Fostering Greater Productivity

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Overview

- Introductions
- 4 Examples
- Brainstorming & Takeaway

What is one thing that you want to spend more time doing?
What do I balance?
Identifying Challenges

SOMETIMES I FEEL LIKE A BALLOON ABOUT TO BURST
My Top Productivity Challenges

- Distractions
- Wanting to do so much
- Worry/anxiety
- Motivation
Dealing with Distraction

- Cultivating focus
  - Meditate
  - Journaling
  - Yoga

- Strategizing
  - Find when you work best on what tasks
  - Take short breaks
Breaking Out of the “Yes” Syndrome

• Managing the want to do so much!
  – Defining short & long term goals
  – Scheduling time
  – Reserving time for just you as well
Addressing Worry

• Prioritize
• Stop being a perfectionist
• Build community
  – ask for feedback, talk about your struggles, use campus resources (Tang Center!)
Knowing & Holding On to Your Motivation

- Keep your goals in sight
  - Visual reminders
- **Courage is the ultimate productivity hack**
  - Fight inertia!
  - Breaking down tasks into manageable to-do lists
- Reward oneself
- Keep track your progress!
  - DayGram - One line a day Diary
Take-away

• What’s one thing you can try out/incorporate into your routine to boost your productivity this next week?
Thank you!