

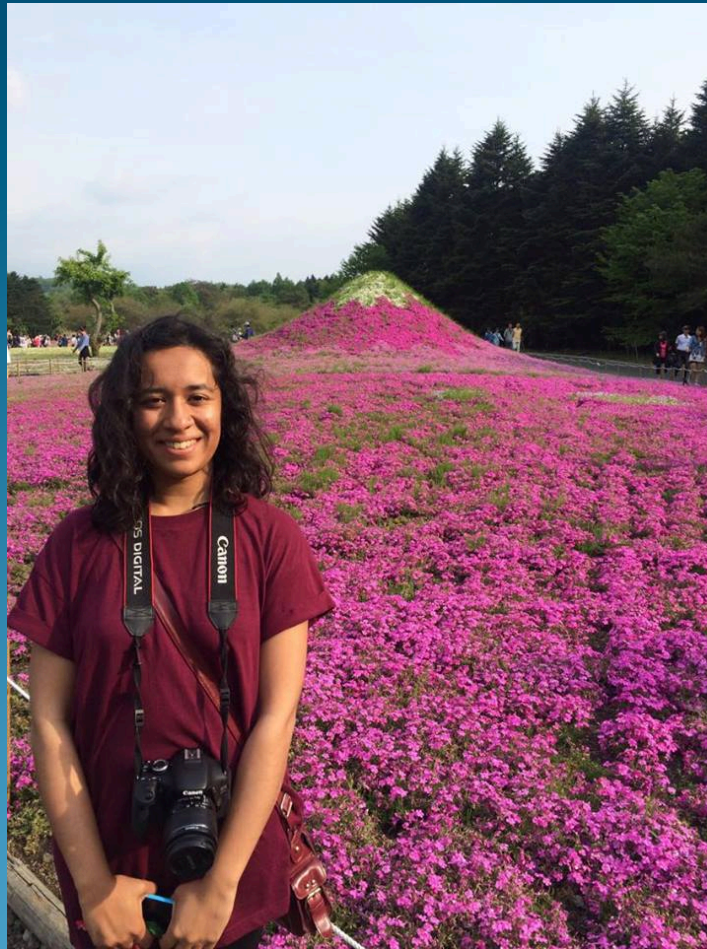



New Year, New you!

A talk about Productivity and Organization
for the New Year!

By Jess Mancoo

A little about me...



- 
- 3rd Year
 - Travelled through most of Japan
 - Working towards N3 Japanese.
 - TEFL
 - Volunteer work
 - Life things – e.g. Gym twice a week, kimono lessons, paragliding lessons, cook, clean etc.

The background is a solid blue color with several thin, wavy, light blue lines flowing across the top of the image.

How do I get it done?

By being productive

Productivity

There are often seen to be 8 key tools to good productivity

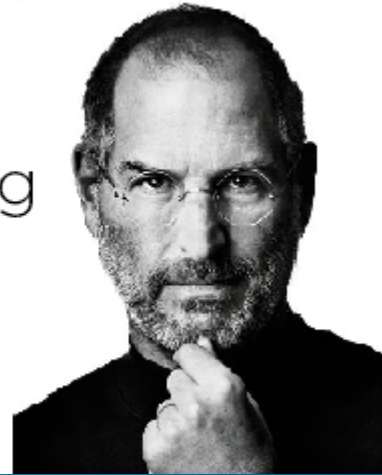


1. Motivation

“We trigger self-motivation by making choices that make us feel in control. The act of asserting ourselves and taking control helps trigger the parts of our neurology where self-motivation resides.”

“Deciding what not to do
is as important as deciding
what to do.”

- Steve Jobs



2. Focus

Training yourself to pay attention to the right things
and to ignore distraction.



3. Goal setting

You should aim to have two types of goals in your life.
Stretch goals, which are bigger tasks and a series of SMART goals to help you achieve your stretch goal.



4. Decision making

“Good decision makers are said to envision multiple scenarios to work out which is most likely to occur.”



5. Innovation

If you have lots of different pools of experience to pull from you can come up with creative ways of solving problems.



6. Absorbing data

How do you learn? What is the quickest way of absorbing something?



7. Managing others & 8. Teams

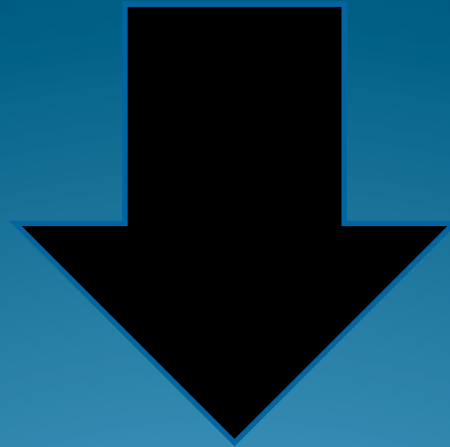
When working with a team, it's not about the individuals that make up your team, it's about how they work together.

Also make sure to delegate responsibility to the person nearest the problem you are trying to solve.

All of these key tools work together.

I'm going to continue on to talk about the tools which
I think are most important to us.

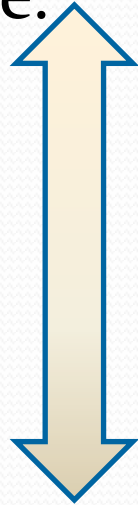
Motivation, Focus and Decision Making



Motivation

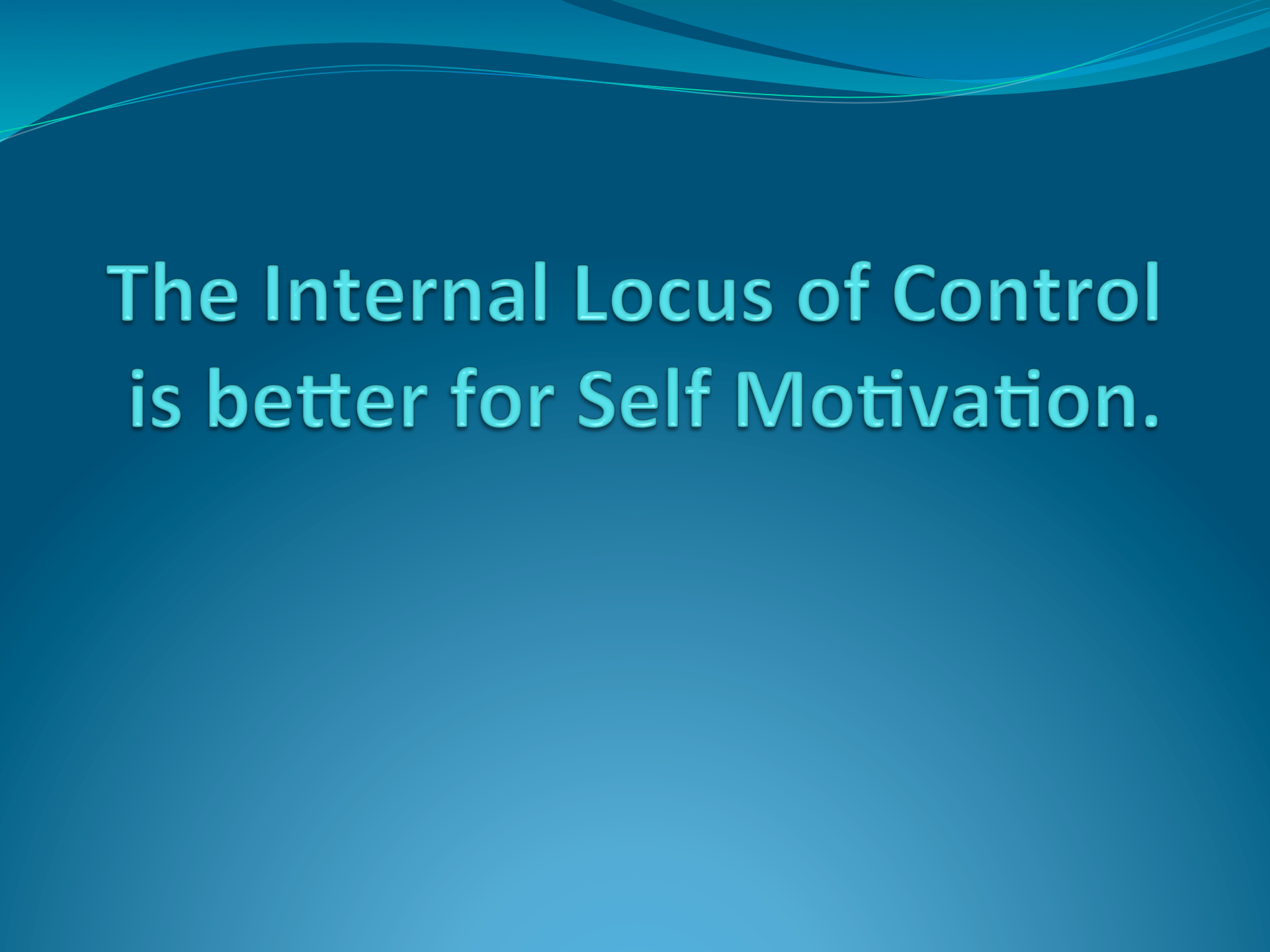
The Spectrum

Internal locus of control – people believe that they control their own fate.

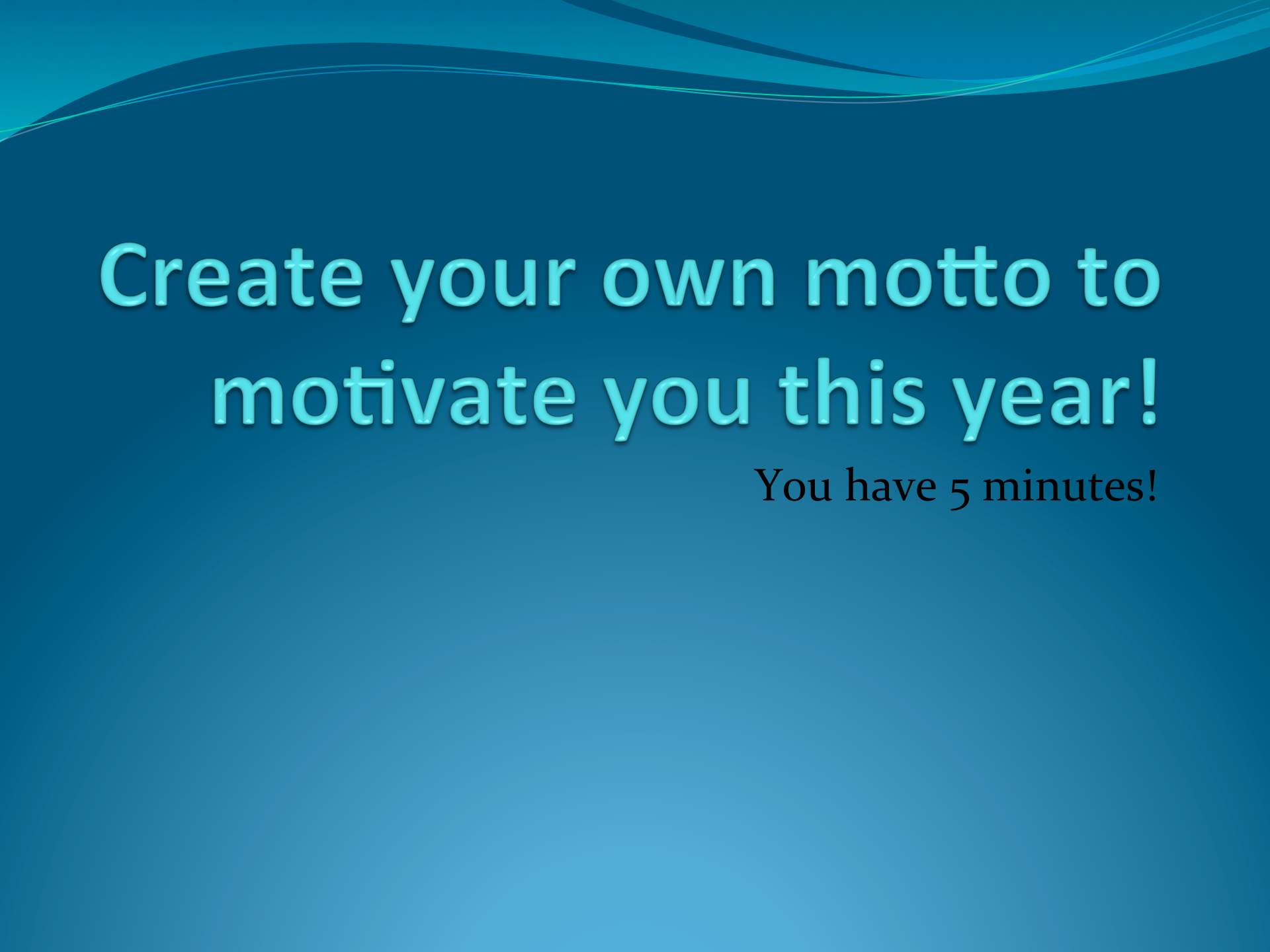


External locus – people believe that things just happen to them and they are powerless.

Which one do you think is
better?



**The Internal Locus of Control
is better for Self Motivation.**



Create your own motto to
motivate you this year!

You have 5 minutes!

Focus

How can you keep focus?

“Deciding what not to do
is as important as deciding
what to do.”

- Steve Jobs



My ideas...

- Work on a few small tasks at once so you can switch between them if you get bored.
- Work hard for 50 minutes and then reward yourself with a short break.
- Use sites like reddit and facebook during your lunch break only.
- Add 50yen to a jar everytime you catch yourself wasting time

**Discuss and write down
some ways to keep focused
this year!**

You have 5 minutes!

Goal setting



There are 2 types of goal

- Stretch goal – big/long term ambition
- SMART Goal – ways to make your stretch goal feasible

What are SMART goals?

Do you have any ideas?

SMART GOALS

Each goal should be:

- Specific
- Measurable
- Attainable
- Realistic
- Time-based

Let's take a look at an example

N3 Japanese

- One revision chapter a week (review exercises)
- One memrise section a week
- One or two new grammar points a week (exercises and notes)

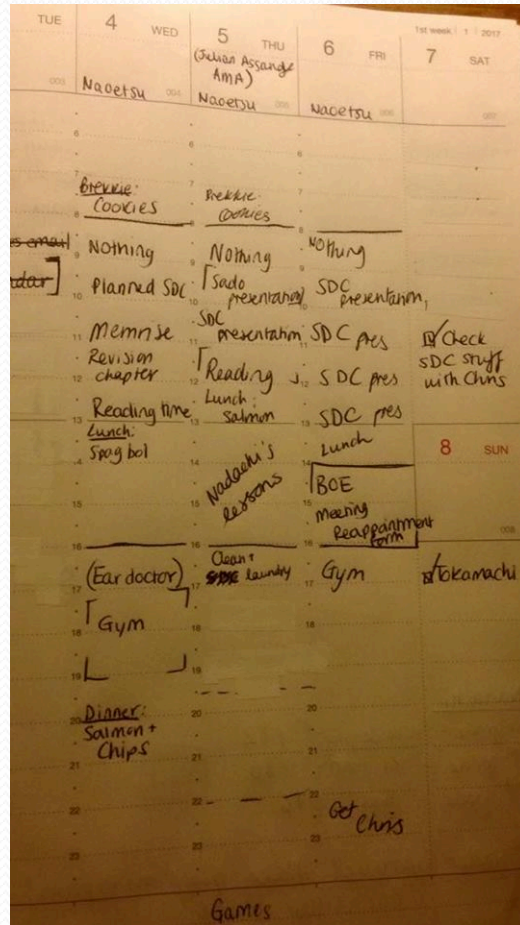
Can you make some
stretch and SMART goals?

You have 10 minutes!



Keeping on top of your
goals

Diary / Planner



Goal attainment spreadsheet

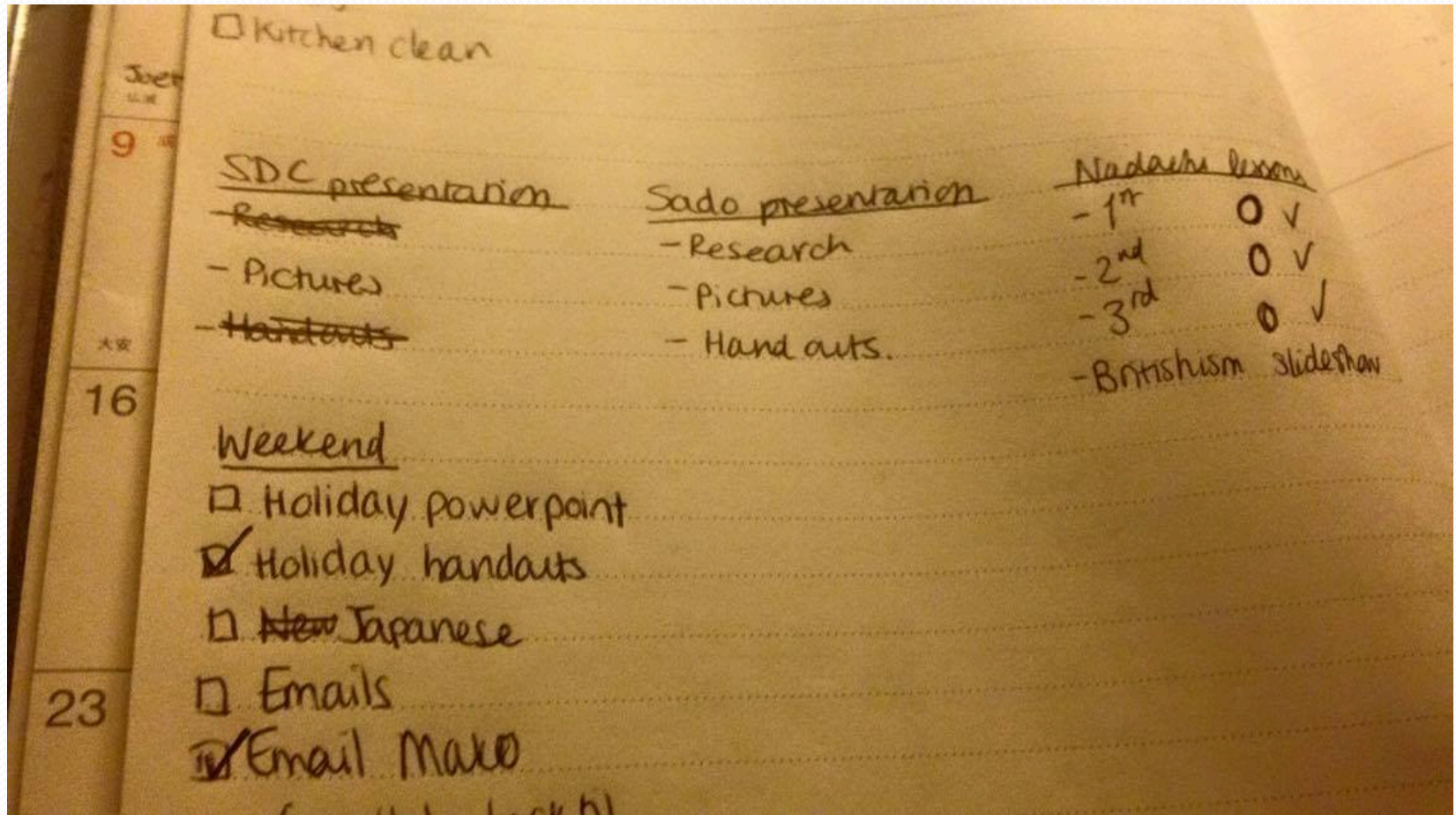
Goals				
A	B	C	D	E
Goals	26th September	3rd October	10th October	17th October
Exercise				
Go to the gym twice a week with Squarsha	yes	yes	yes	yes
Japanese				
Review 10 Kanji	yes			
Review one chapter	yes	yes	yes	yes
Learn one new chapter	yes	yes	yes	yes
Travel book				
Write a section	yes	Yes	yes	
Edit a section	yes	Yes		
Other stories				
Pool ideas	yes		yes	
Write a section of big novel	yes			
Write a short story	yes	Yes	yes	

Sent - Nov

Sheet2

Dec - Jan

Lists



Evaluation sheet

<u>Grammar point</u>	<u>Good activities?</u>	<u>Ideas</u>
"Hi, I am Yuki." "Oh! You are Yuki. I'm Mike." Pg 24		
"Are you a volleyball fan?" "Yes I am." "No, I'm not" Pg 26		
"I like music." "I like music too. I play the guitar." Pg 30		
"Do you eat sushi?" "Yes, I do." "No, I don't. I don't like sushi." Pg 32		
"What do you study on Monday afternoon?" " I study Japanese and English" Pg 38		
"I have a pencil. How about you?" "I have two pencils." Pg 40		
"How many CDs do you have?" "I have five CDs" Pg 42		
"This is my bag. Is that your bag?" "Yes it is. No it isn't." Pg 50		
"Where is my key?" "It's on the table." Pg 52		
"This is my brother. He is a teacher." "This is my sister. She is a teacher too." Pg 54		

What are some things that you find useful to remain organized?

Discuss with the people around you and write down a
method that you want to use!

Managing others and teams



So all the above tips can help
you become productive...

But, you won't be productive if you aren't healthy and
feeling well!

Health and Well-being

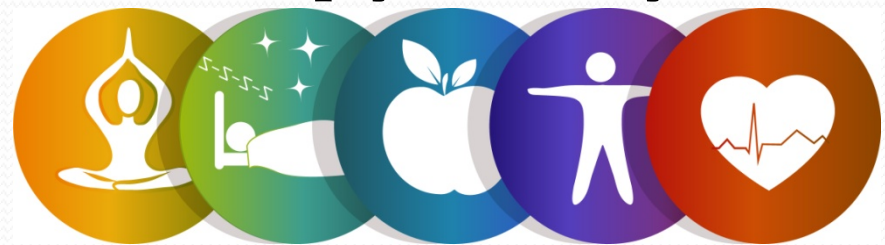
TREAT YO'SELF

- Plan some rest time
- Exercise and eat right
- Sleep
- When you're ill – go to a doctor
- Needing to take a break is not a sign of weakness.

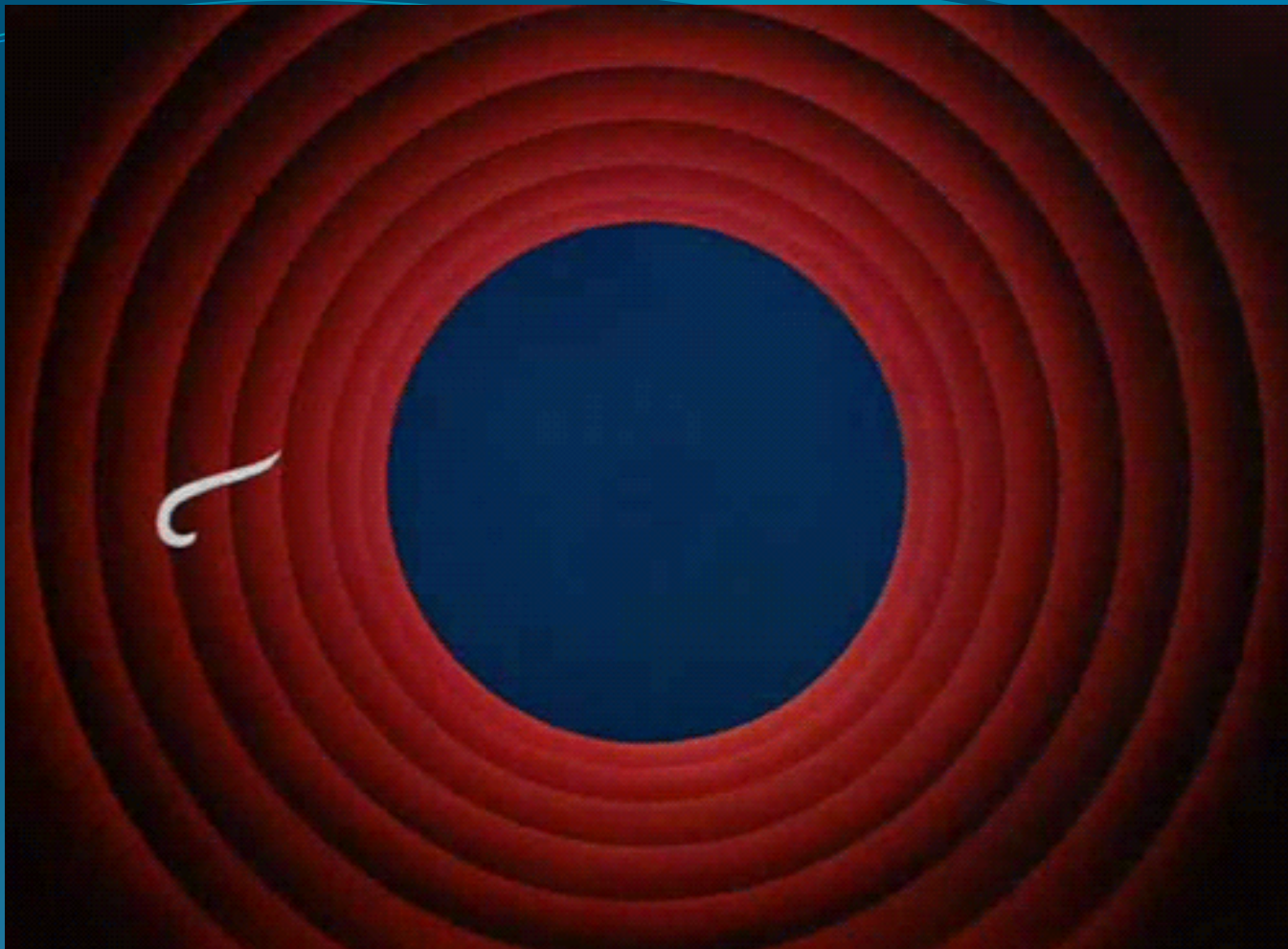


More health tips:

- Work out with a friend.
- Find a form of exercise you enjoy – try lots of new things
- Cook lots and freeze/refrigerate leftovers.
- Drink plenty of water.
- Meditation can be a nice way to refresh your mind when tired – The Meditation Podcast
- VOLUNTEER WORK – In order to help yourself, you should try to help others.



**Discuss: ways to be
healthy and happy!**



Do you have any questions?

My details

If you have any life, travel etc... questions, feel free to
email me at
jessicamancoo@hotmail.co.uk

Sources

- <http://freakonomics.com/podcast/how-to-be-more-productive-rebroadcast/>
- My life