

MELISSA PEOPLES PRESENTS

# SkYROCKETING Your Productivity

You've Got This!

*melissa*  
**PEOPLES**  
JOIN THE REVOLUTION



# Melissa Peoples

Executive Assistant Coach | Certified Microsoft Trainer

## A BIT ABOUT ME: I'm from Texas, y'all!

- Executive Assistant Coach
- Certified Microsoft Trainer
- YouTuber | Admin Gurus
- Productivity Addict and Strategist
- 25 Years C-Suite Executive Management
- #jointheearevolution y'all!

# What We'll Discuss

SESSION OUTLINE



4 Keys to Skyrocket Your Productivity Journey  
Start Thinking About How You Work  
Tips for Getting Started

# It Doesn't Matter Where You Start. Just Start!

## Build a Productivity Roadmap

- Take small steps
- Make a plan and stick to it
- Celebrate the wins

## Analyze Your Habits

- Find out where you are wasting time
- Where can you improve
- What do you want to do more of
- What do you want to do less of
- Pick one area that you are going to begin developing new habits in

## Reflect on Areas of Development

- Talk about it – ask for feedback
- Build an intentional process
- Communicate the process
- Don't be part of the problem

## Keep Building

- Check-In Often
- Make Adjustments
- Master It & Move On





Your productivity journey starts with just one step. Find one area you want to improve and work on building best practice habits until it becomes second nature to you. Then, take another step and keep building your habits until your productivity becomes a central part of your workflow, strategy, and mindset.

STOP Multitasking

Be Intentional With Your Time

Contextual Switching is a No-No

Understand HOW You Work



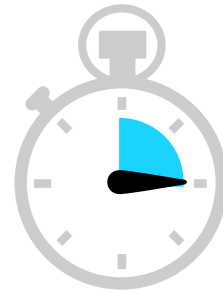
# Are You Investing Your Time Wisely?



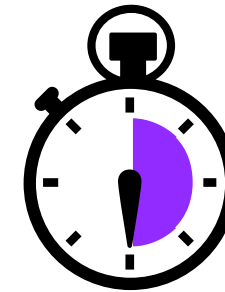
## What People Say

**5%** Average working time

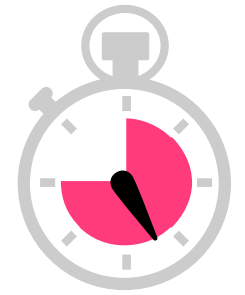
**50%** Ideal Working Time



**5 Hours**



**10 Hours**



**20 Hours**

## Communication Style

What is your communication preferences?  
Do you hyper consume content?

01

## Meeting Style

Cadence ? Pre-reads? Formal?  
Presentation style? Ideal week?

02

## Activator or Strategist

Are you an activator or a strategist?  
Do you have FOMO?

04

## Professional Goals

What are your professional goals and how can you get there?

03

05

## Workflow

How do you assist in driving productivity and strategic vision?  
How do you approach your workflow?

 Vision Clarity Analyze Action

When do you feel empowered?

How are you motivated?

When do you disengage?

Consider what your role would look like if you intentionally built an effective productivity roadmap that increased your bandwidth so you could lean into the business.

Be intentional about HOW you spend your time.

Analyze your time, workflow, and how you are investing your time.

Go from idea to implementation.

Set boundaries and guideline and then make it happen.





# You must determine your own workflow. Own your space and set boundaries.

## Strategic Workflow = Crazy Productivity

### Strategic Workflow

This is the result of the prioritization process. The strategic planning of your workflow will increase your productivity and focus on what is truly important.



# My Productivity Roadmap 2020

January to March

## DO THE HARD THINGS FIRST

- PRIORITIZE THE HARD THINGS FIRST
- DO NOT ACCEPT PROCRASTINATION FROM MYSELF
- ORGANIZE MY DAILY WORKFLOW TO HIGHLIGHT THESE TASKS

## MAXIMIZE MEETING CULTURE

- CONTINUE TO BUILD ON MEETING MANAGEMENT BEST PRACTICES
- FOCUS ON SHORTER MEETINGS
- IMPLEMENT BATCHING DAYS ACROSS ORG



April to May

June to August



## USE MY PRIME TIME

- EXPLOIT MY PRIME TIME
- 6:30 AM – 11:00 AM
- MAXIMIZE MY MENTAL CAPACITY DURING THIS TIME
- SCHEDULE MY MOST IMPORTANT WORK DURING THIS TIME

September to December



## AVOID VISUAL DISTRACTIONS

- ENGAGE IN DEEP WORK
- STOP ALL VISUAL DISTRACTIONS
- REPOSITION MYSELF AS NEEDED



# My Productivity Roadmap 2020

You've got this!

May - June

PRACTICE BUILDING HABITS

GIVE YOURSELF A TIMEFRAME

July - August

STAY ACCOUNTABLE

September - October

November - December

CELEBRATE YOUR WINS



# CONNECT WITH ME



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