

**CORANAVIRUS
ACTION PLAN**



Essentials **WORK FROM HOME**

*Six Things You Need to be Happy
& Productive doing Remote Work*

GEOFF McDONALD

The rise of the Coronavirus pandemic has brought many of our usual ways of living and working into question. For many workers worldwide, they are being asked to work from home rather than attend the familiar and well-trodden path to the office. This will be a new experience for some and it will bring a mix of excitement, enthusiasm, concern, dread and uncertainty. My aim in this guide is to help you be productive and happy working from home - for however long this might be. In particular, I've selected the key ideas that will help you set yourself up for success as quickly as possible. You'll need some more than others. Scan through this document and cherry pick the ones that appeal. Feel free to share this and discuss it with your colleagues so you can work together to make the most of our current situation. Enjoy.

The Six Essentials

Self

Design

Support

Start

Do

Stop

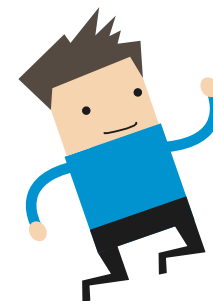
Contents

| | | | |
|----------------------------------|-----------|--------------------------------------|-----------|
| Self | 5 | Start | 20 |
| What's Your Story? | 6 | Get more done in the next 25 minutes | 21 |
| Overcome Your Resistance | 7 | Three Daily Questions | 22 |
| What's Your Preference? | 8 | Focus on the Essentials | 23 |
| Design | 9 | Do | 24 |
| The Best Place to Work | 10 | What are you Managing? | 25 |
| Design Your Desk | 11 | Drive Your Mind with your Body | 26 |
| Three Visual Inspirations | 12 | Four Ways to Stop Procrastinating | 27 |
| Design Your Energy Day | 13 | Take a Break to Get More Done | 28 |
| Rules Rule! | 14 | Take a Proper Lunch Break | 29 |
| Support | 15 | Distract Yourself the Right Way | 30 |
| Plus, Minus, Equal | 16 | Stop | 31 |
| Review Your Internal Scoreboard | 17 | How to Finish Your Work Day | 32 |
| Who is your Biggest Distraction? | 18 | The 4 + 2 Daily Review | 33 |
| Eight Ways to Say 'No' | 19 | How to Get a Good Night's Sleep | 34 |
| | | Write to Your Future Self | 35 |
| | | Four ways to get even more done... | 36 |

The majority of these items were adopted from Geoff McDonald's books *Weekly Done* and *Weekly Done 2*.



Subscribe to Weekly Done - Fast, easy and proven strategies to get more done each week
Book Geoff McDonald to present to your team or organisation to help them get more done too



PROJECT
DONE.com.au



Self

As in all situations in life, the first Work From Home Essential is to manage yourself. It's highly likely that you have been told to work from home. How do you feel about this? What's your story about this? Once you identify your story, you can start to notice your resistance flaring and manage that. And what are your personal preferences for how you work at your best? Know thyself.

What's Your Story?

1

We all live in stories. They shape how we see the world, what action we take and what we think about ourselves. They also have a huge impact on what we get done - how much we work and what we work on. Notice the stories you tell yourself and others about your levels of productivity and getting tasks done. Then, identify which ones help you get more done and which ones hinder your performance.

I get lots done.

I'm easily distracted.

I'm highly productive.

I finish everything I start.

I start lots of things, but...

I think we need this meeting.

I need coffee to be at my best.

I'm a creative, I do it my way.

I get by with minimal sleep.

I love shiny new things.

I manage my time well.

I work better on my own.

I don't like asking for help.

I don't need to take breaks.

I work best in coffee shops.

I need quiet to work well.

I need sleep to work well.

I must answer the phone.

I never stick to my plans.

I multi-task really well.

I need to know what's happening.

I need to check my email hourly.

I trust others to do a good job.

I work better in the morning.

I've always done it this way.

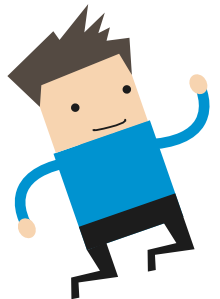
I must write a to-do list.

I don't need to exercise.

I need to work harder.

I can't sit still.

I can't do that.



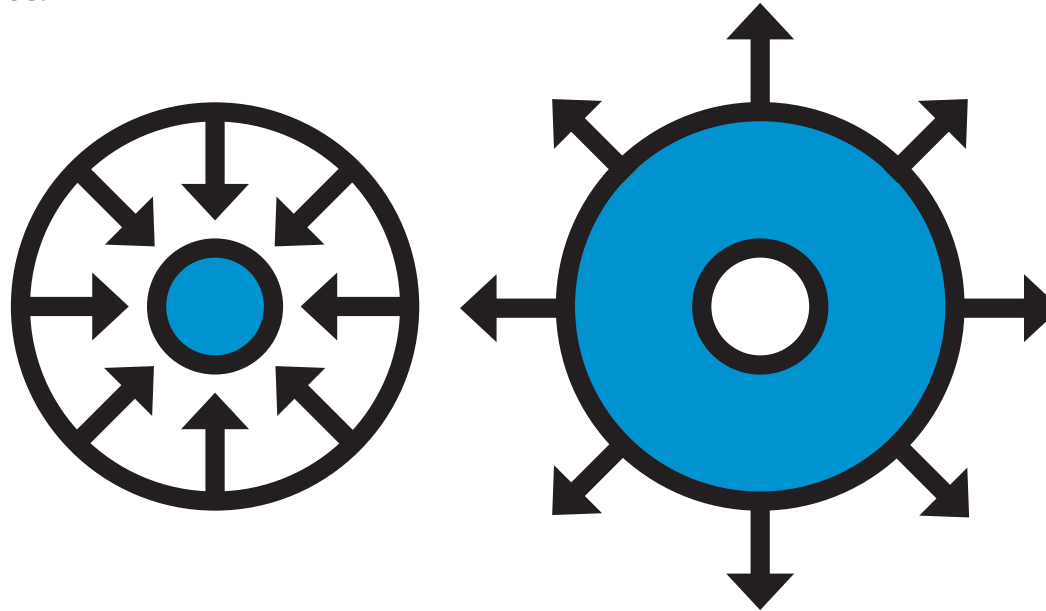
Overcome Your Resistance

2

When faced with a new challenge, we're likely to meet our lizard brain. That's the old part of our brain that works to keep us safe, alive and fed. It'll try to talk you out of doing anything new or different. As you tackle something novel, notice your lizard brain and explore our two strategies for overcoming this resistance.

Same, Same

If you fear you have left the oven turned on and your house is going to burn down, then go and check the oven. By rewarding your anxiety it will quieten down, at least for now. Unfortunately, when you seek reassurance, you just train it to show up again next time. Avoid rewarding your fear.



Source: Book Rapper : *Purple You*, derived from Seth Godin's book *Linchpin*.

Grow, Expand

That's right, just notice it, acknowledge it, say 'hello anxiety' and become it's friend. Sit with it. At first, this may make it worse. However, if you can be with it long enough it will burn itself out and quietly disappear. Eventually, the anxiety will diminish and run out of steam.



What's Your Preference?

3

We all have our preferred way of doing things. This can be a powerful skill we can draw on when needed. Or, it can be a blind bias that makes us think one way is always the best. Review your preferences and defaults. Are they working for you, or not?

Plan a little ← ○ — ● — ● — ● — ● → *Plan a lot*

Great Starter ← ○ — ● — ● — ● — ● → *Great Finisher*

Always Say Yes ← ○ — ● — ● — ● — ● → *Always Say No*

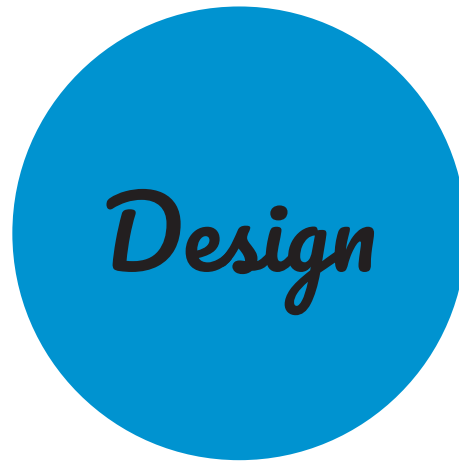
Work on many things ← ○ — ● — ● — ● — ● → *Work on one thing*

Always connected ← ○ — ● — ● — ● — ● → *Spend time alone*

Ask for help ← ○ — ● — ● — ● — ● → *Go it alone*

Distracted ← ○ — ● — ● — ● — ● → *Focused*

Purposeful ← ○ — ● — ● — ● — ● → *Passionate*



One of the most powerful ways to feel in control, build resilience and feel good about life is to design how you are going to operate. When working from home this includes designing your house, room, desk, what's on the walls and most importantly how'll you'll plan each day.

The Best Place to Work

4

Ok, so you're going to work from home. But where is the best place to work? This will naturally depend upon the design of your home plus who is also going to be at home with you.

Which Room?

If you're going to spend a third of every day and half of your awake time in work mode, hiding in a back room with no window is not good for your wellbeing. Start with a list of where you could work - spare room, dining room, shed, basement. Then assess each one. If you're living alone, this will be easy. If you're living with others you'll need to include how this impacts others in your assessments. Be prepared to negotiate to find the best solution.



What needs?

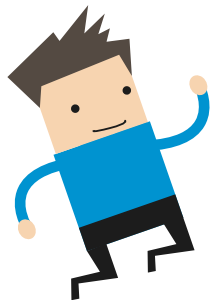
You'll also need to consider what you need to be able to do your work. This may include:

- ☐ Wifi to connect with the world
- ☐ Wallspace for visual inspiration
- ☐ Power to charge your devices
- ☐ Other equipment eg printer
- ☐ A window for wellbeing
- ☐ Heating or cooling
- ☐ Storage for papers
- ☐ Peace and quiet
- ☐ Good lighting

Source: Geoff McDonald, *A Home-Office You Love*



Subscribe to Weekly Done - Fast, easy and proven strategies to get more done each week
Book Geoff McDonald to present to your team or organisation to help them get more done too



**PROJECT
DONE**.com.au

Design Your Desk

5

While you may not be able to recreate your office layout, you can design your desk to either help or hinder you. Follow these four tips to make it easier for you to get more done.

Stand Up + Move

Sitting is the new smoking. Move often - at the least stand and stretch. Ideally, stand up and walk every half hour. Choose a workspace where you can easily get up and move often.

Clear or Cluttered?

Don't kid yourself - cluttered desk, cluttered mind. Beware of items that remind you of tasks yet to be completed eg post-it notes and to-do lists. These are emotional triggers that can easily tip you into overwhelm. For a short-term solution, bundle them into a drawer and place them out of sight.

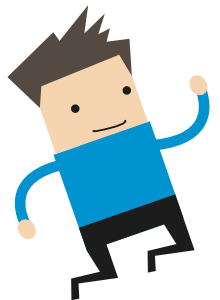
Be Open + Expansive

Design your workspace so you have to reach for things - opening up your posture. Avoid the hunch. Put your water, pens and other tools on the far corners of your desk. And when you feel tired - stretch and reach!

Objects and Visuals

The objects in our environment can recharge us - plants, bird sounds and views of water. Plus, personalize your space - add some photos and things that lift you - but don't add clutter, be selective, be minimal.

Source: Josh Davis, *Two Awesome Hours*



Three Visual Inspirations

6

One of the simplest and most powerful ways to provide inspiration in our projects is to use visual displays. Here we share three different ways you can do this. Your challenge is to create one of each. Remember to put it in a prominent place so it can work its magic.



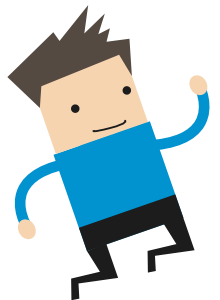
A 'souvenir' is a way to revisit a *past* event be it a holiday, a wedding or a family dinner. What have you done in the past that you are proud of? What situations, achievements or capabilities do you want to remind yourself of? For instance: a photo, a degree, an award, a successful project, a book you've written...



A 'tool' is something that we can use to help us get things done *today*. This could be as simple as a goal statement, project outline or a to-do list. Also, a scoreboard to show our project progress, a process map to highlight the steps we are taking or a checklist to document our repetitive actions.



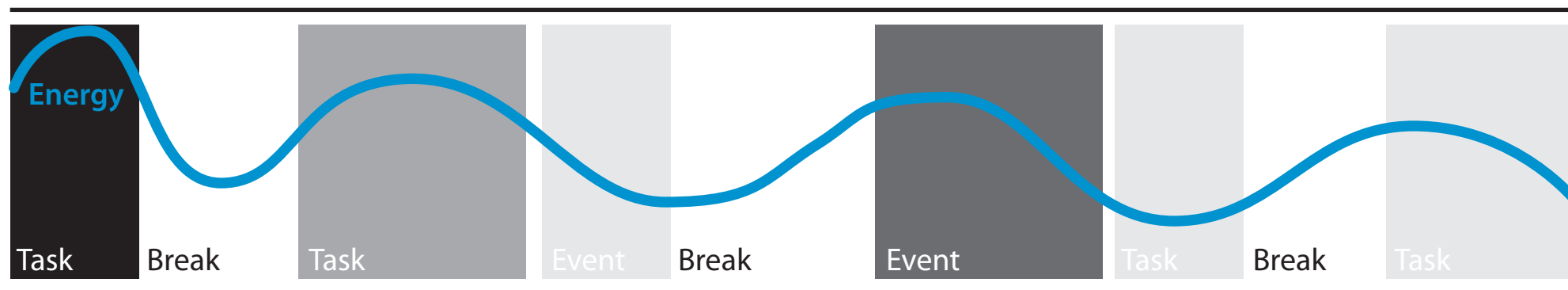
An 'activator' inspires us today based on what we want in the *future*. Think vision board. This might include a goal or reward you want to achieve eg your next travel destination; a Photoshop pic of who you want to become, a pic of your hero, or a quote that puts fire in your belly. Inspire yourself!



Design Your Energy Day

7

Normally, we plan our day based on time - a meeting at 10am, a report due at 5pm. But this doesn't take into account that not all tasks take the same amount of emotional and mental effort - some drain you, others fill you up. Plus, our brains tire and need a rest. Instead of merely finding the time to get things done, focus on designing your day based on your energy needs. Use your high energy moments for your most important tasks or events. Plus, be strategic and avoid a 'drain' activity prior to something vital.



1

Review your schedule for the day - events and tasks. What energy levels will each one require?

2

Identify the most important event/task. What do you need to be at your best for this?

3

Add any energy management practices you need for this into your day. For instance, take a break beforehand or leave the emails until afterwards.

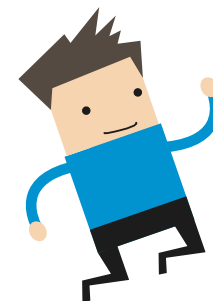
- You'll have the most energy at the start of the day or after a break and the least toward the end of the day.
- Aim for a tough task followed by a break or an easier one. Avoid stacking draining tasks together.
- Beware: email can be high drain because of the number of decisions involved.
- Meetings can vary based on who is attending and what is to be discussed.

Source: Josh Davis, *Two Awesome Hours*



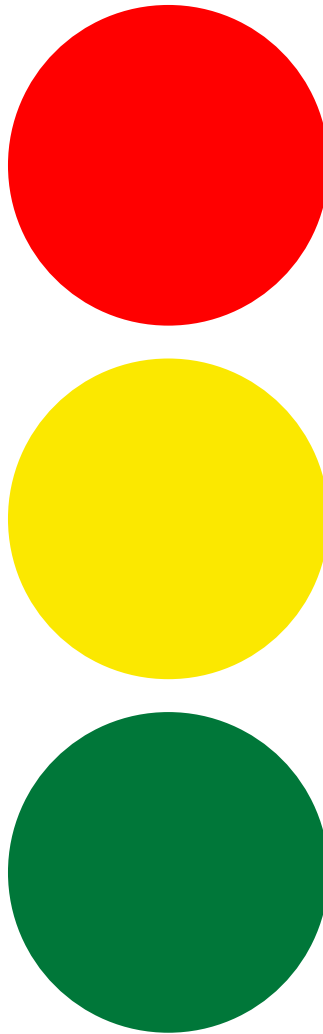
Subscribe to Weekly Done - Fast, easy and proven strategies to get more done each week
Book Geoff McDonald to present to your team or organisation to help them get more done too

PROJECT
DONE.com.au



How do you get started quickly, innovate and deal with complexity all with one simple tool? The answer is 'rules'. Simple rules of thumb that you can apply to many situations. And the good news, you already have lots of them. You might recognize the three circles? Yep, traffic lights. Three simple colours that help coordinate millions of cars in thousands of cities around the world. Stop, slow and go.

Warning : You might have a preference for sophisticated and complex. School taught us that simple was for beginners. Think again. Put your ego aside to clear your head and move further, faster and easier with simple rules.



Nine Rules

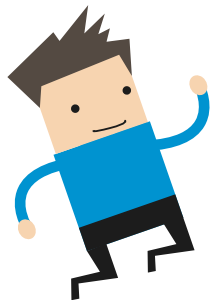
Create and review these nine everyday situations. What are your rules here? Do they work for you? Add new rules for bonus points.

- 1 What time do you start work?
- 2 What time do you finish work?
- 3 How much work do you do? X Hours?
- 4 When and how do you plan?
- 5 What breaks do you take?
- 6 When do you answer and make phone calls?
- 7 When do you do social media? For how long?
- 8 When do you respond to emails?
- 9 How do you reward yourself?

Source: Book Rapper : *Rules Rule* - Derived from Donald Sull and Kathleen M Eisenhardt's book *Simple Rules*.



Subscribe to Weekly Done - Fast, easy and proven strategies to get more done each week
Book Geoff McDonald to present to your team or organisation to help them get more done too



PROJECT
DONE.com.au



Support

No one works alone. We all need support in different ways. When you work in an office you're likely to be surrounded by support. However, when working from home you'll need to create this support and manage your interactions with others. For instance - Find three people to support you - the plus, equal and minus and to ensure you pick the right people, find neutral spectators. Also, you may need to have a 'distraction conversation' and learn to say 'no'.

Plus, Minus, Equal

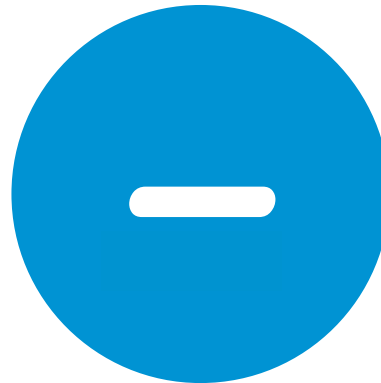
9

How do you get better at getting things done? It's an obvious question that I suspect most of us avoid. Instead, we do it indirectly. We do more and as a result expect to get better. This might help and it might also not be enough. Instead, put some plus, minus and equal into your life to take your game to a whole new level.

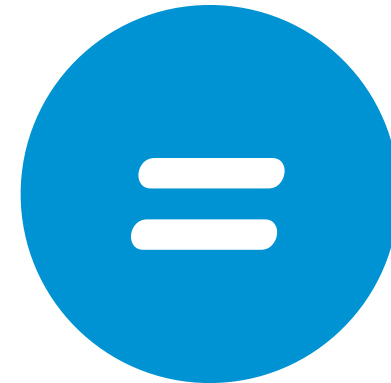
Ryan Holliday in his book *The Ego is the Enemy* shares the example of mixed martial arts pioneer and multi-title champion Frank Shamrock's system for training fighters. He calls it: Plus, Minus and Equal.



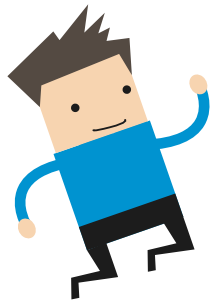
Plus - find some one better than you at getting things done and learn from them. Get real and immediate feedback from someone who knows. Become a student.



Minus - find some one lesser than you at getting things done and teach them. This will force you to rethink what you know to be able to share it so another can benefit.



Equal - find some one equal to you so you can challenge each other. Create a game to push your limits, learn from each other and strive to accelerate your results.



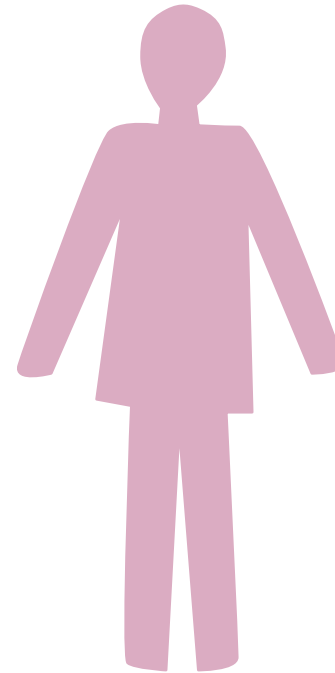
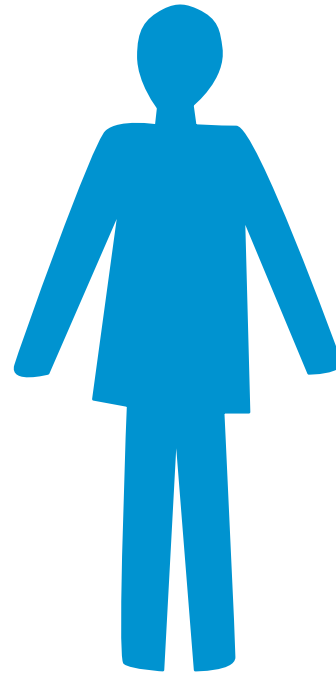
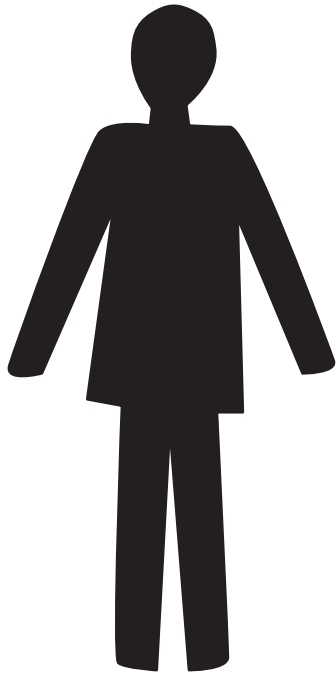
Review Your Internal Scoreboard

10

What's the best you are capable of? This is likely to be higher, lower or different than others. Ultimately, it depends on you and what you want to achieve. Review your internal scoreboard. The aim is not to continually find failure amidst your success. Instead, it's about holding yourself to a standard that meets your expectations - and your values. This may exceed what society expects and what other people might settle for. Review your progress as an 'indifferent spectator'.

Harshest Critic

This might be you or someone close - a boss, partner or parent. They always look for what's wrong and are always super pleased to tell you about it - often.



Your Mum

I bet your Mum loves you. And I bet she loves every single thing you do. This feels good and it may not be the tough love you could sometimes use.

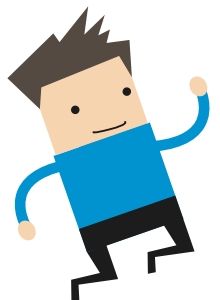
Indifferent Spectator

What would a neutral and informed observer say? Would they even say anything? What good would they find? What would they differently? How would they improve?

Source: Ryan Holliday's book
The Ego is the Enemy.



Subscribe to Weekly Done - Fast, easy and proven strategies to get more done each week
Book Geoff McDonald to present to your team or organisation to help them get more done too



PROJECT
DONE.com.au

Who is your Biggest Distraction?

11

For most of us, the person who is our biggest distraction is obvious: it's me! (Not 'me' personally; I mean we are often our own biggest distraction.) But, who would be number two? Identify your nemesis and have a conversation with them to find out what they need and how to minimise the distraction in the future.

Who?

Who are the people who interrupt and distract you on a regular basis? Who is the worst offender? (Remember, it's the action not the person that is distracting you.)

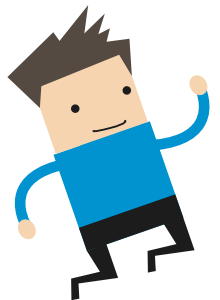
Why?

Why do they interrupt and distract you? Have a conversation and find out why they take that action. Gently, let them know you find this to be distracting.

How?

Explore how to avoid this. Should they stop or alter the action that distracts you? Or should you alter your work habits so it no longer distracts you?

Recently, I've been working at my parent's house. Given I work via my laptop this has had it's moments. In particular, almost every time I sit down at the kitchen table to do some work my loving mother comes over to talk to me. After repeated disruptions and rising frustrations I had a conversation with my Mum where I explained that when I was sitting in her home at her kitchen table I was actually 'at work'. It was good to clear the air. I now realize Mum just wanted to talk with her son and that I had set up an impossible expectation that my Mum would ignore me and leave me alone to work. Since then, I've put a few new strategies in place that work better for both of us, including doing my 'distraction free' work at the library.



Eight Ways to Say 'No'

12

One of the best ways to get more done is to focus your attention on (ideally) one thing. While that's a good intention, it's more difficult when others people are asking for help. Sometimes to stay on track you just have to say 'no'. Use these eight strategies for saying 'no' to other people's requests - and keep your image intact.

Defer

Not now! Offer to help at a later date. This will filter out those who don't follow up

Introduce

Offer to connect them with someone better placed to help

Filter

Employ someone else to sort and filter requests

Commitment

Share your existing commitments to others, eg "I am already helping three others"

Refer

If you're not the best person to help, suggest someone else or some resources to pursue

Bridge

Connect people who can help each other

Batch

Combine requests and help several people at the same time

Practice

Say it up front: "One of my goals for the year is to practise saying 'no'"

Source: Sarah Robb O'Hagan, *Extreme You* - Originally from Adam Grant *8 Ways to Say No Without Hurting Your Image* published on LinkedIn



Subscribe to Weekly Done - Fast, easy and proven strategies to get more done each week
Book Geoff McDonald to present to your team or organisation to help them get more done too





Start

A good start can set you up your success for your entire day and week. One of the keys is a daily structure for how you work - the Pomodoro Method is one of the most popular and most effective. It will especially help manage distractions. Work in 25 minute blocks, then attend to the 'distraction'. Plus, it sure helps to know what to work on - what are your essentials?

Get more done in the next 25 minutes

13

To help you sharpen your focus, avoid distraction and get more done, use the Pomodoro Method to work in short bursts. Notice your attention levels and how much you can accomplish.

The Pomodoro Method

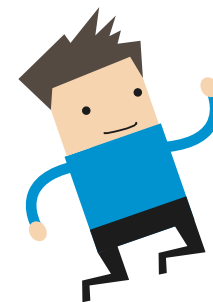
- 1 Choose a task to work on.
- 2 Set a timer for 25 minutes (use your smart device).
- 3 Work on that one task until the timer rings. **Crucial:** No distractions, no toilet breaks, no coffee breaks, etc. **Also:** Unless this is the task you have chosen - no emails, no Facebook, no phone calls, etc.
- 4 When the bell rings, set it for a 5 minute break. This means change your activity - get out of your chair and move. Coffee?
- 5 Repeat for 4 cycles (2 hours). Then take a 30 minute break.
- 6 Record how many blocks you get done per day and per week.



A 30-minute Pomodoro work cycle

In the late 1980s, Italian Francesco Cirillo started to look for ways to be more productive. One day, he pulled out a kitchen timer that just happened to be in the shape of a tomato. He set it for 25 minutes and started working. When the timer rang, he then set it for 5 minutes to take a short break. He then repeated the cycle in sets of four over two hours. Thus the Pomodoro method - that's the Italian word for 'tomato'.

Pomodoro on Wikipedia



Three Daily Questions

14

Stay focused by asking yourself these three questions every day. Make it a habit.

1

What's
the one thing I
can do such that by
doing it everything
else will be easier or
unnecessary?

One thing = presumes focus

Can do = not could, should or want to

Such by doing = this will lead to...

Everything else... = the ultimate leverage of doing the things that make the difference.

2

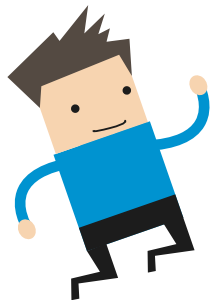
The Big Picture
What's my one thing?

3



The Small Focus

What's my
one thing
right now?



Subscribe to Weekly Done - Fast, easy and proven strategies to get more done each week
Book Geoff McDonald to present to your team or organisation to help them get more done too

PROJECT
DONE.com.au

Focus on the Essentials

15

One of the best ways to get more done in less time is to cut out the non-essential time-wasting fillers in your life. Review the table below several times each day this week to see if you are spending your life on the essentials or not. Adjust your actions accordingly.

Non-Essential

Be all things to all people

- I have to
- It's all important
- How can I fit it all in?

Be undisciplined and pursue more

- React to urgent things
- Say 'yes' without really thinking
- Try to force last-minute execution

Live an unsatisfied life

- Take on too much, work suffers
- Feel out of control
- Unsure if the right things get done
- Overwhelmed and exhausted

Essential

Do Less Better

- I choose to...
- Only a few things really matter
- What are the trade-offs?

Be disciplined and pursue less

- Pause to decide what matters
- Say 'no' to everything except the essential
- Remove obstacles

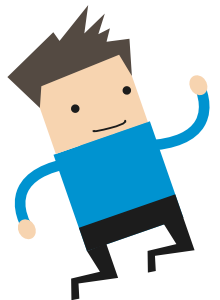
Live a life that matters

- Choose carefully to do great work
- Feel in control
- Get the right things done
- Experience joy in your journey

Source: Book Rapper : *Focus*, derived from Greg McKeown's book *Essentialism*.

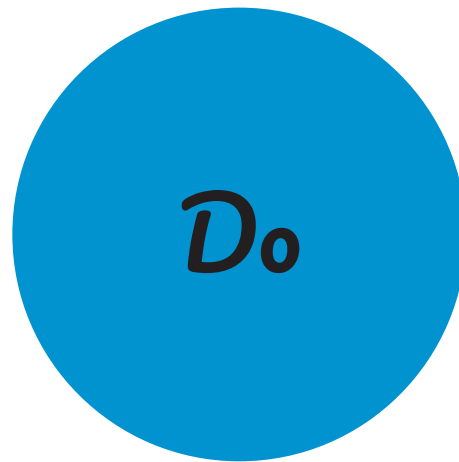


Subscribe to Weekly Done - Fast, easy and proven strategies to get more done each week
Book Geoff McDonald to present to your team or organisation to help them get more done too



**PROJECT
DONE**.com.au

The whole point of setting up your work space and knowing what to focus on is to do it - and do it efficiently and easily. However, there will always be flat spots, distractions and struggles. When this happens, notice what you're managing, move your body, take a break, stop procrastinating and distract yourself the right way.

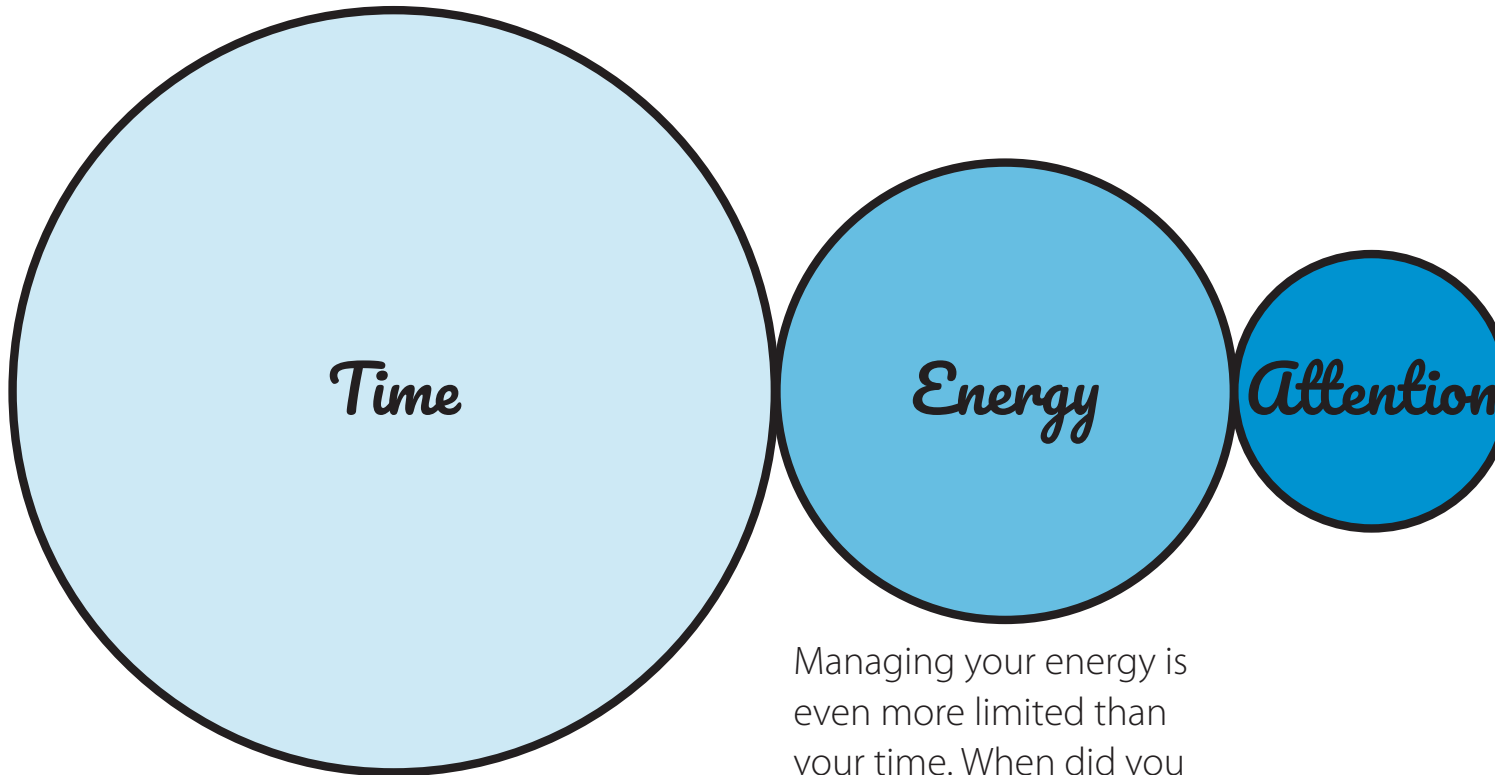


What are you Managing?

16

In terms of managing yourself, what's the most important thing to focus on? Notice if you are managing your time, your energy or your attention. And which one is most effective.

It seems the world is moving faster and faster as we try to cram more and more into our already busy lives. Time is scarce - always has been, always will be.



Managing your energy is even more limited than your time. When did you last have the time to do that precious task but not the energy?

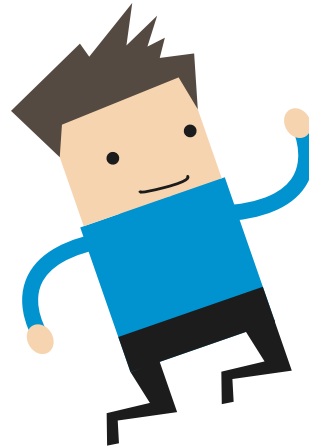
Our attention is even more limited than our energy. When did you last have the energy to do that precious task and just couldn't focus your attention to get it done?

Drive Your Mind with your Body

17

Getting things done is easy when you feel like getting it done. But, what about when you're lacking energy, focus and you just don't feel it? Use your body to drive the right mental space to be at your best for what you need to do.

Given that our mind and body are woven together, it follows that our physical state shapes our mental state too. And often we confuse physical sensations with emotional ones. Am I really hungry or just tired? Am I irritated with a coworker or simply struggling with the carbs I ate for lunch? Am I flagging from lack of sleep or too much exercise?



Be Strategic

Choose to move at specific times to boost your mental energy. **Moderate** exercise - a brisk 30 minute walk, 10 minutes treading the stairs or a **light** gym session - a couple of hours before a key event eg a presentation or anxiety producing meeting, will calm your nerves and focus your mind.

Be Fit

Regular moderate exercise of 10-40 minutes most days can help you think better, stay focused and reduce anxiety. Plus, it can boost your self-control to avoid distraction and stay on task. This is your foundation for better performance every day.

Source: Josh Davis, *Two Awesome Hours*

Four Ways to Stop Procrastinating

18

Procrastination is the voluntary delay of an action despite negative future consequences. It's choosing to feel good now even though we know we'll feel worse later. Use these four strategies when you notice you're in delay mode.

Start Small

Often we put things off until later because we are overwhelmed - that feeling of 'too much to handle'. To thwart this sabotage, set a really small target. Instead of writing for two hours, write for 15 minutes. Be warned: once you start you just might keep on going.

Future Focus

Visualize yourself in the future at the completion of your goal and immerse yourself in the positive emotions. This shifts your time focus from now to the future and the positive emotions will hopefully over-ride the impulsive decision to procrastinate.

Deliberately Imperfect

Sometimes we procrastinate because we don't think we can do a good enough job. (Translation: a perfect job) To counter this, deliberately aim for less. Create a prototype or minimum viable product instead, knowing that you can improve it later.

Not Here!

The simplest technique to overcome procrastination is to adopt the mind-set that any delay will not be considered: 'I don't allow the idea of not practicing to cross my mind.'

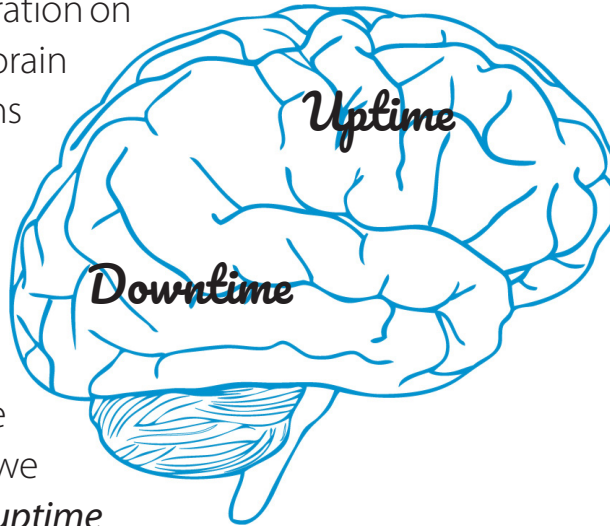
Take a Break to Get More Done

19

Get more done by taking more breaks. You'll feel sharper and more refreshed.

The New Two Sides of the Brain

You might have heard that we have two sides to the brain. And I'm not talking about the left and the right - that idea has passed its use-by date. The **uptime** brain engages when we're doing task focused work - high concentration on specific details. The **downtime** brain engages when we let our brains wander. Here, our minds start connecting the dots between what's been happening and possible paths for going forward. That's why ideas and solutions pop when we're in the shower or walking the dog. If we spend too much time using the **uptime** brain we can become overwhelmed and worn out. Instead, we perform better when we regularly switch between the two modes. This means if you want to get more done - particularly if you're in a hurry, facing a tight deadline or stressed to the eyeballs - literally, have some **downtime**.



1

Micro

Every 30 minutes stand up from your desk and move for at least 60 seconds.

2

Mini

Every hour change your activity for at least 5 minutes.

3

Made

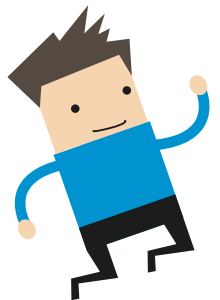
Schedule breaks into your daily and weekly schedule. Make them happen!

4

Major

Whenever you feel it's getting too much take a break - step into nature.

More here: The Neurobiology of Insight
Source: Ori Brafman, *The Chaos Imperative*



Take a Proper Lunch Break

20

What's the most important meal of the day? Most of us have been told that it's breakfast, but there is muddled scientific evidence to support this. However, there are big work benefits from taking a proper lunch break. Follow these two basic principles for enjoying your lunch without any pangs of guilt. (If you need to, show this to your boss.)

Lunch breaks offer an important recovery role that provides immediate productivity gains as well as longer term wellbeing benefits. Plus, for groups that need to cooperate on the job, eating together can boost team performance.

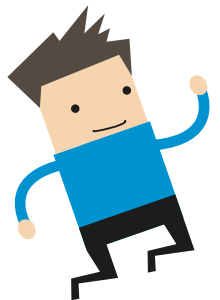
Autonomy

Detachment

Autonomy is having some control over what you do, how you do it, when you do it and with whom you do it. For knowledge workers who perform complex tasks it is crucial. And the same applies to taking your lunch. Be in charge of your lunch to boost your performance.

Source: Daniel Pink's book *When*.

Detachment reflects the ability to switch off both mental and physically. Sitting at your same work desk as you scoff food is not it. Neither is switching from work computer to personal mobile phone. These can make your fatigue worse. What you need to recover, refresh and recharge is a complete break of mind, body and location. Banning eating lunch at the desk might just be the easiest way for any organisation to immediately get more done.



Distract Yourself the Right Way

21

Conventional wisdom suggests to get more done we need to focus more and distract ourselves less. But what if this is not entirely accurate? Focus on distracting yourself the right way to be more productive.

The usual way we think about focus is like a torch - the light stays on the spot we shine it on. That's how machines work, but now how humans work. Our brains and our eyes work in a similar way - they both perform micro-flickers back and forth on the object of our attention. They're constantly scanning our environment to make sure it's safe - and there are no sabre toothed tigers lurking in the bushes nearby. This means when we force ourselves to stay focused we can become frustrated when we find our attention wandering. Instead, we can perform better if we allow our minds to drift - provided we do it in the right way.

Source: Josh Davis, *Two Awesome Hours*

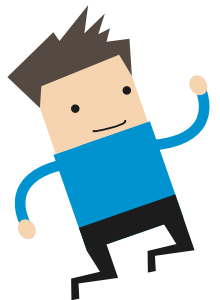
Wrong

The wrong way to be distracted is to chase another task. For instance, turn to Facebook, start a conversation or respond to a notification on your smart device. These distractions can lead you down a black hole. Plus, they don't refresh your brain.

PS: Meditation and mindfulness training can also help you focus.

Right

Daydreaming is good! The latest brain research suggests we need to do more of this because it gives your thinking brain a rest. Let your mind wander, look out the window, stare at a piece of art, straighten up your desk or play a short piece of music.



For some people, starting their work will be easy but stopping thinking about it at the other end of the day not so simple. To help you switch off: shut things down review your day, be grateful and recover by having a great night's sleep.



Stop

How to Finish Your Work Day

22

How do you typically finish your day? Does the clock strike five and you walk out leaving everything as it sits - a visual testimony to the chaos of your day? Finish each work day with this three-part six-minute exercise. Notice how it leaves you feeling about your work - both in terms of what you got done and what's to come.

*I got
this done
today*

A sense of progress is our most powerful motivator. Take two minutes to write down what you got done today. This will make you feel better about your day and you might just surprise yourself about what you accomplished.

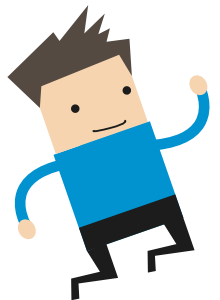
*I'll do
this
tomorrow*

Next, let's get ready for tomorrow. Spend two minutes to plan for your next day. This will help complete your sense of work done today letting you chill, plus it will prepare and energize you for what's ahead.

*I'm
grateful -
thanks!*

Now it's time to give a little back... Take two minutes to send a friend, colleague or client a thank you email. This high meaning social connection will soothe and restore you.

Source: Daniel Pink's book *When*.



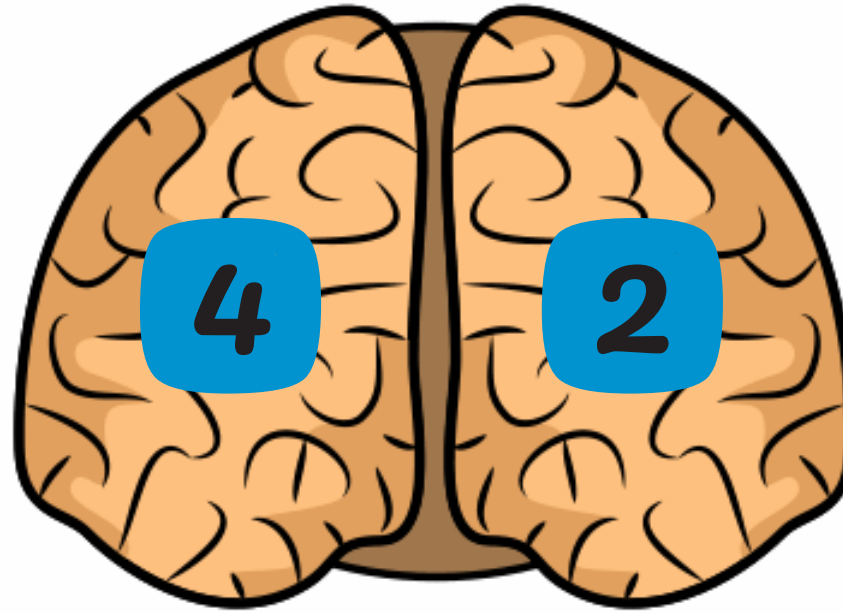
The 4 + 2 Daily Review

23

To be productive, it helps to be happy. This can be achieved by slowly and steadily wiring our brain to look for the good things in our life. Review each day by writing two lists of ten items. One is list for things you are **Grateful 4**, the other of things you **Look Forward 2**. Dig deep and don't stop until you have ten items.

Grateful 4

Being grateful has been proven to be good for your mental, physical and emotional health. It's particularly powerful when things are not going to your plan.



Look Forward 2

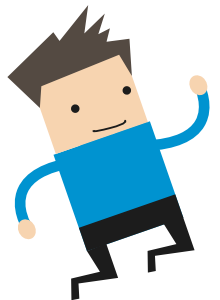
Having things to look forward to in the future (tomorrow, next week, next year) is a safeguard that can protect you against depression.

Your brain has a negative bias. It's not just you, it's all of us. We are wired to notice bad things and this makes it hard for us to be happy and productive. Essentially, our brains have evolved to protect us and keep us alive - being happy was a bonus. For instance, being cautious might make the difference between munching on some berries from a tree that have the potential to either give us a sugar hit smile for a few minutes or if things go badly, poison us and leave us dead forever. Little everyday practices can build a more positive bias.

Source: Rick Hanson, *Hardwiring Happiness*



Subscribe to Weekly Done - Fast, easy and proven strategies to get more done each week
Book Geoff McDonald to present to your team or organisation to help them get more done too



PROJECT
DONE.com.au

How to Get a Good Night's Sleep

24

How would you like to make better decisions, recover faster from distractions, be less stressed, make fewer mistakes, be more creative and have a better memory? Of course you would. And there is one not-so-secret key to having all of this that has nothing to do with what happens during your day. Make a good night's sleep your number one priority and you can have all of these wonderful benefits and get more done than you ever dreamt of.

Sleep Strategies

- Don't eat too late
- Limit caffeine during the day
- Wake up at the same time each day
- Darken your bedroom with curtains
- Avoid screen time 1-2 hours before bed
- Exercise to make yourself physically tired
- Avoid alcohol - it may help you go to sleep but the quality of your shut-eye will be poor
- Spend time in the sun during the day - this triggers the brain to form melatonin which will help you sleep at night

Source: [Tuck.com/productivity-and-sleep/](https://tuck.com/productivity-and-sleep/)

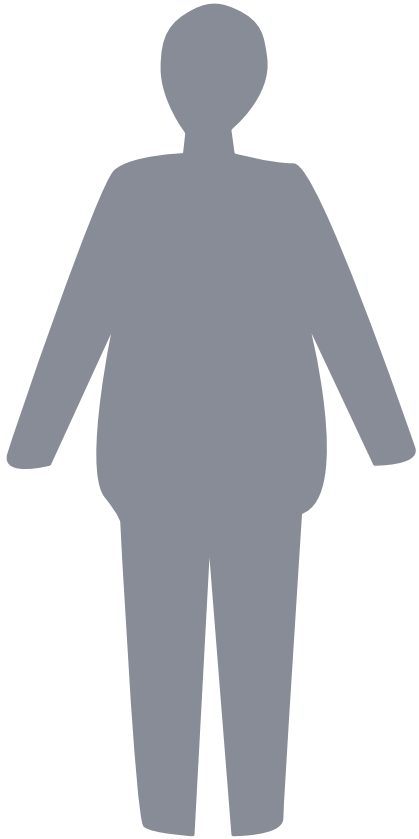


Subscribe to Weekly Done - Fast, easy and proven strategies to get more done each week
Book Geoff McDonald to present to your team or organisation to help them get more done too



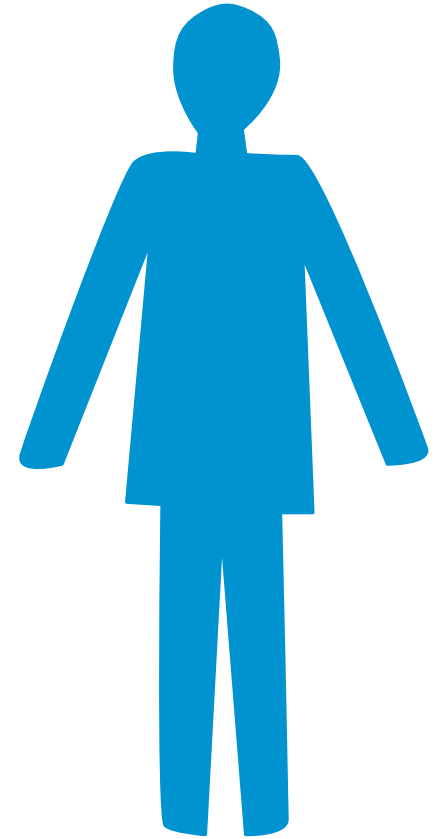
Write to Your Future Self

25



To get things done we all face the same trade-off between the potential pain of having to work hard now so we can enjoy the pleasure of our results in the future. Numerous studies confirm that one of the most powerful success measures is 'delayed gratification' - if we can delay our reward and stick at our task for longer we give ourselves a greater chance of winning. Ultimately, this is a conflict between **future me** (who we want good things for - to be happy, healthy and possibly wealthy) and **now me** (who simply wants to enjoy things right now). This is a challenge for humans because we find it difficult to see ourselves as **future me**, thus **now me** wins more often than most of us would like to admit. Basically, we don't imagine the future costs of poor eating, big spending or not making the most of life right now. An easy way to do this is to write a letter to your **future self**. Spend 10-15 minutes each day writing to your **future self** - include your hopes and dreams for you in the future.

Source: David DeSteno PhD, *Emotional Success*



Four ways to get even more done...

26

Share this document with your colleagues to help them get more done each week too.

Share

Get

Keep up to date and get our latest issues sent straight to your mailbox every Monday morning by subscribing at:
ProjectDone.com.au

Form a *Done Group* - meet each week to discuss what you did, what worked and to keep each other accountable for your actions and results.

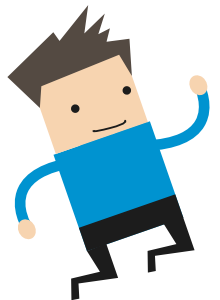
Group

Present

One of the best ways to learn is to teach what you know. Present these ideas to your teams and colleagues. Alternatively, book Geoff to present to your team or organisation.



Geoff McDonald is author of multiple books including *Done* and *Disruptive Leadership*. He runs the *Project Done* program and presents internationally to organisations and at conferences. Email him if you have any questions you want answered : geoff@geoffmcdonald.com



Weekly
DONE

Subscribe to Weekly Done - Fast, easy and proven strategies to get more done each week
Book Geoff McDonald to present to your team or organisation to help them get more done too

**PROJECT
DONE**.com.au