10 Productivity Hacks

…and the Apps that help!

Fall 2021
PRODUCTIVITY IS...

The rate at which a person does useful work

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

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
GoalMap

One app for all your life goals
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
Teuxdeux
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

Create a daily schedule that incorporates your MITs

Utilize a planner

Include tasks, deadlines, and goals

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

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Questions?