

Staying productive

CAS at home

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Productivity

/prɒdʌk'tɪvɪti/

noun

A state of using the resources you have efficiently and working towards your goals

“Quarantine is one of the best times to be productive”



Routine

Importance

Productivity

scheduling your day
allows efficient
planning and focus on
actions that will lead
to desired outcomes

Mental health

the predictability and
control you have serve
as rocks to step on in
the midst of the
chaotic virus

Advised activities to include

- Time for rest and family
- Getting ready and maintaining hygiene
- Times to rest and recharging periods
- Take time to plan the day ahead

Tips

- Wake up, eat and go to bed at set times; that way the brain does not go under excess stress
- Set realistic goals for the day
- Work during the times of the day that suit you best
- Tackle hardest tasks first

Techniques

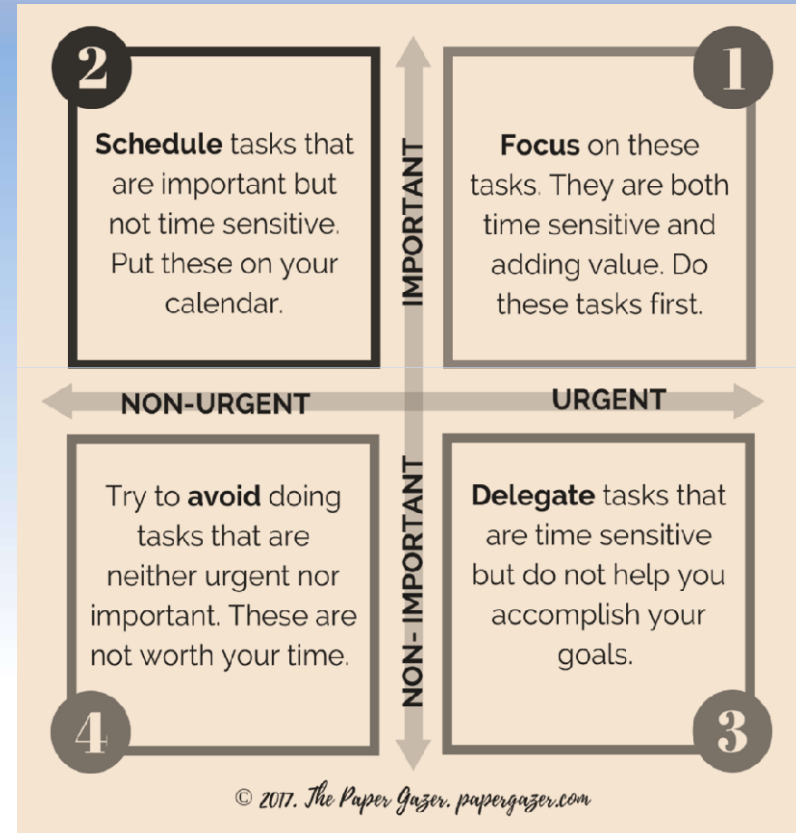
Pomodoro technique

- Time management tool
- Work for 25min, rest for 5 min = 1 Pomodoro
- 20 min break after 4 Pomodoros
- Relies on the feeling of urgency and limited time
- Best for getting started and dealing with procrastination



Eisenhower matrix

- Organizational tool
- Plan and deal with tasks according to the matrix
- Urgent: require quick reaction
- Important: contribute to long-term goals
- Best for knowing where to start



Getting things done (GCD)

- Organizational tool
- “brain dump”
- Separate tasks into 6 categories and begin tackling them
- After, get done the ones who need little time and break down bigger ones
- Best for managing too many tasks

GCD areas of focus

1. Current actions
2. Current projects
3. Areas of responsibility
4. 1-2 year goals
5. 3-5 year goals
6. Life goals



Productive activities

Work and school

Why: work towards life goals

Tips:

- Break down tasks into manageable chunks
- Complete during the time of the day you feel most productive
- Remove all distractions
- Use a designated space for work (make sure it has everything you need but no more)

Hobbies

Why: personal development, happiness

Tips:

- Use as breaks between work/study times and/or schedule but watch out – it might become a distraction
- Make it a habit
- Ideally have 3 hobbies: 1 to keep you creative, 1 to keep you active, 1 to help you grow into the person you want to be

Skills

Why: personal growth and development

Tips:

- Implement the skill you want to learn into as many activities as possible
- Find meaning and motivation
- Pay attention to the professionals, then practice

Health

Why: staying safe, both physically and mentally

Tips:

- Physical health: sneak in workouts or jogs whenever possible; find an enjoyable activity; follow all rules and regulations
- Mental health: talk to people, have a routine, do things that make you happy, take breaks

Do not forget to rest!

Even though being productive is important for achieving your long-term goals and desires in life, we are all human beings who need to rest and take care of themselves. Especially during quarantine, it is okay to relax and take time to adapt to the situation and do what is best for everyone.

Stay safe!

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