

# **Smarter Working**

**ELM Module : Planning & Organising**

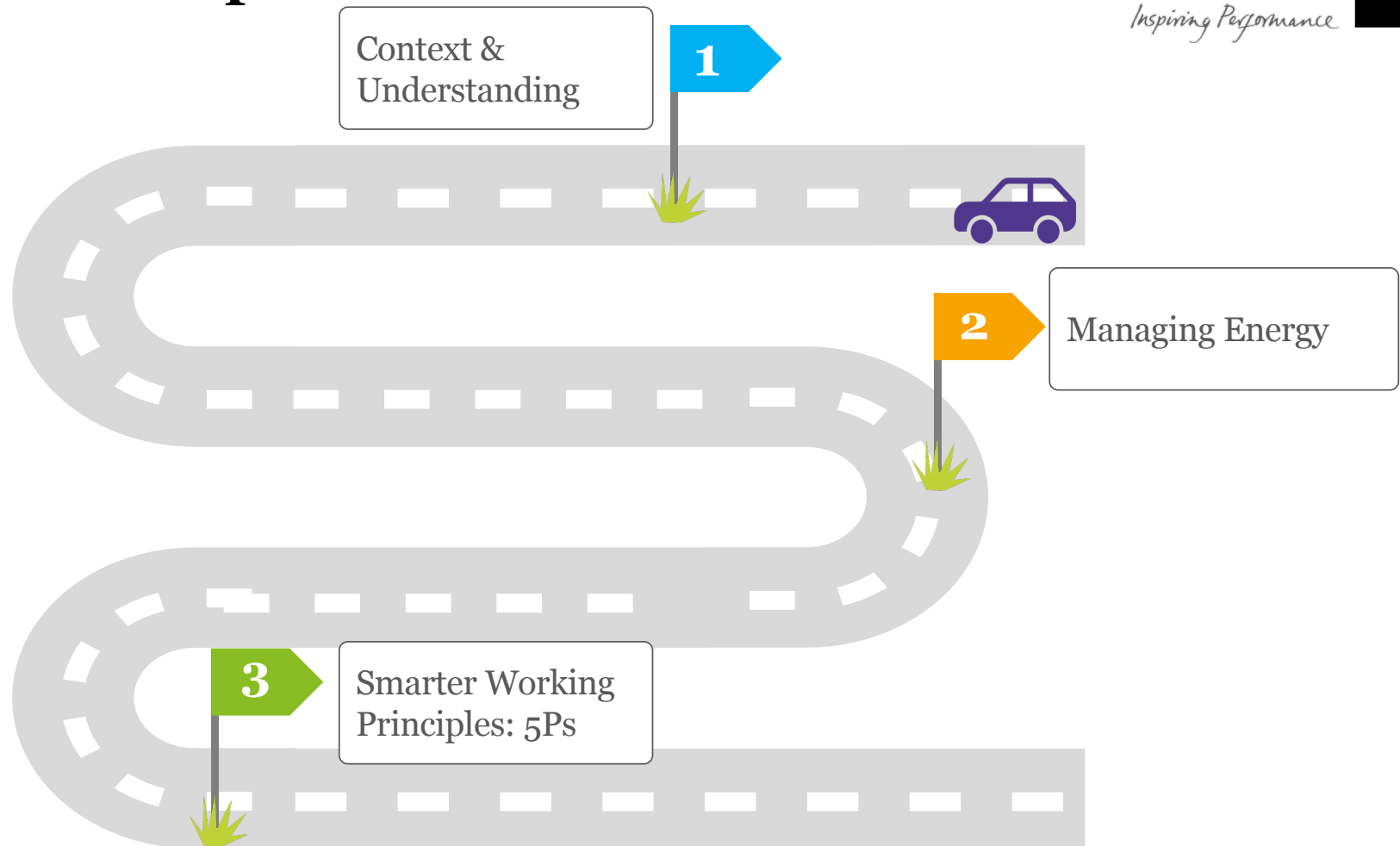
# Smarter Working

# Learning outcomes

Introduction to a number of  
smarter working principles

Development of principles for use  
in 'my world'

# Session roadmap



## Smarter Working: Context

**You are about to enter a breakout room**

**In pairs:**



Discuss your current approach to the working day/week. What challenges do you face?



Ideally, what would your day look like?



How could you implement improvements to overcome these challenges/issues and move you closer to your ideal working day?

# Managing Energy



## Smarter Working: **Context**

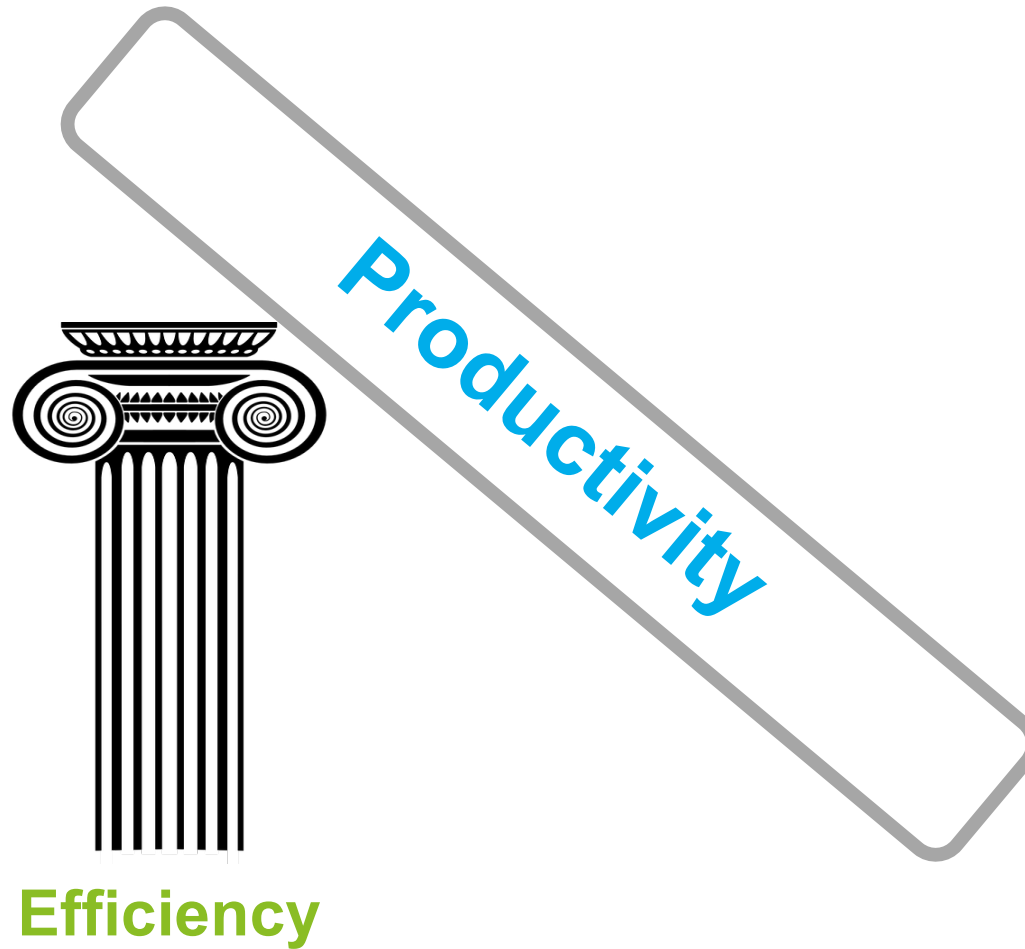


What is efficiency, what is effectiveness?



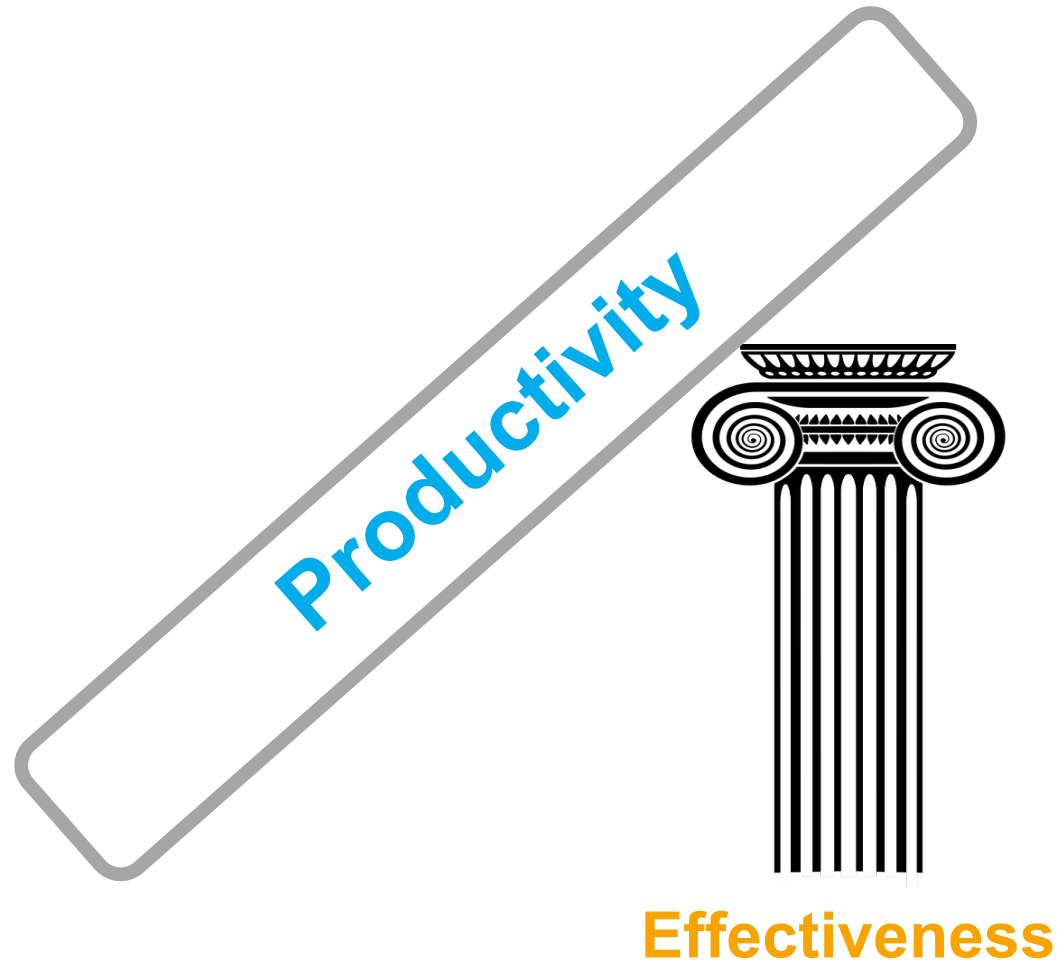
Is there a difference?

# Smarter Working: Context



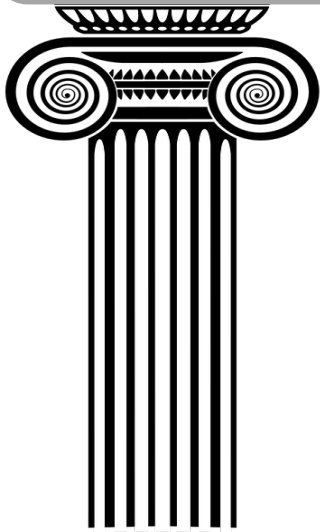


# Smarter Working: Context

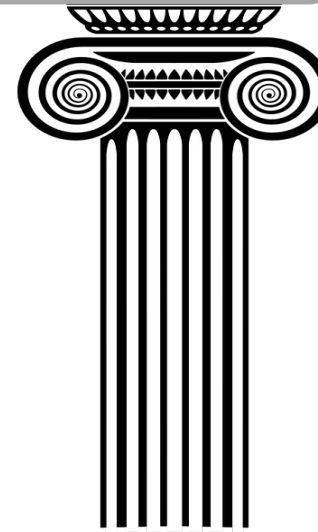


## Smarter Working: Context

Peak Productivity



Efficiency



Effectiveness



# Smarter Working: **Smarter not Harder**

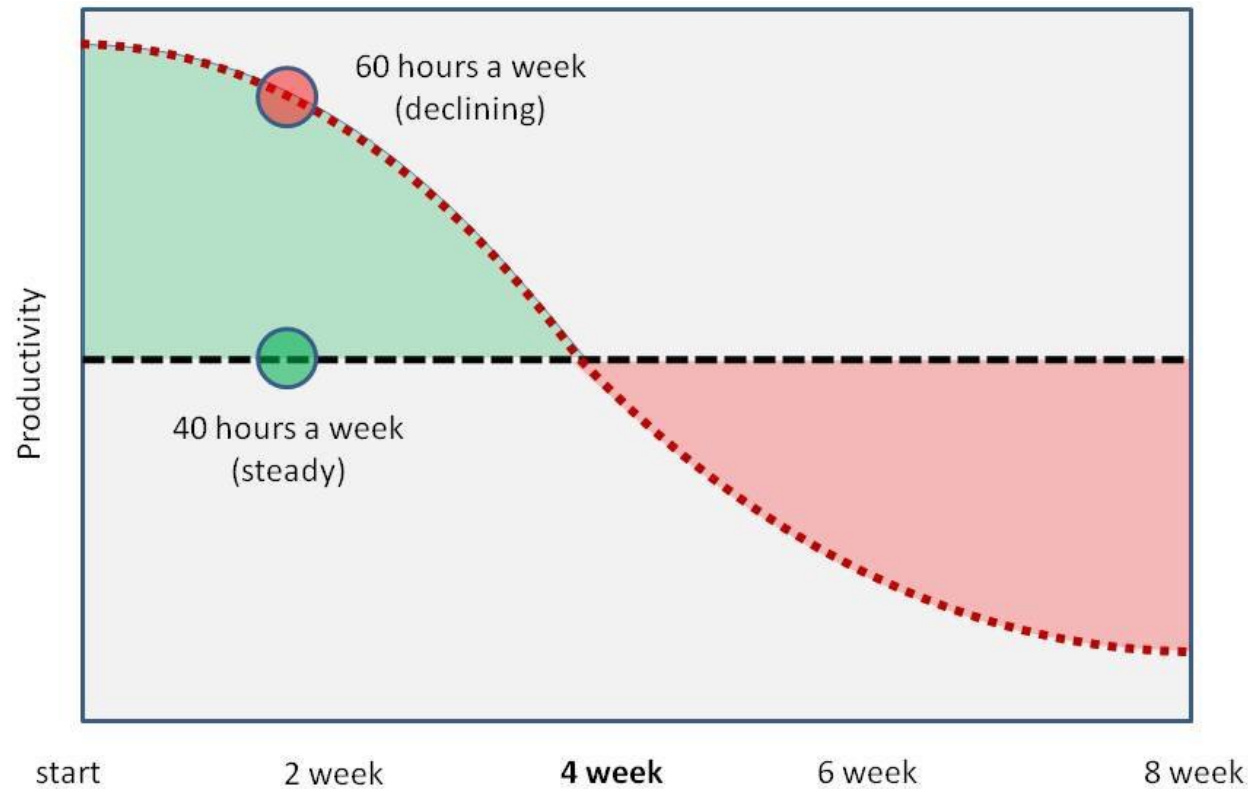


How do we get more done in a day?



What are the traps we can fall into?

# Smarter Working: Smarter not Harder



Where are you?

Your team?

What example are you setting?



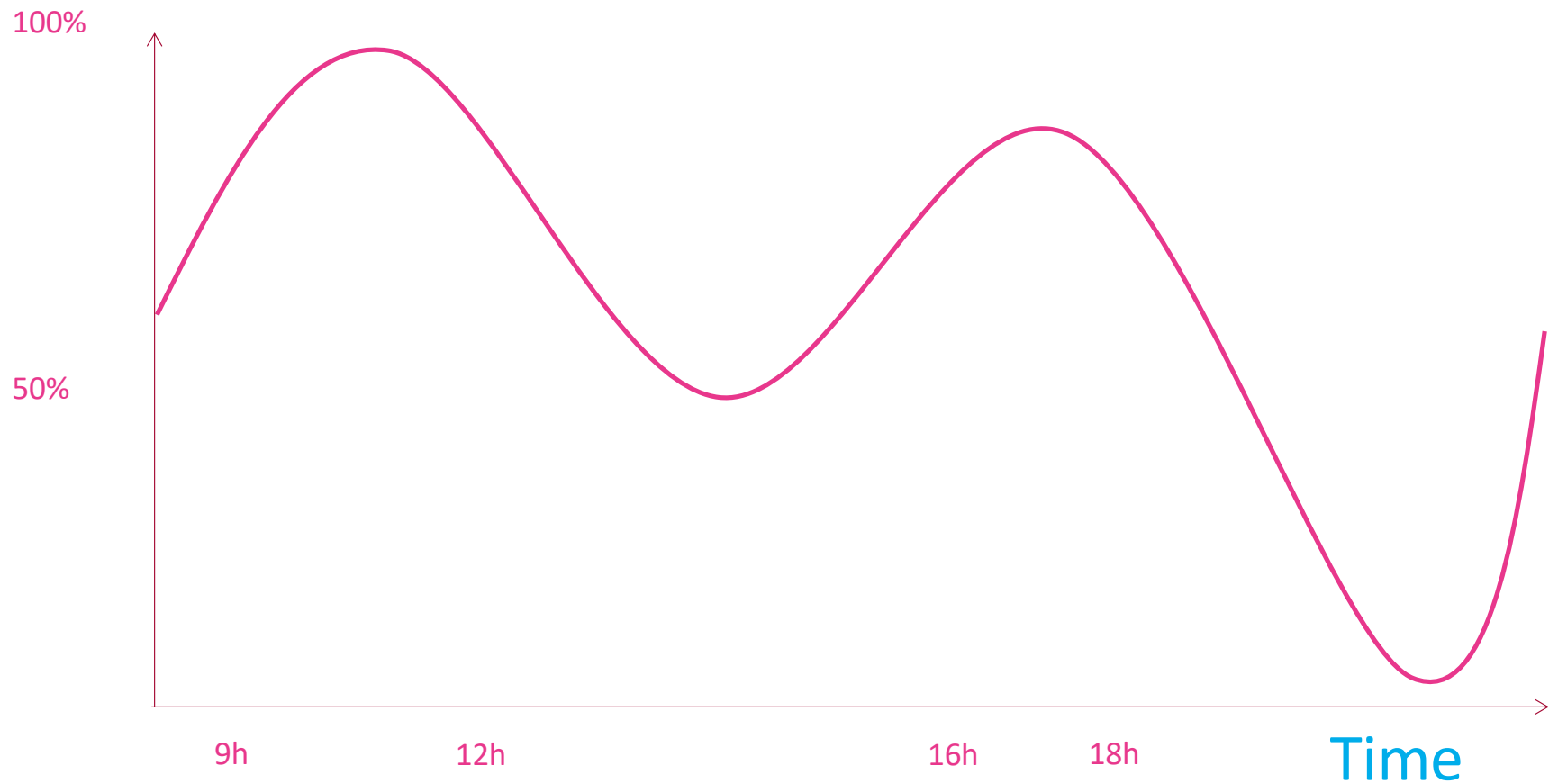
## Smarter Working: **Managing Energy**



When are you at your most productive during the working day?

# Smarter Working: Managing Energy

Efficiency



# Smarter Working: Managing Energy

Efficiency

100%

50%

9h

12h

16h

18h

Time



# Smarter Working: 5Ps



# Smarter Working: **It's on You**

**You are the biggest influence in improving your productivity**



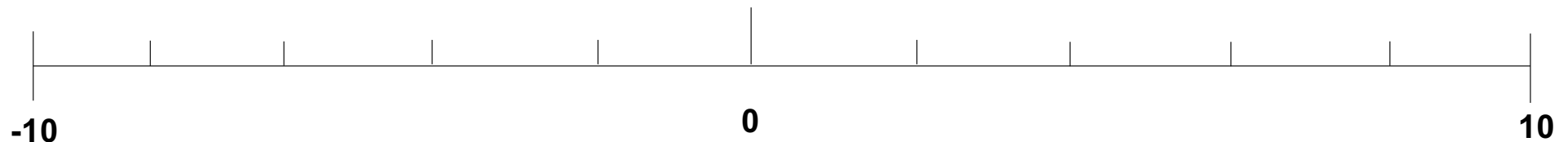
# Smarter Working: **Plan**

Fail to Plan, plan to fail...



## Smarter Working: Plan

How good/disciplined are you at planning currently? Provide a rating.



1. What stops you planning more effectively at the end of your day/week, or before a key task?
2. In what ways might you overcome some of these obstacles?
3. What benefits could this bring and what rating would this move you towards?

What actions do you need to take to achieve this improvement?

# Smarter Working: Prevent

Prevention is better than cure...



## Smarter Working: Prevent

Consider your task list. How much time do you commit to preventing errors? Provide a rating.



1. Think about the last mistake that you were responsible for (it happens to all of us)
2. What was the root cause? Keeping asking 'why did this happen' until you have an answer
3. What could you do to reduce the likelihood that this will happen again on your watch?

What actions do you need to take to achieve this improvement?

# Smarter Working: **Punctuality**

**On Time, All the Time**



# Smarter Working: Punctuality

In a typical working day, how well do you manage your time commitments? Provide a rating



1. Consider the last meeting you attended or appointment you needed to keep.
2. Did it start on time? If not, what was the cause: you or other factors? What was the impact?
3. What could you have done to have prevented this?

What actions do you need to take to achieve this improvement?

# Smarter Working: **Pareto**

## The 80/20 Rule





## Smarter Working: Pareto

How much do you focus on the big stuff, the tasks that account for the 80%. Provide a rating.



1. Recall your task list and think about the items that you know will really make a difference.
2. How much time do you really dedicate to these tasks? What stops this being higher?
3. How could you use the 80/20 rule to zero in on the tasks that have the greatest impact?

What actions do you need to take to achieve this improvement?

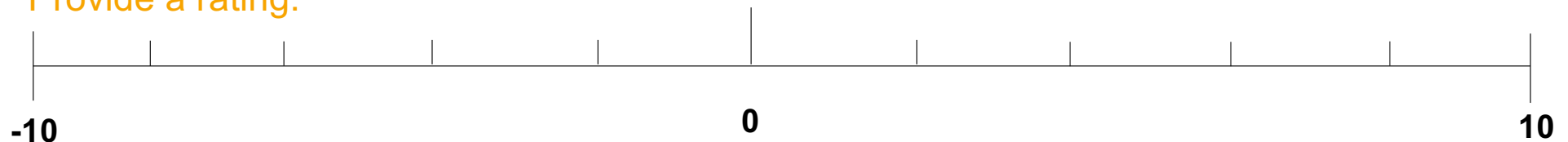
# Smarter Working: **Parkinson's Law**

**Work expands to fill the available time**



# Smarter Working: Parkinson's Law

Think about your use of time and deadlines: how disciplined are you when working on a task?  
Provide a rating.



1. Recall a situation when a task seemed to take forever to complete.
2. Did you assign too much time to the task?
3. Realistically, if you eliminated all distractions, how much time could you have saved?

What actions do you need to take to achieve this improvement?

# Smarter Working: Parkinson's Law



## Smarter Working: 5Ps

**You are about to enter a breakout room**

**In pairs:**



Discuss your current approach to the working day/week. What challenges do you face?



Ideally, what would your day look like?



How could you implement improvements to overcome these challenges/issues and move you closer to your ideal working day?

# Smarter Working: Key Principles

1

## One U

### Five Principles

- Plan: prepare, execute, review, adapt
- Prevention: quality is free, no rework, reduce snagging
- Punctuality: on time, every time – hold yourself and others to account
- Pareto Principle: focusing our effort where it makes the most impact
- Parkinson's Law: chunking tasks, full focus, no distractions – Pomodoro?

# Wrap Up

# Learning outcomes

Introduction to a number of  
smarter working principles

Development of principles for use  
in 'my world'



## Smarter Working: Key points



Routines will help us be more productive – plan and build yours!



Working more hours can be counter-productive, be aware of the impact of sustained excess hours



Identify where you're most productive and schedule appropriately



Incorporate the 5Ps (and the Pomodoro?) into your day to work smarter

# Smarter Working: Action planning



Review your day – are you productive or just busy?



Work with your team to better understand when – and how – you can be more productive



Pick one of the 5Ps to build into Smart Working in your world