



## Productivity Tools That Work for You Transcript Summary

### Transcript

<https://otter.ai/u/0EcZdOC7O25vVqzZCsvMPFFA2ZM?view=transcript>

Shannon Tipton led a discussion on productivity tools and hacks, emphasizing the importance of understanding personal workflow habits. Participants shared their strategies for staying focused, such as using tools like Smartsheet, Miro, and the Stream Deck, and techniques like the Pomodoro method and Kanban boards. Erica highlighted the impact of her autoimmune disorder on her productivity. Leslie and Sandra discussed using Smartsheet for task management and automation. Jessica introduced the Stream Deck for automating common computer tasks. The session concluded with tips on merging to-do lists with calendars and the importance of tracking time effectively.

### Action Items

- Explore the Forest app for the Pomodoro technique.
- Connect with Sandra to learn more about using Smartsheet.
- Locate and set up the Stream Deck device.
- Share the Kanban board photo with the group.
- Create a productivity-focused music playlist.