



Mu Sigma

Stress Free Productivity

Thursday Learning Hour

Do The Math

Chicago, IL

Bangalore, India

www.mu-sigma.com

27th Aug '20

How the Mind Functions

- Better as a focusing tool
- Not good as a memory tool
- Many things can be on your mind
 - Prepare the PPT, Talk to AL, Call a friend, what to eat for dinner, Has teammate made progress, missing item in dashboard, Brooklyn 99
- Remind you at inappropriate times
 - Rahul wants to know if Sameer has finished something
- Keep on reminding over and over again
 - True Story – Alarm 1:00 AM, 3:00 AM, 6:00 AM

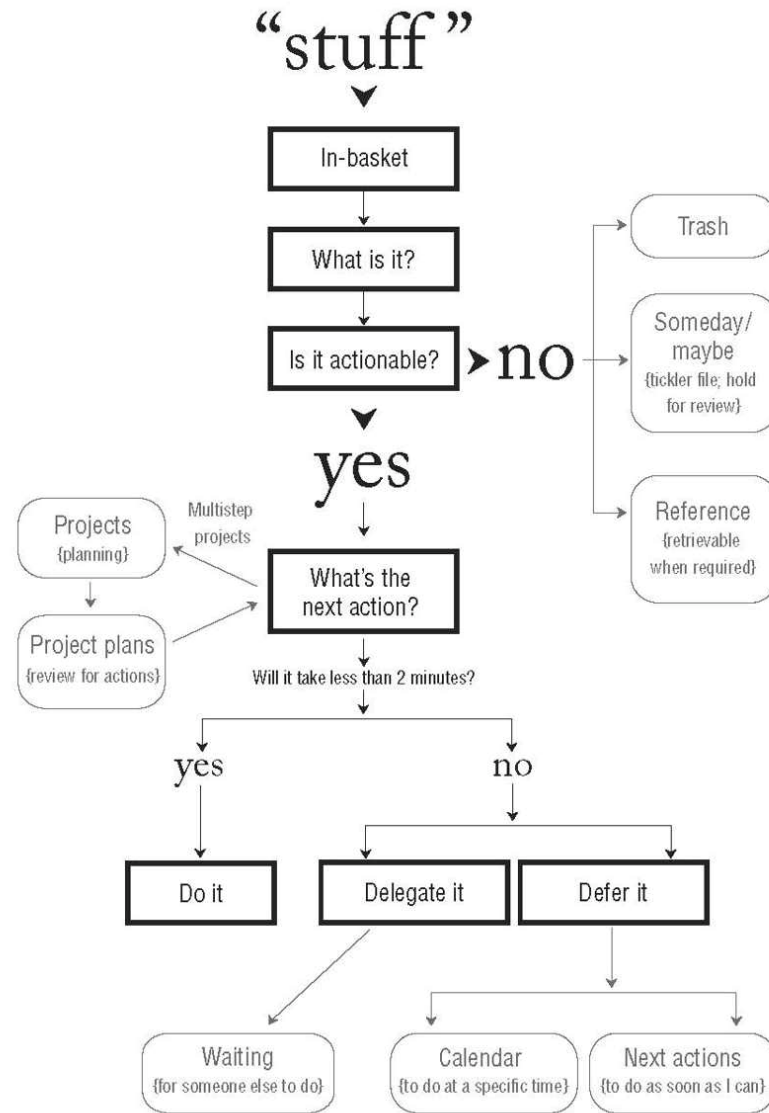


2 Effects of Broken Agreements

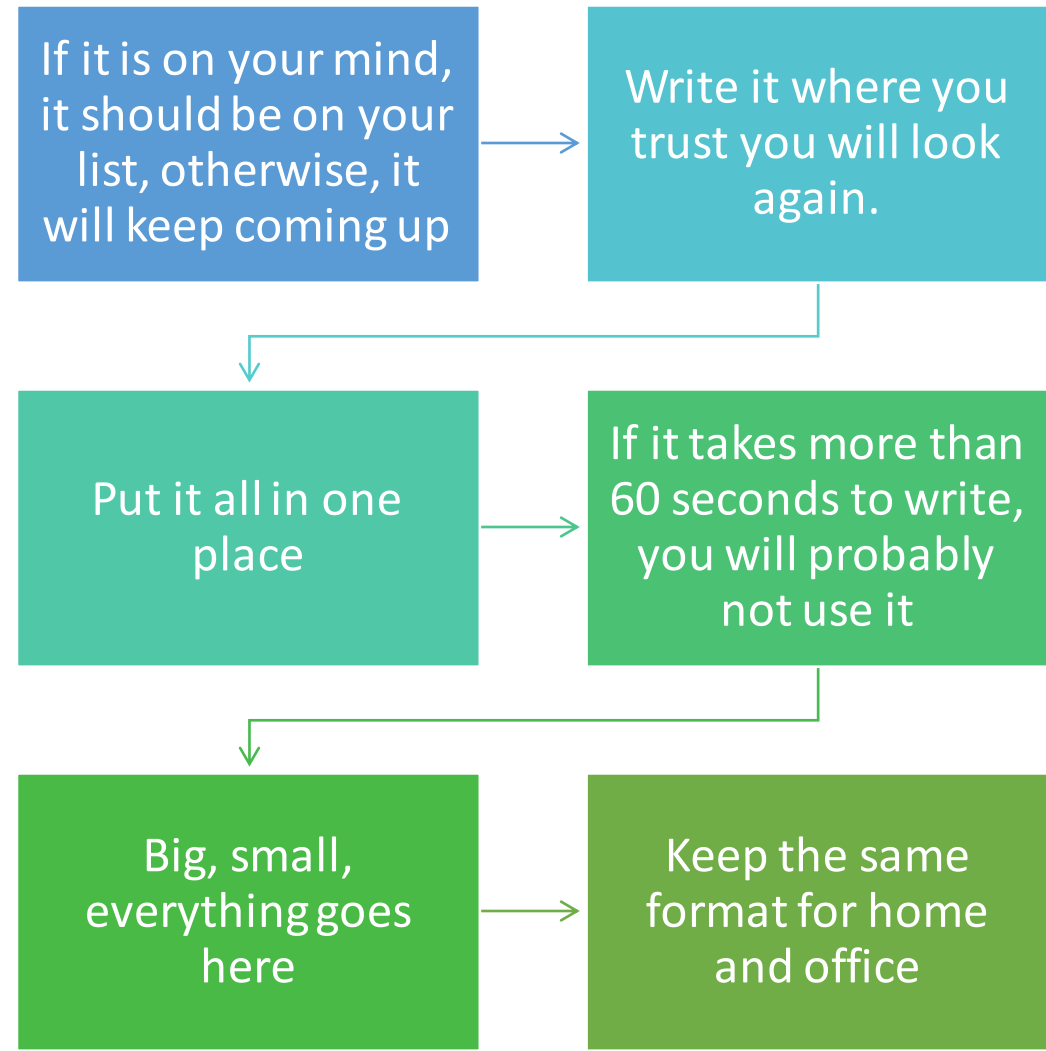


5 Steps to Stress Free Productivity

1. Capture Everything
2. Clarify
3. Organize your actions
4. Review regularly
5. Engage



Capture Everything – in your external mind



Clarify

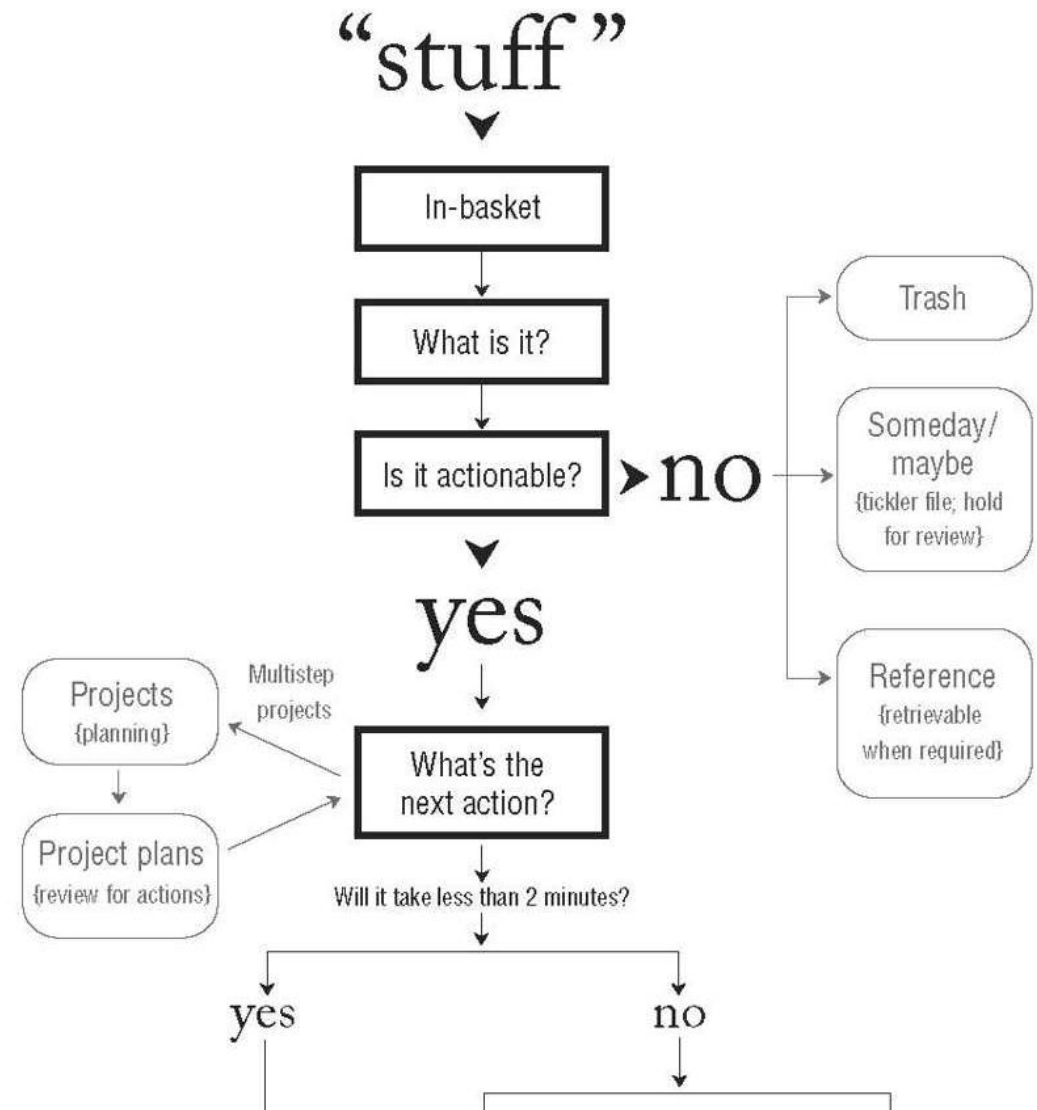
What is the purpose of doing this?

What is the expected outcome?

What is the next action

Organize

- An action is something physical that we can observe
- Example: Prize for Step Count
- If you can do it within 2 minutes, do it now otherwise
- Defer, delegate or move into planning



Review

Regularly do the same – capture, clarify and define the next action

Small Items – Daily – Scrum

Big Items – Once a Week

Engage

What should you do first

- Depends on your energy level, context and time available

What kind of work to do

- Existing work,
- Work that shows up
- Defining your work

Have a long term and short term vision of what you are trying to accomplish

- Life Vision
- Project goal

Conclusion

When we do all of these, work becomes meaningful

Mind becomes empty enough to be present with what you are doing

Many people experience flow

This does not mean work will reduce

Thank You