

# HOW TO WORK WHEN NO ONE IS WATCHING

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WCMSP2020

ELLEN GOODWIN

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# THE OBSERVER EFFECT

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# BY THE END OF THIS PRESENTATION YOU WILL KNOW

- How to remove one of the prime causes of procrastination

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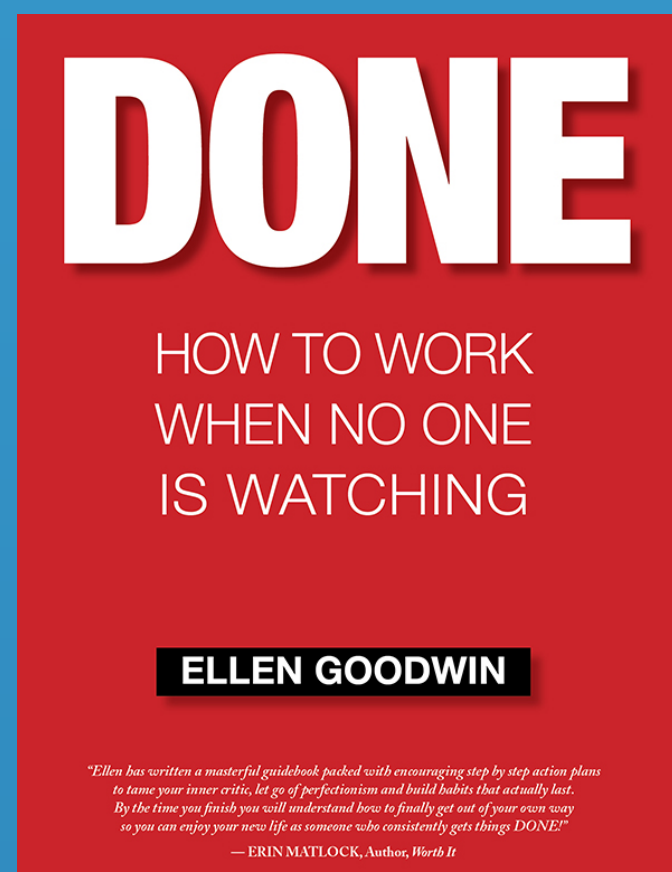
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- How to remove one of the prime causes of procrastination
- A never-fail tool you can use to plan for obstacles that show up in your life
- Two ways to control the distractions that hijack your time
- The easiest way to eliminate multi-tasking



# ELLEN GOODWIN

- Productivity Trainer
- TEDx Speaker
- Author of “DONE: How To Work When No One Is Watching”
- Co-host of The Faster, Easier, Better Show Podcast
- Former Freelance Graphic Designer



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Find out more at [EllenGoodwin.com](http://EllenGoodwin.com)

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# IT ALL STARTS WITH YOUR BRAIN





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# THE SNEAKY LIMBIC SYSTEM

RESPONSIBLE FOR (AMONG OTHER THINGS)

EMOTIONS

ATTENTION

FIGHT OR FLIGHT RESPONSE

SENSE OF SAFETY AND COMFORT

**1**

**PROCRASTINATION**

**2**

**OBSTACLES**

**3**

**DISTRACTIONS**

**4**

**MULTI-TASKING**

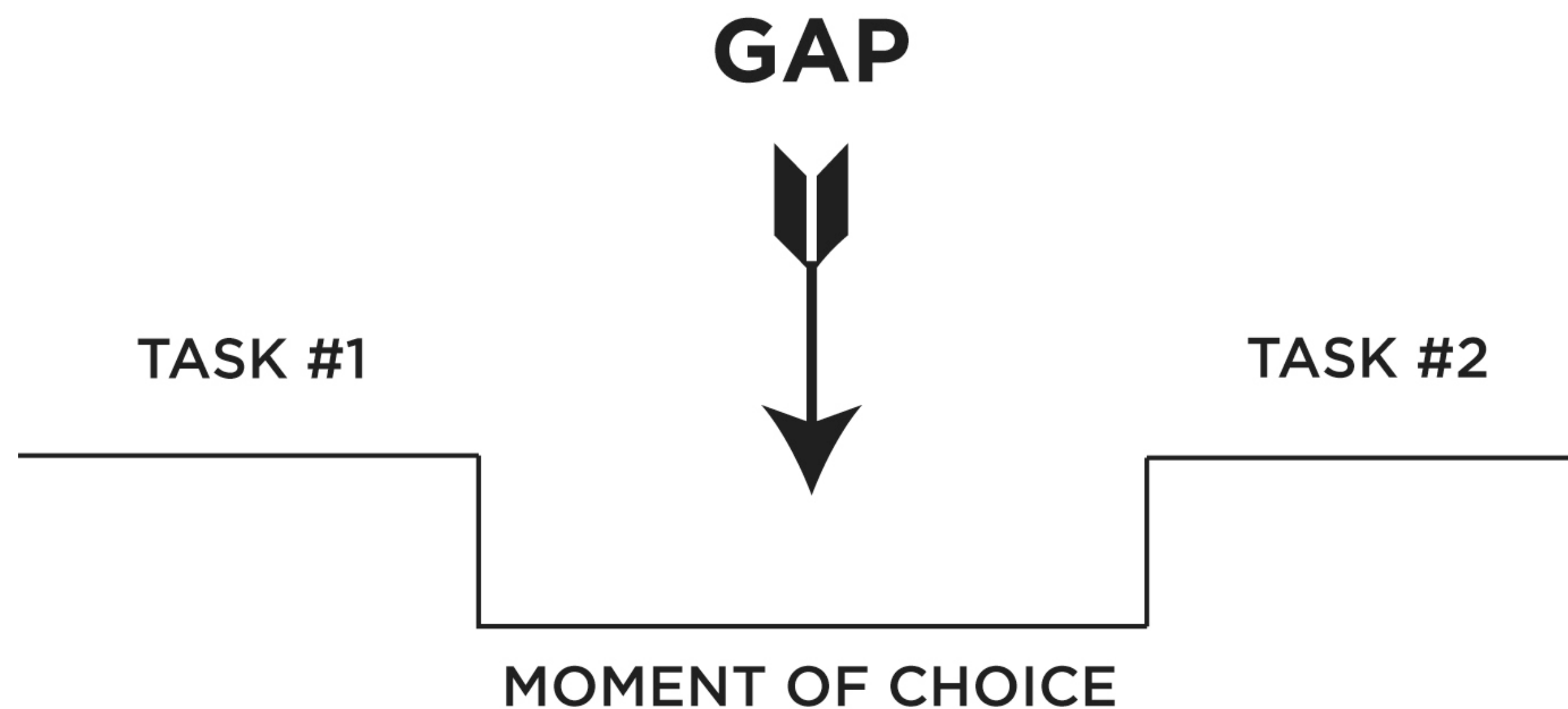
PRIME CAUSE OF PROCRASTINATION

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# MOMENTS OF CHOICE

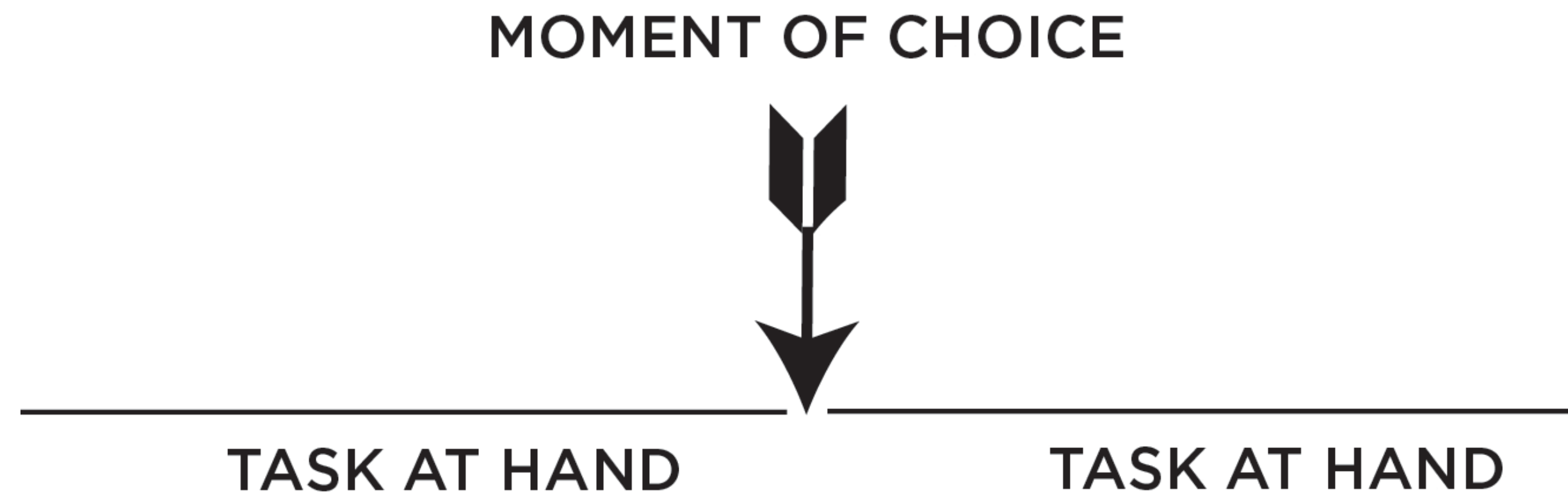
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# WHAT EXACTLY IS A MOMENT OF CHOICE?



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# ALL OF THESE CAN CAUSE MOMENTS OF CHOICE



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# HOW TO OVERCOME MOMENTS OF CHOICE

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# HOW TO OVERCOME MOMENTS OF CHOICE

## 1. CALL THEM OUT



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# HOW TO OVERCOME MOMENTS OF CHOICE

1. CALL THEM OUT

2. PLAN AHEAD

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# HOW TO OVERCOME MOMENTS OF CHOICE

1. CALL THEM OUT

2. PLAN AHEAD

3. HAVE A CLEARLY DEFINED SCHEDULE



# EXERCISE

1

PROCRASTINATION

2

OBSTACLES

3

DISTRACTIONS

4

MULTI-TASKING

OVERCOMING OBSTACLES

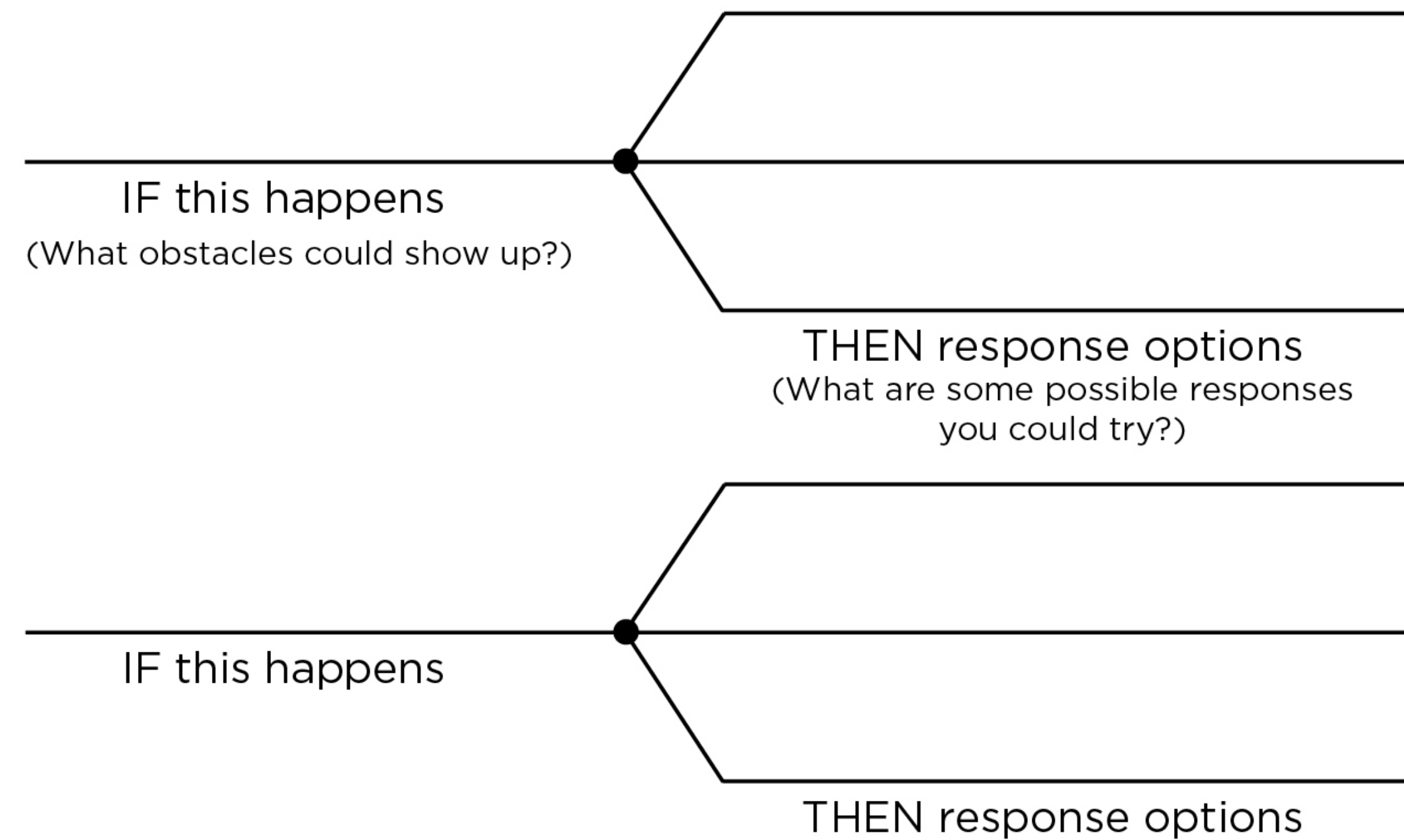
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# THE SWISS ARMY KNIFE OF TOOLS

# IF/THEN PLANS

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# THE IF/THEN PLAN



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# THE IF/THEN PLAN

**IF** \_\_\_\_\_,

**THEN** \_\_\_\_\_.



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# THE IF/THEN PLAN

**IF** I have to leave my office,  
**THEN** I place a Post-it Note on my keyboard  
listing the first two things I need to do when  
I sit back down at the computer.

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# THE IF/THEN PLAN

“**IF** I am getting frustrated updating my website,  
**THEN** I go in the kitchen and throw two eggs in the sink,  
clean it all up and go back to my website work.”

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# THE WHAT THE HELL EFFECT



Photo by carolyn christine on Unsplash



# EXERCISE

1

PROCRASTINATION

2

OBSTACLES

3

DISTRACTIONS

4

MULTI-TASKING

OVERCOMING PROCRASTINATION, AGAIN

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# DISTRACTIONS

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# TWO MAIN TYPES OF DISTRACTIONS

UNPLANNED DISTRACTIONS

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# TWO MAIN TYPES OF DISTRACTIONS

UNPLANNED DISTRACTIONS

DISTRACTIONS OF CHOICE



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# DEALING WITH UNPLANNED DISTRACTIONS

BECOME PROACTIVE  
PUT TOGETHER “IF/THEN” PLANS

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# DEALING WITH UNPLANNED DISTRACTIONS

BECOME PROACTIVE  
PUT TOGETHER “IF/THEN” PLANS

“**IF** I GET DISRUPTED BY A PHONE CALL,  
**THEN** I \_\_\_\_\_, AND RESUME WORK”

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# DEALING WITH YOUR DISTRACTIONS OF CHOICE

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# DEALING WITH YOUR DISTRACTIONS OF CHOICE

SCHEDULE YOUR DISTRACTIONS



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# DEALING WITH YOUR DISTRACTIONS OF CHOICE

MAKE YOUR DISTRACTIONS AKWARD





# EXERCISE

1

PROCRASTINATION

2

OBSTACLES

3

DISTRACTIONS

4

MULTI-TASKING

FOCUS! FOCUS! FOCUS!

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# MULTI-TASKING



# KEEP YOUR BRAIN IN ONE ROOM (FOCUS)

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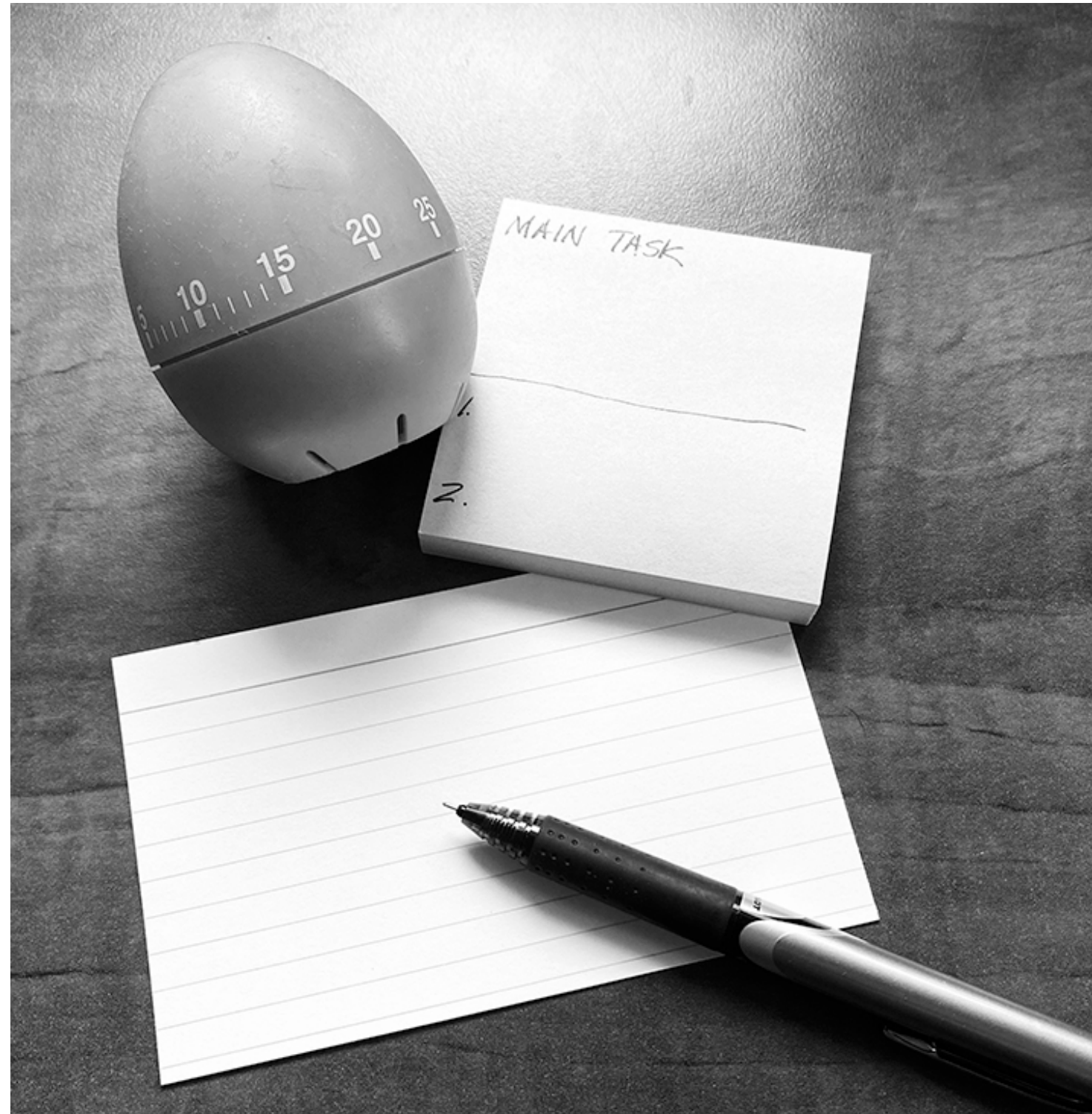
# IMAGINE YOUR BRAIN IS A HOUSE



# OVERCOME MULTI-TASKING WITH FOCUS

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# THE ONLY TOOLS YOU NEED FOR FOCUS



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# FOUR TIMING PROTOCOLS YOU CAN USE

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1. **POMODORO-ESQUE** - 25 MINUTES OF FOCUS WITH A 5-MINUTE BREAK

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2. **45/15** -45 MINUTES OF WORK, 15 MINUTE BREAK

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# FOUR TIMING PROTOCOLS YOU CAN USE

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3. **10 + 2\*5** - FIVE SESSIONS OF 10 MINUTES FOCUS WITH 2-MINUTE BREAKS
4. **BATCHING** - FOCUS SESSION WORKING ON LIKE-MINDED TASKS



# EXERCISE

**1**

**PROCRASTINATION**

**2**

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# BONUS TOOL



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# BONUS TOOL

▶ ELIMINATE PROCRASTINATION



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# BONUS TOOL

- ▶ ELIMINATE PROCRASTINATION
- ▶ ELIMINATE DECISION FATIGUE



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# BONUS TOOL

- ▶ ELIMINATE PROCRASTINATION
- ▶ ELIMINATE DECISION FATIGUE
- ▶ USE IN ALL TYPES OF SITUATIONS



**BEFORE I GO...**





# THANK YOU!

## ELLEN GOODWIN

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