**Productivity Hacks Free-for-All**

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Do you have processes or apps that help you or your team to be as productive as possible? Or are you in search of a “productivity hack” to make your life easier? In this interactive session, we will share a few tips and tools that we’ve found to be helpful in our own lives (or were at least recommended by the experts!), but this is NOT going to be a lecture. Do you have an app for task or time management? Or a process that helps you stay focused on your work? Bring both the tips and tools that work best for you and questions for your peers so we’ll all leave the session with something new to try. [Here is a live Google Doc with these tips (and more “hacks” from the session!).](https://docs.google.com/document/d/1vDRm7LNB-nDAntklM8Hq1L9EbskfyCAIAXX9ZIrS-lU/edit)

**What do we mean by “Productivity Hacks?”**

Anything that helps you be more productive. Could be:

* Processes
* Policies
* Habits
* Tools
* Apps

**Sources for Additional Productivity Resources**

* Daniel Pink *Pinkcast* - <http://www.danpink.com/pinkcast>
* *The Tim Ferriss Show* podcast - <https://tim.blog/podcast/>
* Seth Godin’s blog - <http://sethgodin.typepad.com/>
* Eric Barker’s *Barking Up the Wrong Tree* Blog - <http://www.bakadesuyo.com/>

**Productivity Problems and Possible Solutions**

*How can I more effectively use my time by limiting distractions?*

**Implement Habits to Overcome Email Distractions**

* Set aside certain times when you check email (Noon and End of Day?) and turn it off otherwise
* Leave email open to be aware (and respond to real urgent requests), but do not act on anything else
* Act on emails/tasks that take less than 2 minutes now, save rest for later - <http://www.danpink.com/pinkcast/pinkcast-1-8-the-power-of-the-2-minute-rule/>

**Use Your Calendar to Focus your Time**

* Block off long blocks of time for important tasks like thinking, reading, planning – and stick to it
* Include both personal and professional items in your calendar but use color coding and privacy settings to manage effectively (instead of having to use more than one calendar)
* Hourly Beep/Notification – Ask yourself: Are you working on what you should be focusing on right now? <http://www.danpink.com/pinkcast/pinkcast-1-13-the-power-of-an-hourly-beep/>

*How can I make sure I complete the most important thing today?*

**Use the MIT (Most Important Thing) Method** - <http://www.danpink.com/pinkcast/pinkcast-1-2-a-simple-trick-for-getting-the-right-stuff-done/>

*How can I create a positive productivity habit?*

**Use tools like** [**www.coach.me**](http://www.coach.me) **app to incentivize yourself to do a task every day**

* + For example: Learn a new skill? Write a blog post? Implement some thinking time?)
  + Note: The coach.me forums also offer discussions about even more productivity hacks to consider

*How can I track my own (and my team’s) to-dos organized by project?*

**Use task/project management tools like the Wunderlist app -** [**www.wunderlist.com**](http://www.wunderlist.com)

*How can our team keep in touch, limit email, and allow us to save conversations for future review?*

**Use a Team Communications/Knowledge Tracking service like Slack -** [**https://slack.com/**](https://slack.com/)

*How can I store, crowdsource, and share documentation like training materials and board policies with groups of people?*

**Use a Document Storage Tool like Google Drive (**[**https://drive.google.com**](https://drive.google.com)**), Box (**[**www.box.com**](http://www.box.com)**), or Dropbox (**[**www.dropbox.com**](http://www.dropbox.com)**)**

*How can I get fewer calls from parents but still provide good customer service?*

**Create FAQs on website. And don’t forget a script for everyone who answers the phone.**

*How can I automate some tasks that someone on our team does over and over again?*

**Use an Automation tool like IFTTT (**[**www.ifttt.com**](http://www.ifttt.com)**) or Zapier (**[**www.zapier.com**](http://www.zapier.com)**)**

*How can I write down and remember important notes and emails while I am driving or cooking?*

**Use transcription services in Evernote (**[**https://evernote.com/**](https://evernote.com/)**), Dragon Dictation (**[**www.nuance.com/dragon.html**](http://www.nuance.com/dragon.html)**), or just on your iPhone (Siri!)**

*How can I easily track all of my business expenses and receipts while on the road?*

**Use a Business Expense Tracking app like Shoeboxed (**[**www.shoeboxed.com**](http://www.shoeboxed.com)**) or Expensify (**[**www.expensify.com**](http://www.expensify.com)**)**

*How can I make better decisions?*

**Use the “Hell Yes” rule -** [**http://www.danpink.com/pinkcast/pinkcast-1-7-how-to-decide-whether-to-say-yes-or-no/**](http://www.danpink.com/pinkcast/pinkcast-1-7-how-to-decide-whether-to-say-yes-or-no/)

**Ask yourself, “What would you tell your best friend to do?” -** [**http://www.danpink.com/pinkcast/episode-1/**](http://www.danpink.com/pinkcast/episode-1/)

(Note**:** This tip is from Heath Brothers book *Decisive* - <http://heathbrothers.com/books/decisive/>)

*How can I resolve issues or find solutions to sticky problems?*

**Use the Rubber Duck method -** [**http://www.danpink.com/pinkcast/pinkcast1-3/**](http://www.danpink.com/pinkcast/pinkcast1-3/)

*How can I ensure our data is tracked consistently by all users?*

**Create** [**data standards**](https://jcamp180.org/JCamp180/media/Media/Knowledge-Center/Technology/Camp-Wonderful-Sample-Donor-Database-Data-Entry-Standards.docx?ext=.docx) **and train all users**

*How can I more effectively manage my social media accounts – finding, posting, and tracking content?*

**Use Tools to Manage Social Media Efforts such as Buffer (**[**www.buffer.com**](http://www.buffer.com)**), Pocket (**[**www.getpocket.com**](http://www.getpocket.com)**), Evernote (**[**https://evernote.com/**](https://evernote.com/)**), or the** [**Facebook Mobile App**](https://www.facebook.com/help/440342779314597)

*How can we create or find useful images for our blog, social media, and eNewsletter?*

**Use Tools for finding great free stock photos (**[**www.unsplash.com**](http://www.unsplash.com)**), creating 360 degree photos (**[**Google Streetview App**](https://www.google.com/streetview/apps/)**), and creating flyers, infographics, and other illustrations (**[**www.canva.com**](http://www.canva.com)**)**

*How can I organize photos, events, event participants, and other multimedia in any way I like?*

**Use Airtable (**[**https://airtable.com/**](https://airtable.com/)**) to create free, easy to use, shareable, cloud-based databases**