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.
How do I get it done?

By being productive
Productivity

There are often seen to be 8 key tools to good productivity
“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.”
Training yourself to pay attention to the right things and to ignore distraction.
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.”
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?
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.
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
### Goal attainment spreadsheet

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

- SDC presentation
  - Research
  - Pictures
  - Handouts

- Sado presentation
  - Research
  - Pictures
  - Handouts

- Weekend
  - Holiday presentation
  - Holiday handouts

- Holiday Japanese

- Emails
  - Email Mark
  - Email Jake
## Evaluation sheet

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

TEAM TOGETHER
EVERYONE ACHIEVES MORE
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?
If you have any life, travel etc... questions, feel free to email me at jessicamancoo@hotmail.co.uk
Sources

- My life