

Personal efficiency - the happy way

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TIME

**OUR MOST
PRECIOUS
RESOURCE**

Promise

Gain more than 1
hour of extra time
per day

Agenda

- Planning done right
- Getting stuff done - the happy way
- Trouble in paradise - waste and distractions

Take action

- Decide on 1 to 3 things you will do after today
- Small steps with big results





Jon Kjær Nielsen -
Speaker & Author

M.Sc. in engineering,
2002. Former HR
Specialist.

Independent
consultant since 2006.

Biker, reader, chef.

accenture



BILKA



BESTSELLER*

Danske Bank

Deloitte.



HMN
GASSALG



KMD

KPMG

krak



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TEKNOLOGISK
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TERMA®



vejle
KOMMUNE



youSee®
mere ud af skærmen



Materials: jon.dk/novonordisk

- Presentation
- List of tools
- Articles
- Join us on Facebook:
 - Jon.dk
 - HappyWayscom



The myth of overwork



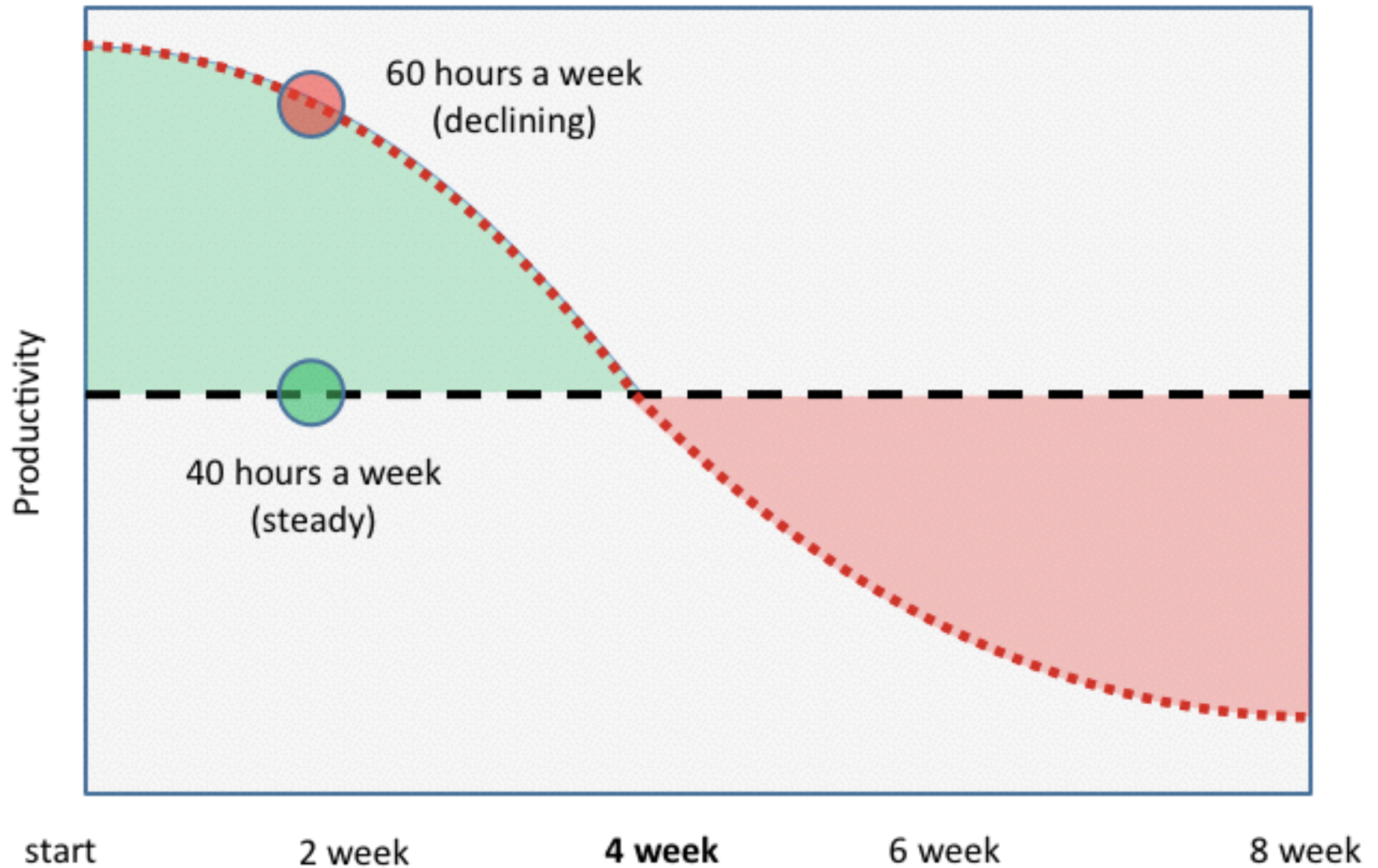
Question:

How much work is
there?

How much work is there?



Productivity and overwork





We built the company that
we'd want to do business
with. We hope you do too.

Time issue #1

Perfect

VS.

Good-enough



Time issue #2

Urgent

VS.

Important



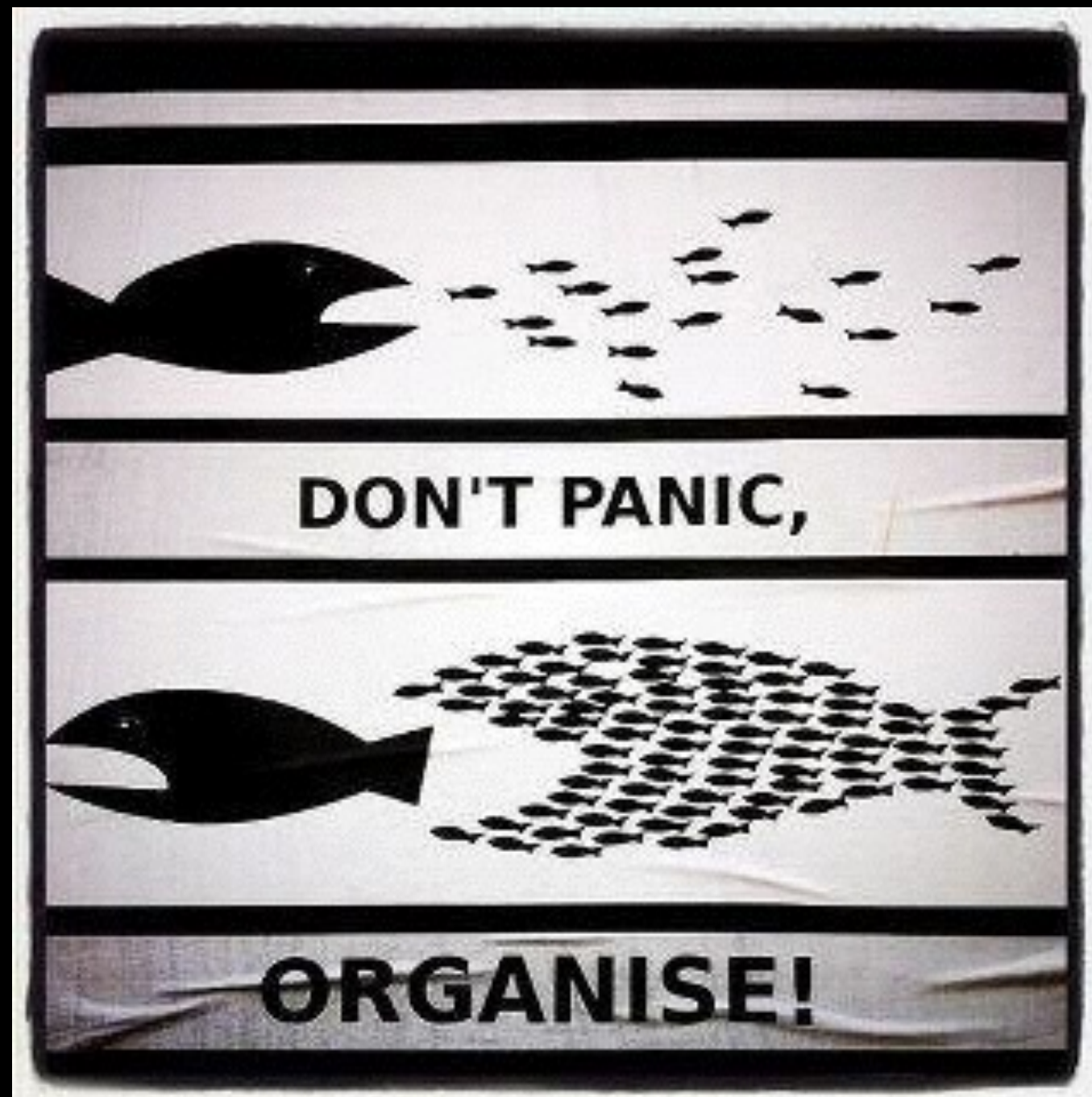
Question:

What do you spend
your time on?

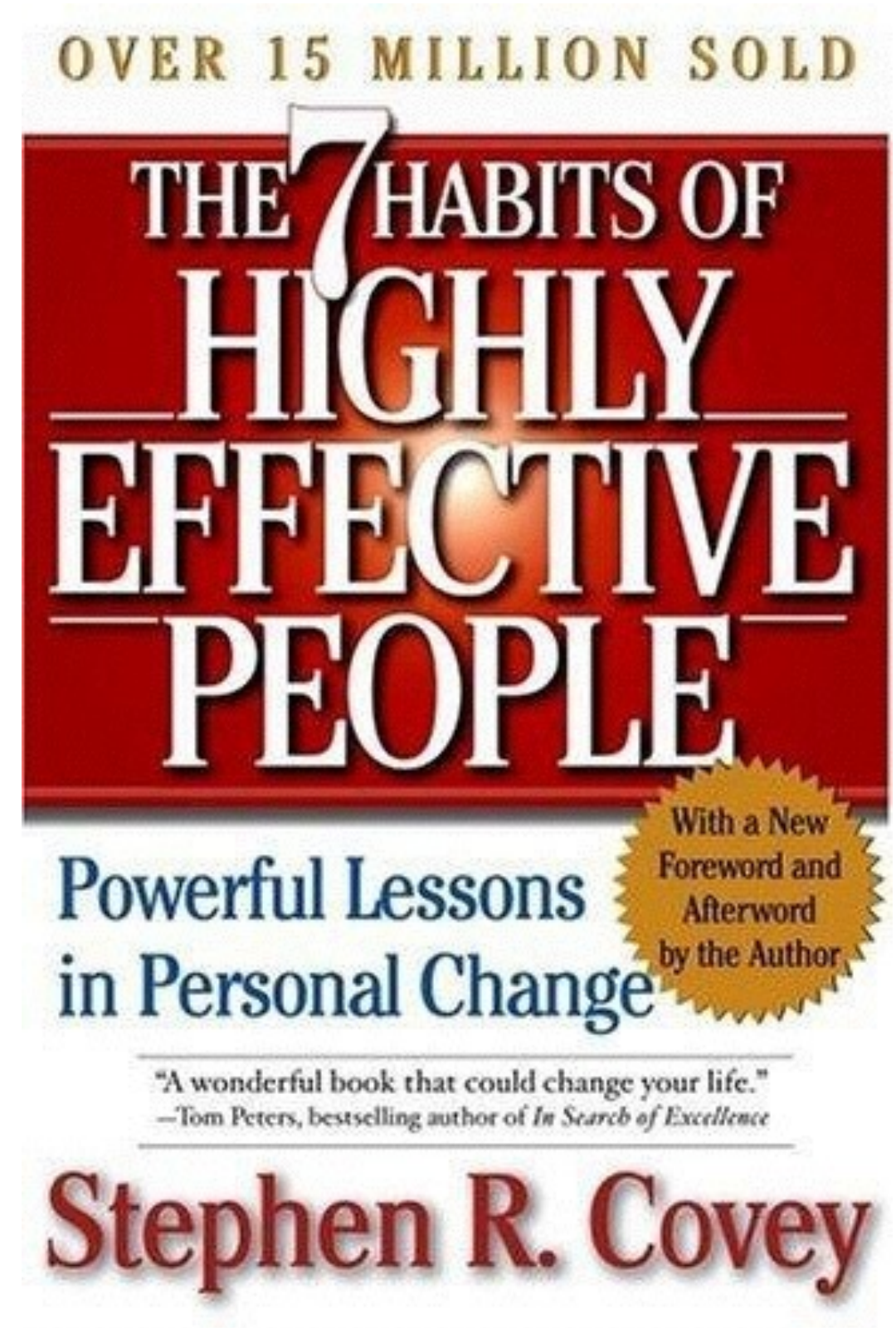
Measure did-it








Prioritizing tricks



Got habits?



The Weekly Schedule	
Roles	Goals
	
	
	
	
	

Sunday	Monday	Tuesday	Wednesday
Today's Priorities			
Appointments/Commitments			
8	8	8	8
9	9	9	9
10	10	10	10
11	11	11	11
12	12	12	12
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6

Getting things done

Why are we so good at thinking of what to do, but so terrible at actually doing those things?

The pitfall of planning

How are you feeling?

How are you feeling?



Personal summit



Personal summit

Weekly - version 1

- How am I really doing?
- What did I achieve last week?
- WIG this week

(Wildly Important Goals)

The Could-do

Weekly - version 2

- What did I achieve last week?
- What do I expect I will be working on this week?
- Bonus: Share the list



Good Morning



Hang in there....

It's almost
Friday!

The Morning Ritual - v.1

“What will I do today?”

The Morning Ritual - v.2

“What is one thing, that if done well, will have a dramatic effect on my results?”

Sources of happiness

Task:

Think about a really
good day



The Victim T-shirt



Negative impact

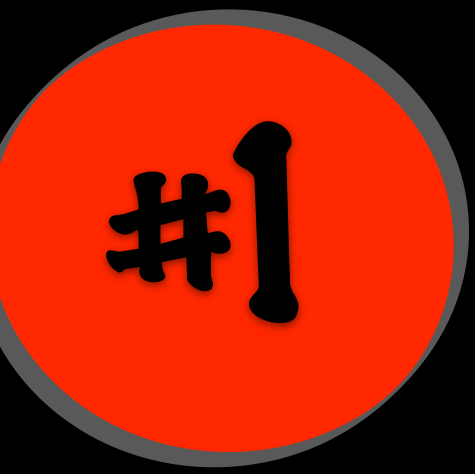
- Whining and complaining
- Lack of recognition
- Not enough time

Positive psychology



Human flourishing





Positive emotions

How much....?

The Losada ratio:

3-to-1

Positive beginnings



Optimism



Benefits

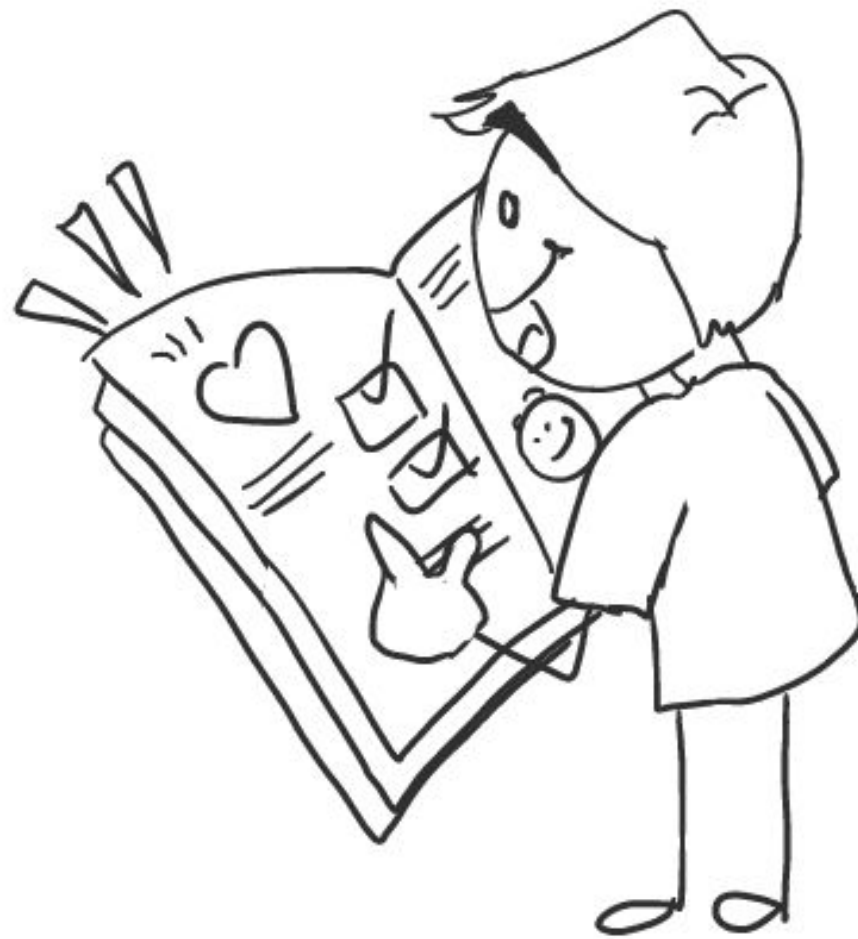
Increase in sales

A more healthy life

A longer life

Greater innovation

What Went Well?





Engagement

Flow

#3

Meaning





#4

Relationships



Tip #2: Take someone on a DATE



RAWK -

Random acts of kindness



#5

Achievement



Celebration and rewards

Researchers find that perceived self-interest, the rewards one believes are at stake (...) accounts for about 75 percent of personal motivation toward accomplishment.
– Dickinson



Positive emotions

Engagement

Relationships

Meaning

Achievement

Next: Death By Meeting



Exercise:

Stand up,
groups of 6

Meeting

- Your group is to going to make and have dinner tonight, at someones home.
- Plan the details necessary.

Waste and distractions



The usual suspects

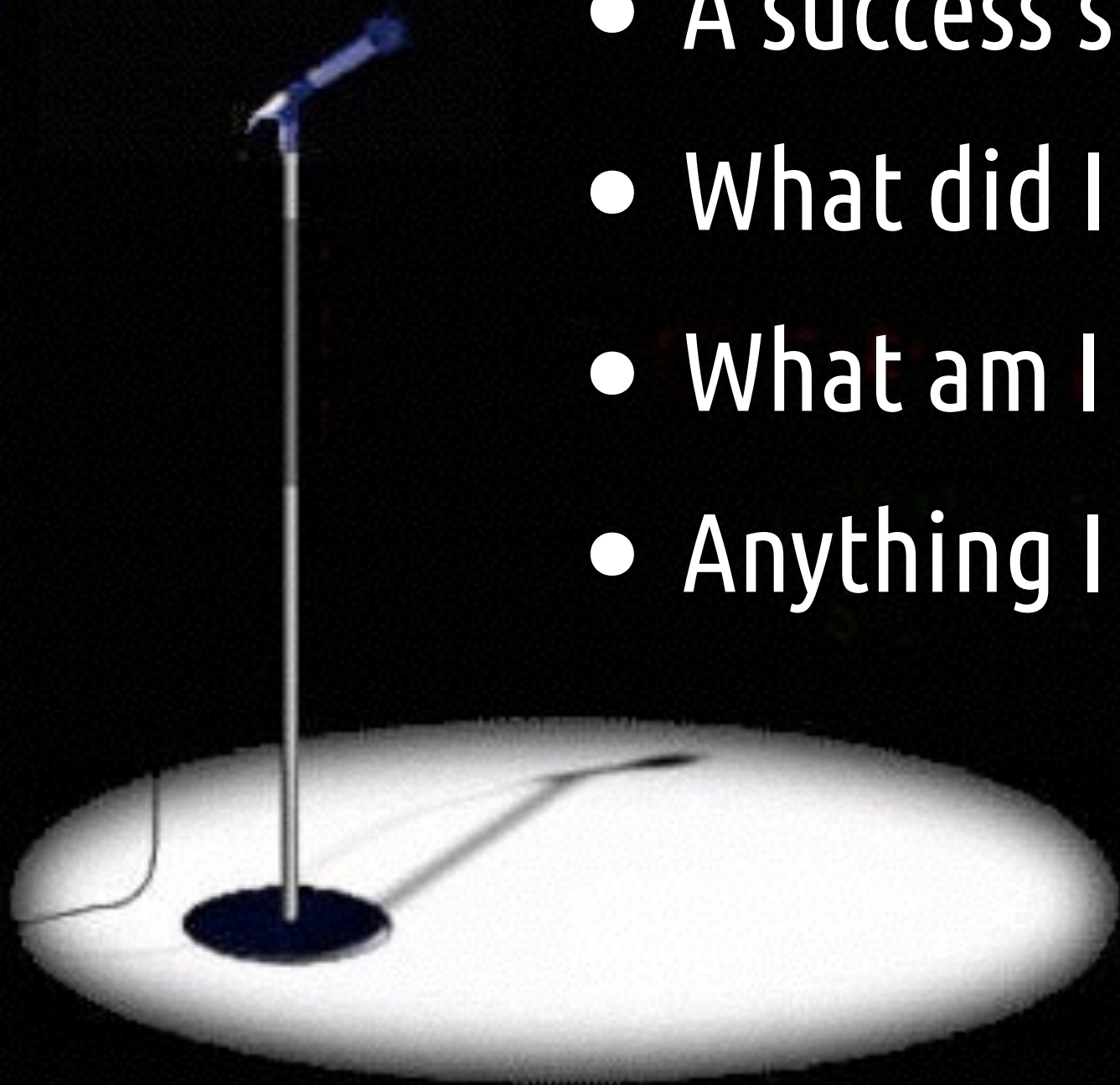
- Have an agenda...
- Send it in due time...
- Everyone prepares...
- Good execution...
- Write up the minutes, get them approved

The radical approach

- Fewer meetings
- Fewer people
- Shorter time
- No table
- Voluntary attendance

Stand-Up meetings

- A success since the last Stand-Up
- What did I do yesterday?
- What am I doing today?
- Anything I need help with?



The Myth of Multitasking



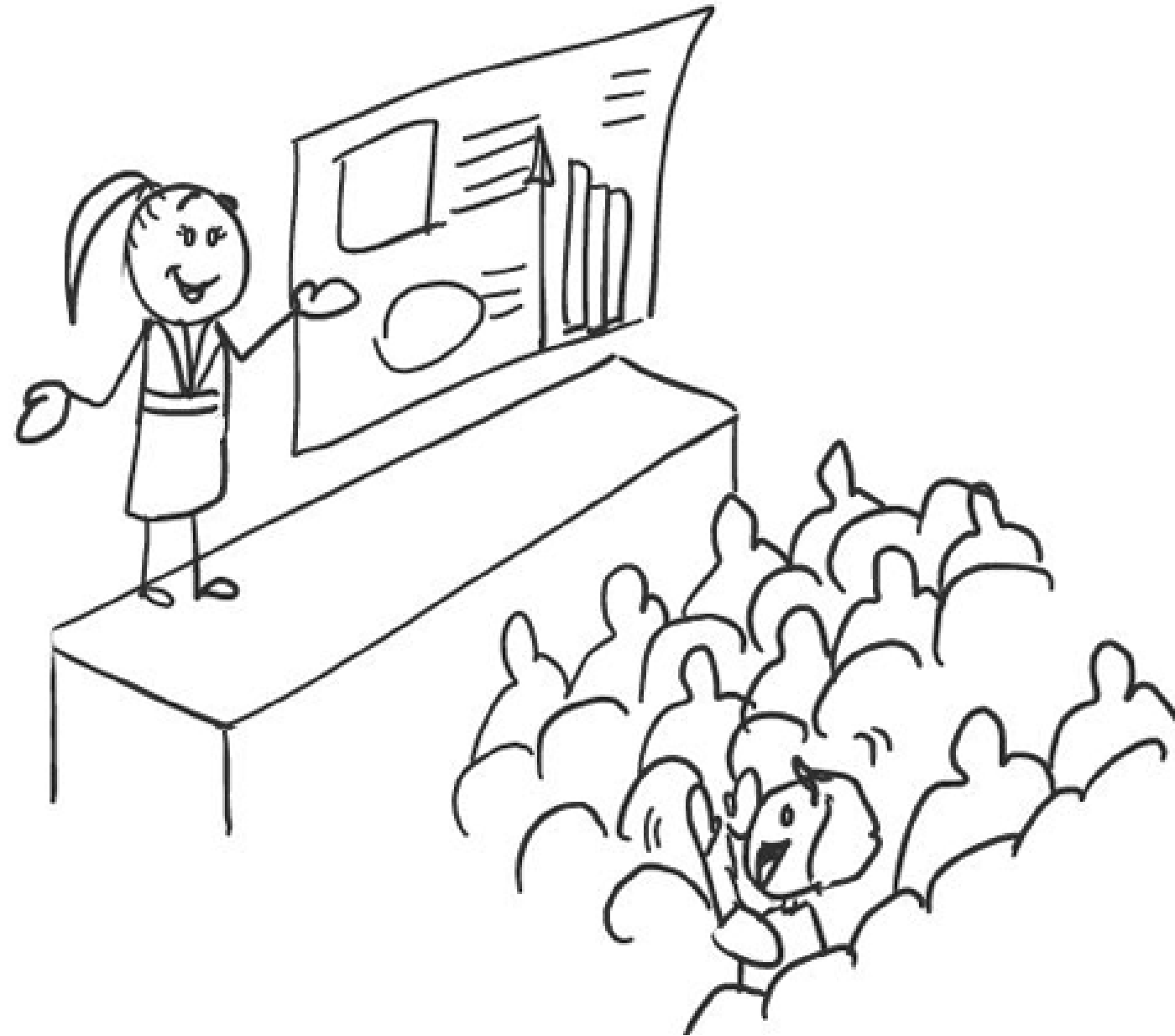
Limited focus



Electronic Mail



Tip #58: Ambassadors





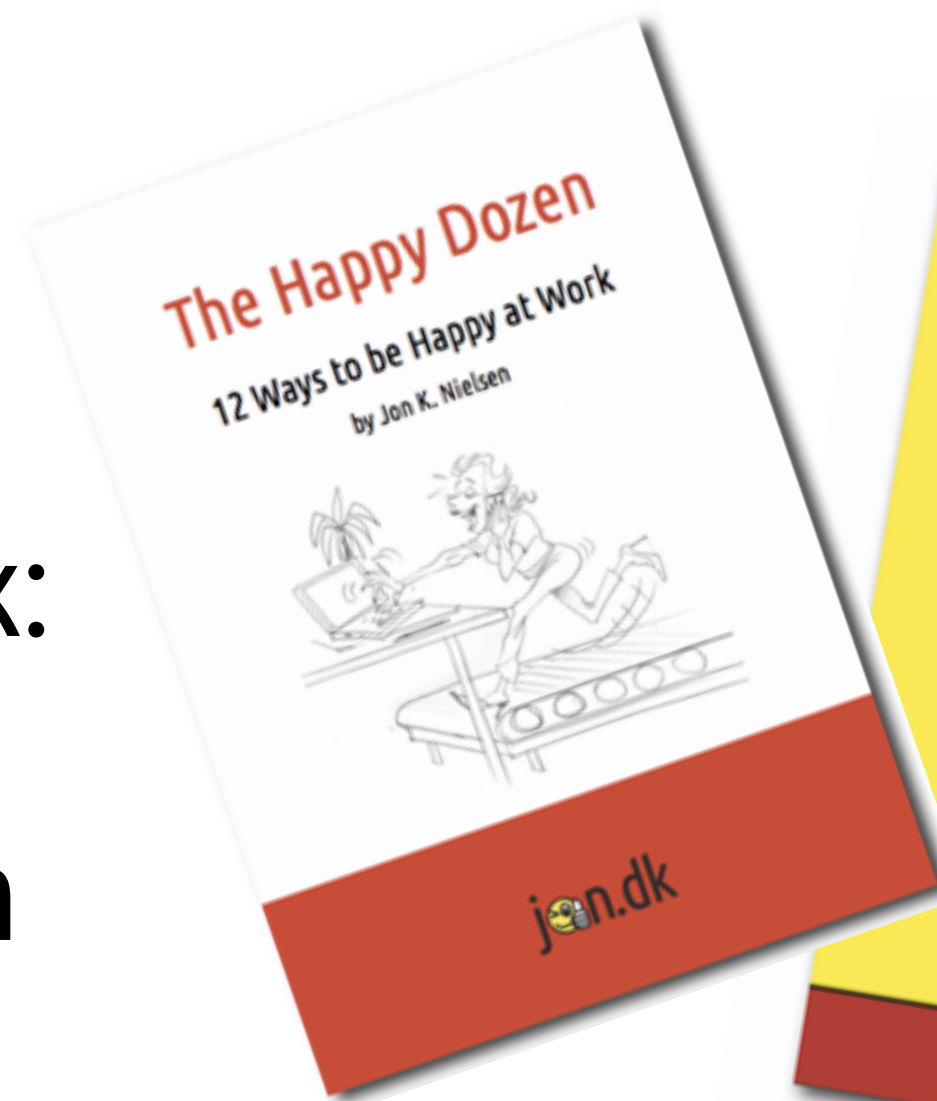
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THANKS!

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All things end



THANKS !

