

Better everyday

- productive and happy

CFAS, March 2022

with Jon Kjær Nielsen #jondk



Materials: jon.dk/cfas

Get more on the HappyWays Podcast

Take action

- Decide on 1 or 2 things you will do after today
- Small steps!





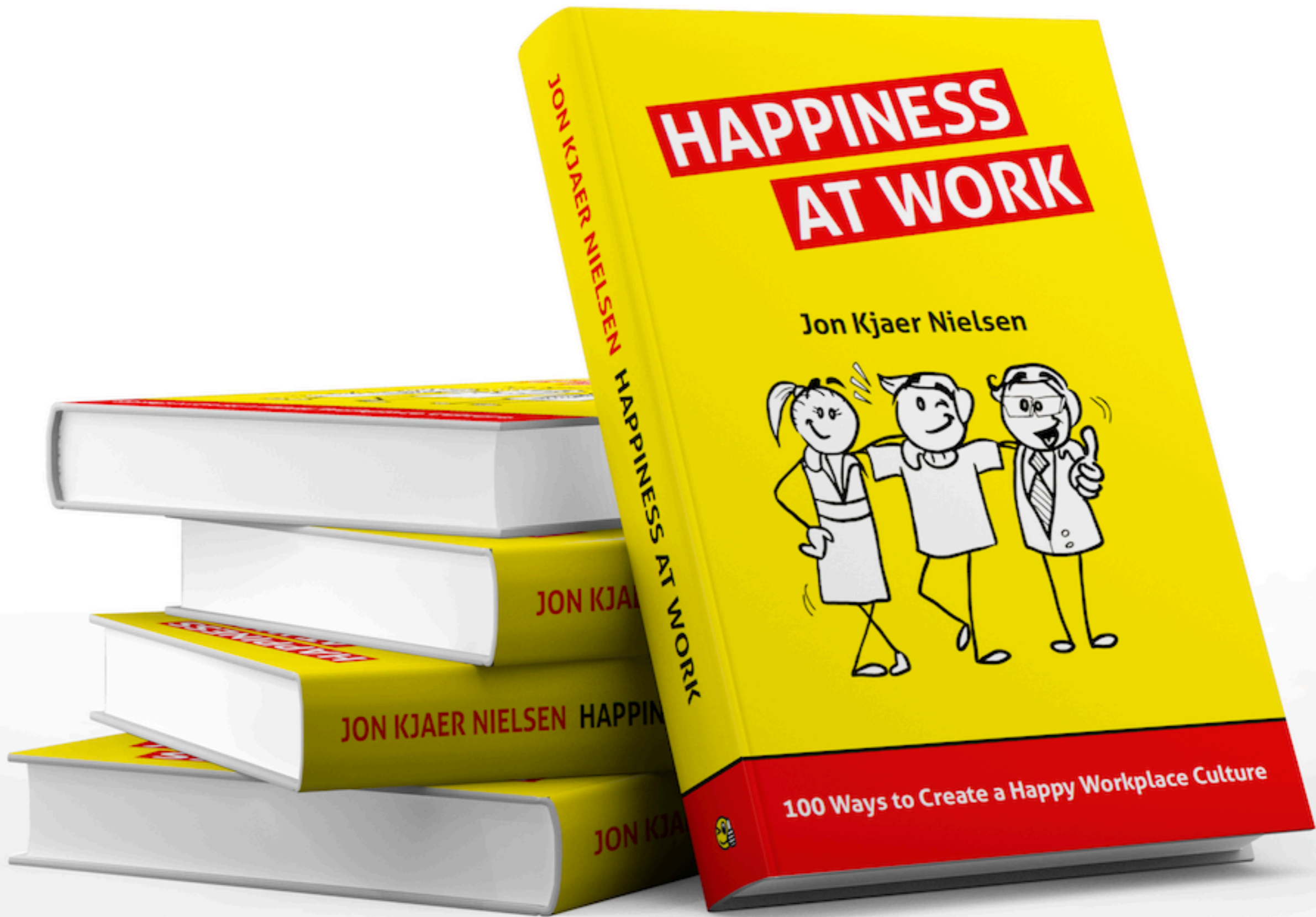


Jon Kjær Nielsen -
Speaker & Author

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

Independent consultant
since 2006.

Biker, book-worm, chef,
podcast host



HAPPINESS AT WORK

Jon Kjaer Nielsen



100 Ways to Create a Happy Workplace Culture

JON KJAER NIELSEN

HAPPINESS AT WORK

JON KJAER NIELSEN

JON KJAER NIELSEN HAPPINESS AT WORK

JON KJAER NIELSEN

The HappyWays Podcast

03 - An end to whining and complaining at work

07 - Why I hate email

14 - On digital stress and detoxing

16 - Hacking productivity for happiness

19 - The good old days - on Rosy Retrospection

27 - On incompetence

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Subscribe on  STITCHER

KLUB TRIVSEL

For alle der arbejder for en bedre arbejdsplads.

BLIV MEDLEM NU.



15 ÅRS ARBEJDE FOR ØGET ARBEJDSGLÆDE

accenture



BILKA



B E S

Danske Bank

Deloitte.



Gildhøj

HMMN

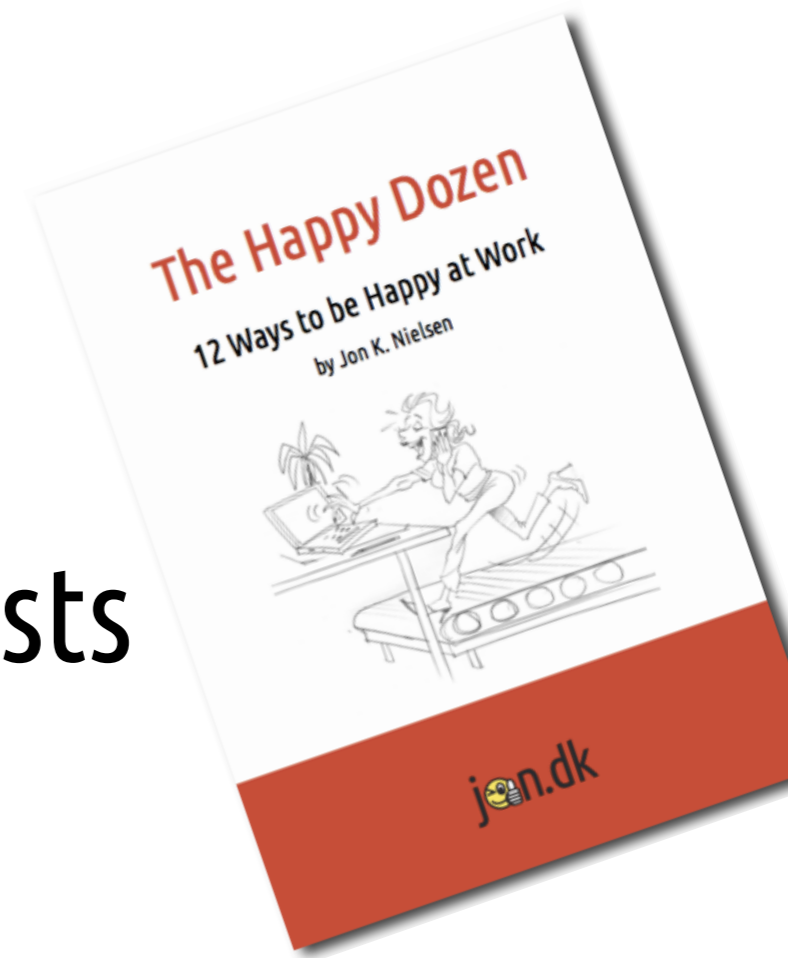


Materials & more tools

Go to: jon.dk/cfas

- Today's presentation
- free ebook: "The Happy Dozen"
- The HappyWays + RevolutJon!Podcasts
- Goal tracking sheet

- Included in subscription: Online trainings on productivity and virtual meetings (danish)



Arbejdsglæde

[arh-beids-gleh-de]

= Work Happiness

Productivity:

...happy doctors are
19% faster at making
an accurate
diagnosis...

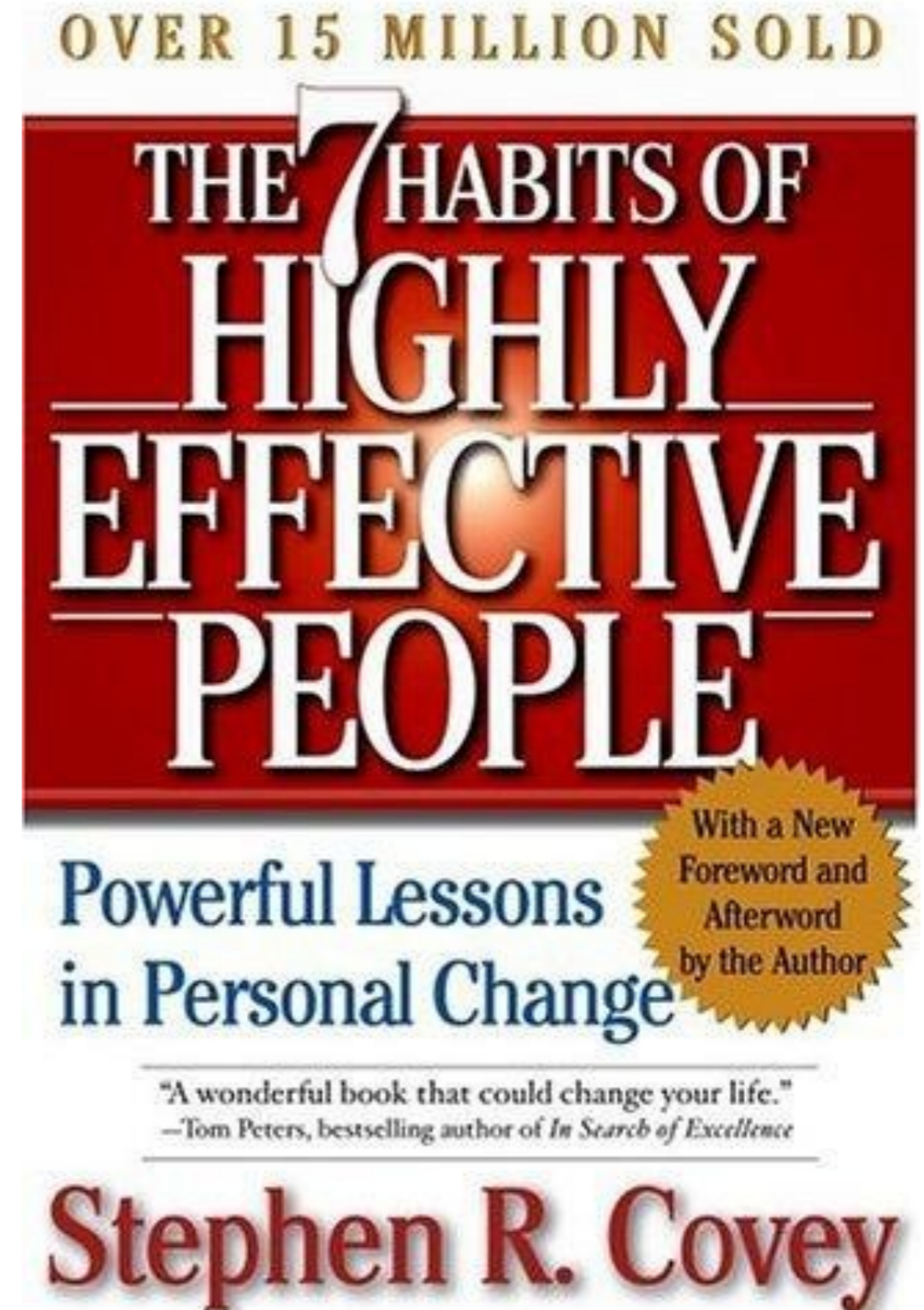




TIME

**OUR MOST
PRECIOUS
RESOURCE**

Got habits?



Mandag
23

Tirsdag
24 Skt. Hans dag

Onsdag
25

Torsdag
26

Fredag
27

Lørdag
28

Søndag
29

26	27	28	29	30	31
M T O T F L S	M T O T F L S	M T O T F L S	M T O T F L S	M T O T F L S	M T O T F L S
23 24 25 26 27 28 29 30	1 2 3 4 5 6	7 8 9 10 11 12 13	14 15 16 17 18 19 20	21 22 23 24 25 26 27 28 29 30 31	1 2 3
JULI					AUGUST

2008
JUNI
Uge 26

1 hour
vs.
1 hour



Reactive mode





The main issue:

Focus & energy

Personal productivity:

Your struggle?



TIME
OUR MOST
PRECIOUS
RESOURCE

There is too much work

#1



#2

It is possible to be
happy at work, despite
having too much of it



Parkinsons Law

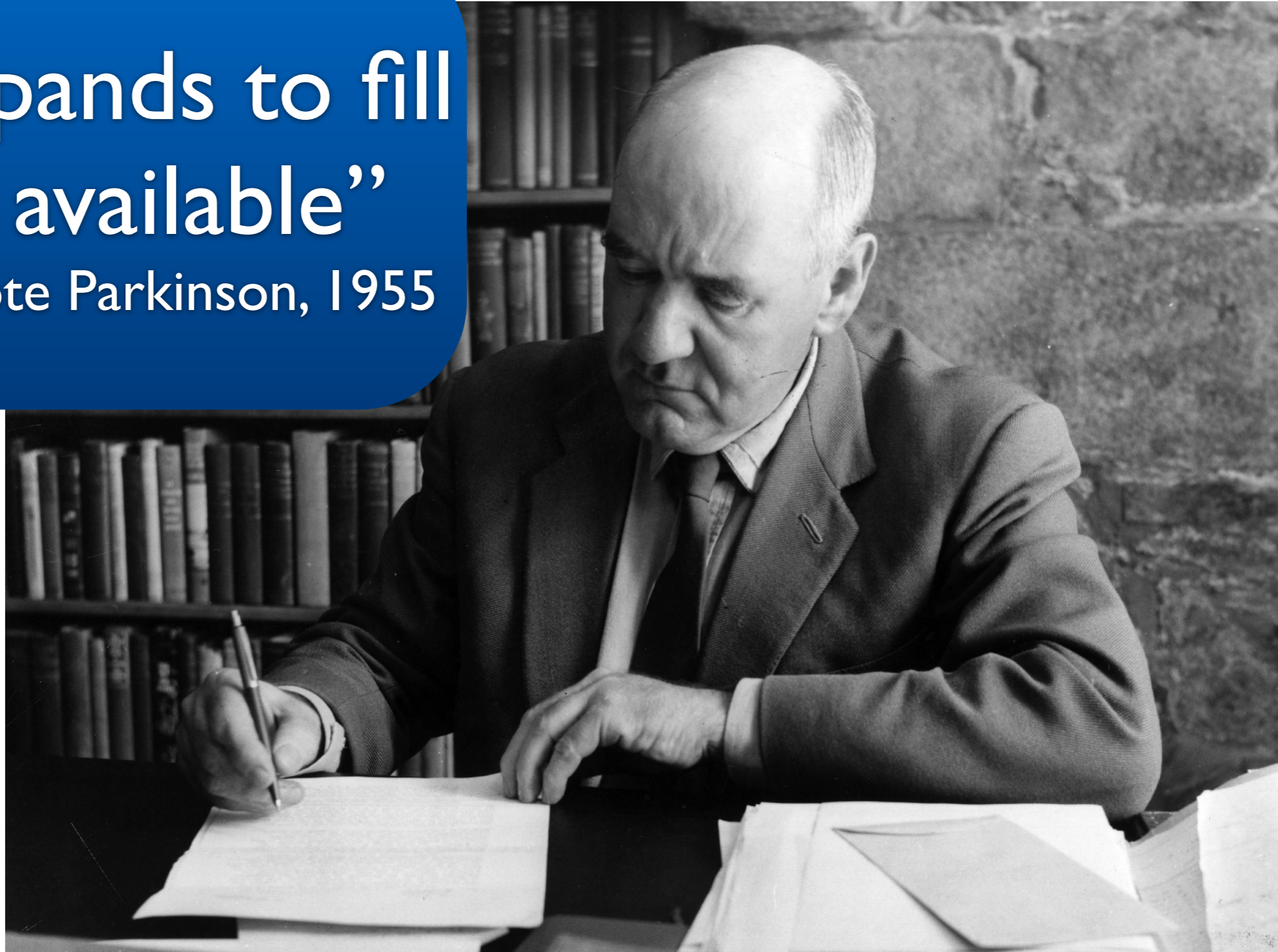


#3

Parkinsons Law

“Work expands to fill
the time available”

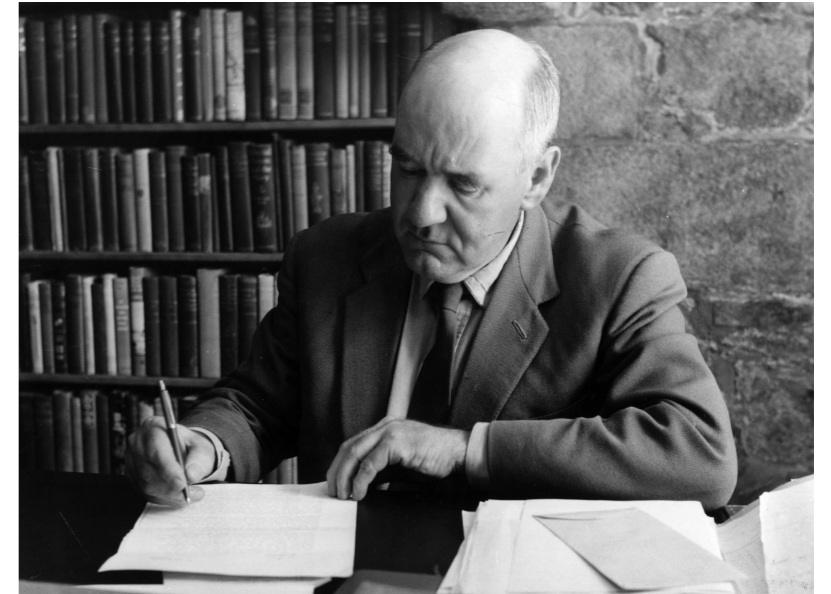
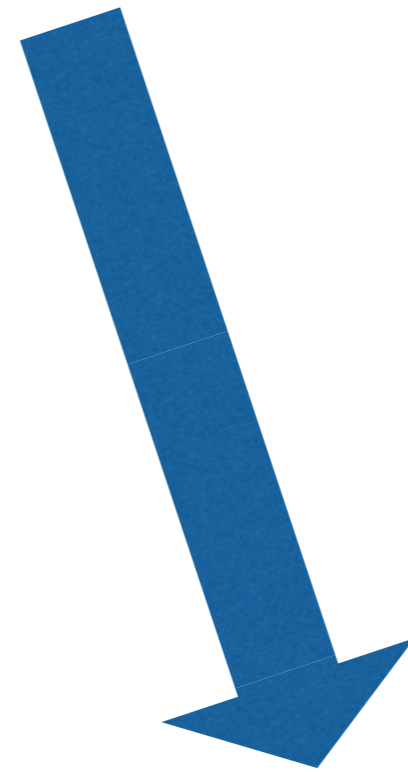
- Cyril Northcote Parkinson, 1955



Parkinsons Law



Tactical use of
deadlines



Ninja approach:
Don't do it

Limited time on
task

App: Pomodoro

For PC: Tomighty



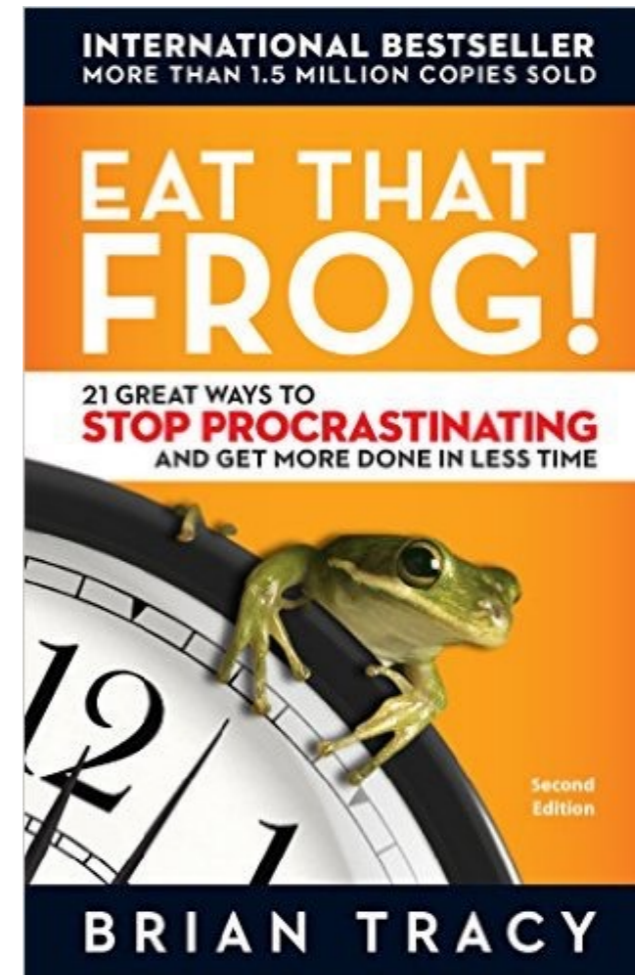
*Instructions:
"Pomodoro Technique"*

Worries and problems expand over time

#4



Tracy: Do the most unpleasant thing first,
the thing you're most like to put off.



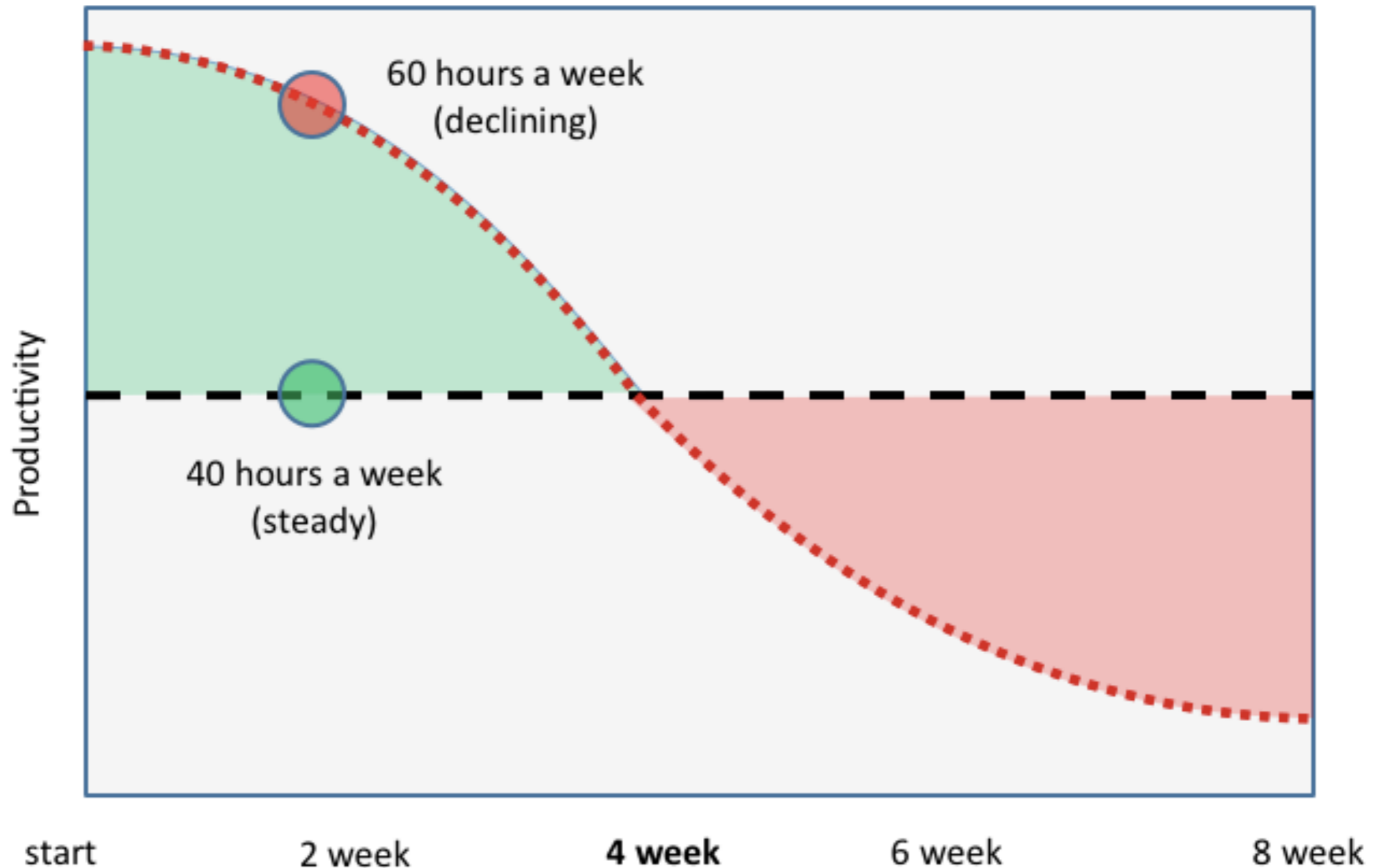
Variation:

Do the one thing that would have the biggest impact.

The myth of more hours



Productivity and time





Productivity and time are not connected



#5

Productivity and time are not connected

Take
breaks

HappyWays Podcast 14:
Digital Stress and Detox



Diet &
exercise

Use time off to
recharge

Limit work
hours

#6

“Urgent” will not make it more important. But we think it will.



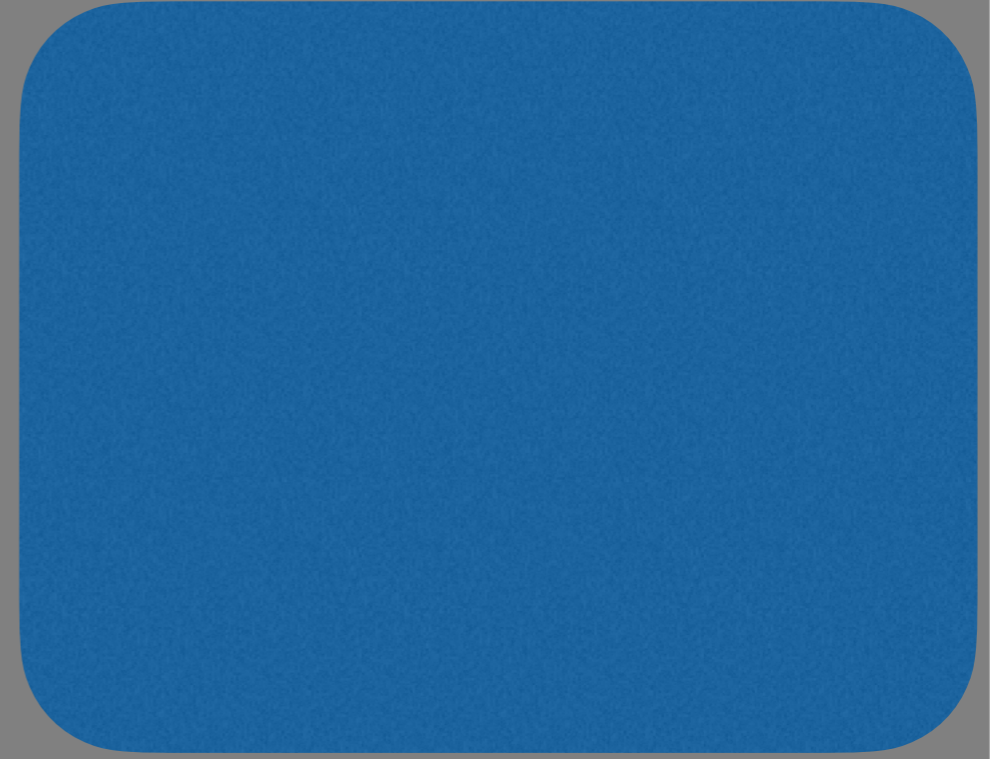
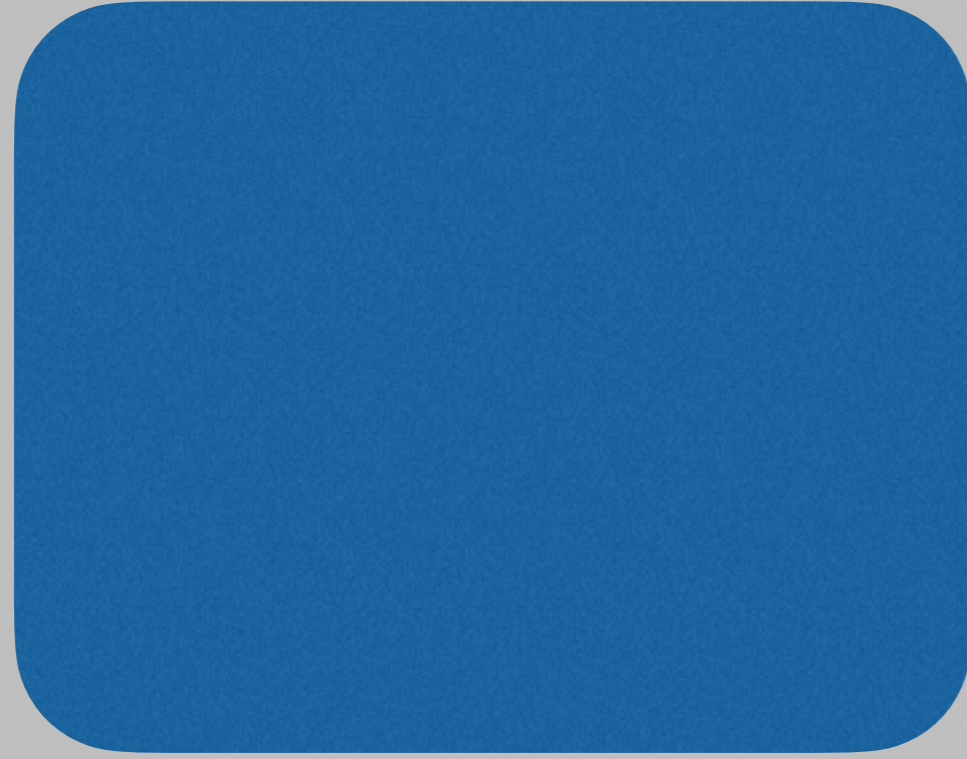
URGENT

NOT URGENT

IMPORTANT



NOT IMPORTANT



#7

Time for focus & flow



Silent agreement



Personal Open Hours



Electronics off

» The best minds of my generation are thinking about how to make people click ads. That sucks.«



JEFF HAMMERBACHER

FOUNDER & CHIEF SCIENTIST, CLOUDERA (2011)

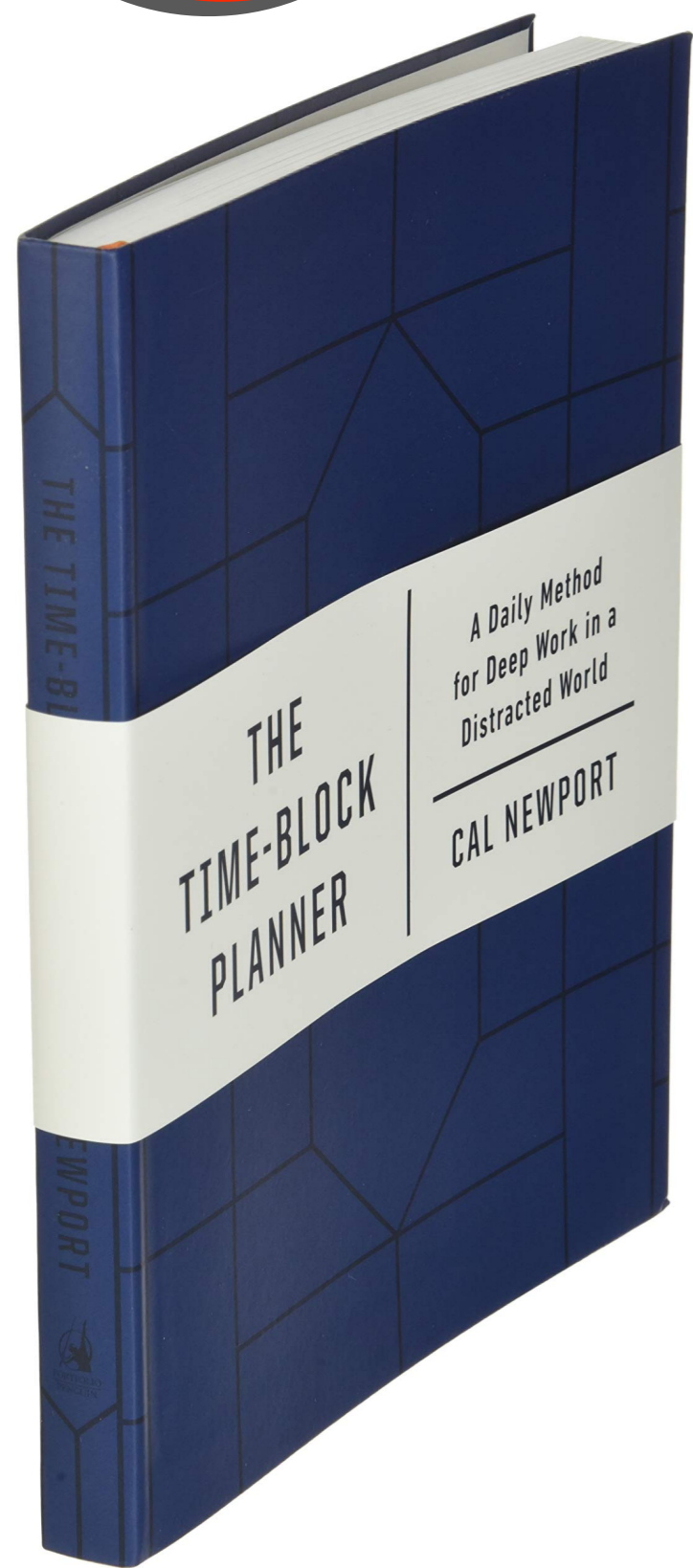


Plan your day, today

Sun 11	Mon 12	Tue 13	Wed 14	Thu 15	FRI 16
Blue	Pink	Blue	Green	Teal	Dark Gray
Cyan	Red	Blue	Red	Teal	Red
Red	Blue	Green	Red	Blue	Light Green
Pink	Dark Gray	Cyan	Cyan	Purple	Pink
Gray	Teal	Red	Blue	Red	Blue
Gray	Teal	Gray	Pink	Cyan	Blue

#8

Time Block Planner



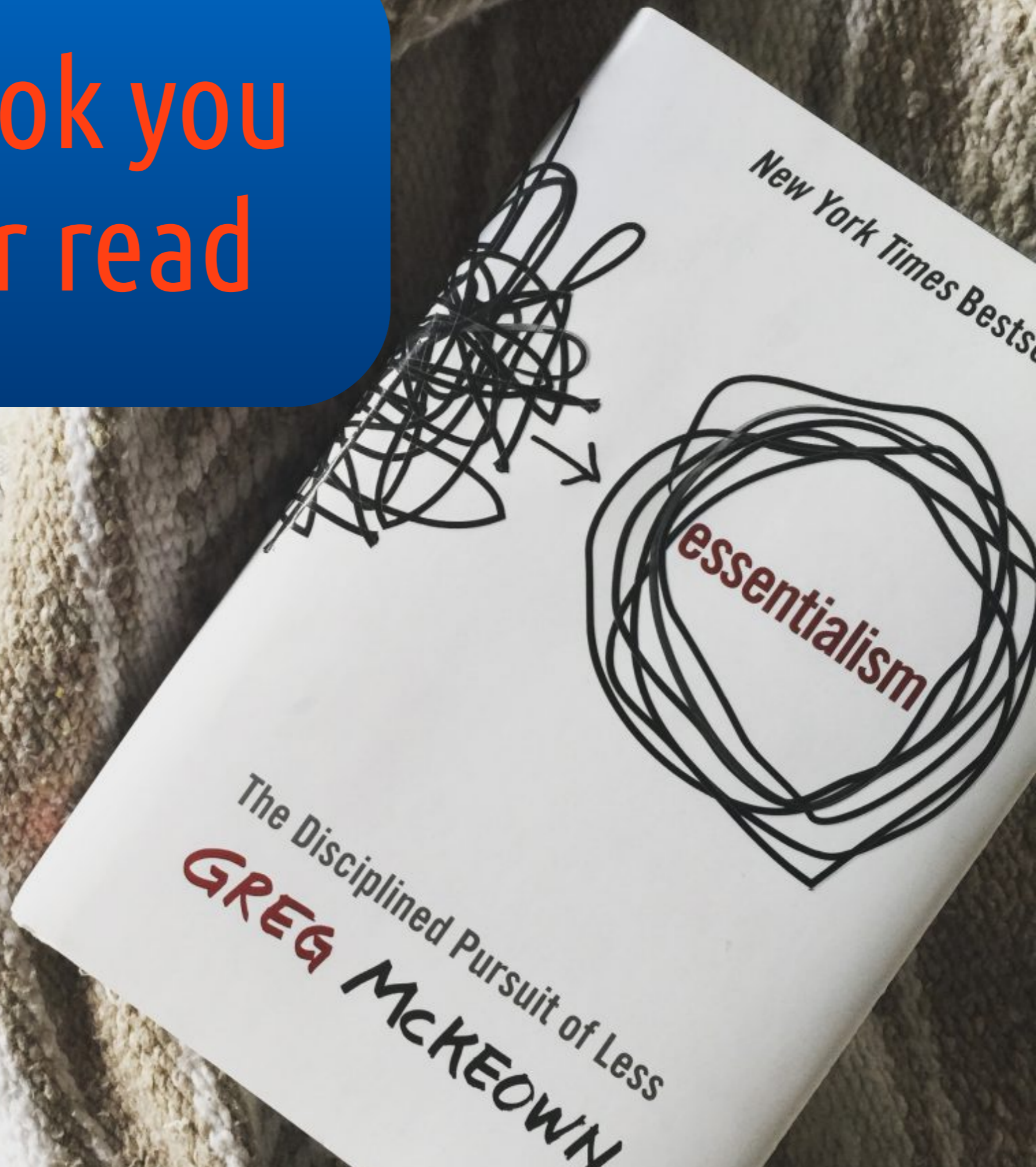
		(1) Morning Tasks	
9	finish report		email triage
10			submit form
	(1)		call Karen
11			fill out doodle
	research client x	(1) cont.	
12		email	
	lunch w. Sam	lunch w. Sam	
1		start research	
	email	research	
2			
	planning meeting	planning meeting	planning meeting
3			
	edit copy & shutdown	finish research & shutdown	shutdown
4			

Figure 3

Solution: Focusing on the essentials



The last book you
might ever read



DENNIS NØRMARK &
ANDERS FOGH JENSEN

The title 'PSEUDO ARBEJDE' is written in large, bold, yellow, hand-drawn letters. The letters are surrounded by a chaotic scene of small black stick figures. Some figures are pushing or pulling the letters, while others are standing nearby. There are also various office-related icons scattered around, such as a laptop, a printer, a stack of papers, and a trash can. The overall style is a simple, satirical cartoon.

**PSEUDO
ARBEJDE**

HVORDAN VI FIK TRAVLT MED
AT LAVE INGENTING

The other
last book you
might ever
read

Personal Summit



Personal Summit (weekly)

Define what you are aiming at:

- How was last week?
- What is my Could Do for this week?
- Bonus: Share this list with someone

My Morning Ritual



My Morning Ritual



1

What is one thing that would have a big impact?

My Morning Ritual



1

What is one thing that would have a big impact?

2

What will I do today?

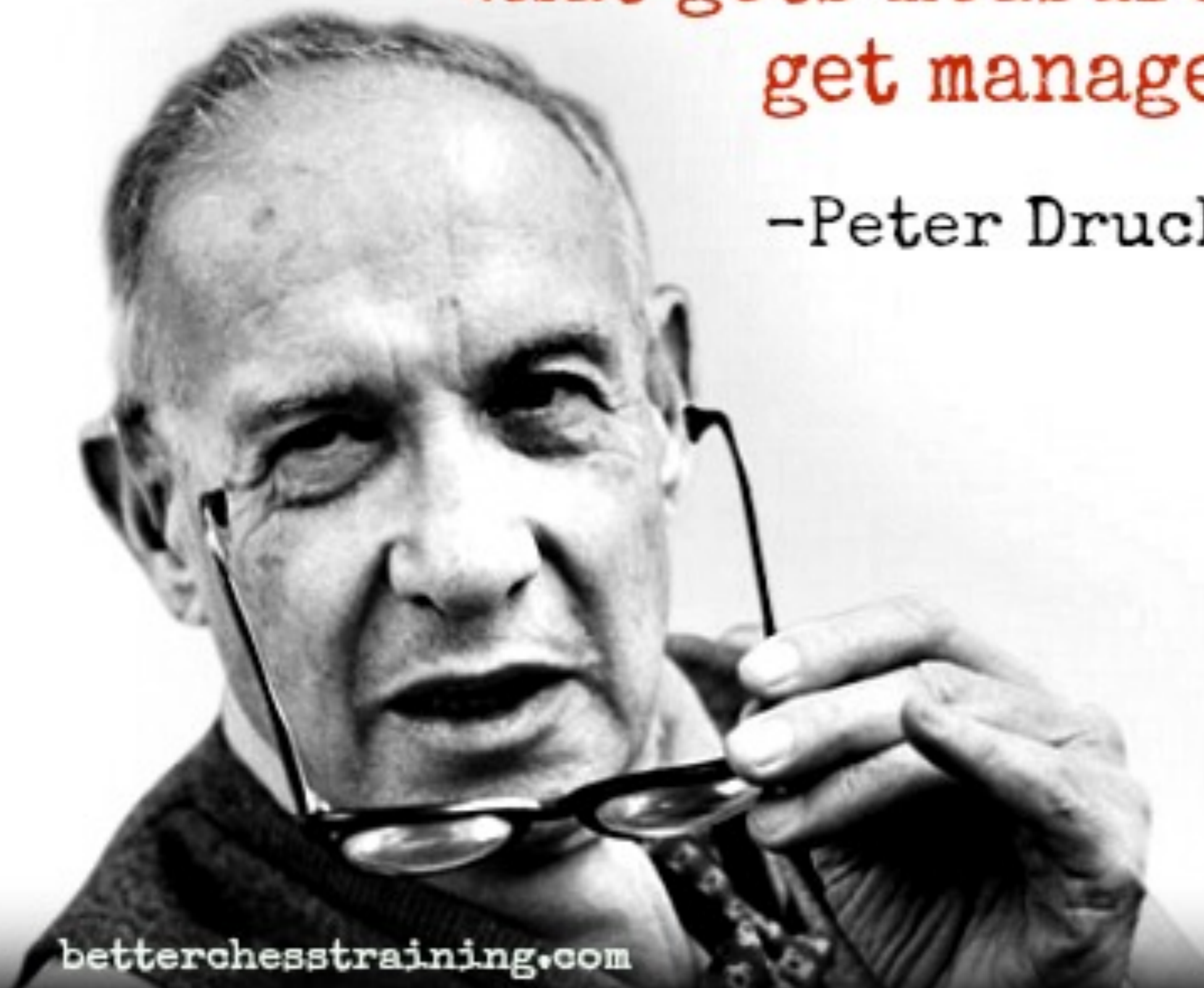
#9

Measure progress



What gets measured,
get managed.

-Peter Drucker



The Seinfeld method



Bo arbejder som taxachauffør. Efter et langt udløb har han endelig fået fodfæste på arbejdsmarkedet. Han har været på kontant-hjælp i mange år og har uddannet sig i at være vagtmand og webintegrator. Først med taxa-kortkøret åbnede dørene til arbejdsmarkedet sig. Undervejs har han også været hjemløs, men han har haft et stabilt element i tilværelsen: Musikken. 'Jeg begyndte at spille trommer som femårig. Da jeg kom på efterskole i 1988 lærte jeg at spille guitar og bas. Jeg spillede i nogle forskellige bands, indtil jeg kom med i Kirkens Korshers Bagværkshånd.' *Hvad betyder musik for dig?* 'Det samler folk og bryder alle barrierer. Og det giver et fedt kick, når man lykkes sammen til en koncert. Jeg lytter helst til blues, gerne med Clapton.'

Bo - Odense - Bas

SEPTEMBER.

MANDAG	TIRSDAG	ONSDAG	TORS DAG	FREDAG	LØRDAG	SØNDAG
						1
26 ✓	27 ✓	28 ✓	29 ✓	30 ✓	7	8
31 ✓	1 ✓	2 ✓	3 ✓	4 ✓	14	15
5 ✓	6 ✓	7 ✓	8 ✓	9 ✓	21	22
10 ✓	11 ✓	12 ✓	13 ✓	14 ✓	28	29
15 ✓	16 ✓	17 ✓	18 ✓	19 ✓		
20 ✓	21 ✓	22 ✓	23 ✓	24 ✓		
25 ✓	26 ✓	27 ✓	28 ✓	29 ✓		
30 ✓						



hus forbi

Measure progress

10 vindende uger

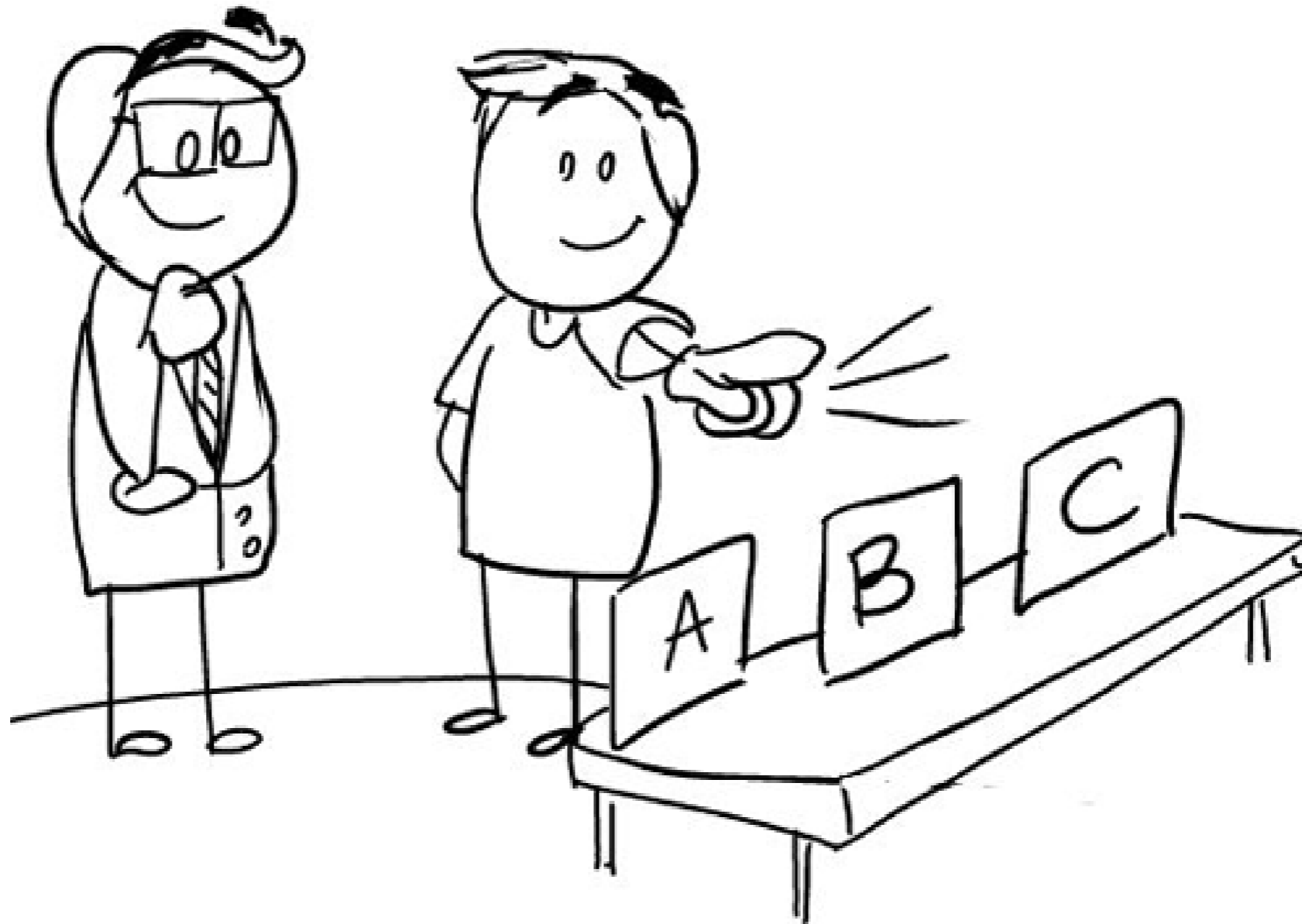
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		Ti	O	To	F	L	S	M	Ti	O	To	F	L	S	M	Ti	O	To	F	L	S	M	Ti	O	To	F	L	S	M	Ti	O	
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6																																
7																																
8																																
9																																
10																																

Den Effektive Hverdag - læs om kurset på Jon.dk

Download:
jon.dk/cfas

#10

Decision making is a
limited ability





isaacson biography walter isaacson ashton kutcher advice wikipedia success tim cook job application entrepreneur lisa brennan daughter truly rotten auction life steve jobs



Steve Jobs - Wikipedia, den frie encyklopædi da.wikipedia.org



Steve Jobs, 1955-2011 - The Verge theverge.com



Steve Jobs forbes.com



Steve Jobs Biography - Biogr... biography.com



Steve Jobs: Walter Isaacs... amazon.ca



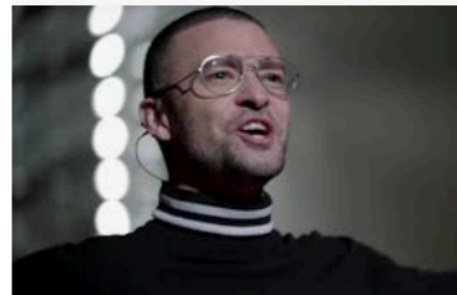
Steve Jobs entrepreneur.com



Steve Jobs Biography - Biography biography.com



Steve Jobs - Simple Englis... simple.wikipedia.org



Justin Timberlake is Steve Jobs in 'Filthy' vi... cnet.com



An Intimate Glimpse at Steve Jobs'... wired.com



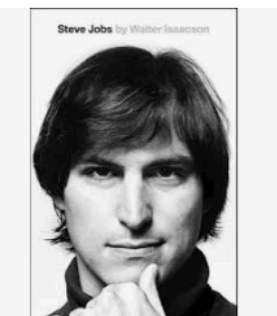
Here's What Steve Jobs Had to Say Ab... recode.net



Steve Jobs missed every day, says Tim Cook - 9to5mac.com



Steve Jobs Biographies Duel Over Soul ... time.com



Steve Jobs of Walter Isaac... saxo.com



20 Interesting Facts About Steve Jobs factsninja.com



Steve Jobs looks like terrible human i... uk.businessinsider.com



The memoir by Steve Jobs' daughter makes cl... finance.yahoo.com



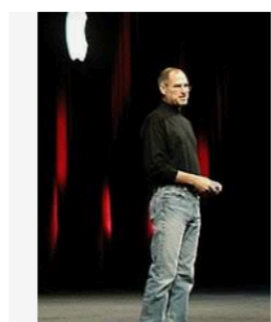
Steve Jobs Wax Figure | Madame Tu... madametussauds.com



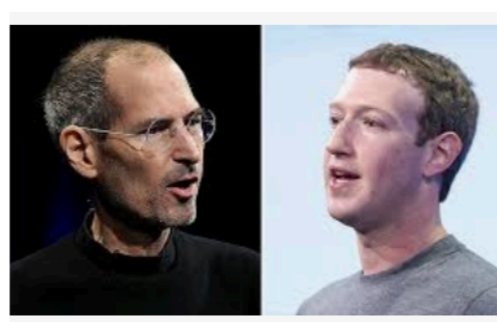
Steve Jobs entrepreneur.com



20 years ago, Steve Jobs made these eerily a... thegentlemansjournal.com



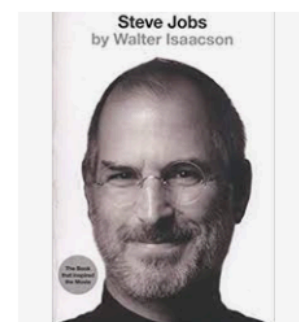
Steve Jobs - Wikipedia en.wikipedia.org



Steve Jobs warned about privacy issues in 2010... money.cnn.com

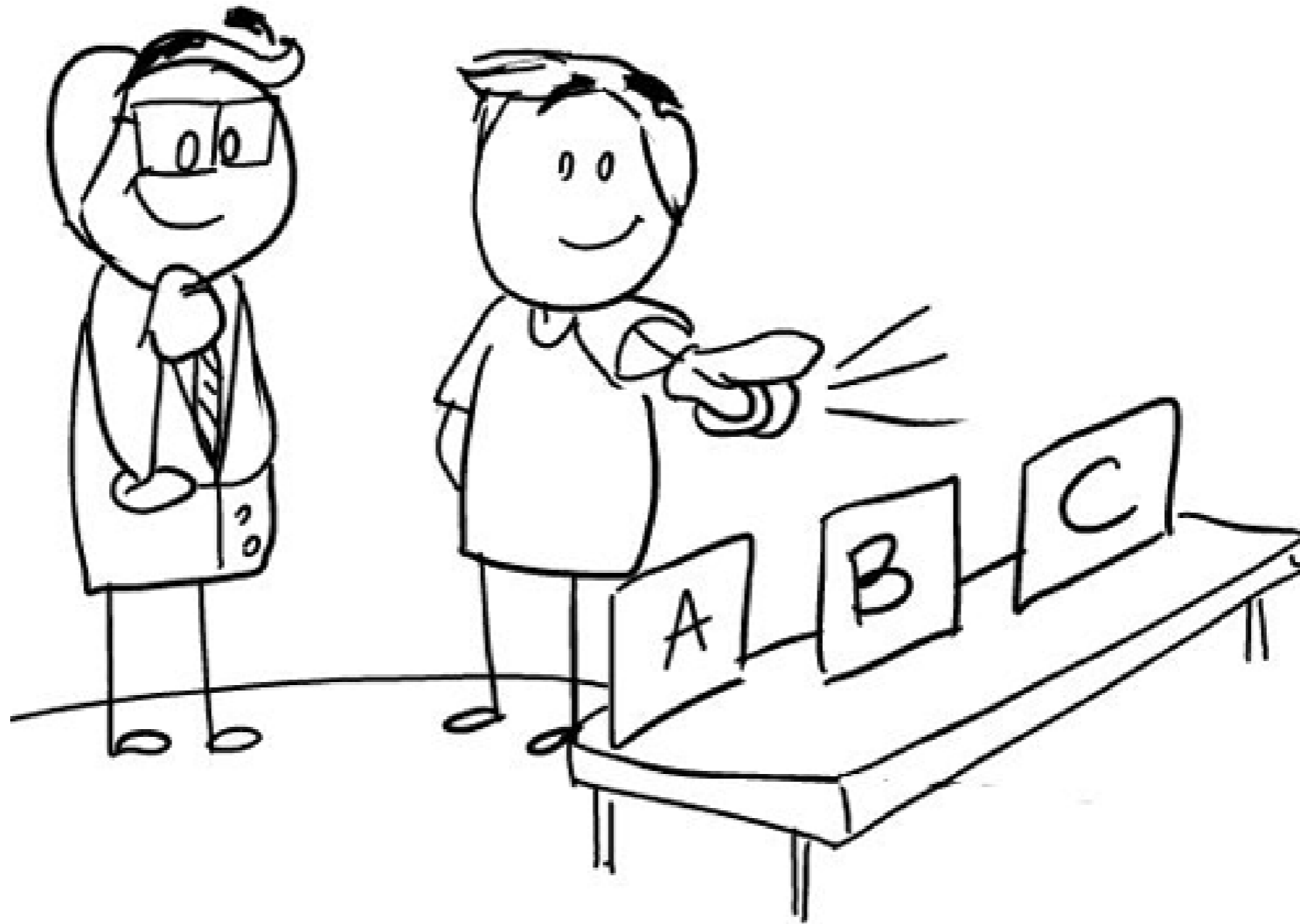


16 Pieces of Advice From Steve Jobs | Gra... grammarly.com



Steve Jobs: The Exclusive ... amazon.co.uk

Make fewer decisions



~~20~~

~~80~~

80

20



Break

(dancing welcomed)





Key to life:
There are no
new problems

PRIME TIME

Prime Time

- Draw your own chart
- Compare with the group
- Q: How do you actually use your best hours?
- Q: How could you use those hours better?
- (how can we help?)



Balance?



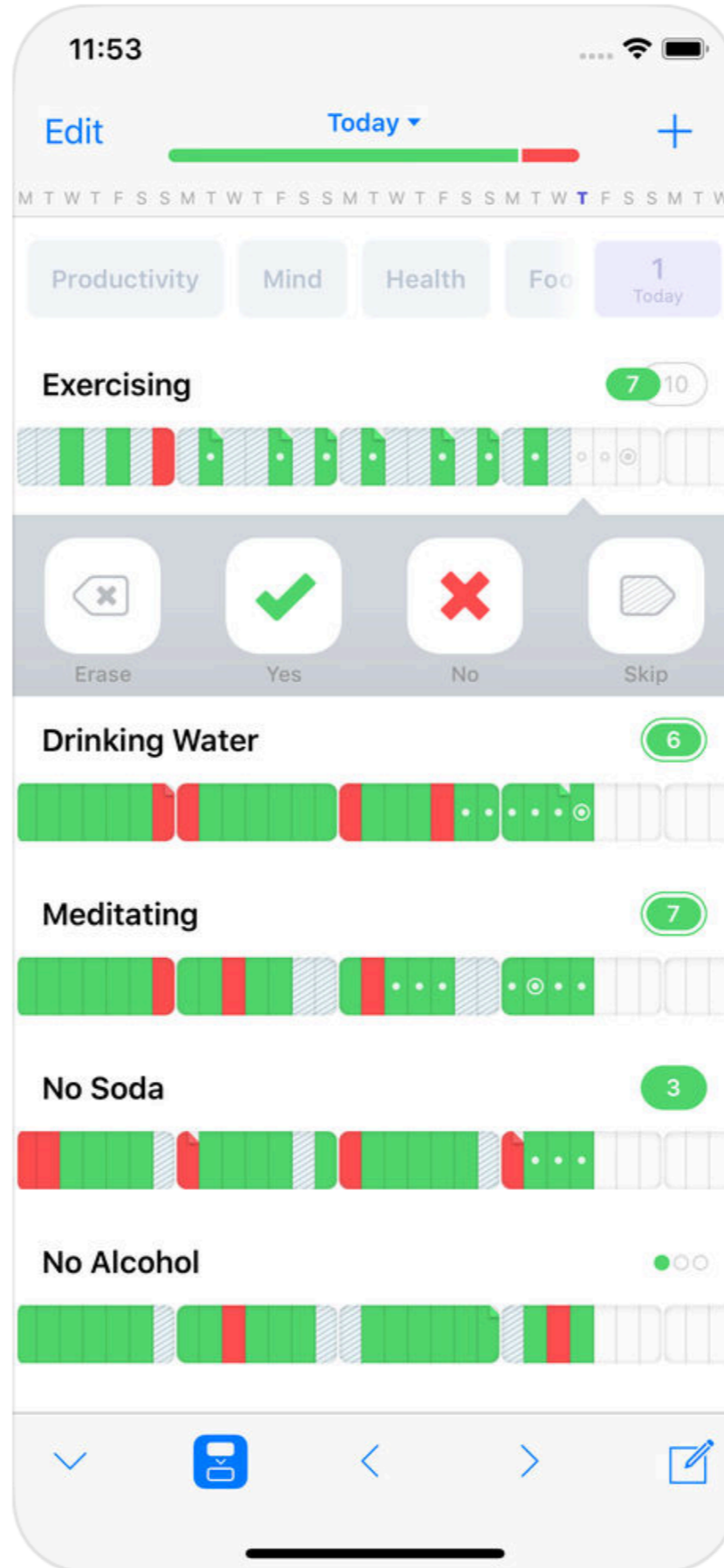
Helping
Sparring
Collaboration
Shared solutions
Building a community

Focused work

Happy at Work(shop), part 2

- How do I find the space and time to do focused work / hard work (hopefully during Prime Time) ?
- ...while also being part of a group and a dynamic workplace with shared goals?

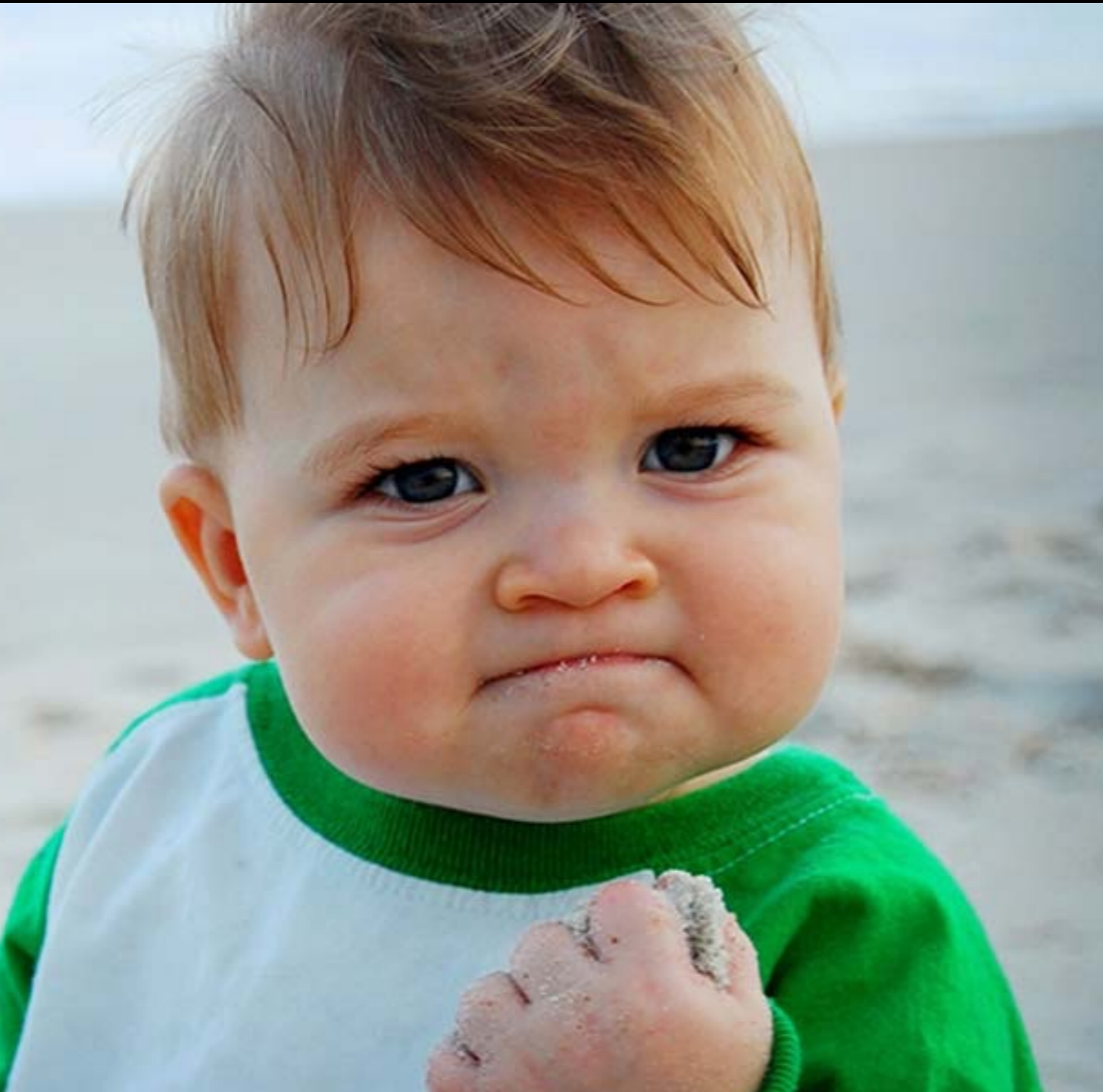
Way of Life app



Success buddies



Planning the change



- Decide on 1 or 2 new habits you would like to start (or stop doing)
- Daily behaviour

Start With Why

Write down why you want this change to happen.

“I will gain....”

“I will avoid...”



Share with your buddy



- What is my goal?
- What will I gain/avoid?
- By when / how long?

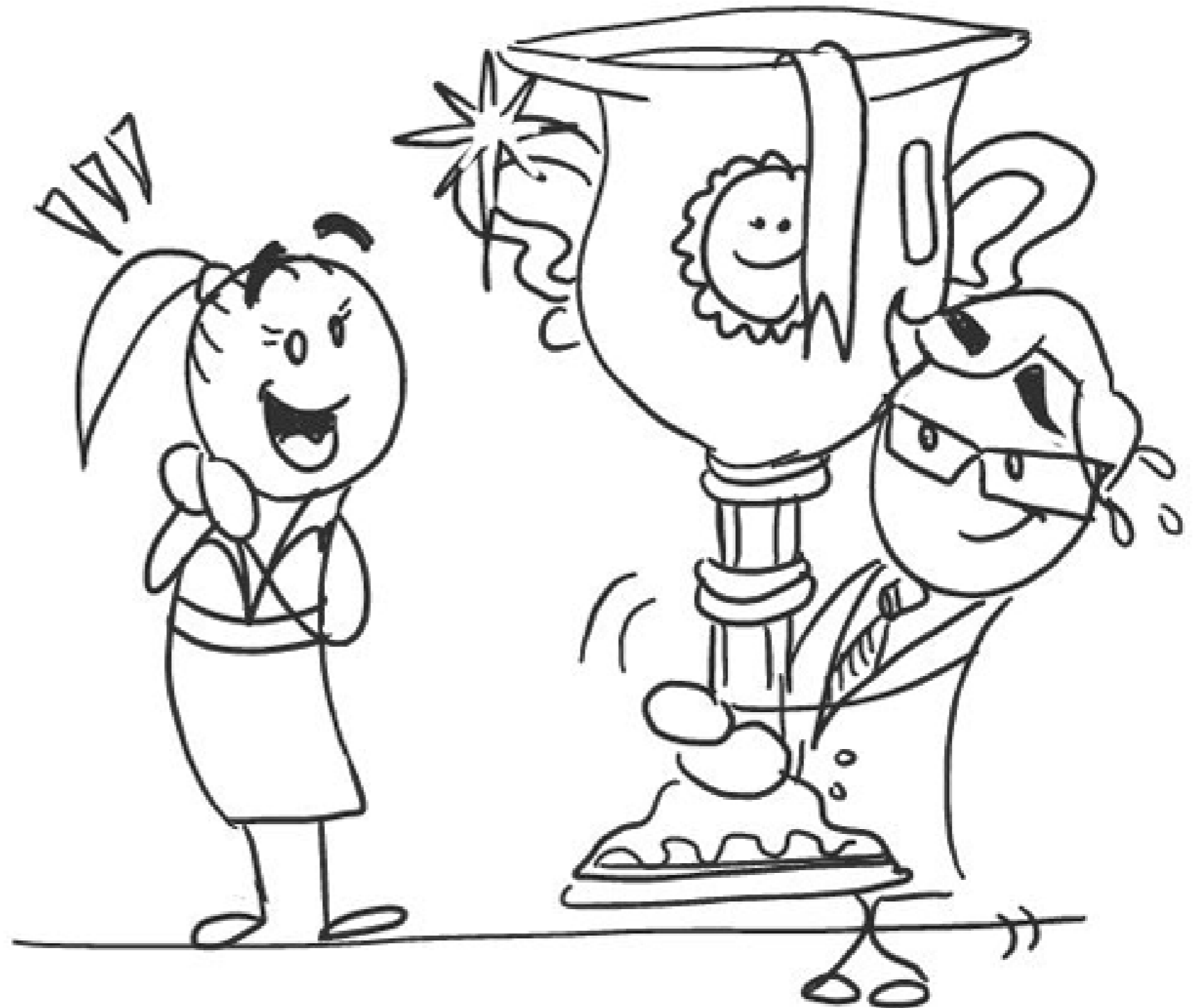
Agree on a follow-up date!

The to-hell-with-it-effect

I GIVE UP



Celebrate success

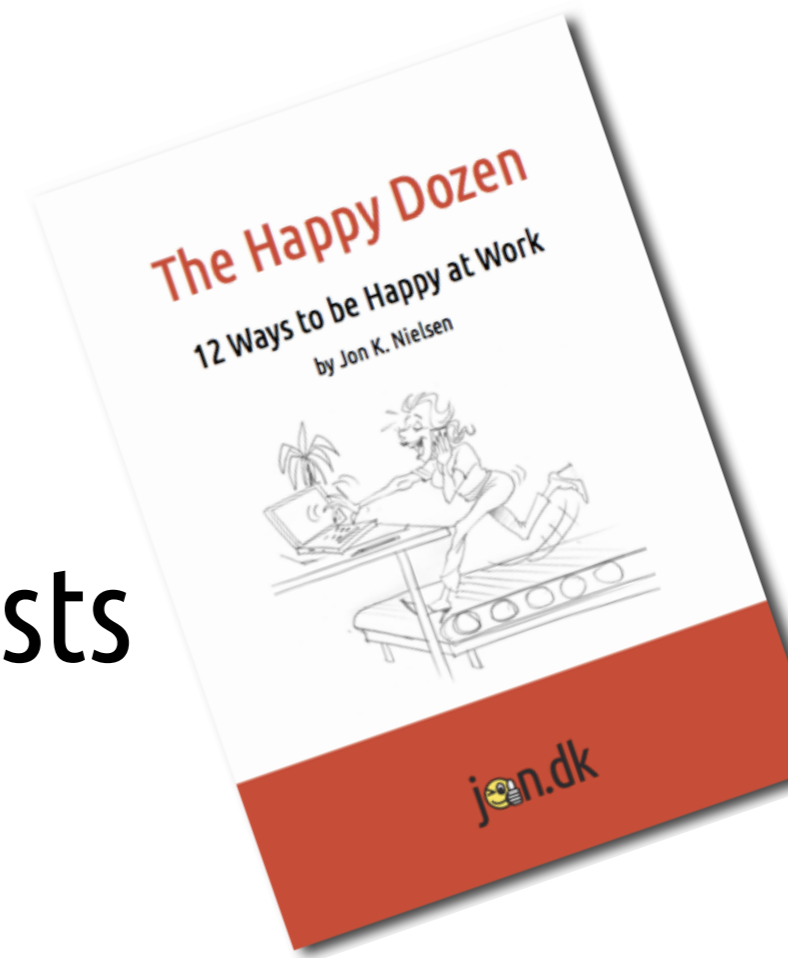




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 - free ebook: "The Happy Dozen"
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 - Goal tracking sheet
-
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