

Fantasy Landscape by Jason Coates CC-BY-NC-SA <http://www.newgrounds.com/art/view/llamareaper/fantasy-landscape-2>

Personal Productivity

The Eternal Quest

Jason Coates
3.14.13



Re/Generation 4th edition D&D © Raven Mimura http://www.ravenmimura.com/gallery_item.php?id=400



Shit Academics Say

@AcademicsSay



Following

I'm very busy. On an unrelated topic, I have questionable time management skills and difficulty saying no.

<https://twitter.com/AcademicsSay/status/593955091134226432>

Time Stealing Goblins




© 2015 Skiorh "Pathfinder RPG party commission." <http://skiorh.deviantart.com/art/Pathfinder-RPG-party-commission-526860638>

Our Party



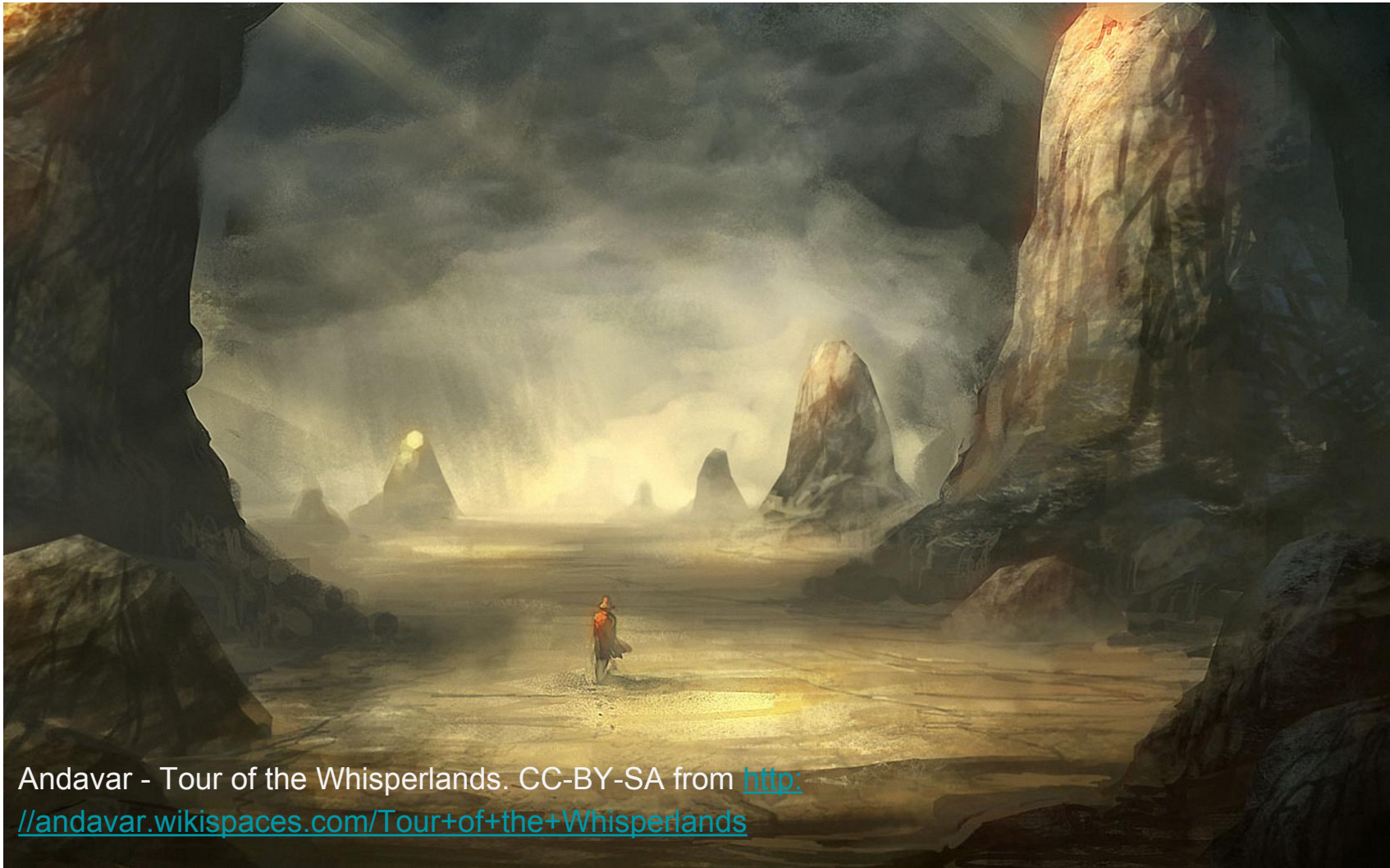
Party Leader



"All we have to do
is decide what to do
with the time
that is given to us."

Gandalf

From <http://daintyndelightful.com/5-memorable-quotes-from-middle-earth/>



Andavar - Tour of the Whisperlands. CC-BY-SA from <http://andavar.wikispaces.com/Tour+of+the+Whisperlands>

Priorities



Work Diary



Screenshot from Fellowship of the Ring, from <http://nerdalicious.com.au/books/the-hobbit-there-and-back-again-red-book-of-westmarch/>

Time to Plan



from <http://dungeonsmaster.com/2011/06/3-quick-ways-to-increase-role-playing-at-your-table/>

The Scout



Rooftops by carloscara. CC-BY-NC-ND at <http://carloscara.deviantart.com/art/Rooftops-287492113>



8 ⁰⁰	Create List: Values. Priorities. Goals. How to display these?
	Get Coffee
9 ⁰⁰	Email
	Research Copyright Question
10 ⁰⁰	Finish Presentation Slides
11 ⁰⁰	
12 ^{pm}	Email/Blogs/Twitter/lunch
1 ⁰⁰	Finish Presentation Slides
2 ⁰⁰	
3 ⁰⁰	Email & wrap up
4 ⁰⁰	



by Craig J. Spearing © Paizo Publishing. Sourced from <http://shadowcoreillustration.blogspot.com/2012/08/skull-shackles-part-1.html>

The Warrior



Seelah by Wayne Reynolds. © Paizo Inc. <http://www.pathfinderwiki.com/wiki/Paladin>

Your Random Dungeon
group is ready!

Your Role
Tank



Rewards

Enter Dungeon

Leave Queue



Start from a template or from a blank rule

Step 1: Select a template

Stay Organized

- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a distribution list to a folder
- Delete a conversation
- Flag messages from someone for follow-up
- Move Microsoft Office InfoPath forms of a specific type to a folder
- Move RSS items from a specific RSS Feed to a folder

Stay Up to Date

- Display mail from someone in the New Item Alert Window
- Play a sound when I get messages from someone
- Send an alert to my mobile device when I get messages from someone

Start from a blank rule

- Check messages when they arrive
- Check messages after sending

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
with specific words in the subject
move it to the specified folder

Example: Move mail with Project in the subject to my Project folder

Cancel

< Back

Next >

Finish

Defend your time



Guardian of the Temple by Knightspybc. CC-BY-NC-ND at <http://knightspybc.deviantart.com/art/Guardian-of-the-Temple-140512791>



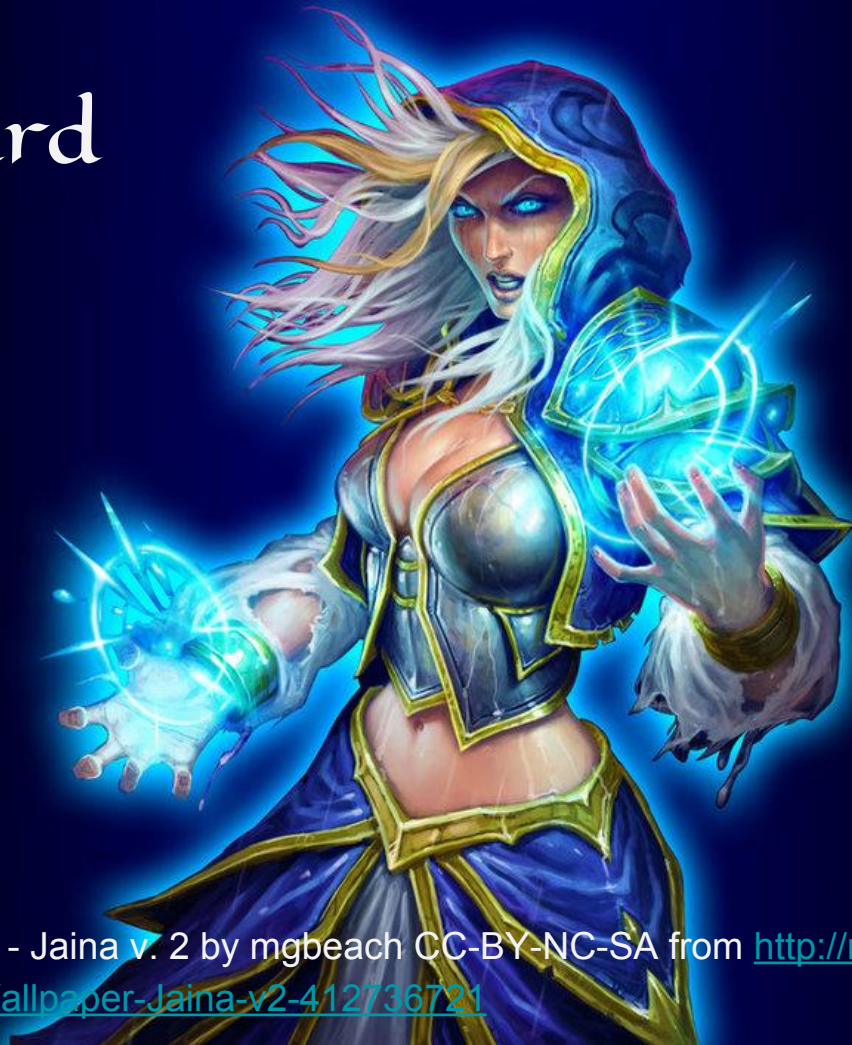
Παντελεΐμον

Siren, by Panteleimon-Aeon. CC-BY-NC-ND <http://panteleimon-aeon.deviantart.com/art/Siren-312787429>

Willpower Saving Throw buffs

- StayFocusd: <http://www.stayfocusd.com/>
- Cold Turkey: <http://getcoldturkey.com/>
- Take a Five: <http://www.takeafive.com/>

The Wizard



Hearthstone Wallpaper - Jaina v. 2 by mgbeach CC-BY-NC-SA from <http://mgbeach.deviantart.com/art/Hearthstone-Wallpaper-Jaina-v2-412736721>

Or... Legolas



http://the-hobbit-the-lord-of-the-rings.wikia.com/wiki/Legolas_Greenleaf



© Santiago Iborra - Wizard from <http://www.santharia.com/pictures/quellion/fireball.htm>

(c) Santiago Iborra 2005

WoW Mage by Karkan CC-BY-NC-ND at <http://karkan.deviantart.com/art/WoW-Mage-146117887>





Mail <<

Favorite Folders >>

- Inbox
- Follow Up [5]
- Needs Action [2]
- Read Later [6]
- Unread Mail

Mail Folders >>

- All Mail Items
- Mailbox - Anali Perry
 - Deleted Items (1)
 - Drafts
 - Inbox
 - Follow Up [5]
 - Needs Action [2]
 - Not to me
 - Read Later [6]
 - Infected
 - Junk E-mail [2]

Mail

Calendar

Contacts

Shortcuts

Inbox Search Inbox

From	Subject	Received	Cate...
There are no items to show in this view.			

To-Do Bar >> X

November 2009

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

- Meet w/Sam**
4:00 PM - 5:00 PM
Coldstone
- Holiday Coffee!**
Tue 12/1 9:00 AM - 11:00 AM
MU
- Library Channel Minute Reco**
Tue 12/1 10:00 AM - 11:00 AM
Hayden, 4th Floor in ICS; M ↻
- Lunch!**
Tue 12/1 12:00 PM - 1:00 PM
TBD; Anali Perry ↻
- Staff Meeting**
Wed 12/2 9:15 AM - 10:00 AM
Jeanne's Office ↻
- Chat Ref**
Wed 12/2 4:00 PM - 5:00 PM ↻

The Healer



Redemption by Nightblue-art © Blizzard Entertainment. <http://nightblue-art.deviantart.com/art/Redemption-201080796>



Equalize - Drums of War by Daarken © Blizzard at <http://daarken.com/shop/gallery/blizzard/world-of-warcraft-tcg/>

Weekly Review

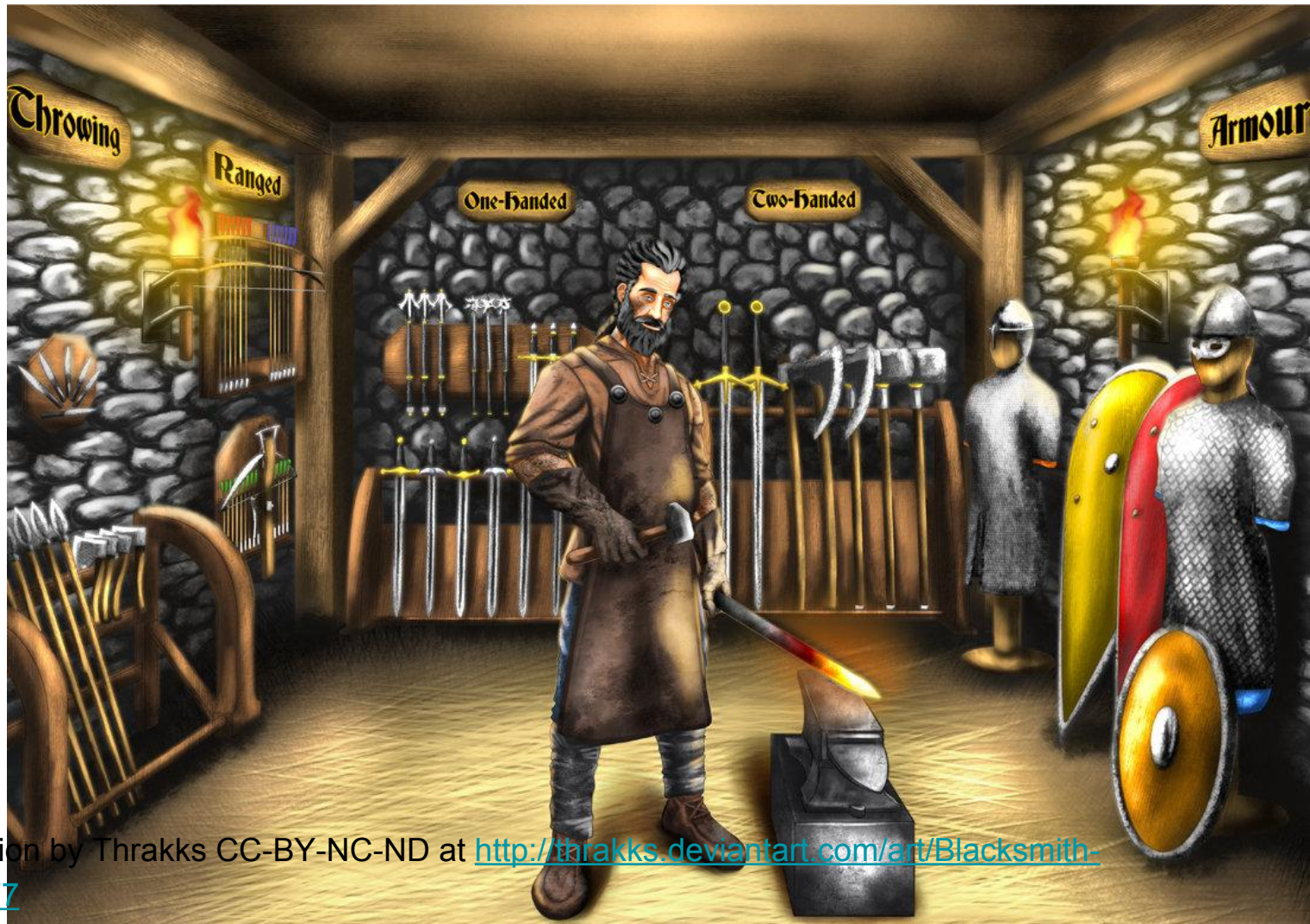


From <https://old-skool-gamers-sow-campaign.obsidianportal.com/characters/103897>

Rivendell is SHINY by Aphelps. CC-BY-NC-ND at <http://aphelps.deviantart.com/art/Rivendell-is-SHINY-358185339>

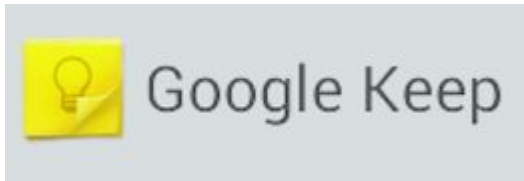


Gear



Blacksmith -Commission by Thrakks CC-BY-NC-ND at <http://thrakks.deviantart.com/art/Blacksmith-Commission-95327077>

General Productivity



To Do Lists



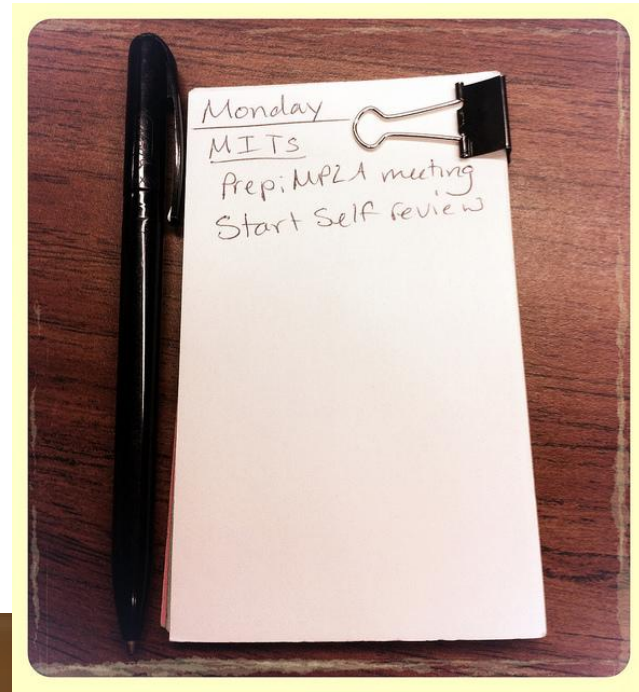
Wunderlist



todoist



Analog



Currently Equipped

Weekly Planner ☆ 🗄 Private

Monday 🕒

Triage
☰

Review Residency Appeals

work through Read Later folder in email

Follow up w/BMC to schedule call to discuss membership.

Add a card...

Anali's Desktop ☆ 🗄 Private

Productivity- implementation 🕒

Need to create a list: Goals, priorities*
- let's have them up front and center

braindump on main board

assign tasks to days

Schedule all the things
☰

schedule email check times
☰

separate boards for involved projects

no more websurfing at work!
☰

Monday morning planning - rough
sort for all week, assign priorities &
daily tasks


Monday 7-9 (PM) - whittle down read
later files


each afternoon - schedule next day's
tasks
☰


Friday Afternoon Weekly wrap
up/brain dump
☰


Add a card...


color key 🕒


 @licenses

 @dmrs

 @mpla-li

 Important

 Urgent

 Not Important

Not Urgent

Add a card...

Share your stories!



Dragon Slayers and Proud of it © Larry Elmore [slayers-and-proud-of-it](https://www.larryelmore.com/works/dragon-slayers-and-proud-of-it)



The Shores of Valinor © Ted Nasmith at <http://www.tednasmith.com/2012/08/31/the-shores-of-valinor/>

Resources

- Cal Newport: <http://calnewport.com/blog/>
- David Allen: <http://gettingthingsdone.com/>
- Lifehacker: <http://lifehacker.com/tag/productivity>
- <http://joshuaearl.com/rocking-gtd-with-trello/>
- <https://medium.com/precise-curiosity/locus-focus-an-approach-to-productivity-without-myopia-c56456fef7c6>
- Leo Babauta: <http://zenhabits.net/>
- <http://simpleprogrammer.com/2012/10/28/my-15-minute-rule-to-productivity/>

Thank you!

Anali Perry
Collections & Scholarly Communications Librarian
ASU Libraries
anali.perry@asu.edu
@grumpator



Silver One Final by imeron CC-BY-NC-ND
<http://imeron.deviantart.com/art/Silver-One-Final-92645519>