

Sprint: **Growth Mindset: Activate Your Remote Productivity & Wellbeing**

with
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01 Productivity & Remote Working

2020 & Productivity

- For many, full-time remote working is new, a time for change and learning new habits.
- Social media can suggest an unhelpful image of how “productive” a person “should” be.
- The atmosphere of uncertainty can make it more emotionally tiring to focus on work.

You Are Unproductive When

You Need Clarity

If you don't know where you want to be, you cannot pick the road to take (or commit to a single, most beneficial, course of action)

You Need Focus

A distracted mind wastes energy on a thousand ultimately unimportant tasks, without bringing you any closer to your goals.

You Need Rest

Otherwise you won't have clarity nor focus (and no, caffeine is not a sustainable long-term solution).

Let's Talk about **Clarity**

	You Have Clarity When	You Lack Clarity When
CLARITY IS having less on your mind	You think less	You overthink
CLARITY IS filtering out others' feedback	You distinguish between feedback & noise	You give an equal importance to everything that comes your way
CLARITY IS working with the principles of nature (such as: impermanence, conversion of energy, human need for safety)	You adapt to the reality	You resent the way things are

Reflect

You get more done when you have less on your mind.
Has remote working changed what's on your mind? In what way?

Let's Talk about **Focus**

- Pre-plan your day and set boundaries (keep asking yourself: "will this help me advance?")
- The 2-minute rule AND working in cycles (e.g. pomodoro technique)
- Task variety & energy management – Remote working is your chance to practice being less reactive

Morning
Generating ideas,
creating new content,
high-priority work

Afternoon
Networking, workshop
delivery, social
interaction

Late afternoon
Social media, follow-
ups and low-priority
work

Let's Talk about **Rest**

Basic Principles

Just because someone says they can work 20 hours a day doesn't mean that's the standard you should aspire to.

Work smart, not hard

If it's costing you your health, then it's not worth it.

Remote Work

Distinguish between work time and play time (in your mind as well as in your environment)

When necessary, let others know about your boundaries

Remember that it's okay to not always be productive

Exercise time!

To Gain Clarity

- (1) Write down where you want to be
- (2) Decide how this day will get you there
- (3) Write down what are unnecessary distractions

To Find & Maintain Focus

- (1) Design your "perfect working day" and live it for a day
- (2) What tasks can be done in 2 minutes? Do them

To Rest In Between Work

- (1) Breaks in predefined times
- (2) Start noticing your mind's impulses to procrastinate
- (3) Breathing exercise

02 Looking after Yourself While Working Remotely

A simple truth:

Everyone is Different

- Some of us need more time to rest than others
- Some of us need more time on their own than others
- Some of us tend to worry about things more than others

And that is fine

The “I’m not doing enough” narrative

It is easy to start comparing yourself to others, thinking that you’re not working as much or as productively as they are

Recognise this thinking for what it is:

Your mind is trying to make sense of what you think how you should behave when there is uncertainty

But this is not (necessarily) true

Reflect on the journey traveled for inspiration

So that you can focus on the journey ahead

Know what works for you

Ultimate productivity tip: find your own style

It’s about the long game

“It doesn’t matter how slow you go, as long as you don’t stop” (and remember to rest)

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“You have power over your mind - not outside events. Realize this, and you will find strength.

The happiness of your life depends upon the quality of your thoughts.”

Marcus Aurelius

Being Mindful of Your Attitude to Life & Work

Instead of	Try this	
I need to be doing more	I’m doing my best	As long as you have CLARITY , the little actions you take will add up
I wish I had more time	I have all the time I need	It’s a question of focus and being smart about how you manage your energy
I wish things were different	It is in my power to adapt	There are things you can, and cannot control. You cannot control: weather outside, other people’s attitudes, global pandemics You can control: How you chose to react to those events day after day

03 What Managers & Business Leaders Can Do for Their Teams

As a Manager...or even as a colleague what you can do for yourself and others

Know Your Team

- Understand what is the preferred working style of each individual
- Have an open conversation about personal working preferences, and how the company can best accommodate those (senior roles, but if you have an idea, speak with your manager and share it)
- Be clear about what can be done (as a sales rep, make sure you get clarity from your manager)

Know Yourself

- How do you feel about asking your team for feedback? / Ask your manager or fellow colleagues whenever you have the chance.
- Based on your experience and on what you have learned today, how can you better enable your team to be productive while working remotely?

Challenge

Until you ask your team for an open and honest feedback, you'll never know what's been going on for them, and how you can best help them be productive while working remotely.

Solution

Ask:

Is there anything that I, as your manager, can start doing, continue doing or stop doing to help you work and feel at your best as we work remotely?

As a Business Leader...

A productive working environment and a culture of wellbeing are key for employee engagement

It is, therefore, a matter of sustainable business performance

Here's what you **need** to do right now:

Gather data to understand your employees' experience and act accordingly

Ensure that your management teams know how to enable productivity and wellbeing while working remotely