

Productive
- and happy!

Jon Kjær Nielsen

jon.dk

Agenda

- Time Management recap
- Happy at work introduction
- Productivity Principles
- Simple tips and tools
- Weekly and daily planning
- Email and meetings
- Project management survival tips

Take action

- Decide on 1 to 3 things you will do after today
- Small steps!







Jon Kjær Nielsen -
Speaker & Author

M.Sc. in engineering,
2002. Former HR
Specialist.

Independent
consultant since 2006.

Biker, book-worm,
chef, nomad



TEMERE
SPORG INC
audiovox
innovate
ZEGA-case
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BMW 650

TEMERE



accenture



BILKA



BESTSELLER*

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HMN GASSALG



KMD

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TDC

Silkeborg Kommune

TERMA

Tryg

vejle KOMMUNE

youSee mere ud af skærmen

telenor

TEKNOLOGISK INSTITUT



Materials after today: HappyWays.com/maersk

- Today's presentation
- Articles
- The HappyWays Podcast!



HappyWays 🤔👍

A close-up, angled view of a clock face. The clock is silver with a white face and black numbers. The numbers 8, 9, 10, 11, and 12 are visible. The word 'TIME' is written in large, bold, red 3D letters. Below it, the words 'OUR MOST PRECIOUS RESOURCE' are written in large, bold, black 3D letters. The text is slightly tilted to match the perspective of the clock.

TIME

**OUR MOST
PRECIOUS
RESOURCE**

Time Management 101

- Your calendar is King
- Schedule everything
- Obey the schedule
- Keep a To-Do list so you don't have to remember
- Estimate needed time for each task
- Prioritize tasks
- Eliminate distractions



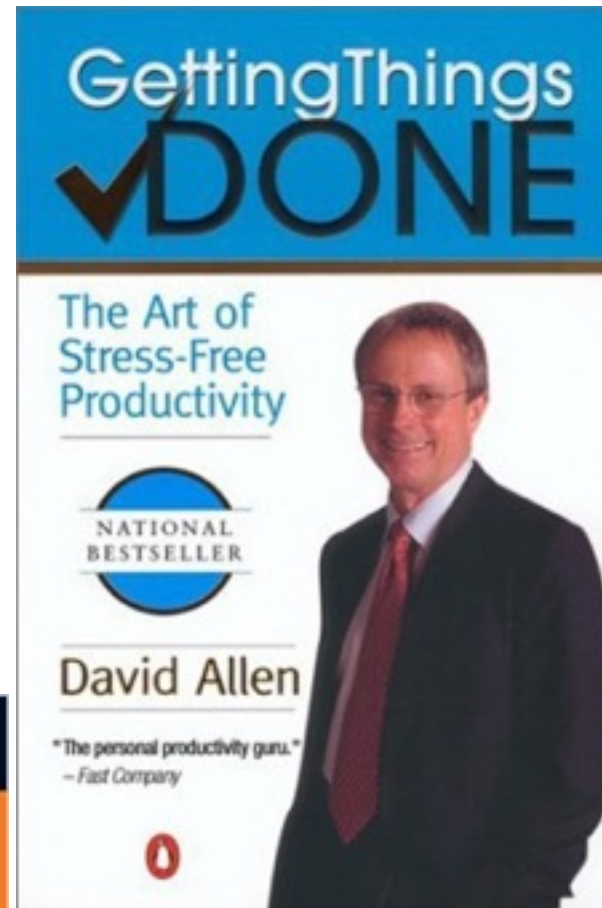
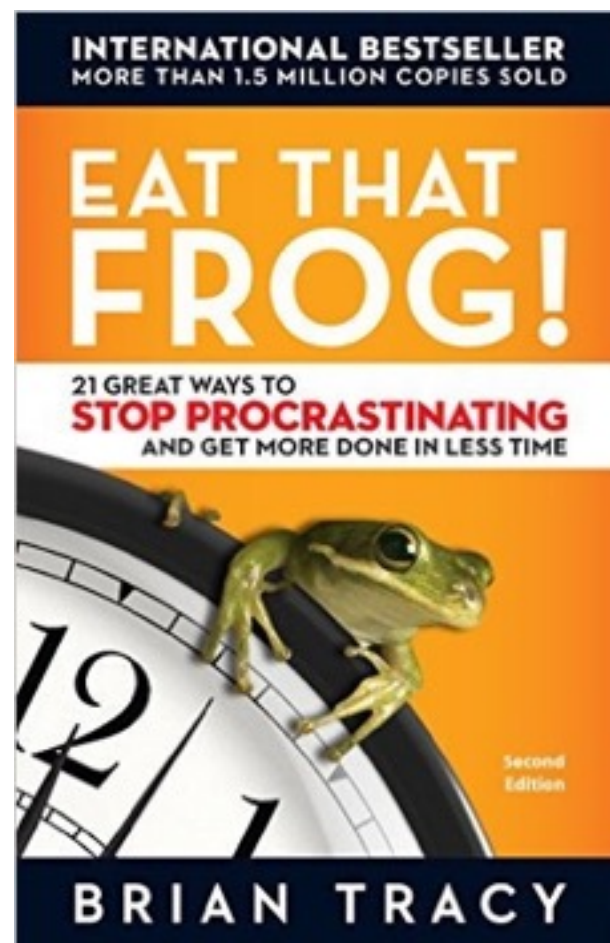
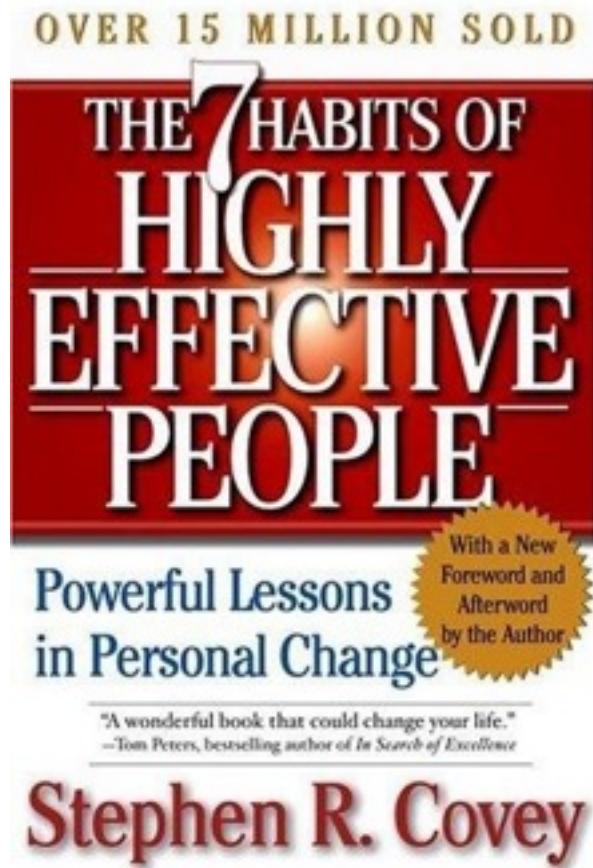
Main issue:

Managing focus
and energy

Reactive mode



Beyond the classics



Happy at Work:
That's why!

HBR.ORG

Harvard Business Review

JANUARY-FEBRUARY 2012

68 **The Big Idea**
Runaway Capitalism
(Beware the Peacock Effect)
Christopher Meyer and Julia Kirby

139 **Managing Yourself**
The Skills Every
21st-Century
Manager Will Need

188 **Life's Work**
Kareem Abdul-Jabbar

PLUS Audacious Ideas 2012

SPECIAL DOUBLE ISSUE

THE VALUE OF HAPPINESS

HOW EMPLOYEE
WELL-BEING
DRIVES PROFITS



Happiness - the bottom line

Productivity

Service

Teamwork

Sick leave

Sales

Employee turnover

Creativity

Learning

Leadership



36.8°C



OMRON

Productivity:

...happy doctors are 19%
faster at making an
accurate diagnosis



Sales:

Optimistic salespeople
make 88% more \$\$\$

See: Learned Optimism, by Seligman



Sources of happiness

Assignment

Think about a really
good day at work



Motivation & Hygiene

Negative impact

- Problems with the Hygiene Factors

The Victim T-shirt



Negative impact

- Problems with the Hygiene Factors
- Whining and complaining
- Lack of recognition
- Perceived injustice
- Poor relationship with own boss

A close-up, low-angle shot of a clock face. The clock is silver with a white dial. The numbers 8, 9, 10, 11, and 12 are visible on the left side, while 1, 2, and 3 are on the right. The word "TIME" is written in large, bold, red 3D block letters across the top. Below it, the phrase "OUR MOST PRECIOUS RESOURCE" is written in large, bold, black 3D block letters, arranged in three lines. The lighting creates strong shadows, giving the text a three-dimensional appearance.

TIME

**OUR MOST
PRECIOUS
RESOURCE**

Promise

Gain more than
1 hour of extra time
per day



**KEEP
CALM
AND
PRACTICE
PRINCIPLES**

Question:

How much work is
there?

How much work is there?



TRUSTED EMPLOYEE

1952 - 2014

HAD THE NERVE TO LEAVE US
WITHOUT FINISHING WORK

www.tombstonebuilder.com

There is too much work

#1



Morten

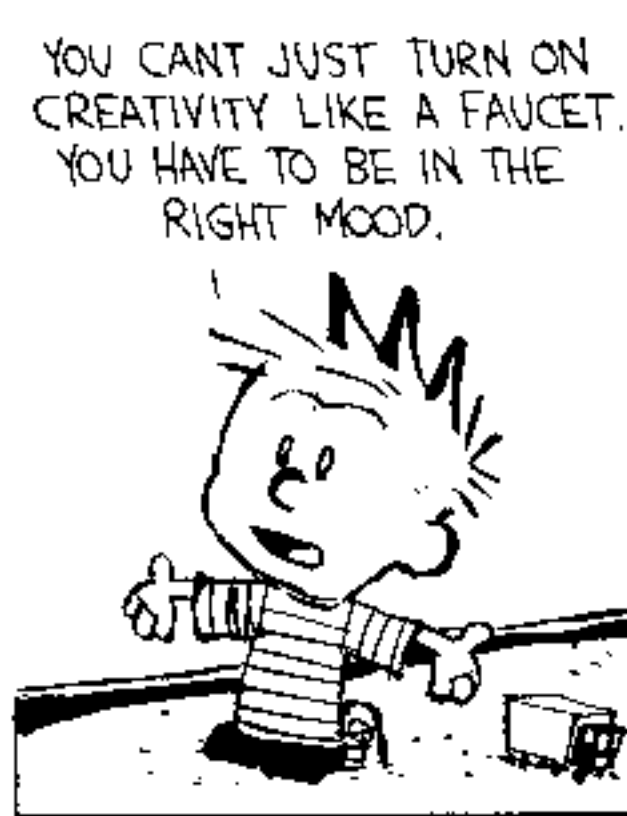


#2

It is possible
to be happy at work
even when too busy



Parkinsons Law

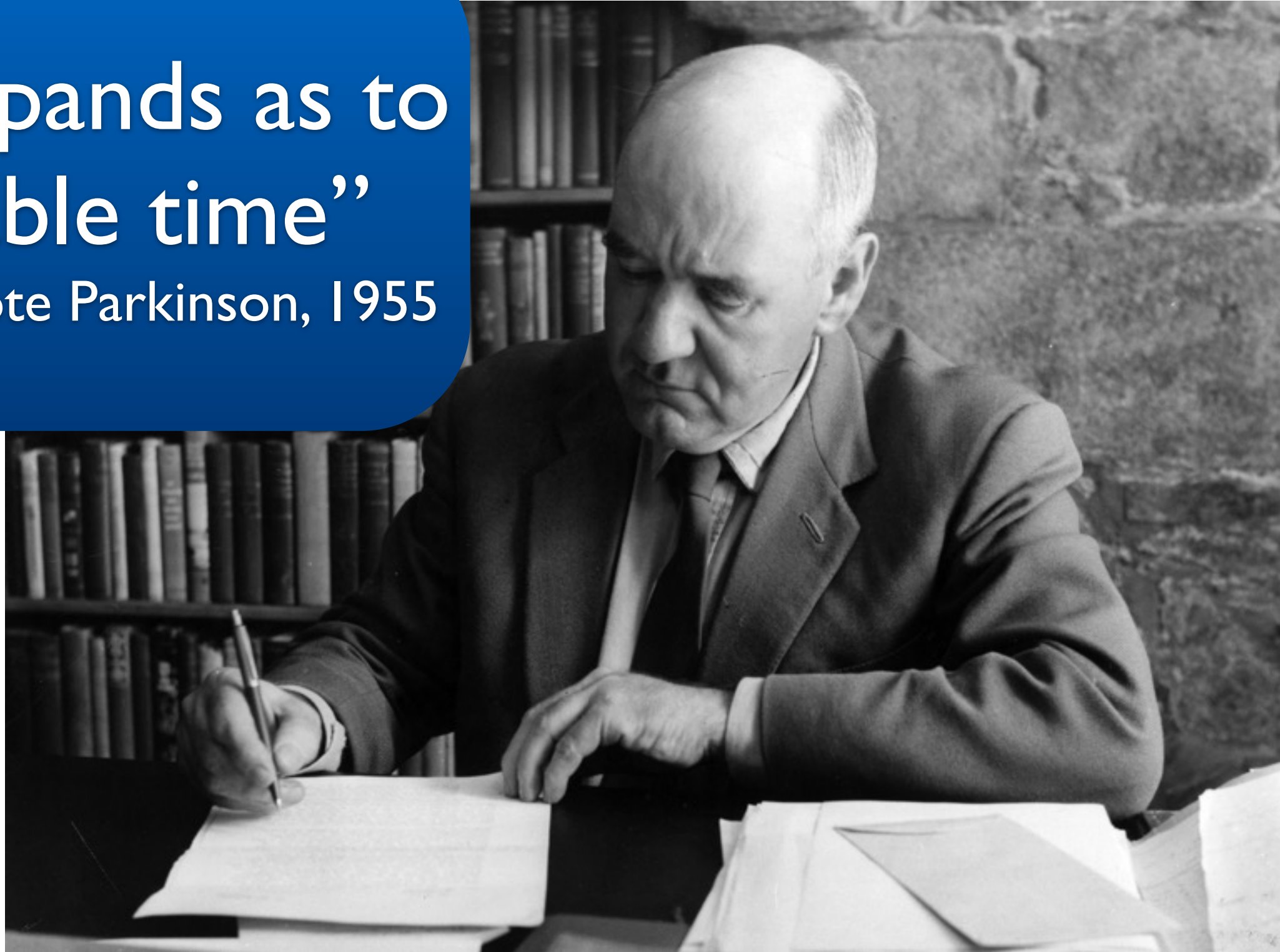


#3

Parkinsons Law

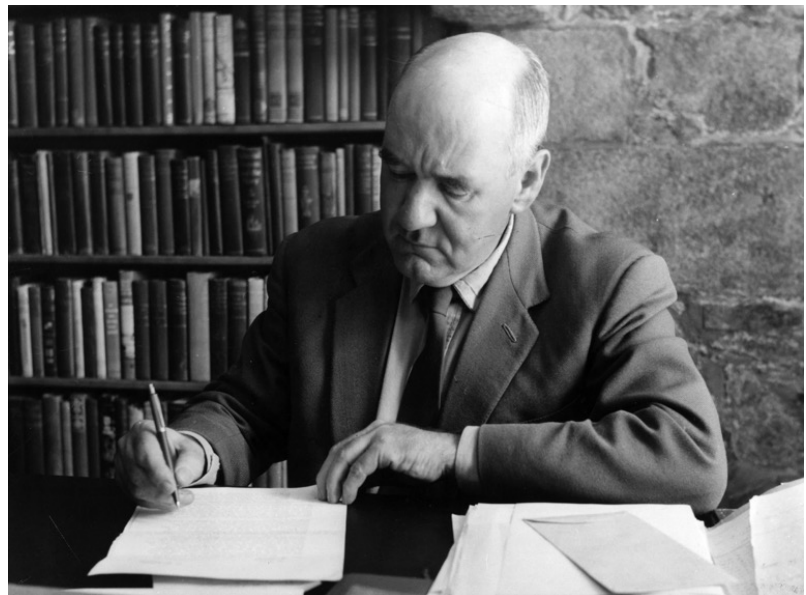
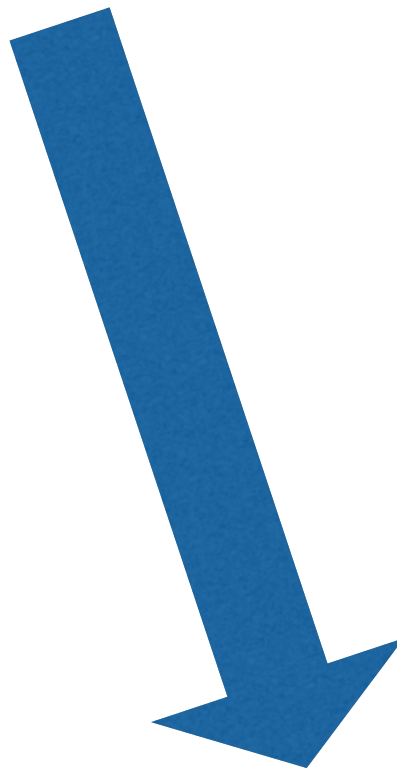
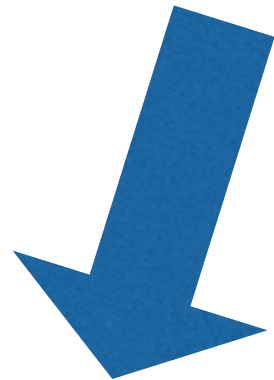
“Work expands as to
fill available time”

- Cyril Northcote Parkinson, 1955



#3

Parkinsons Law



Clever use of shorter dealines

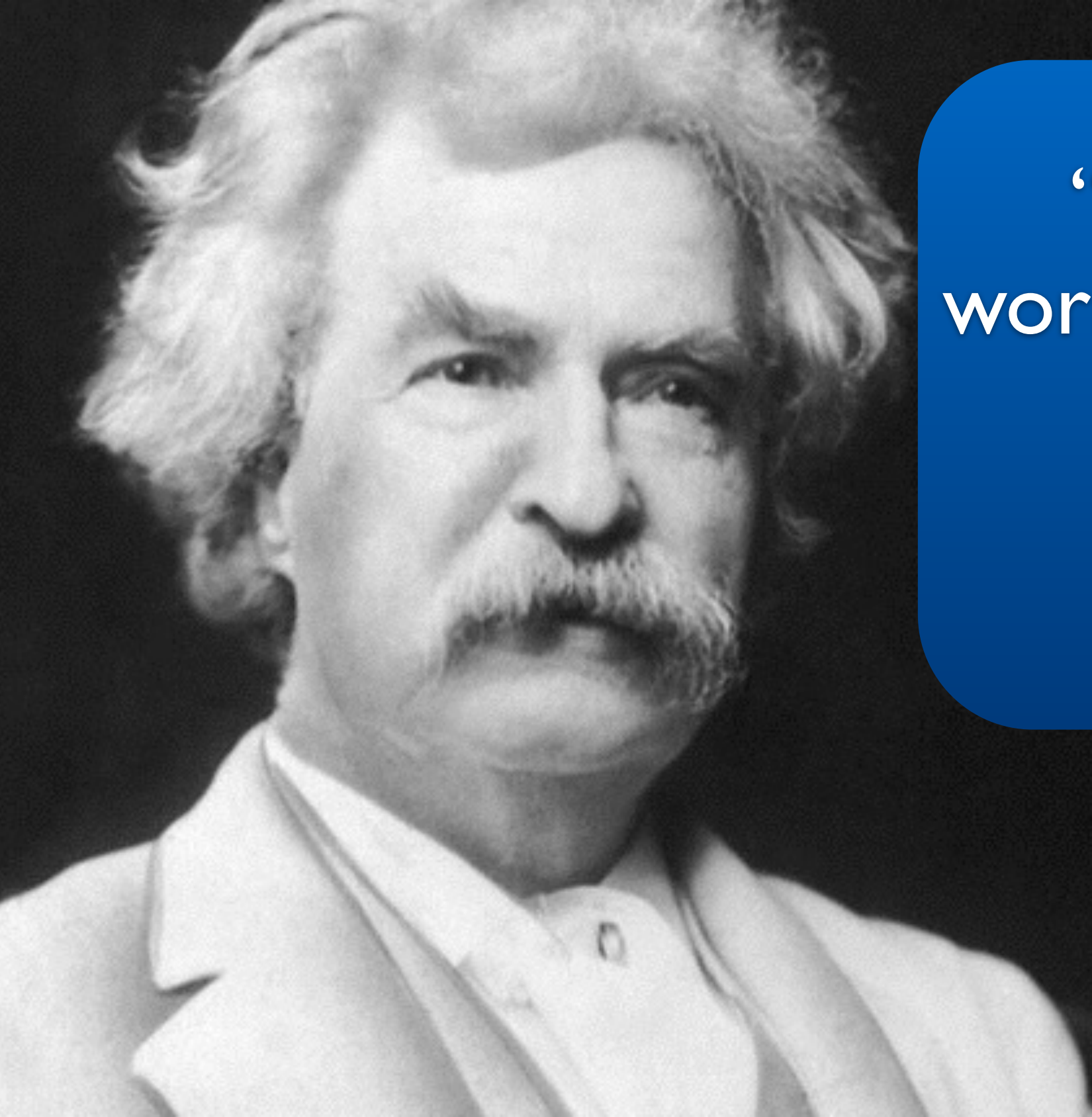
Time boxing

App: Pomodoro

For PC:
Tomighty



*Instructions for use:
"Pomodoro Technique"*



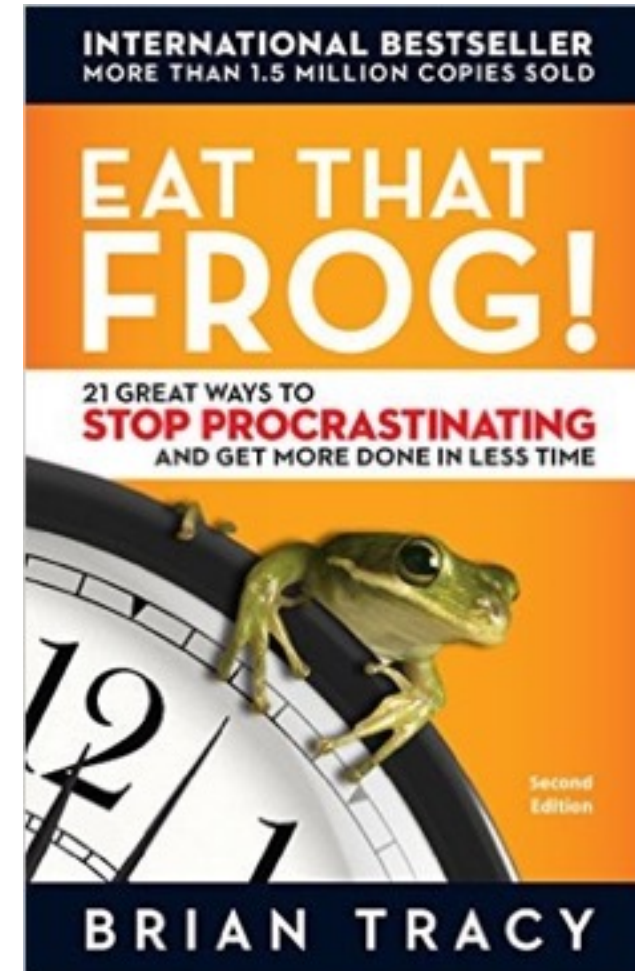
“I’ve had a lot of
worries in my life, most
of which never
happened”
- Mark Twain

#4

Worries and problems
grow when you add time



Tracy: Do the most unpleasant first,
the thing you're likely to procrastinate on



Alternative:
Doing “that one thing” that would make a huge
difference

Question:

What would be your
“one thing” today?

#5

Results and hours spent
are not connected



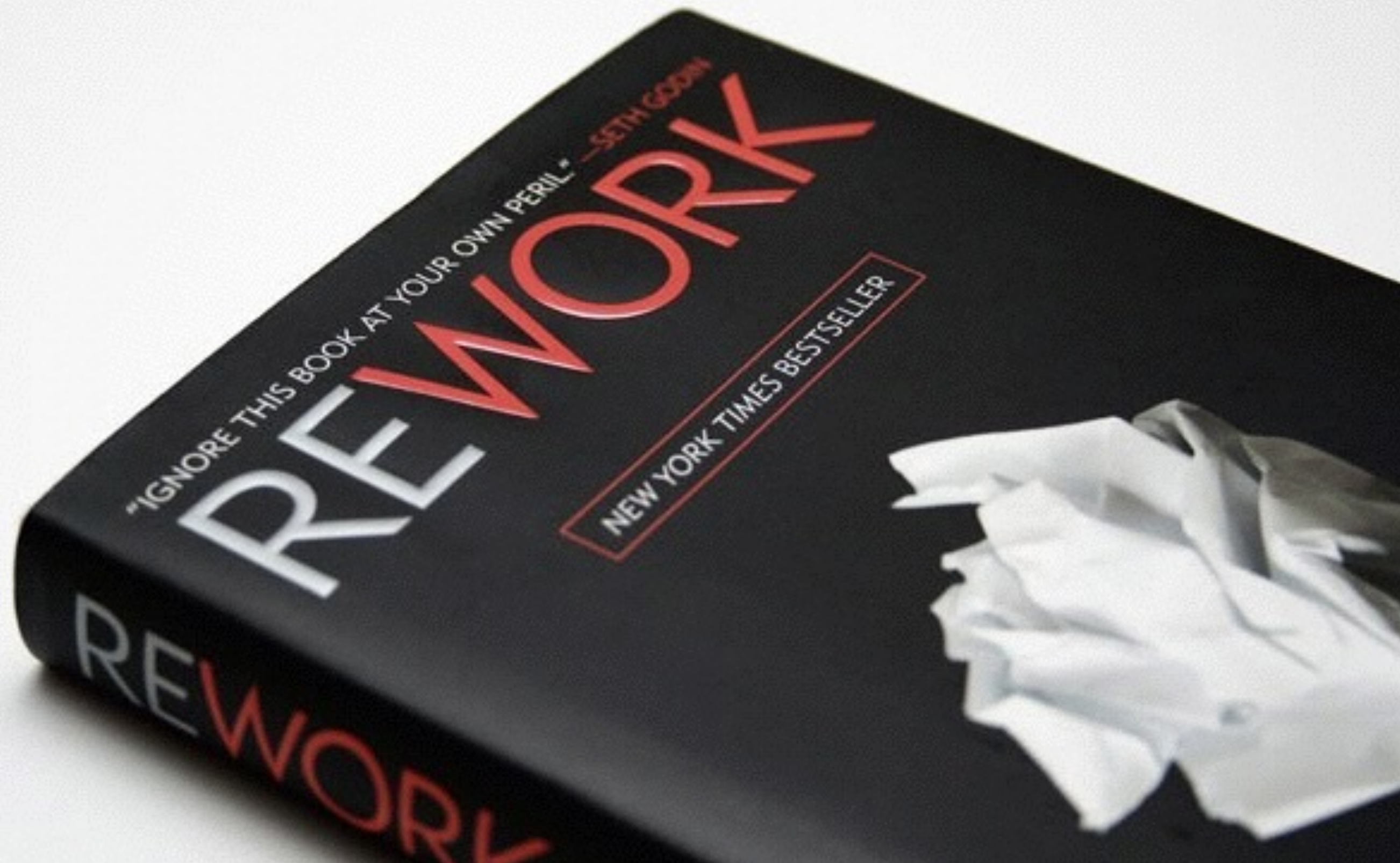
The myth of overwork



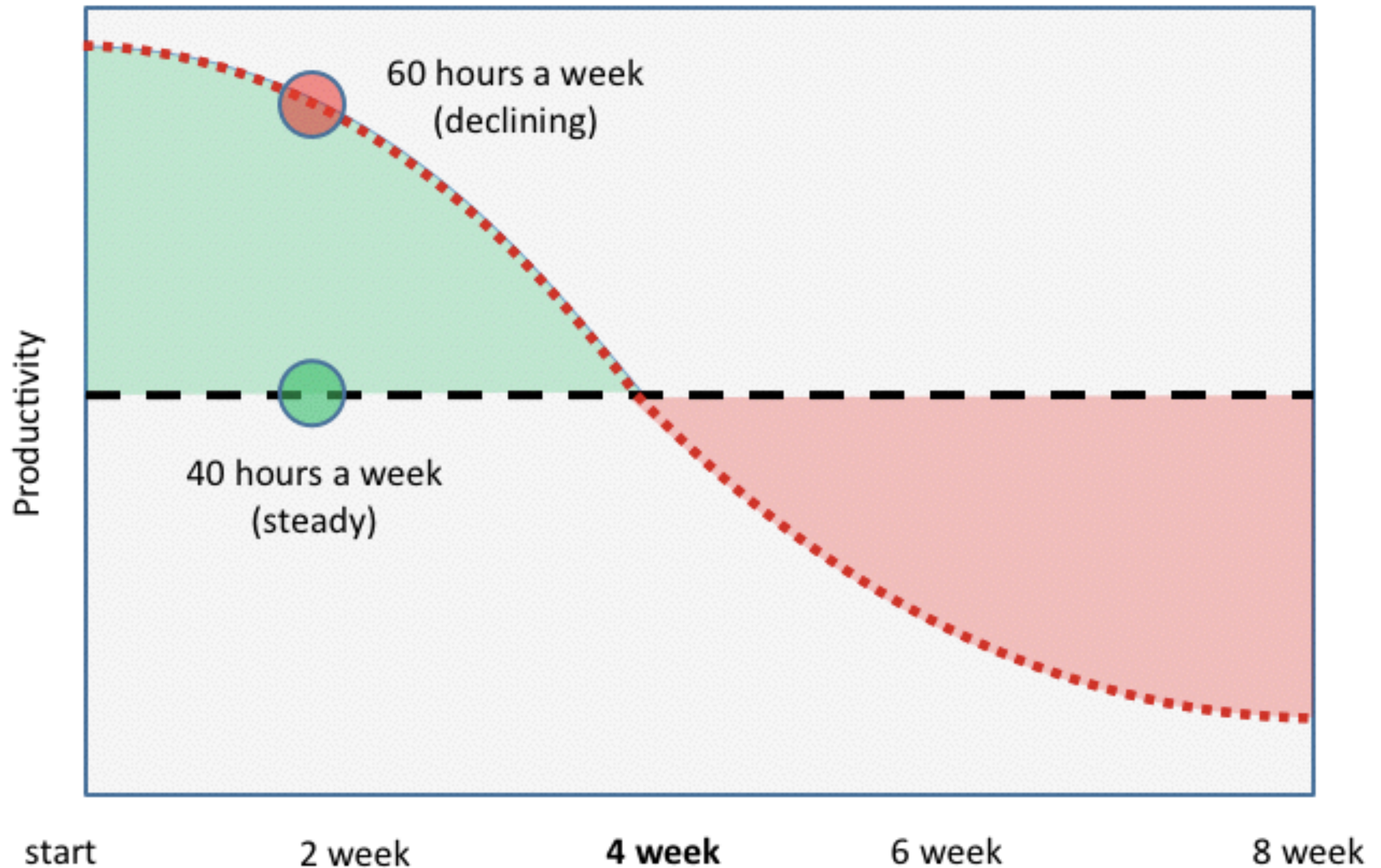


We built the company that
we'd want to do business
with. We hope you do too.

37signals 



Productivity and overwork



#5

Results and hours spent
are not connected

Take
breaks

HappyWays Podcast 14:
Digital Stress and Detox

Exercise

Take time off
to recuperate

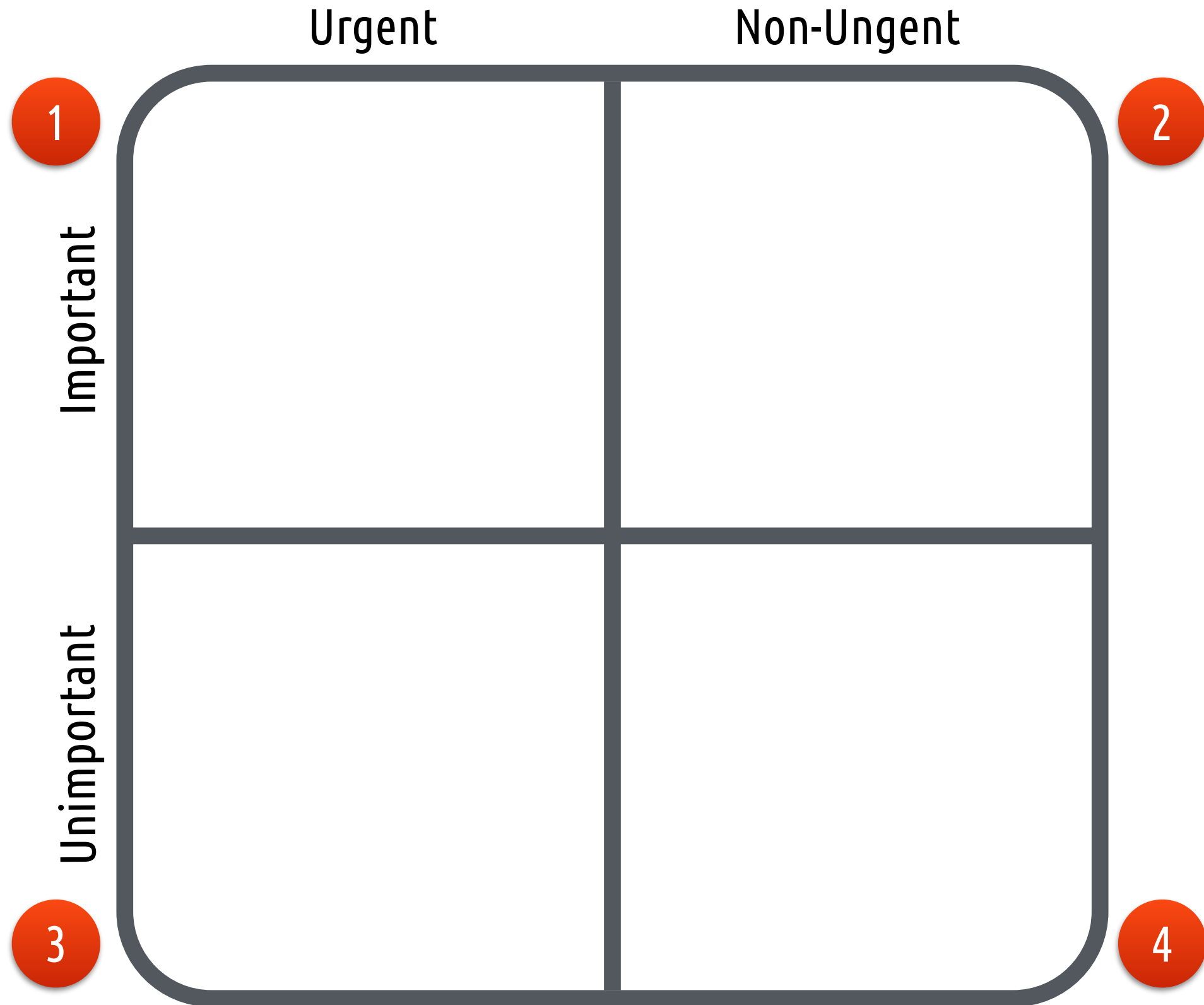
Limit total
hours

#6

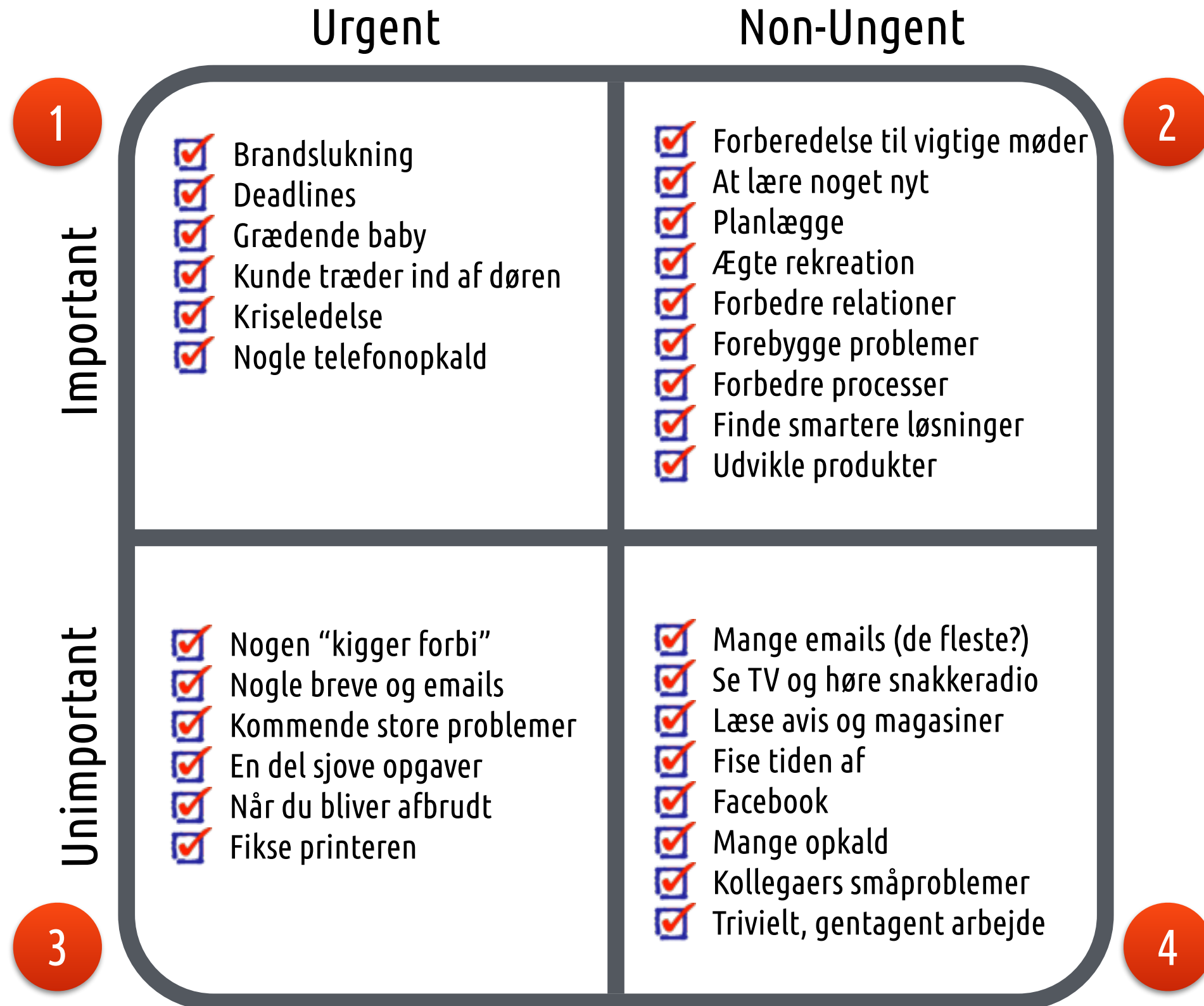
“Urgent” does not make it more important - but we think so



The Eisenhower Model



The Eisenhower Model



#7

The Google Effect:

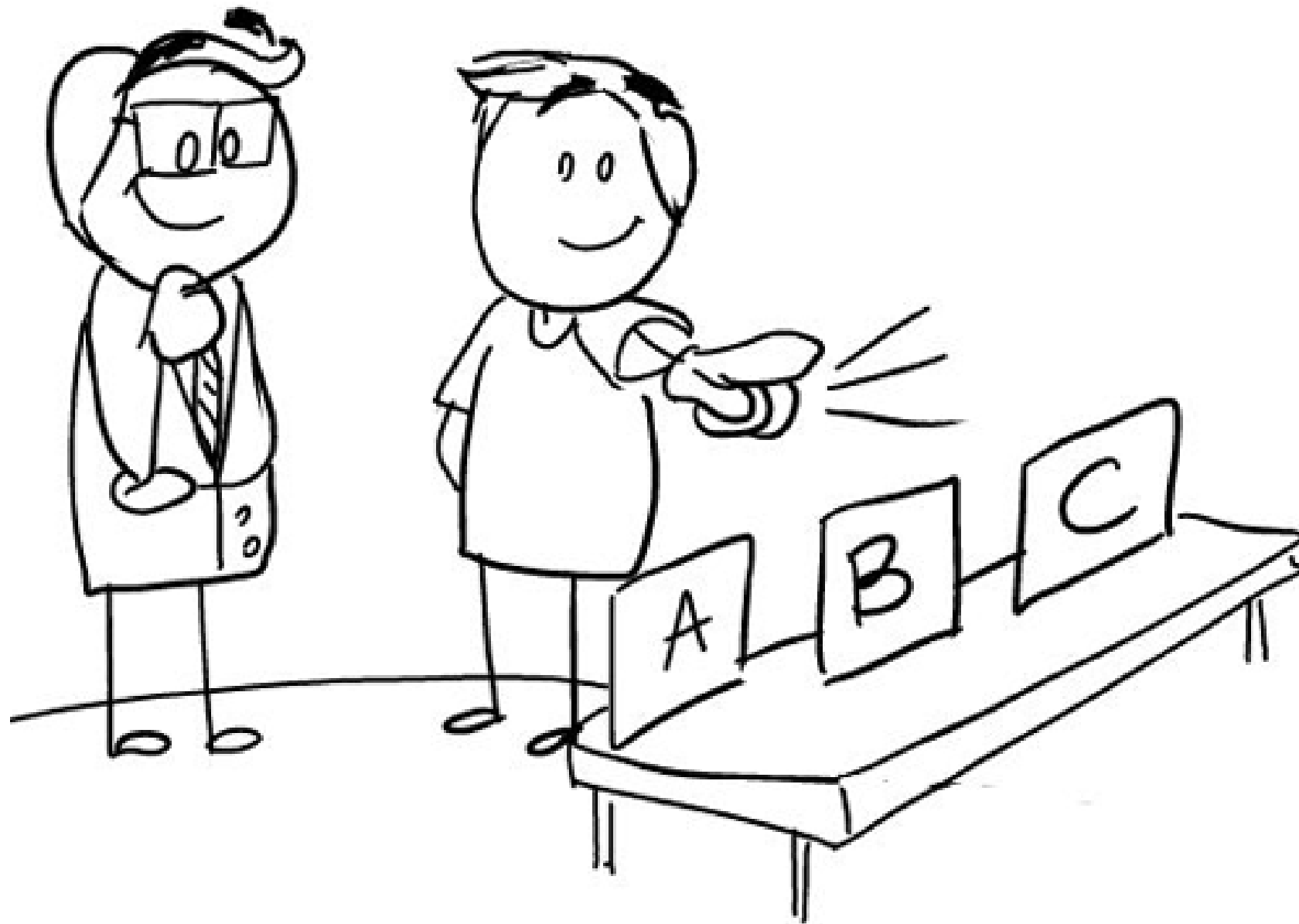
We tend to forget information
we know we can find again





#8

Decision making is a scarce resource



Perfect is the enemy of Good Enough

#9



Perfect is the enemy of Good Enough

#9



~~20~~
~~80~~

80
20



Overall advice:
Focus on Priority One



The myth of planning

The Weekly Schedule

Roles

Goals



Sunday

Monday

Tuesday

Wednesday

Today's Priorities

Appointments/Commitments

1
2
3
4
5
6
7
8
9
10

1
2
3
4
5
6
7
8
9
10

1
2
3
4
5
6
7
8
9
10

1
2
3
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5
6
7
8
9
10

The Planning Fallacy:

How do
you feel?

How do you feel?



PRIME TIME

Better Planning

Personal summit



The Could-do

Weekly

- What did I achieve last week?
- What do I expect I will be working on this week?
- Bonus: Share the list



The Morning Ritual



Morning Ritual



1

What is one thing that, if done well, would massively impact my goals?

2

What will I do today?

Measure did-it



The Myth of Multitasking



The hidden cost of multitasking



Limited focus



Flow

Question:

**What prevents or
interrupts your flow?**

Culture



Culture

Beliefs
+ Systems

New word:

BRULES

BRULE

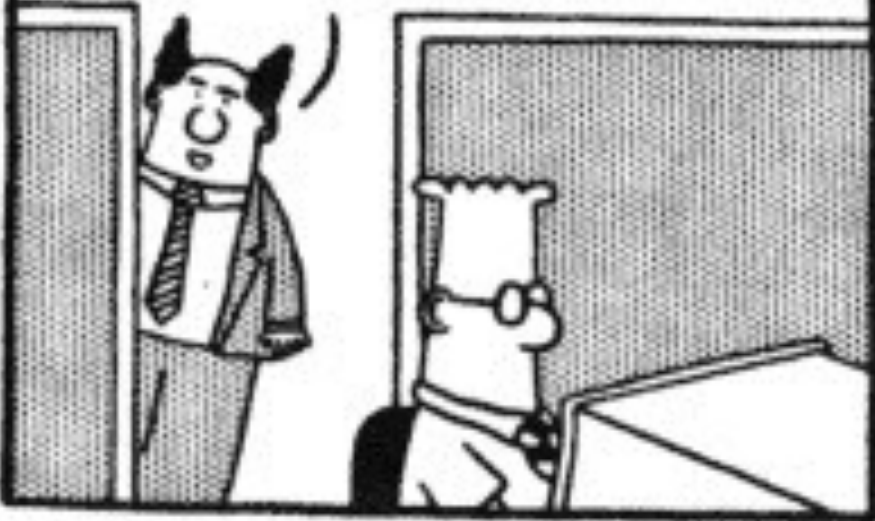
Bullshit + Rules

Next: Death By Meeting



Next: Death By Meeting

LET'S HAVE A LITTLE
PREMEETING TO PREPARE
FOR THE MEETING
TOMORROW.



WHOA! DO YOU THINK
IT'S SAFE TO JUMP
RIGHT INTO THE
PREMEETING WITHOUT
PLANNING IT?



OKAY, LET'S GET THIS
PRELIMINARY
PREMEETING
MEETING
GOING.



YOU THINK
YOU'RE
FUNNY, BUT
YOU'RE
NOT.

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Waste and distractions

Are you lonely?

Tired of working on your own?

Do you hate making decisions?

HOLD A MEETING!

You can —

- See people
- Show charts
- Feel important
- Point with a stick
- Eat donuts
- Impress your colleagues

All on company time!



MEETINGS

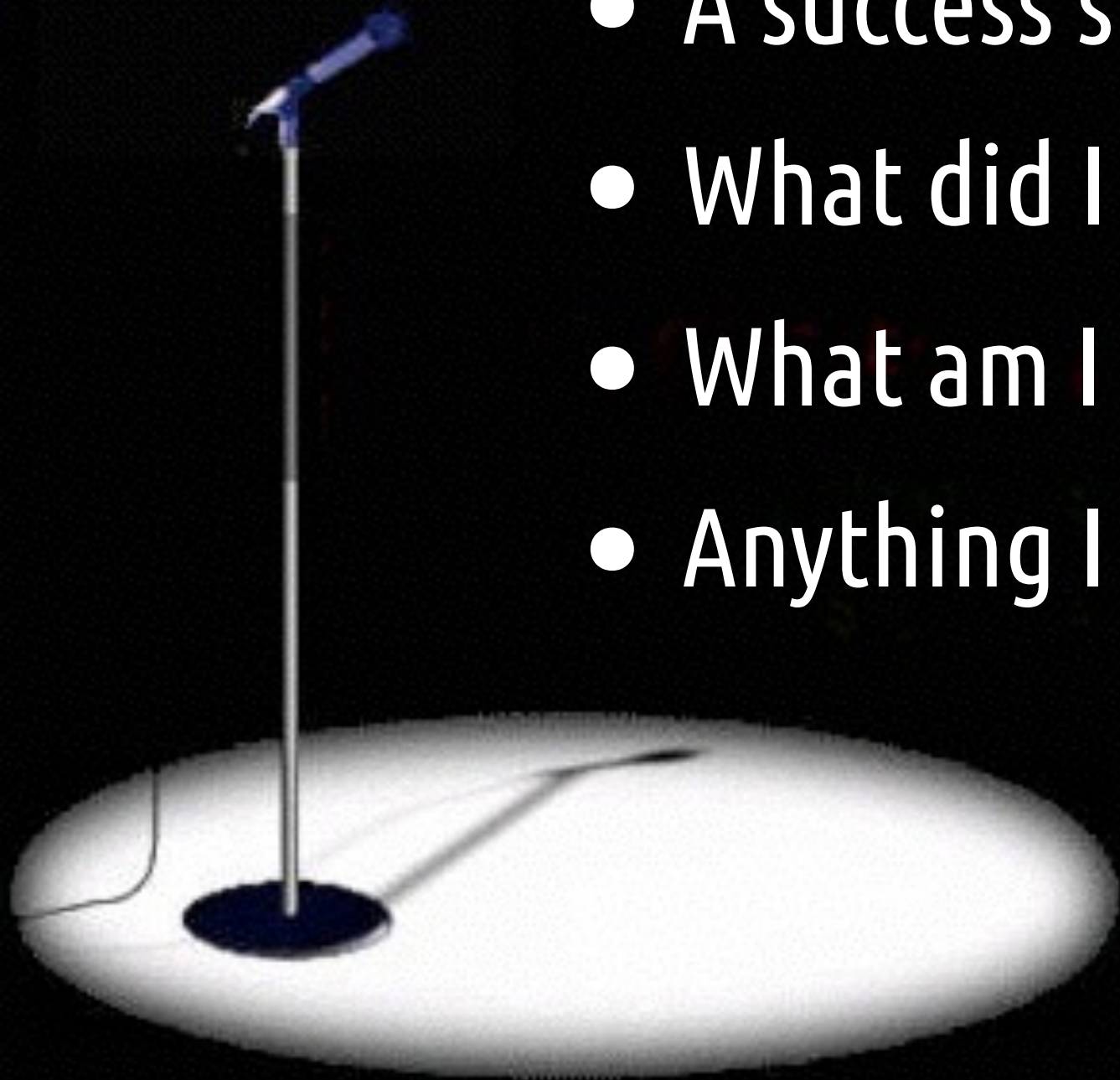
THE PRACTICAL ALTERNATIVE TO WORK

Exercise:

Stand up,
groups of 4

Stand-Up meetings

- A success since the last Stand-Up
- What did I do yesterday?
- What am I doing today?
- Anything I need help with?



Waste and distractions



The usual suspects

- Have an agenda...
- Send it in due time...
- Everyone prepares...
- Good execution...
- Write up the minutes, get them approved

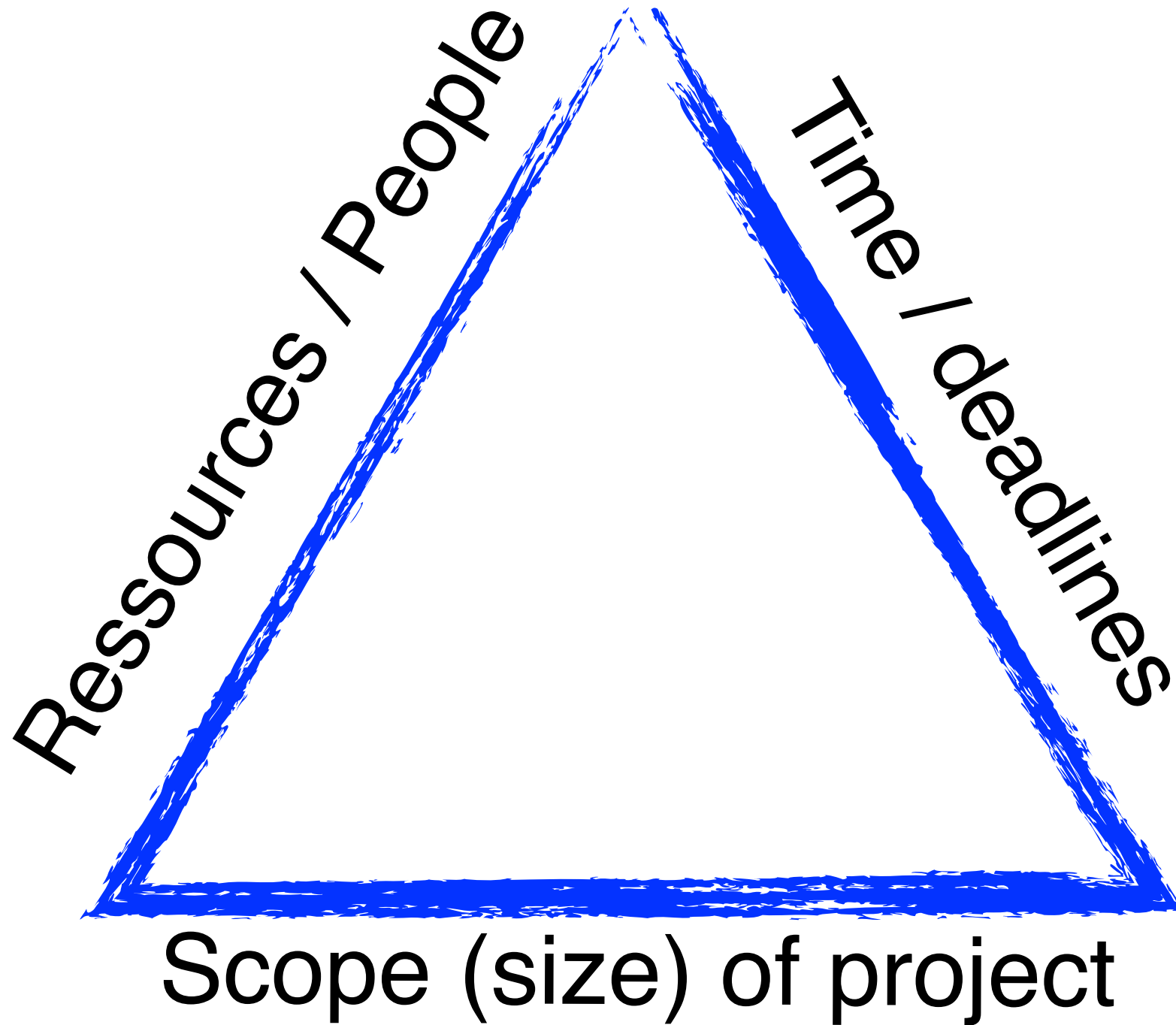
The radical approach

- Fewer meetings
- Fewer people
- Shorter time
- No table
- Voluntary attendance

Knows issues (your opinion?)

- Unrealistic dealines
- Too much control, lack of empowerment
- Lack of trust
- Last-minute changes
- Shoot The Messenger culture
- Cover My A** culture
- Perfection / Zero Tolerance

The PM Triangle



PM Super Power: Long Legs



Bad: PM in the center



Better: Everyone talking

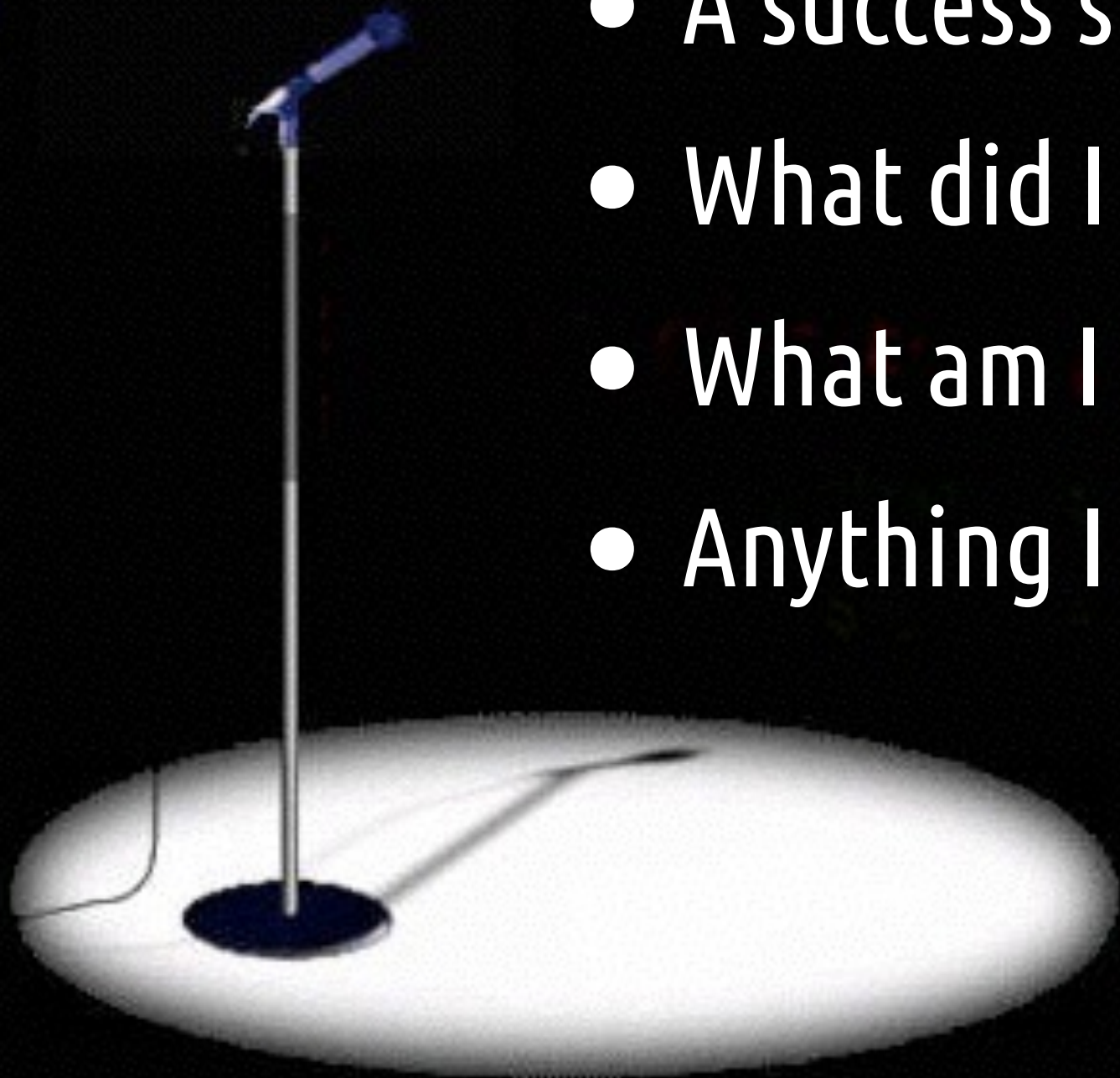


Exercise:

Stand up,
groups of 4

Stand-Up meetings

- A success since the last Stand-Up
- What did I do yesterday?
- What am I doing today?
- Anything I need help with?



For discussion

- allowing for flow (uninterrupted focus)
- email: accepted read- and response time
- email: use of CC
- how to start mornings
- meetings: fewer people, shorter time...?
- reducing “urgent” issues
- use of Stand-Up meetings
- how to factor in the Google Effect
- reduction in decisions made
- 80/20 - how-to in practice



Take action

- Decide on 1 to 3 things you will do after today
- Small steps!

Electronic Mail



Better use of email

- Do not have the mail client running 24/7
- “Doing email” is a separate to-do item
- Never read email before making today's' to-do list
- Don't leave it for later, once you start

HappyWays Podcast 06:
Why I Hate Email

Article on
computerworld.dk

Materials after today: HappyWays.com/maersk

- My presentation
- Articles
- The HappyWays Podcast!



HappyWays 🤔👍

Celebrate success





All things end



THANKS !

