



## Productivity Tools That Work for You Chatbox

11:02:48 From Erica Beggan to Everyone:

A little tired. Went to a hockey game last night

11:05:11 From Connie Halvorsen to Everyone:

I'm scared to look at that one! Lol.

11:06:38 From Michelle Pessoa to Everyone:

There was homework? 😬

11:06:52 From Amanda Young to Everyone:

First timer joining from Tampa, FL.

11:07:00 From Jason Dreyer to Everyone:

If there was it's nothing new that i didn't do it

11:07:01 From Keia Pannell to Everyone:

Greensboro, NC! Not my first time, but I haven't been here in a while!

11:07:18 From Monica Winger to Everyone:

First timer, Hampton, ON, Canada

11:07:18 From Jason Dreyer to Everyone:

Welcome Amanda

11:07:22 From Connie Halvorsen to Everyone:

Welcome Amanda!

11:07:25 From Jean Maher to Everyone:

First timer from Hudson Wi

11:07:25 From Erica Beggan to Everyone:

Replying to "Greensboro, NC! Not my first time, but I haven't b...":

Welcome back!

11:07:26 From Jason Dreyer to Everyone:

Welcome Monica

11:07:32 From Victoria Nelson to Everyone:

Welcome, everyone!

11:07:34 From Keia Pannell to Everyone:

About 1hour 20 minutes!

11:07:59 From Jason Dreyer to Everyone:

Welcome Jean

11:08:21 From Connie Halvorsen to Everyone:

Welcome Jean!

11:08:46 From Connie Halvorsen to Everyone:

Welcome, Monica!

11:12:12 From Maureen Flanagan to Everyone:

I'm wondering if any neurodivergent folks are here (especially ADD) to provide productivity tips.

11:12:24 From Maureen Flanagan to Everyone:

I have Hashimoto's Thyroiditis, too.

11:12:31 From Andrew Vercouteren to Everyone:

I've got the download from the blog---thanks!

11:15:01 From Jessica Koleno to Everyone:

Thank you for sharing, @Erica Beggan

11:16:36 From Erica Beggan to Everyone:

Replying to "I'm wondering if any neurodivergent folks are here...":

I just finished the 3 day virtual axe-con and sat in a couple of neurodiversity sessions. Some very information shared. Would love to share with you, if you'd like.

11:20:34 From Heather Varney to Everyone:

I have to tell myself daily to focus on the things I 'can' control to avoid over-worrying about those I can't.

11:22:01 From Justine Jardine to Everyone:

Great points! It's important to be kind to ourselves.

11:22:41 From Regina Doeppel to Everyone:

Me too Heather, multiple times a day.

11:22:45 From Erica Beggan to Everyone:

"I have feelings about this" (whatever "this" is)

11:24:12 From Erica Beggan to Everyone:

I think that was Victoria

11:24:46 From Victoria Nelson to Everyone:

Not always!

11:24:47 From Maureen Flanagan to Everyone:

One tip that has helped my procrastination is Brian Tracey's "Eat That Frog". I try to tackle the thing I want to do the least first so that anything else seems pleasant or less difficult. I expend far too much energy fighting what I don't want to do instead of just doing it and moving on. :-)

11:25:58 From Shari Sprack to Everyone:

We are Royalty!

11:26:12 From Erica Beggan to Everyone:

Replying to "One tip that has helped my procrastination is Bria...":

How does that work for you in regards to getting a "win" - in other words, does this make it feel harder to get a win under your belt that gives you some more energy?

11:26:12 From Maureen Flanagan to Everyone:

Purple (favorite color) here for professional development.

11:26:56 From Victoria Nelson to Everyone:

Now I want to go find some frog stickers!

11:27:00 From Justine Jardine to Everyone:

I eat that frog too. It works for me too.

11:27:02 From Erica Beggan to Everyone:



11:27:52 From Amanda Young to Everyone:

I have to drop, but such great insights! I look forward to joining again.

11:27:55 From Heather Varney to Everyone:

One thing I've been learning/working to do more of is if a task seems too daunting to get done today or quickly, break it down further into smaller tasks. It makes it easier to still move forward for me.

11:28:16 From Shari Sprack to Everyone:

Keeping true to "Your priority is not necessarily my priority"

11:28:36 From Jean Maher to Everyone:

Good point about the frog.— it's amazing how much time one can spend in their head on those tasks - clear out some head space for what is more important.

11:28:57 From Shari Sprack to Everyone:

Is there an App for that?

11:29:07 From Victoria Nelson to Everyone:

Michael Bungay Stanier just released a new journal last month called "Do Something That Matters" and has three core questions you ask yourself each day to help you focus on what's most important to you right now.

11:29:15 From Jessica Koleno to Everyone:

Replying to "One thing I've been learning/working to do more of...":

Have you looked at <https://goblin.tools/> They have a magic ToDo list that will break your tasks into subtasks (and even subtasks into smaller subtasks).

11:31:40 From Maureen Flanagan to Everyone:

I've mentioned this before. My oldest sister reminds me I am a human BEing and not a human DOing. Having been "rewarded" by parents for achievements, it is hard to be still and not caught up in busy-ness.

11:31:55 From Joyce Pickering to Everyone:

I procrastinate a lot, but I have to think of something as "paying the piggy bank". Like working out, immediately you don't see the benefits, but after a while you do. So, sometimes when I do work I have think "ugh I don't like this, but I'm paying the piggy bank, I'll see the results in a few weeks/months."

11:32:24 From Erica Beggan to Everyone:

Replying to "Keeping true to 'Your priority is not necessarily ...":

As much as you can, right @Shari Sprack? Sometimes the powers that be have other ideas and sometimes we do have to take someone else's priority and make it ours. 😞

11:33:11 From Erica Beggan to Everyone:

Replying to "Michael Bungay Stanier just released a new journal...":

Oooo, I missed that! Thanks for mentioning this!

11:34:28 From Justine Jardine to Everyone:

Spotify! Music 🎧

11:35:32 From Regina Doeppel to Everyone:

I use music as well. I need noise in the background. Silence kills me

11:35:42 From Erica Beggan to Everyone:

@Justine Jardine - Have you tried out the "Deep Focus" public playlist? I can do this, as long as there are no vocals.

11:35:47 From Victoria Nelson to Everyone:

I will block focus time on my calendar and protect it so it doesn't get hijacked for other things.

11:35:58 From Joyce Pickering to Everyone:

Jason Lewis' Mind Amend YouTube Concentration music channel is amazing.

11:36:19 From Maureen Flanagan to Everyone:

We have Microsoft Viva Insights at work and I set it up so I have a two hour block of time each day for Focus Time. I color-code it on my calendar. It shows that I should not be interrupted on chat or be in meetings on that. It also shows how well I've done honoring that Focus Time and who I connected with most often outside of Focus Time. It is helpful to know that my technology coworker is helping with a time boundary.

11:36:39 From Sandra Guzman to Everyone:

I use Smartsheet to track items I need to get done. I keep them categorized by areas of focus. Track due dates, any next steps that I need don't want to lose track of... it's my own project plan of all tasks to keep me on point.

11:36:39 From Shari Sprack to Everyone:

Replying to "Keeping true to 'Your priority is not necessarily ...":

@Erica Beggan that's true, but I push back and ask (politically correctly) why this is pushing my priorities and what is the return.

11:37:30 From Erica Beggan to Everyone:

Replying to "Keeping true to 'Your priority is not necessarily ...":

Respect Shari! I just can't push back on some of the things that are "drive by's"

11:37:45 From Jason Dreyer to Everyone:

This one has no vocals:

[https://open.spotify.com/playlist/7FIKHsqdrBXWHo2GJ1rPWe?si=8tCnXAsATWKuJZmf2ob\\_wA](https://open.spotify.com/playlist/7FIKHsqdrBXWHo2GJ1rPWe?si=8tCnXAsATWKuJZmf2ob_wA)

11:38:32 From Regina Doeppel to Everyone:

I just started a board in Planner but this is a much better idea.

11:38:46 From Erica Beggan to Everyone:

I liked kanbaning (yes, I'm verbing it) for my projects. We're using Smartsheet (and not in a smart way) so I am not doing it as much. I use Microsoft To Do alot

11:38:51 From Jessica Koleno to Everyone:

Just got an Elgato Stream Deck and it has changed my productivity!! My work uses ASANA for project management. Also just like post it notes on the side of my computer on this clear board.

[https://www.amazon.com/Monitor-Memo-Board-Multifunction-Transparent/dp/B09YPT1FL3/ref=asc\\_df\\_B09YPT1FL3?mcid=55827e8e96083cfcabb8f7e7d7968b51&hvocijid=3702921354751908682-B09YPT1FL3-&hvexpln=73&tag=hyprod-20&linkCode=df0&hvadid=730434177080&hvp os=&hvnetw=g&hvrand=3702921354751908682&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvc mdl=&hvlocint=&hvlocphy=9013147&hvtargid=pla-2281435179018&th=1](https://www.amazon.com/Monitor-Memo-Board-Multifunction-Transparent/dp/B09YPT1FL3/ref=asc_df_B09YPT1FL3?mcid=55827e8e96083cfcabb8f7e7d7968b51&hvocijid=3702921354751908682-B09YPT1FL3-&hvexpln=73&tag=hyprod-20&linkCode=df0&hvadid=730434177080&hvp os=&hvnetw=g&hvrand=3702921354751908682&hvpone=&hvptwo=&hvqmt=&hvdev=c&hvdvc mdl=&hvlocint=&hvlocphy=9013147&hvtargid=pla-2281435179018&th=1)

11:41:29 From Shari Sprack to Everyone:

@Sandra Guzman I would love some tips and tricks if you could share, I have Smartsheet, but obviously, could use it a lot more wisely...

11:42:24 From Shari Sprack to Everyone:

Hello from Canada

11:42:44 From Erica Beggan to Everyone:

Replying to "This one has no vocals: <https://open.spotify.com/p...>":

@Jason Dreyer - is it true that the only way to get rid of the commercials is to have any paid account, or do you have to have a certain level of paid account to get rid of them? The commercials have become SUPER jarring for when wanting to focus.

11:43:51 From Stella Lindeke to Everyone:

Is anyone using Miro as a productivity tool? Miro has now so many templates .....

11:43:53 From Jason Dreyer to Everyone:

Replying to "This one has no vocals: <https://open.spotify.com/p...>":

Yes, the only way to get rid of commercials is to get a paid account.

11:44:34 From Shari Sprack to Everyone:  
Excellent, thanks @Sandra Guzman

11:44:41 From Leslie Fritz to Everyone:  
There is the tip--join the Smartsheet Community for support

11:45:08 From Erica Beggan to Everyone:  
@Sandra Guzman's correct - I am an authorized user (I might be using the right term) for other SmartSheets that an editor is allowed to create (because a "seat" was given to them) but I cannot create one or use some of the other tools.

11:45:56 From Erica Beggan to Everyone:  
Replying to "@Sandra Guzman's correct - I am an authorized user...":  
Or, I should say I might not be able to create as much or do as much with it. I don't want to make too much of an absolute statement, just in case...

11:48:42 From Maureen Flanagan to Everyone:  
@Jessica Koleno - Do you know how portable the monitor memo board is? My work location is hybrid, so sometimes on site in open space and sometimes at home (my preference).

11:49:46 From Shannon Tipton to Everyone:  
<https://amzn.to/4hjwoIN>

11:54:44 From Jessica Koleno to Everyone:  
Each time I go to the bathroom, I habit stack it with a quick 10 squats before I sit back down. It is supposed to be more effective than a 30 minute walk and resets my brain nicely!!

11:54:45 From Maureen Flanagan to Everyone:  
Advice from Getting Things Done...projects do not belong on a To Do list. Only the tasks belong on the To Do list.

11:55:19 From Monica Winger to Everyone:  
Replying to "Each time I go to the bathroom, I habit stack it w...":  
I do 10 squats when my Apple watch tells me to stand LOL

11:55:34 From Regina Doeppel to Everyone:  
Replying to "Each time I go to the bathroom, I habit stack it w...":  
I just started this. I set a timer for every hour to do 10 squats.

11:56:32 From Deb Duty to Everyone:  
what do you use to keep track of those to dos?

11:56:35 From Andrew Vercouteren to Everyone:

I use the 1 - 3 - 5 method:

1=The one thing that absolutely, positively has to happen today.

3=The three things I'm working on today.

5=Those five (or more) little things that can happen at any time, and I can do during in-between times.

Each of those becomes a post-it on the Kanban board for the day.

11:56:43 From Leslie Fritz to Everyone:

Outlook for to -do lists (I'm government so "cyber security team" does not grant permission to apps). I just need to practice all the features of Outlook. Story of my life--Will I ever get rid of sticky notes?

11:58:38 From Maureen Flanagan to Everyone:

From my younger sister and analog (paper, handwritten To Do List) --- use a highlighter when something has been completed. It is then easier to see what has not yet been completed versus having things crossed out.

11:59:53 From Monica Winger to Everyone:

Love this! Thank you!!!

12:00:28 From Connie Halvorsen to Everyone:

Thank you!

12:00:30 From Brandee Hicks to Everyone:

Thank you!

12:00:35 From Stella Lindeke to Everyone:

Thank you so much for this coffee chat.

12:00:35 From Jessica Koleno to Everyone:

Thank you for all the great tips!!

12:00:41 From Monica Winger to Everyone:

We have snow coming today!

12:01:09 From Victoria Nelson to Everyone:

Thanks so much! See you at the next chat!

12:01:22 From Stella Lindeke to Everyone:

On Monday big Carneval in Mainz!



12:01:36 From Justine Jardine to Everyone:

Thanks Shannon. That was a great discussion, as always.

12:02:04 From Regina Doeppel to Everyone:

Thank you for this great discussion. Appreciate all the sharing and tips.

12:02:05 From Erica Beggan to Everyone:

Thank you!

12:02:15 From Shari Sprack to Everyone:

Thank You!