

Ice-Breaker Session – Best Tips or Work Hacks

Top Tips:

- **Keep separate to do lists: – to focus without worrying about forgetting something**
- **Have only 15 or 30 minute meetings**
- **Take calls during commute time**
- **Shift email discussions to meeting or a phone call and cancel unnecessary meetings**
- **Walk during calls or meetings**
- Wait / be last to respond to group emails (let it marinate and resolve itself)
- Schedule tasks via calendar blocks
- Leverage technology for team messaging and project managers
- Reduce emails and share info knowledge base (slack or trello)
- Delay all emails by 1 minute – the “oh darn minute”
- Flag emails for later review
- Have a lot of plants in your office
- Reserve your Zen time at the start of every day
- Swallow the frog first – identify the worst thing to do and do it first
- No multi-tasking – measure twice, cut once
- Take a short walk to clear your head
- Schedule next meeting in current meeting
- Block desk time / do not disturb time

All Tips by Table:

Make lists

Walk during calls or meetings

Calling instead of emails where possible

Go running

Write down to do list before the end of the day

Clear out inbox everyday

Disable email on vacation

Read each email only once

Add to do list to calendar daily

Outside meetings

Commuter meetings

Focus on work-life balance

Pick up phone instead of email

Flag emails for later review

Separate to do lists

Let phone calls go to voice mail

Triage emails in a.m.

Schedule time for tasks

Exercise

Notability app

Limit email responses to what’s necessary

Schedule tasks via calendar blocks

Leverage tech for team messaging and project managers: Reduce emails and shared info knowledge base (slack or trello)

Schedule calls for commute time

Start day with email triage and organization]

Block protected calendar time

Read emails before starting day

Utilize standing desk (increase energy)

Make lists – to focus without worrying I am forgetting something

Take calls while commuting

Delay all emails by 1 minute – the “oh darn minute”

Take a walk outside – fresh air

Combine municipal transportation with UC shuttles to buy time

Use wifi on public transportation

Restrict time on email

Start out work week on Sunday

Delay emails to keep responses to work hours

Walking meetings in the sun

A lot of plants in office

Reserve your Zen time at the start of every day

Audiobooks on commute

Scheduling a routine

Bringing snacks to every meeting

Swallow the frog first – identify the worst thing to do and do it first

No multi-tasking – measure twice, cut once

Take a short walk to clear your head

Start of the day – list of to dos

Mid day 15 minute email re-group

Schedule next meeting in current meeting

30 minute meetings

Block desk time / do not disturb time

Headphones

Walking meetings

1:1 lunch meetings

In-person meetings preferred

Sync email subject with the discussion topics

Decline meeting invites in there is more than 10 people

Wait / be last to respond to group emails: let it marinate and resolve itself

15 minute and 30 minute meetings

Shift email discussions to meeting or a phone call: Cancel unneeded meetings

Clear Inbox Every Day: Separate into -

Now

Same Day

Tomorrow

Archive

Diagram Problems

Coffee

Delegate /Deflect

Turn Email Off

Flip Email Dates – sort by unread

Schedule 15 minutes between meetings

Block out time on calendar

Minimize standing meetings

Ignore emails on vacations and weekends