

ATI-Mirage presents

HYBRID WORKPLACE

OF THE FUTURE SUMMIT 2021

18 AUGUST 2021



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SOLUTIONS

Enriching lives, empowering organisations

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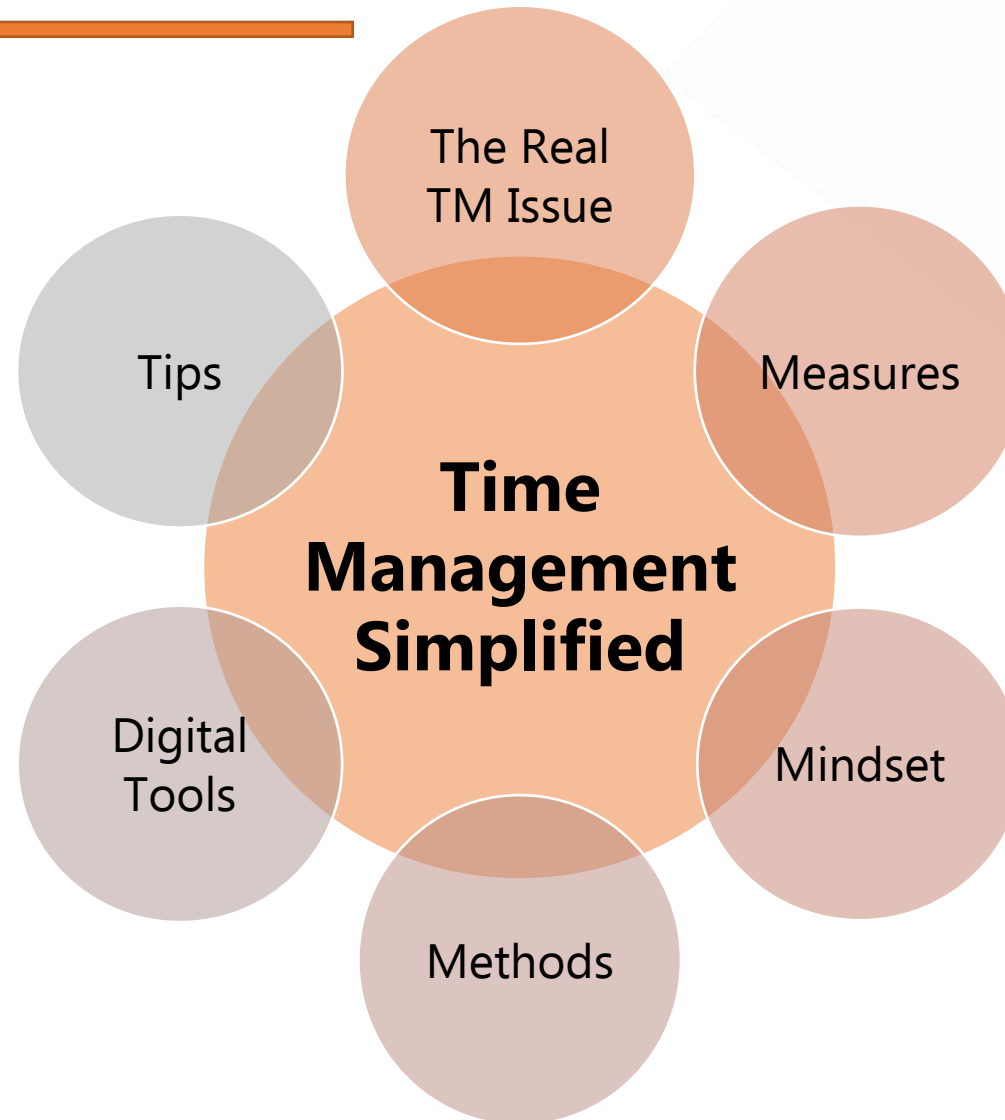
**HYBRID
WORKPLACE**
OF THE FUTURE SUMMIT 2021

Time Management Simplified

Presented by:

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This Session



Digital Overload is Climbing...

Collaboration Trends worldwide from Microsoft Teams usage:

- Emails up 46.6 Billion (commercial & education only)
- Meeting time up: 148%
- Chat activity up: 45% per week and 42% up after hours
- Unscheduled TEAMS calls/meetings accounted for 62% of Teams usage
- Meeting time is on average 10 minutes longer
- Australians now work on average 1.9 hours longer.

(Microsoft Work Trend Index 2021)

The Real Issues...

Is productivity masking burnout?

Do you/ your staff have a time management issue or:

- an energy management issue? (fatigue/ burn out)
- an unsustainable workload issue? (lack of resourcing/ delegating too much)
- a “not letting go” issue? (new role, old mindset)
- a lack of agreed expectations issue?
- a distraction management issue? (productivity styles)
- a lack of courageous conversation issue? (not saying no/ pushing back)

“Time Management” isn’t working...

I already plan, prioritise and process my work, why do I still struggle?

1. **Measures** (facts & clarity)
2. **Mindset** (presence & mindfulness)
3. **Methods** (essentialism, GTD, delegation, routines, workflows)
4. **Tools** (Outlook, MS Teams, MS365, MS Planner)

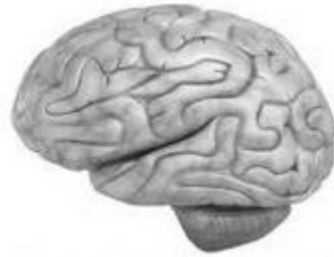
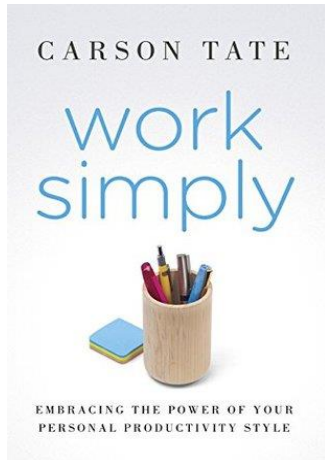
1. Measures Provide Data...

Diagnostic:

Productivity Styles

Prioritizer

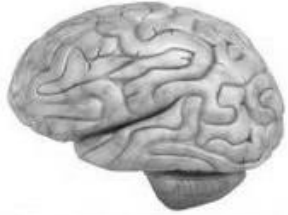
Planner



Arranger

Visualizer

What's Your Productivity Style?



The Prioritizer

Logical, analytical, fact-based, critical, and realistic thinking

Contributions to the team:
Critical analysis and logical problem solving. Goal orientation and decisiveness.

Aristotle, Isaac Newton, Sheryl Sandberg

Focused on:
WHAT?



The Planner

Organized, sequential and detailed thinking

Contributions to the team:
Action orientation, pragmatic and practicality. Finds overlooked flaws in plans.

Plato, Edgar Hoover (FBI), Margaret Thatcher

Focused on:
HOW?

What's Your Productivity Style?



The Arranger

Supportive, expressive, and emotional thinking

Contributions to the team:
Anticipating how others will feel and understanding their underlying emotions.

Ghandi, Mother Teresa, Oprah, Bono

Focused on:
WHO?



The Visualizer

Holistic, intuitive, integrating, and synthesizing thinking

Contributions to the team:
Ability to envision the future, recognize new opportunities and integrate concepts.

Albert Einstein, Pablo Picasso, Steve Jobs, Richard Branson

Focused on:
WHY?



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1. Measures Provide Data...

Are you clear about...

- What you're spending your time on each day?
- How much time you're spending with your team?
- Which tasks energises you/ drains you?
- How much your time is actually worth?

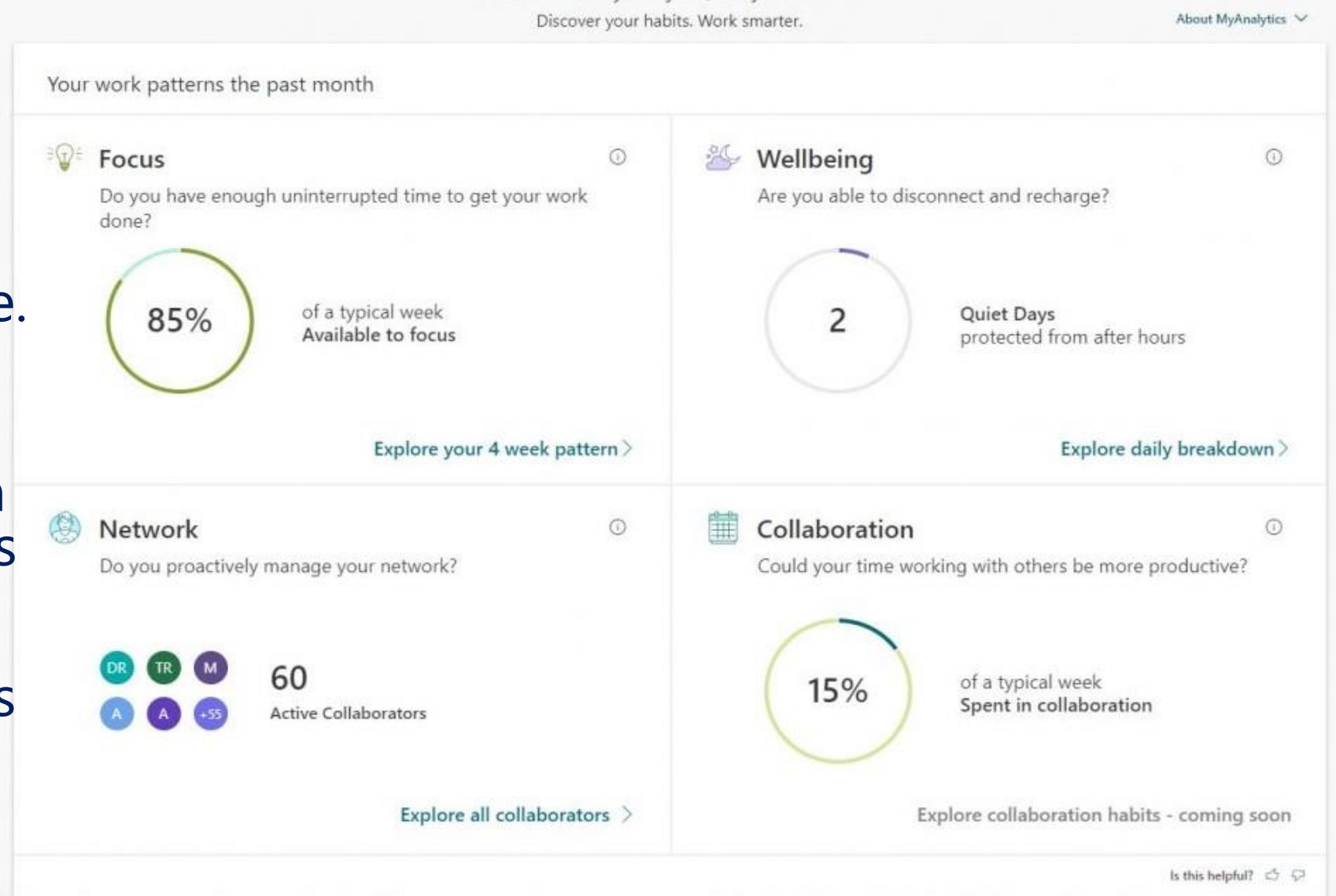
Mon 16	Tue 17	Wed 18	Thu 19	Fri 20
Follow-up day	GSD day	Meeting day	Prioritization day	Planning day
Breakfast Reading time 📖 7 – 8am	Breakfast Reading time 📖 7 – 8am	Breakfast Reading time 📖 7 – 8am	Breakfast Reading time 📖 7 – 8am	Breakfast Reading time 📖 7 – 8am
Travel Commute Exercise 🚶 8 – 9am	Travel Commute Exercise 🚶 8 – 9am	Travel Commute Exercise 🚶 8 – 9am	Travel Commute Exercise 🚶 8 – 9am	Travel Commute Exercise 🚶 8 – 9am
Emails Follow-ups 📧 9 – 11am	Work GSD block Growth things 📈 9 – 10:30am	Weekly team meeting: Theme 2 9 – 10am	Personal GSD block 🌈 9 – 10am	Block for small tasks 📌 9 – 11am
Calls 📞 11am – 12pm	Work GSD Block Team things 10:30am – 12pm	Walk Coffee break, 10am 1x1 meeting 10:30am – 12pm	Top-priority tasks 🔥 10am – 12pm	Reflect on this week 🤔 11am – 12pm
Lunch break Relax 🍷 12 – 1pm	Lunch break Relax 🍷 12 – 1pm	Lunch break Relax 🍷 12 – 1pm	Lunch break Relax 🍷 12 – 1pm	Lunch break Relax 🍷 12 – 1pm
Calls 📞 1 – 2pm	Work GSD block Management things 💪 1 – 2:30pm	Weekly team meeting: Theme 2 1 – 2pm	Easy tasks ✨ 1 – 2:30pm	Prep for next week 📅 1 – 3pm
Walk Coffee break ☕, 2pm	Wild card Free block 🎲 2:30 – 4:30pm	Offsite meeting 🌐 2 – 4:30pm	Wild card Free block 🎲 2:30 – 4:30pm	Celebrate EOW 🎉 3 – 4:30pm
Block for tasks you don't want to do 🤖 2:30 – 4:30pm				
Wrap up 📦, 4:30pm	Wrap up 📦, 4:30pm	Wrap up 📦, 4:30pm	Wrap up 📦, 4:30pm	Wrap up 📦, 4:30pm

MS MyAnalytics Dashboard

- Data on how & with whom you spend time.

Benefits:

- Increase collaboration time & team meetings
- Improves work habits
- Track meetings/emails
- Get more focus time
- Promote quiet days.



Productivity insights

Time in meetings



After hours documents



Distracted by email



MS Insights

<

>

Search or type a command

—

□

×

Activity

Chat

Teams

Calendar

Calls

Files

Insights

...

Apps

Help

Home

Stay connected

Protect time

My Team

My Organization

...

Happy Monday! Let's make today count.

Connect with your team and stay up to date.

People love kudos

Make a point to acknowledge a co-worker that you've collaborated with this week

Send praise

Give your mind a break

Headspace's science-driven meditations can help you stress less, focus more, and relax your mind anytime during your workday.

Start meditating

Improve team cohesion

67% of teams have strong cohesion

Learn more

Team cohesion throughout the company

Teams with strong ties

Teams without strong ties

How are you feeling?

By selecting your emotional state, we will provide information to support your wellbeing

For your eyes only

Lunch o'clock

Lunch breaks boost your productivity and overall wellbeing

10:45

min sec

Until your lunch time!

76° / 24° Sunny

Mon 21

Tues 22

Wed 23

Thur 24

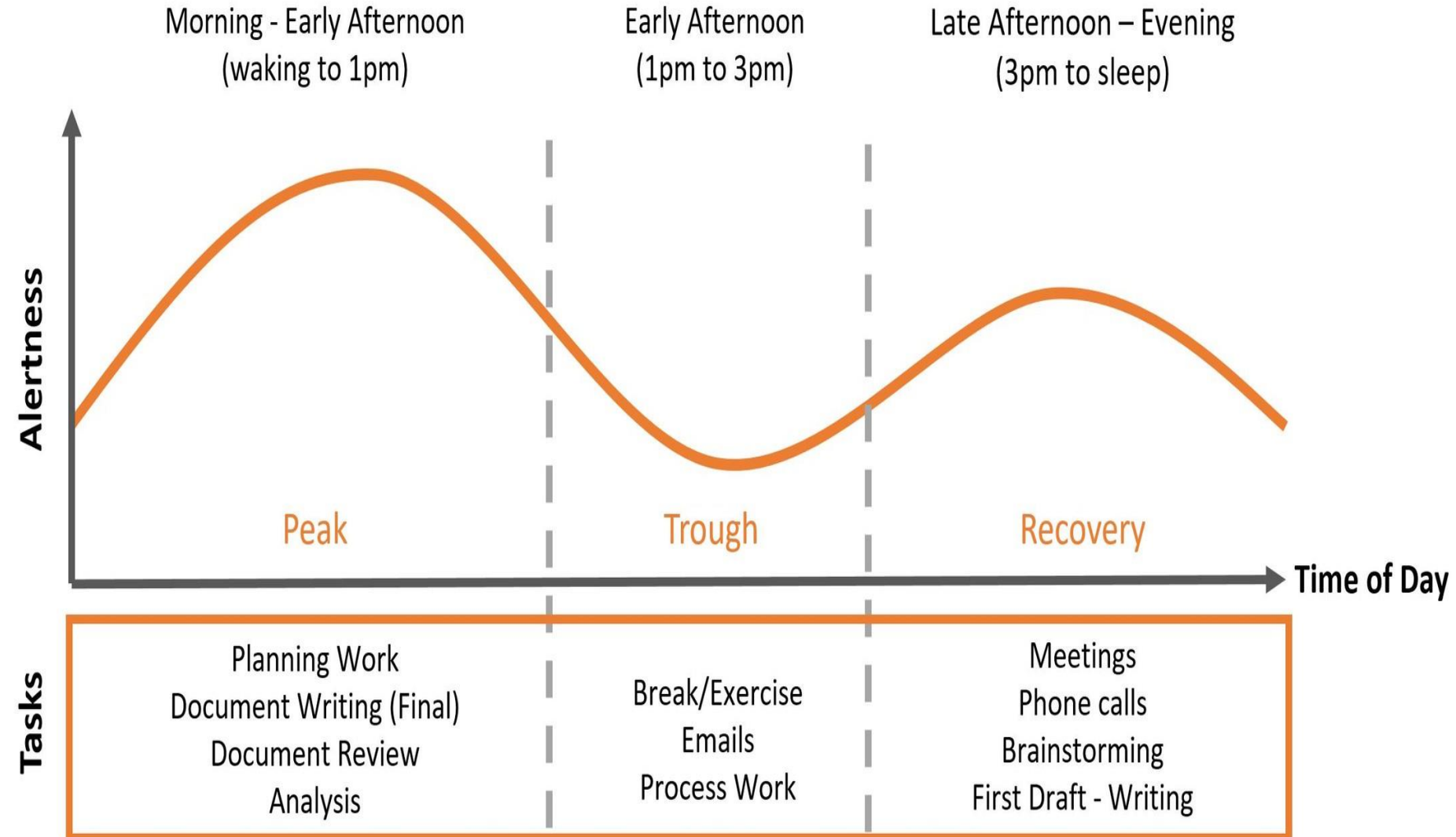
Fri 25

Is this helpful? Yes No

Energy Analysis...

When is your **most productive** time of the day?

When is your **least productive** time of the day?



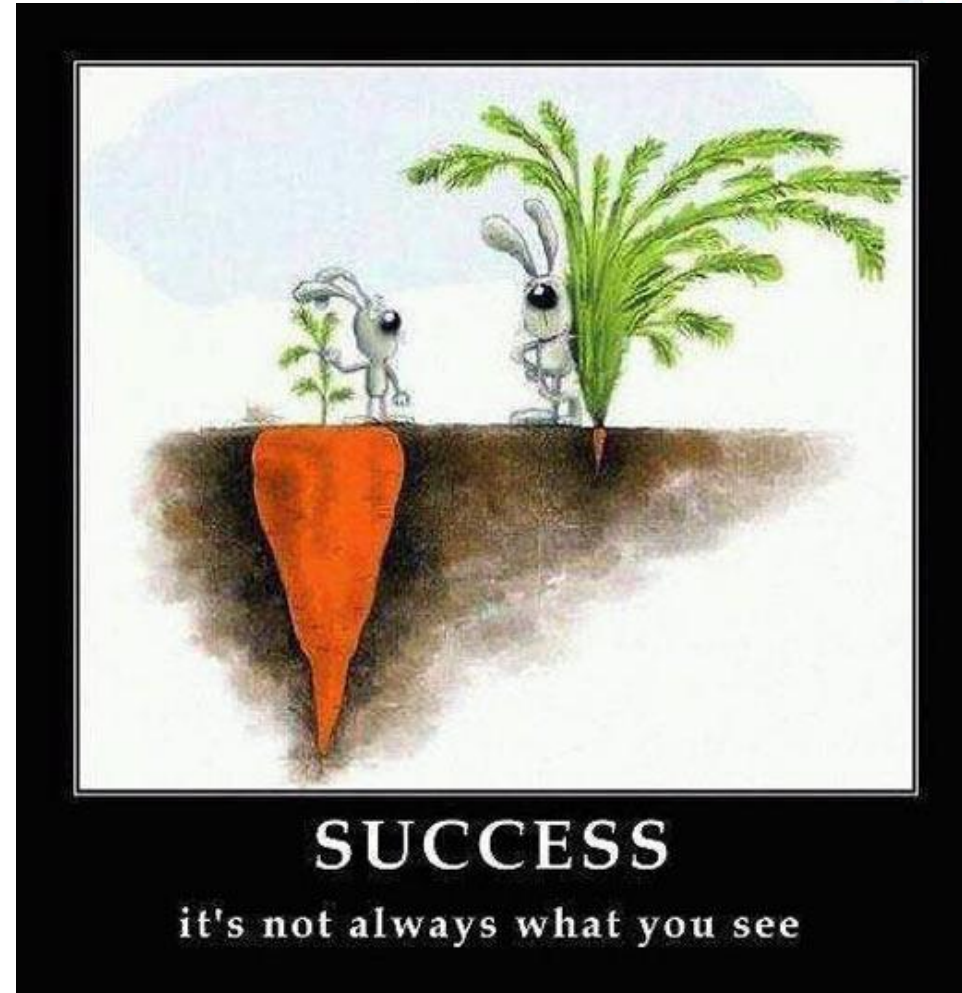
2. Mindset – Where is your focus?

What we put our focus on, grows.

What does busy work look like for you?

What does productive work look like for you?

Which carrots do you water most often?



Choose Simple over Complex

Our brains are tired.
Our traditional methods aren't working.
Let's simplify.

Every day, ask yourself:

- How can I make my work easier?
- How can I make my team's day easier?
- What can I delete or stop doing?

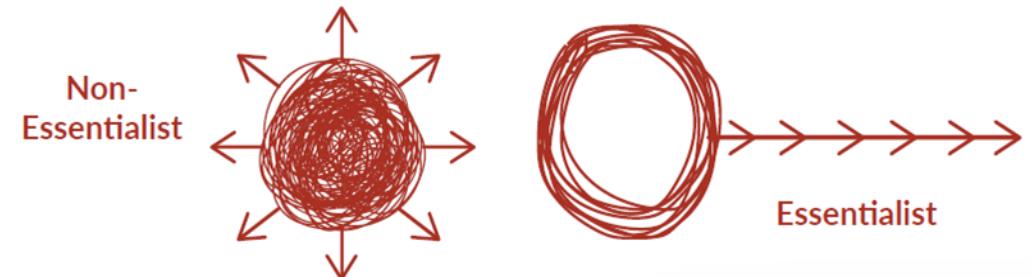
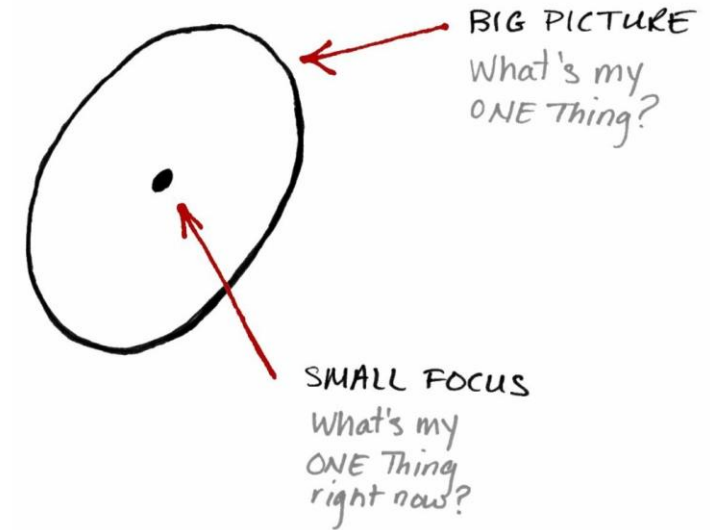
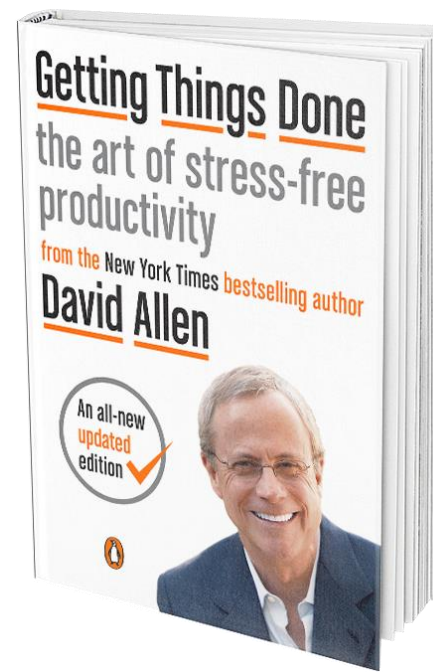


**“Simplicity
is complexity
resolved.”**

-Constantin Brancusi-

3. Methods

- Planning
- Prioritising
- Delegation
- Bottlenecks & double-handling
- Time Management Methodologies:
 - Getting Things Done (GTD: David Allen)
 - The ONE Thing (Gary Keller)
 - Essentialism (Greg McKeown)

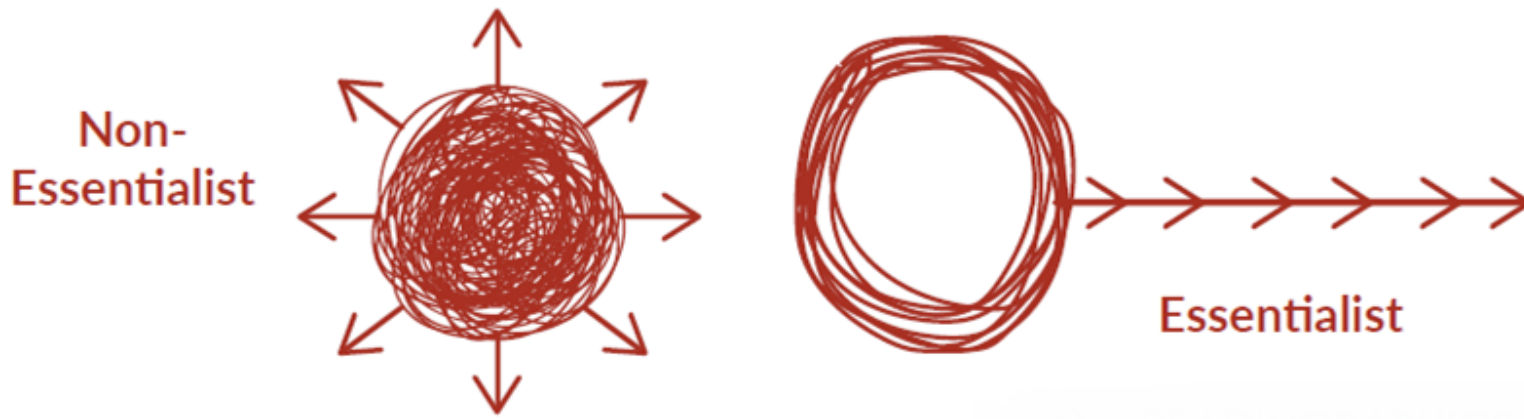


The Rise of Essentialism

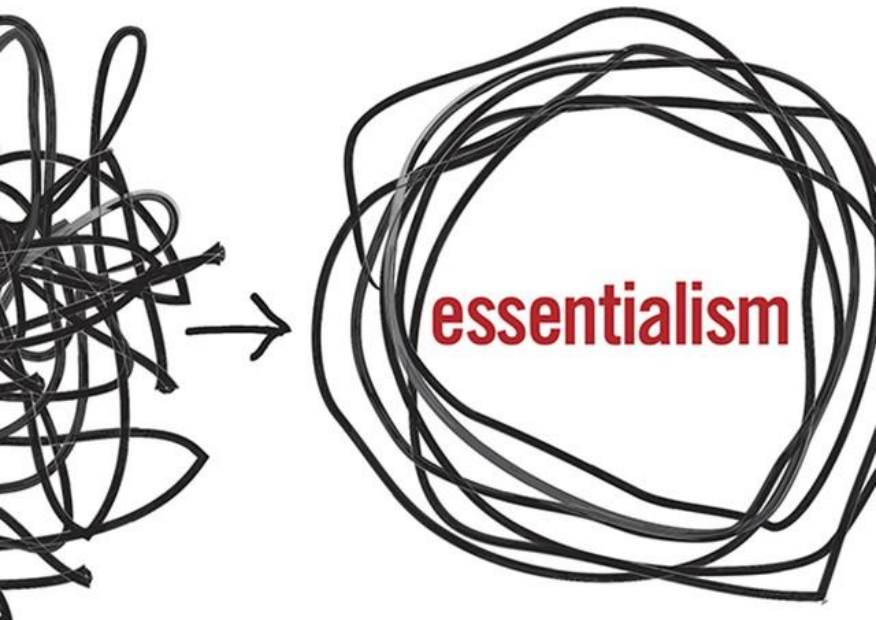
“Essentialism is not about how to get more things done; it is about how to get the right things done.

It doesn't mean just doing less for the sake of less either. It is about making the wisest possible investment of your time, attention and energy in order to operate at our highest point of contribution by doing what is essential.”

Essentialism (Greg McKeown)



Essentialism Model



	Non-Essentialist	Essentialist
Thinks	ALL THINGS TO ALL PEOPLE “I have to.” “It’s all important.” “How can i fit it all in?”	LESS BUT BETTER “I choose to.” “Only a few things really matter.” “What are the trade-offs?”
Does	THE UNDISCIPLINED PURSUIT OF MORE Reacts to what’s most pressing Says “yes” to people without really thinking Tries to force execution at the last moment	THE DISCIPLINED PURSUIT OF LESS Pauses to discern what really matters Says “no” to everything except the essential Removes obstacles to make execution easy
Gets	LIVES A LIFE THAT DOES NOT SATISFY Takes on too much, and work suffers Feels out of control Is unsure of whether the right things got done Feels overwhelmed and exhausted	LIVES A LIVE THAT REALLY MATTERS Chooses carefully in order to do great work Feels in control Gets the right things done Experiences joy in the journey

Essentialism Methodology

BECOMING AN ESSENTIALIST



1. Explore:

- Purpose of your role – what are you here to do? What's essential for you & your team to do?

2. Eliminate:

- Clear your mind – what can we delete, defer or delegate?

3. Execute:

- Communicate with manager/ team, ask for support, workflows, MS To Do, planning & prioritizing.

4. Digital Tools – Workflows

1. Reference Material:

- Where is information, documents & procedures stored?
Standardised naming conventions?

2. Tasks:

- MS To Do, MS Planner

3. Calendar:

- Appointments, tasks, due dates, meetings

4. Connection/ Collaboration:

- MS Teams, Outlook

Top Tips for Hybrid Workplaces

1. Communicate Clearly, Constantly & Record It:

- Be intentional – set clear expectations, help teams prioritise workloads.
Meeting rhythms – regular short check-ins via messaging/ calls & 1-on-1s.

2. Use Functional Technology:

- Use a single platform e.g. MS Power Platform for streamlined operations, give ongoing support (MS Teams, MS To Do, Planner, Outlook)

3. Prioritise Connection & Employee Wellbeing:

- Know your team's needs & know what motivates them.
- Use MS Teams to connect, MS Insights, and provide training.

Recommended Courses

- Time Management Simplified
- Tame Your Inbox
- Boost Your Productivity
- Emotionally Intelligent Leaders
- Conflict to Co-operation
- Manage Stress Build Resilience

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Thank you

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