

Productivity and Performance Strategies for Women Leaders in Finance and Banking

2018

Live Polling: PollEv.com/SDanzger

Setting Priorities

Steven Covey's Time Management Matrix

Urgent/Important, Urgent/Not Important
Not Urgent/Important, Not Urgent/Not Important

Covey – Quadrant II:

What activity would have greatest positive impact? Better communication, planning, preparing, self care, relationships.

Women at Work: 2015 Pew Study

2015 – 46% Moms and Dads working F/T compared with 31% in 1970. Moms still doing more household chores, childcare and planning. Working parents find it difficult to balance work and family. Also aging parents.

"Feminism wasn't supposed to make us feel guilty or prod us into constant competitions over who is raising children better, organizing more cooperative marriages, or getting less sleep. It was supposed to make us free – to give us not only choices but the ability to make these choices without constantly feeling that we'd somehow gotten it wrong."

- Debora Spar, Barnard President

Take Action

1. Be aware of how you spend your time
2. Find time for quadrant II
3. Balance responsibilities outside of work
4. Feminism is about having choices

Focus: Attention Management

Multitasking Myths: Saves time, more productive, pride.

Multitasking Reality: Task-switching, wastes time, increases errors, creates stress.

Our Brain on Multitasking:

Multitasking increases production of fight-or-flight hormones cortisol and adrenaline. Can over-stimulate brain and cause fuzzy thinking. Novelty bias – drawn to shiny objects. Dog and squirrel.

Princeton Study

Emotional experiences suffer from distraction. Quantity affects quality (music).

UK Study:

Email notification equates to drop in IQ of 10 point (same as no sleep for 36 hrs.)

"Any man who can drive safely while kissing a pretty girl is simply not giving the kiss the attention it deserves."

- Albert Einstein

Mindfulness:

Being 'present' and in the moment.

Contaminated Time:

Bringing future/past stress into present.

Take Action

1. Mono-task
2. Notifications off during deep work
3. Open vs focused attention
4. Be Present
5. Avoid Contaminating Time
6. Meditate

Planning

"Plans are nothing. Planning is everything."

- Eisenhower

To-Do Lists

Paper or electronic. Don't rely on memory. 15% of people add items already done. Good for mood repair, not for productivity. Being busy is not the same as being productive. The most productive people focus on priorities.

Procrastination

"Eat a live frog first thing in the morning and nothing worse will happen to you the rest of the day."

- Mark Twain

Peak Performance:

When do you work best? "Peak" times - difficult tasks. Low times - "mindless" work.

Decision Fatigue:

Try automating decisions; checklists.

Time Blocking:

Big projects, recurring tasks, personal routines, default time block.

Preparing for Tomorrow:

Last 10 minutes of day, re-prioritize, to-dos in calendar. Don't let detours derail you. Expect the unexpected: If it happens all the time, prepare yourself for it.

Decision Fatigue:

Try automating decisions, use checklists. We make thousands of decisions each day. Reducing choices frees your mind for more important work.

Take Action:

1. Eat the frog – avoid procrastination
2. Maximize peak performance
3. Reduce decision fatigue (checklists)
4. Time blocking
5. Last 10 minutes to plan for tomorrow
6. Expect the unexpected

Attitude, Positivity, & Habits

Tips from Sheryl Sandberg's Lean In

Don't leave before you leave. Grab at opportunities. Cost of childcare compared with salary today vs. years from now. Share responsibility – don't second-guess method.

Insights from Amy Cuddy's Presence

You're no imposter; you've earned it. Feeling powerless impacts performance. Wonder woman pose.

The Happiness Advantage:

Shawn Achor –TED Talk – The happy secret to better work. Success 25% predicted by IQ. Rest predicted by: optimism, social support, viewing stress as challenge, not threat. Brain at positive is 31% more productive. Increase positivity: gratitude, journaling, exercise, meditation, and acts of kindness.

Habits:

21 days to create a habit. Keystone habits – Make bed (correlates to productivity, well-being, budget.)

Take Action:

1. Avoid imposter syndrome
2. Be Wonder Woman
3. Improve positive attitude
4. Identify habit opportunities.
5. Make your bed.

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