: rac developer position - oh cool... i'll ask him and see when's a good day... how are things...	3:27pm
<input type="checkbox"/>	★ nonstatic - LJ Comment	» Reply to your comment... - nonstatic (nonstatic) replied to your LiveJournal comment in which ...	2:49pm
<input type="checkbox"/>	★ me, Raj (2)	» a very sad day - Oh No! That's terrible news. I was just talking about him to Sheena and his Ba...	1:37pm
<input type="checkbox"/>	★ me, raul (3)	» one of my favorite people in the world is dead - yeah, i'd of been nice... relive the memorie...	12:42pm
<input type="checkbox"/>	★ Hooshang, me (3)	» family Planning for trip to Iran - No problem, we thought you might want to take a beak in betwe...	12:14pm
<input type="checkbox"/>	★ Ario Jafarzadeh	» FW: Important notice regarding Real's 401(k) Match - From: Tracy Tomassi [mailto:tracyt@rea...	11:34am
<input type="checkbox"/>	★ Ario Jafarzadeh	» FW: Mono and Massage - Original Message From: Miriam Howard [mailto:miriam@ohanastud...	11:20am
<input type="checkbox"/>	★ ario	» FW: [TC-evgrads] [SIGCHI-UW] CHI 2005 "sneak preview" talks tomorrow(fad) - Original Mes...	12:46am
<input type="checkbox"/>	ari		12:46am
<input type="checkbox"/>	ari		Mar 30
<input type="checkbox"/>	ari		Mar 30
<input type="checkbox"/>	Ario ... me, Leslie (8)	» FW: Interesting concept - Oops, I hit send to soon. It was great meeting you Ario, and thanks ...	Mar 30
<input type="checkbox"/>	ersartz	» Reply to your comment	Mar 30
<input type="checkbox"/>	Ali Afk	» ...	Mar 30
<input type="checkbox"/>	Ario Jafarzadeh	» FW: do you use msn messenger? <e... - Original Message From: Amir [mailto:anazemi@re...	Mar 30
<input type="checkbox"/>	★ me .. Alireza (61)	» "Noruz" dinner details - hey... thanks for the pics... how's family? in Seattle yet? just wanted t...	Mar 29
<input type="checkbox"/>	★ Dinah, me (5)	» seattle - hey ario sorry it's taken me awhile to get back to you. i've been really lazy w/ email ...	Mar 29
<input type="checkbox"/>	★ Joseph Goldberg	» Tom & Joyce - Hey Ario, Here's that duo I was telling you about that does some Brazallian wit...	Mar 29
<input type="checkbox"/>	★ The Aleen	» gettin' wit the times! - Perhaps I should stay in cyber-space anonymity...OR share my random...	Mar 29
<input type="checkbox"/>	★ me, Exo (2)	» the real use for the PSP - You know who else had a good post about the PSP, http://www.exo...	Mar 29
<input type="checkbox"/>	★ superjew	» fodder for conceptual art - here's an a propos idea since wedding season is coming up... for fo...	Mar 28
<input type="checkbox"/>	★ Theo Spanos	» no go (Nova) - Guys - I got screened in the second phone interview. They deemed me worthy o...	Mar 28
<input type="checkbox"/>	★ me, Eiman (3)	» seizdehbedar details - cool, thanks for the head's up. have fun! On Mon, 28 Mar 2005 11:49:19...	Mar 28
<input type="checkbox"/>	★ donte, Jizosh, Jeff (3)	» crossfader - Only issue is that there is already futureproducers and em411 which more or less...	Mar 25
<input type="checkbox"/>	★ Hooshang, me (2)	» family we are here... - ok, cool... almost done! :) On Fri, 25 Mar 2005 14:52:51 -0600, Hoosha...	Mar 25
<input type="checkbox"/>	★ Rakesh, me, Joan (3)	» condo check out - Hello Rakesh, Just so you know... I don't work on the weekend. So Smita ...	Mar 25
<input type="checkbox"/>	★ Sharif, Soren	» some of the letter known intel products are Flash memory used in the consumer electronics - C...	Mar 25

STOP RE-OPENING EMAILS TO SEE YOUR WORK
That doesn't even feel productive.



#4 Reduce your mind traffic.



Mind traffic is mostly a scattering of things you are reminding yourself to do. Capture it in your tasks immediately instead of letting it cycle through your brain.



#5 Plan for reality, not perfection.

Don't let your optimism get the best of you.

Plan tomorrow with a typical percentage of interruptions and reactive work. That way you'll be less likely to over-commit.

SO REMEMBER

1. **Create your workload management system**
2. **Don't store work at the source**
3. **When work arrives, break it down and stage it**
4. **Reduce your mind traffic**
5. **Plan for reality, not for perfection**

We're PMA.

Connect with us for more helpful resources.

**THE
PMA
WAY**

