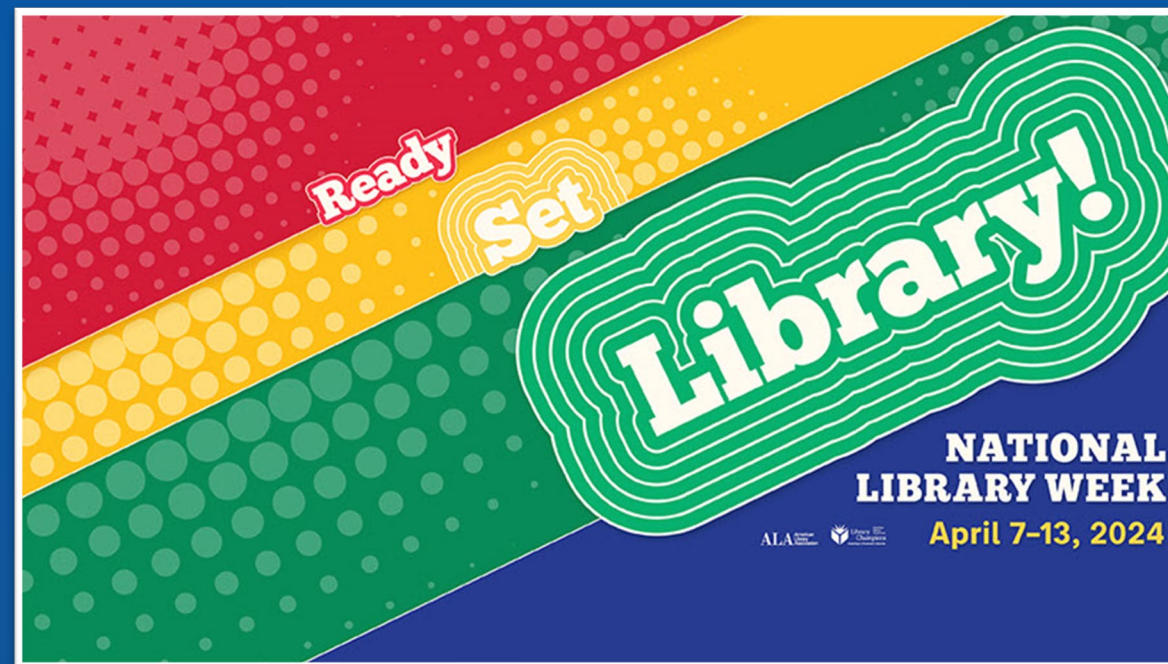
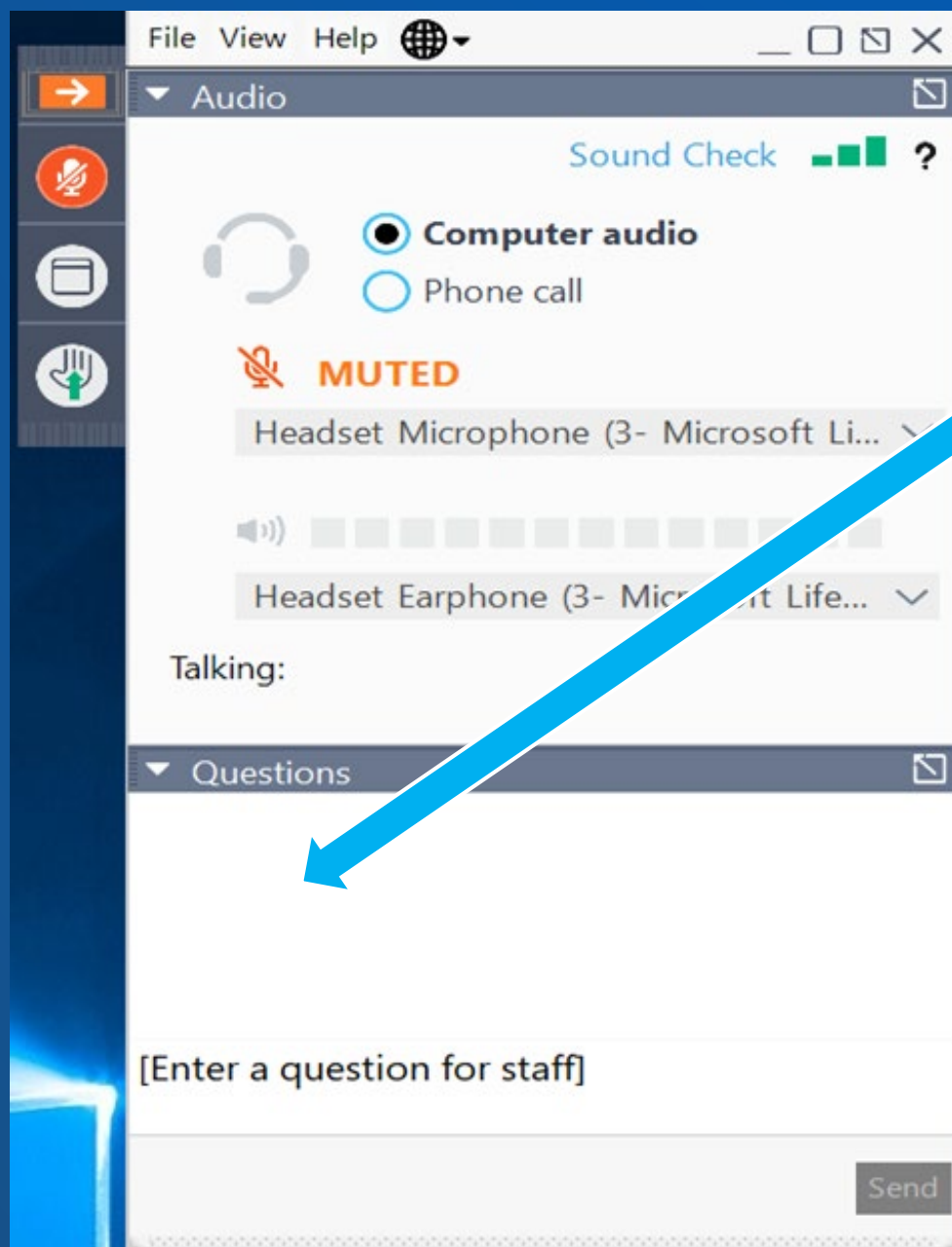



Mindful Productivity for Knowledge Professionals and Teams



April 11, 2024

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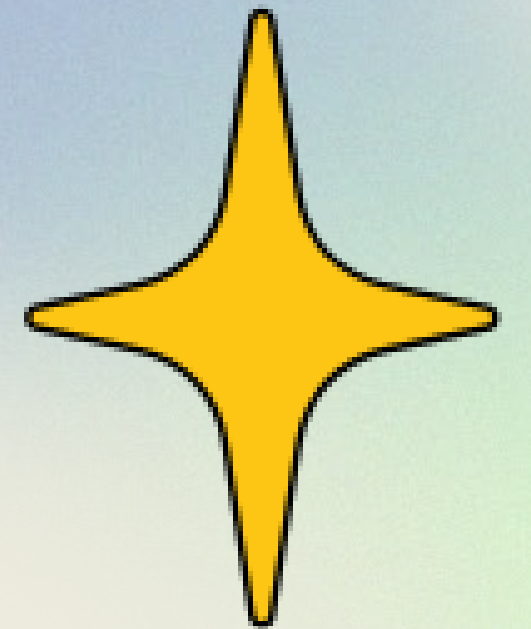
Mindful Productivity for Knowledge Professionals and Teams



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Mindful Productivity for Knowledge Professionals & Teams





Maura Brannigan ✓

@maura_brannigan

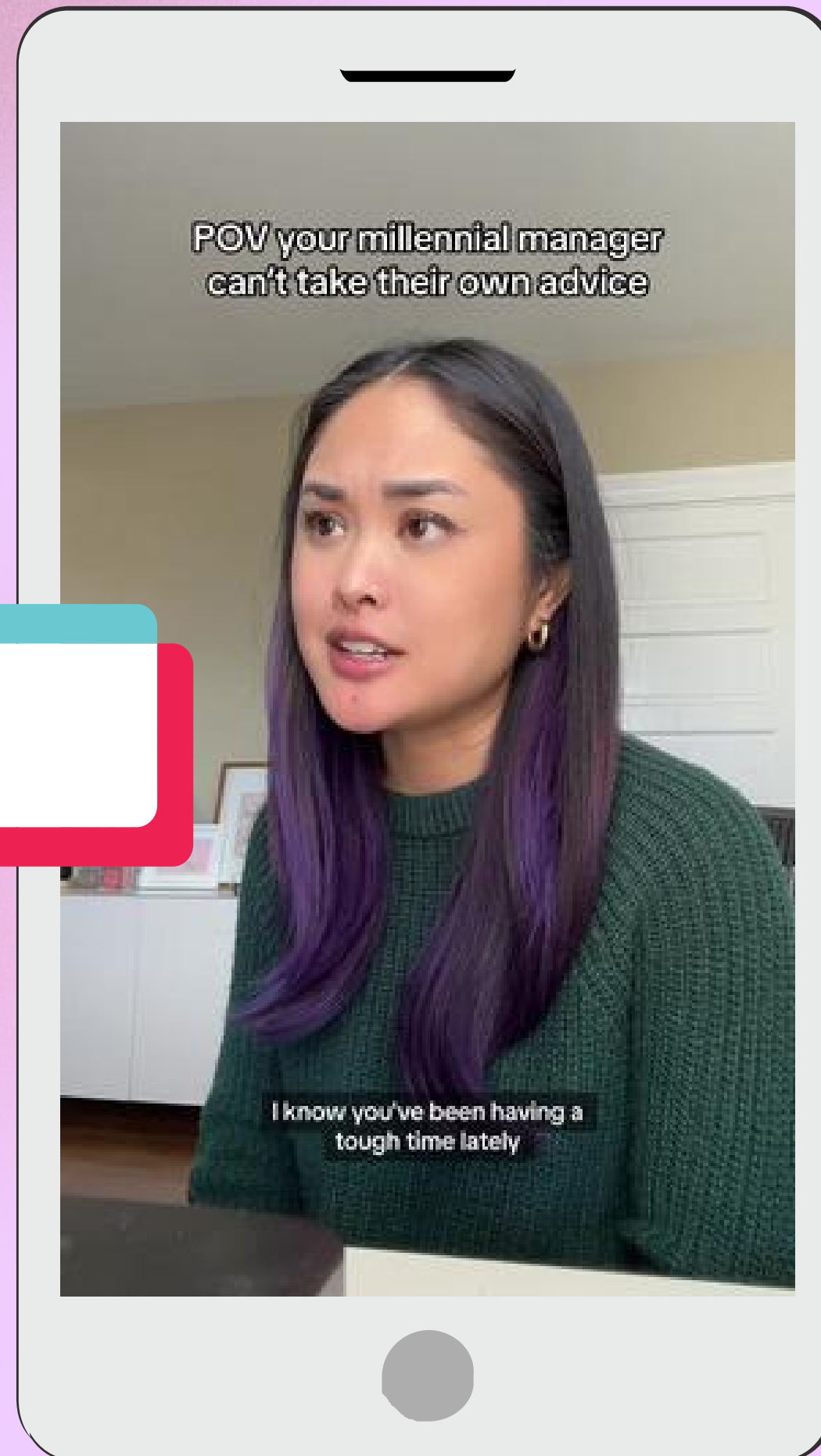


Were you really “a pleasure to have in class” or were you just the bossy oldest daughter with an undiagnosed anxiety disorder

7:53 AM · May 6, 2021

10.8K Retweets **6,135** Quotes **84.5K** Likes **1,523** Bookmarks

**Millennial Manager:
Focus on wellbeing**



@stuffkarensays

This is your permission slip.



All content will be shared: slides, links, resources.
Video demos and extended notes coming soon!

No need to take notes, invite you to be fully present!
... unless notetaking is how you process and learn best. 😊

notesbyjess.com/productivity

Sign up or email for content updates.

A Definition.

“Mindful productivity can be defined as being consciously present in what you’re doing, while you’re doing it, in conjunction with managing your mental and emotional states.”

Anne-Laure Le Cunff, Ness Labs



PRESENCE



AWARENESS



FLOW



SINGLE TASK



MOTIVATION



CURIOSITY



GROWTH



METACOGNITION



BREAKS



ENVIRONMENT

Some goals.

TO REDUCE:

Mental load
Decision fatigue
Stress, anxiety, & depression
Information Overload
Shallow Work
Boredom & disengagement

TO INCREASE:

Contentment
Healthy routines & boundaries
Evidence-based practices
Rest & reflection
Deep Work
Creativity & innovation

Principle 1

The system is
the strength.

Define the essentials and the non-essentials.

- *“You do not rise to the level of your goals. You fall to the level of your systems.” James Clear, Atomic Habits.*
- Articulate your values, mission and/or vision (both as an individual and as a team!) Everyone should know what you're doing and why.
- Identify the minimum standard of care or the minimal viable option.
- Templates, templates, templates. Templates give you a place to start and help you choose which rules to break.

The system is the strength.

Technology cannot solve all problems, but it can make a lot of things a lot easier.

- Ex: We leverage Teams, Planner, Updates and Loop Components for Project Management and progress updates; everyone can see what everyone else is working on.
- Ex: We automate processes whenever possible to free up time for creative work. (Automation is also fun: [Using Low Code to Automate Public Service Workflows: Three Cases](#). The Code4Lib Journal, 52). Try Power Automate, Zapier, or IFTTT.
- Ex: We share Outlook calendars and event details; we respect each others' time by checking them.
- Work smarter, not harder... and share the smarts.
 - CTRL + SHFT + T (or CMD + SHFT + T on a Mac)
 - Browser extensions, new browsers (check out Arc), tab management and sharing.

Leverage the tools you already have.

MS Teams	MS Outlook	MS To Do	MS Loop
A channel for each function	Scheduling Poll	Smart Lists (ex: flagged email)	Notion dupe!
MS Planner	Archive! Delete! Snooze!	Drag & Drop tasks to calendar	Embed Loop components anywhere
MS Lists	Folder Rules	Shared Lists	Copilot!
MS Updates	Hot Keys	Reminders	Pre built templates
Power Apps	Mobile App: Read Aloud	Mobile & OS friendly	Markdown friendly
MS Shifts (for staff scheduling)	Delay Send; Message Recall	“Assigned to me”	Ideal for collaboration when Teams site would be too much

Talk candidly about task management.

- GTD, ZTD
- Work audit exercise: Eliminate, automate, delegate, decide
- MS To Do
 - Drag and drop to do tasks to calendar
 - Smart Lists
 - Shared Lists
- Goblin.tools

The system is the strength.

Equitable accountability enables high performance.

- Equitable accountability enables high performance.
- Try the [CLEAR accountability model](#) or the [accountability dial](#) to help each individual achieve expected outcomes.
- Explicit expectations reduce anxiety.
- Everyone is accountable, including me! I solicit feedback on a trimester basis, and my [anonymous feedback form](#) is always available to my team.

The system is the strength.

Principle 2

Keep a rhythm to
manage the time.

Establish collective rhythms.

- Make weeks predictable.
 - Ex: Monday team meetings. Share positive work experience
 - Ex: Friday 15 min planner meeting and MS updates
- Divide the year so it works for the work.
 - Quarterly, trimester, etc.
 - Time block times for the year accordingly: team building, service, care and cleaning.

Keep a rhythm to manage the time.

Create personal work routines.

- Opening duties and closing duties.
- Protect focus time loudly.
 - Do not Disturb mode (digitally and physically)
 - Deep Work Mode & At Sea Days (flow increases happiness and skill building!)
 - Try # WorkWithMe sessions to leverage a silent body double.

Keep a rhythm to manage the time.

Principle 3

Environment
enables energy.

Invest in spaces.

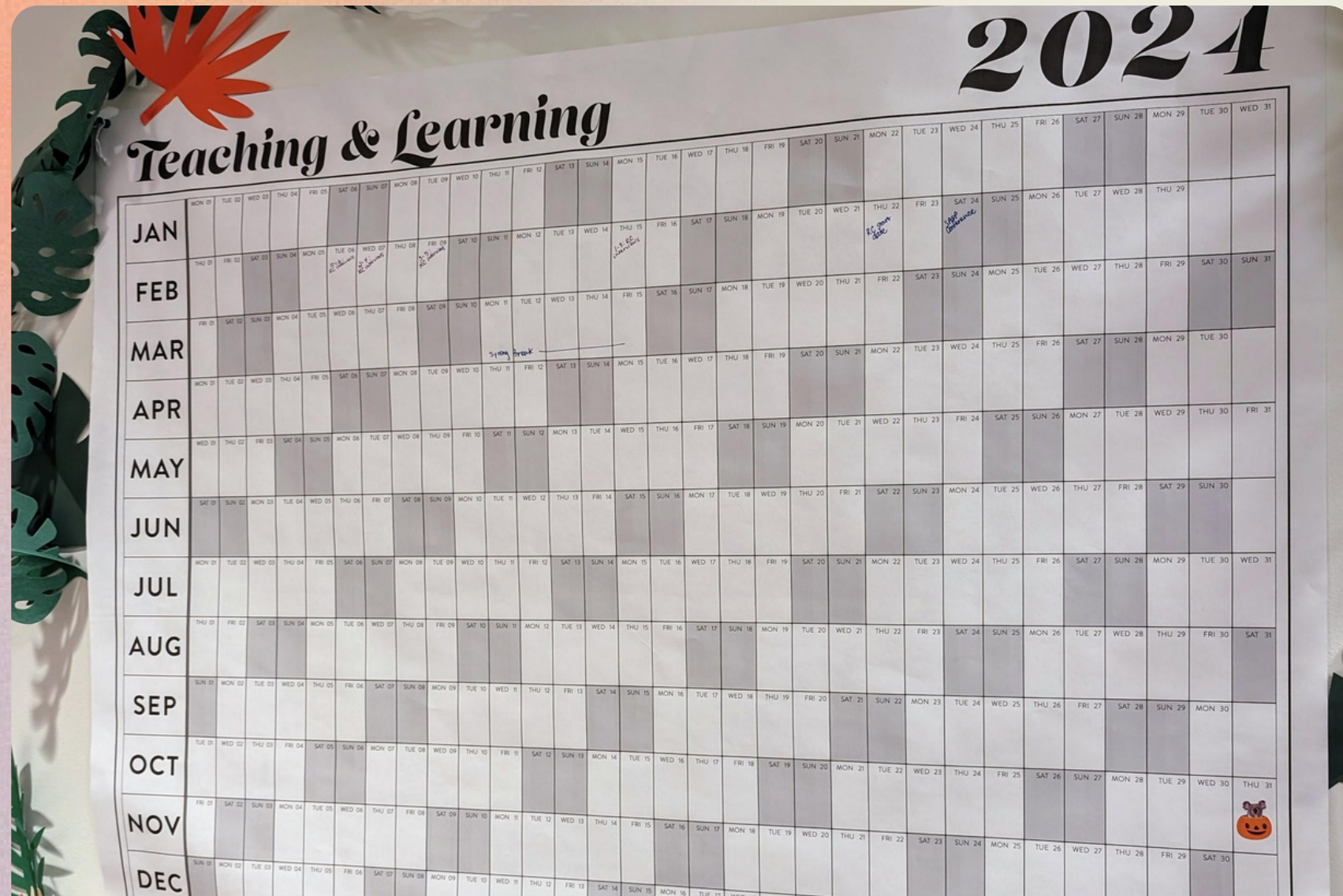
- Personal example: cry chair/safe space; lamps ; essential oils ; open source art; visual timer.
- Enhance office space affordably: art, plants, pillows, and rugs.

Environment enables energy.

Set guidelines for shared spaces.

- Big wall calendar & Command Center.
- Visual signals in physical and digital spaces; collaborative cleaning and organizing time,
- Silly and fun: squishmallows and slippers.
- Activities: puzzles, coloring pages, board game collection, book swap, legos, origami.

Leverage the tools you already have.



Giant wall calendar.



Command center.

Take care of your digital environment.

- Consolidate knowledge as much as possible (SharePoint, Wiki, etc)
- Schedule team archiving and file management days.
- Establish and document naming conventions (YYYY-MM-DD)
- Cultivate personal knowledge to accelerate organizational knowledge creation
- Build a PRM & a CRM to build relationships!

Principle 4

People are the
power.

Employees are people first.

- Have consistent conversations with each employee about their professional development and career goals; tend to your own growth with the same diligence.
- Encourage wellness time, which in turn increases creativity and productivity.
- Flexible schedule and if possible, work arrangements (remote, hybrid).
- Complete a self-study to evaluate energy levels and environmental factors for focus and productivity.
- Universal Design: creating accommodations for specific needs improve the work experience for everyone.

Create a culture of care.

- Self care
 - Create and articulate a wellness plans. Consider all 8 dimensions of wellness. Take advantage of all benefits.
 - SAY WHAT YOU NEED
- Community care
 - Psychological safety is cultivated by everyone.
 - User manuals AND Team Favorites empower folks to care for one another.
 - Generosity strengthens everyone: individuals, teams, organizations, and patrons.
 - Share: Information, time, expertise, credit, networks.

Establish team norms.

- Build a shared vocabulary: "say another way" ; "I" statements ; finger on nose.
- Decide how decision will be made: [gradients of agreement tool](#)
- Define [meeting types](#) and experiment with [mindful meeting techniques](#) to ensure whole-group participation

Prioritize transparency & documentation to empower inclusion, social accountability, and empathy.

- Define roles and expectations clearly; [run the roles and responsibilities play](#) and use the [RASCI framework](#) for project based work and cross-department collaborations. Simple first step: Make job descriptions openly available!
- Use standardized meeting notes, rotate notetaking duties, and use a rolling agenda to ensure folks have plenty of time to prepare for team meetings.
- Output belongs to the team: store all work in a digital environment that is accessible and viewable by everyone on the team (with some exceptions).
- Building begins with onboarding. (Book Chapter: [Principles for Designing Active and Adaptable Onboarding Experiences for Library Employees.](#))

Principle 5

Reflection ,
refinement, and
repetition makes a
rule.

Examine and improve systems when needed.

- Ex: Scribe rotation to distribute "housekeeping" burden.
- Project retrospectives.
- If a decision can be undone, make it quickly.
- Everything is an experiment. Pilot projects test feasibility.

Reflection, refinement, and repetition makes a rule.

Increasing intrinsic motivation increases engagement.

- Give folks autonomy and expect ownership.
- Focus on coaching to increase confidence.
- Set high expectations. Give grace.
- Accelerate professional identity development with learning plans.

Reflection, refinement, and repetition makes a rule.

Templates

- User manuals (slide deck and wiki table)
- Team Favorites
- Onboarding board
- Team Planner board
- Weekly Updates
- Feedback Form
- Rolling Meeting Notes
- Professional Identity Development
- SMART Goal Templates

Template Example: Onboarding

The image shows a Kanban board template for onboarding, organized into five columns: "How to Use This Board", "Before First Day", "First Day", "First Week", and "First Month". Each column has a header with a plus sign and "Add task".

How to Use This Board

- Help Manager: Manager How to [Delete before employee Start] (0/5)
- Help: Learn How to Use Microsoft Planner (3)
- Help: About this board
- Help: MS Planner Desktop App Hack
- Help: Pro Tip: Use MS To Do to compile tasks from Teams, Outlook, & Planner
- Help: UL New Employee Orientation

Before First Day

- Manager: Schedule department/team first day/welcome coffee or lunch
- Admin Services Manager: Work with Administrative Services on computer designation or order for this position.
- Admin Services Manager: Prepare/revise job description (JAF) (0/3)
- Manager: Develop a preliminary training plan (1)
- Manager: Desk/Office Set Up (0/4)
- Admin Services

First Day

- Manager: Send welcome email to All Staff
- Manager: Meet, greet, and familiarize employee with new office and work area (0/3)
- HR Admin Services: Receive your Net ID for e-mail and your TXST ID number from your department.
- Complete the NEW Staff Canvas Course (1)
- HR: Attend N.E.W. Orientation | 10:00 a.m. - 11:00 a.m.
- HR Admin Services

First Week

- Set up Outlook/TXST email address (2, 0/4)
- Calendar Sharing & Permissions (0/3)
- Dept: Department/Team coffee break or lunch meet & greet
- Dept Admin Services Manager: Receive calendar invitations to recurring meetings (0/4)
- Manager: Meet with Supervisor (0/5)
- Read/Learn: Review: UL New Employee Orientation (1)

First Month





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Template Example: Weekly Updates

Top 3 Highlights: *





Enter your response

What have I accomplished this week? *

B *I* U ~~S~~ |    | 





Enter your response

What am I planning to accomplish next week?

B *I* U ~~S~~ |    | 





Enter your response

What obstacles are impeding my progress? *

B *I* U ~~S~~ |    | 

Enter your response

How do I need support?

B *I* U ~~S~~ |    | 

Enter your response

Attachments

Resources

- [Newsletters](#)
- [Podcasts](#)
- [Books](#)
- [Websites & Repositories](#)
- [Frameworks](#)
- [Presentations](#)
- [Games & Card Decks](#)

Q&A

<https://notesbyjess.com/productivity>



Thank you!

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