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# How to own your time better in a post COVID world

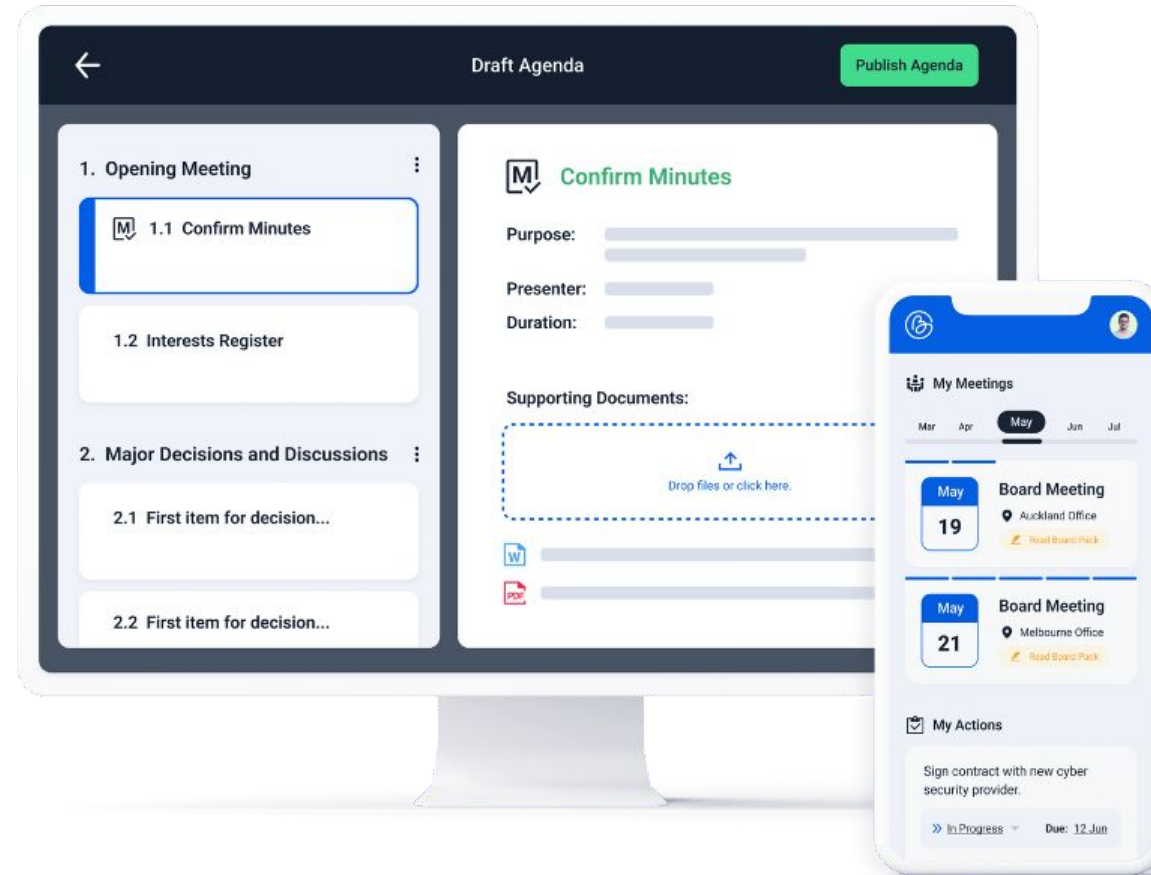




**pep**  
worldwide:**nz**

Harness the power of working well





**Making the fundamentals of  
governance free and  
easy to implement**

**Slides, webinar video,  
whitepaper and presentation  
will be sent to you. Relax,  
listen and ask questions**

**Mike Burke**

Managing Director - PEP Worldwide



**Kerryn Newton**

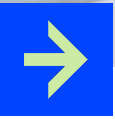
CEO - Directors Australia



**Brett Herkt**

CEO and Cofounder - BoardPro





**Own Your Time**

# How to own your time better in a post-COVID world

BoardPro Webinar

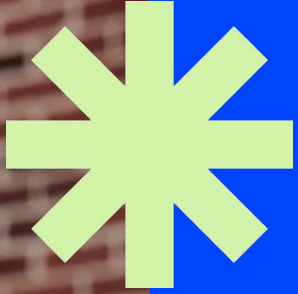
September, 2022



# \* Today

- 01 We are in our third evolution of work
- 02 3 macro-trends of change in the workplace
- 03 4 tips to improve time, productivity and flow



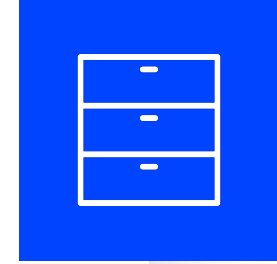


FIRST

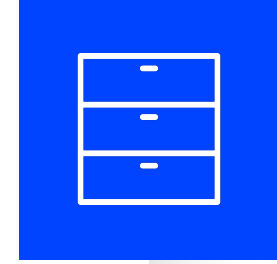
Let's look at the three  
evolutions of work.



**It started with  
in-tray's.  
Who remembers  
these?**

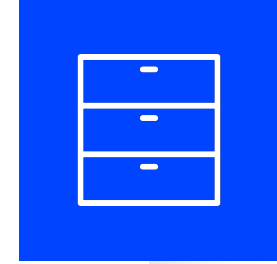


 **The digital  
evolution changed  
how we worked.**

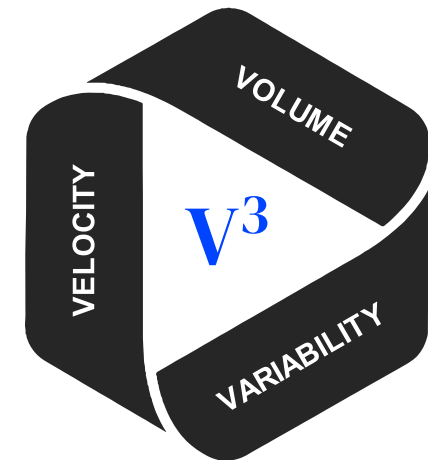
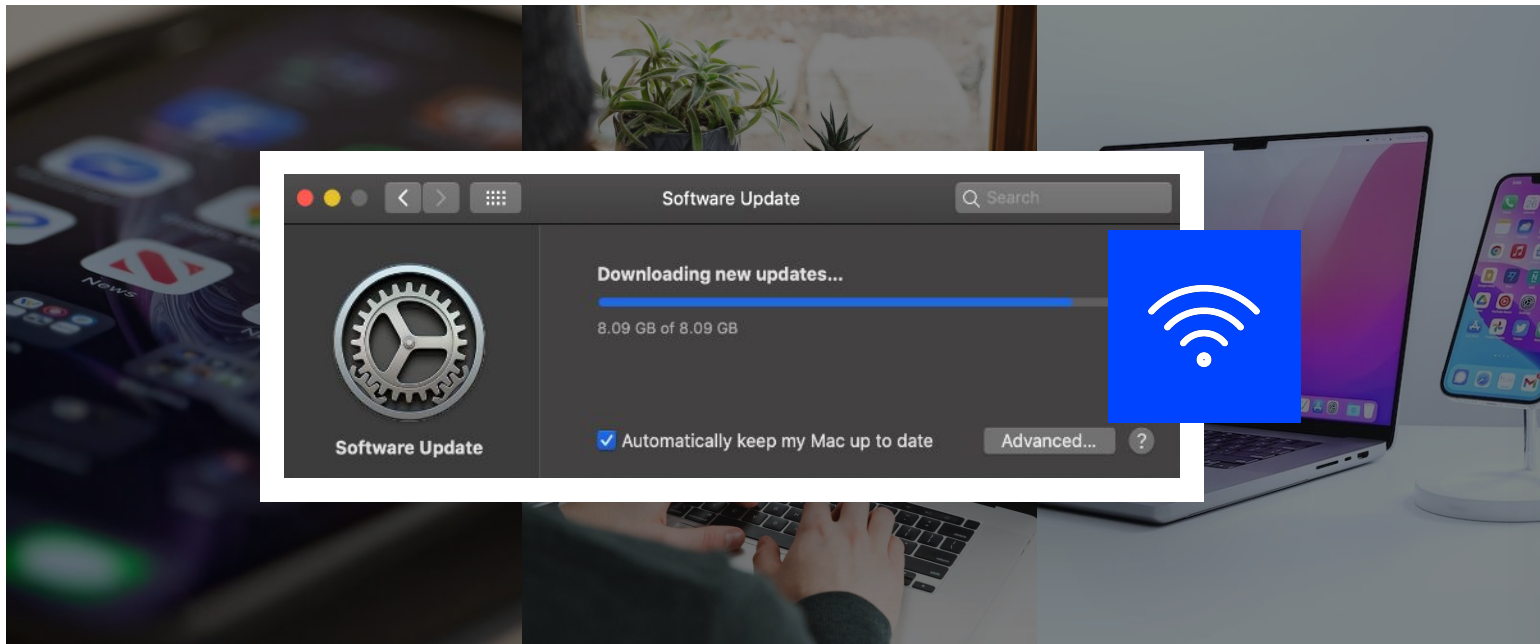
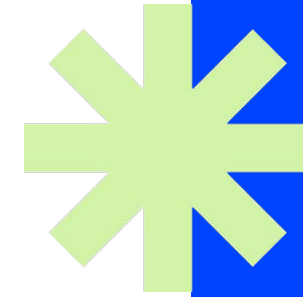




**We are currently  
entering our third  
technological  
evolution of work**



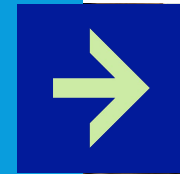
# Our hardware and software continue to be upgraded







# Q and A





**These hardware and software improvements are not having their desired effect on our peoples' productivity or wellbeing**

**21%**



rated their well-being as "good" and 2% as "excellent"

**89%**



say work-life balance is deteriorating

**56%**



claim work demands have increased

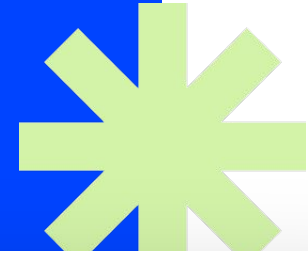
**62%**

struggling with their workload and experiencing burnout often or extremely often

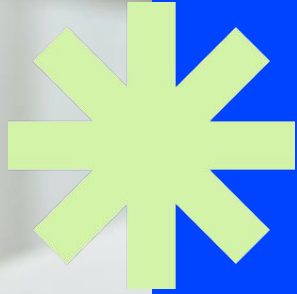
**85%**



admitted to a decline in their well-being



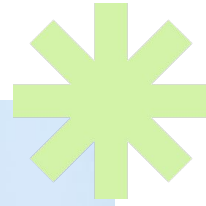




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There's more change  
coming...

# The Workplace Macro-Trends



Technology



Generational



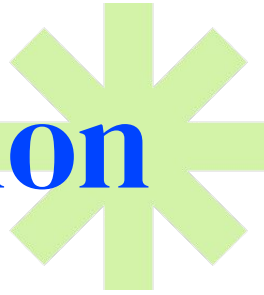
Geographical



**So,  
what can we do?**



# Prioritisation



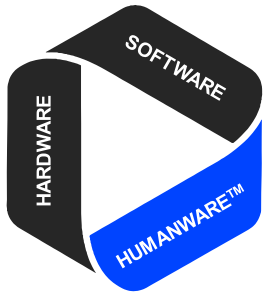
01 What is a higher priority?

02 Urgent or Important? Both?

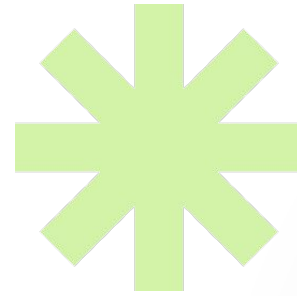
In a world where distraction and disruption is increasingly constant, prioritise the right areas.



**Source:** “First Things First”, 1994 – S. Covey, A.R. Merrill, R. Merrill.



# Leading in a Hybrid World



Historically work happened either synchronously or asynchronously in the same location. In the hybrid world two additional forms of work have emerged



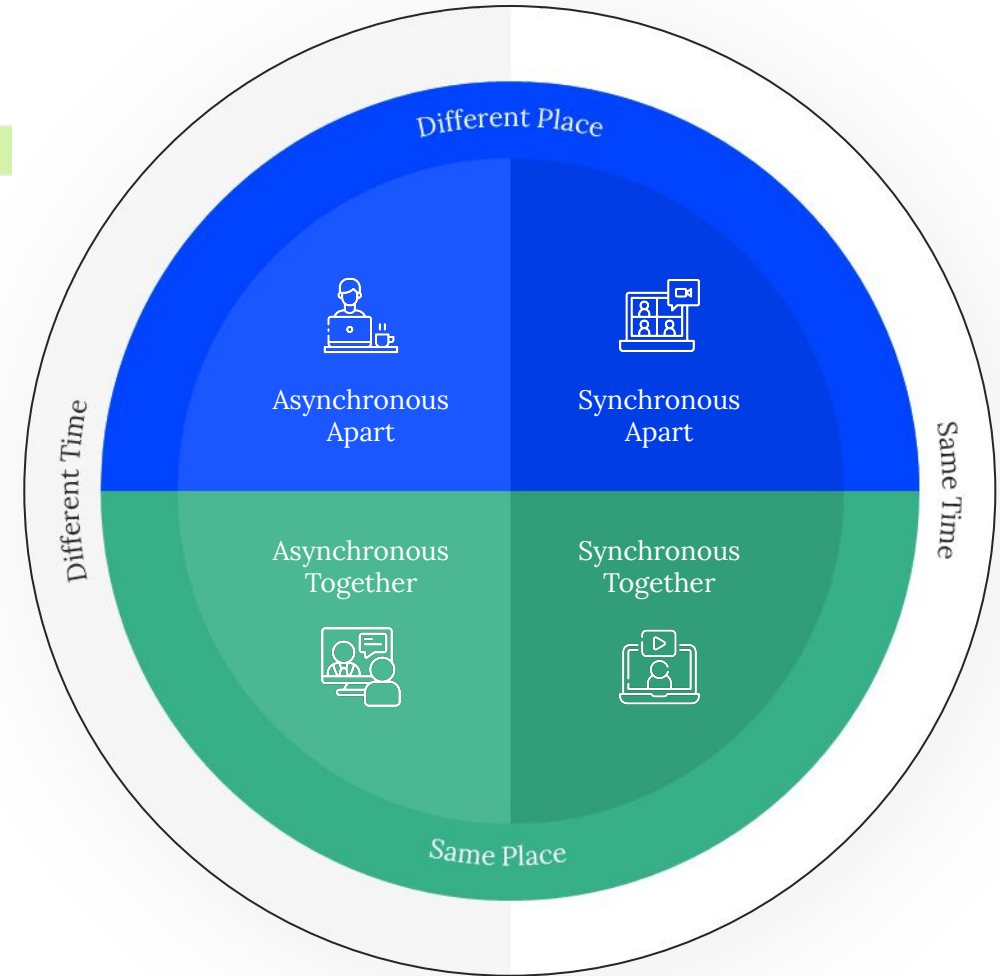
Goal, Role, Remind



Meeting frequency and duration



Task allocation requires better thought



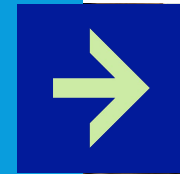
Source: Microsoft – Hybrid work guides

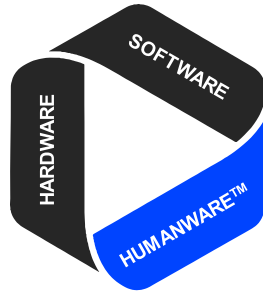
<https://www.microsoft.com/en-us/worklab/hybrid-work-guides/how-to-unlock-asynchronous-collaboration>





# Q and A





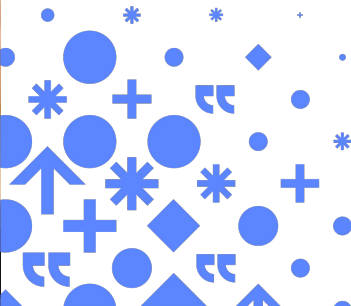
# Embrace 'Batching'



Batching is the concept of collecting communication needs and sharing once, rather than multiple times. Communicate when it is important for the recipient, not just when its important for you.

01 A Place for Everything & Everything in its place

02 Most Frequently Used closest to you





# Do all these to increase your time in FLOW

01

Flow is the optimal state of performance – “increasing flow by 15-20% can double your productivity”

02

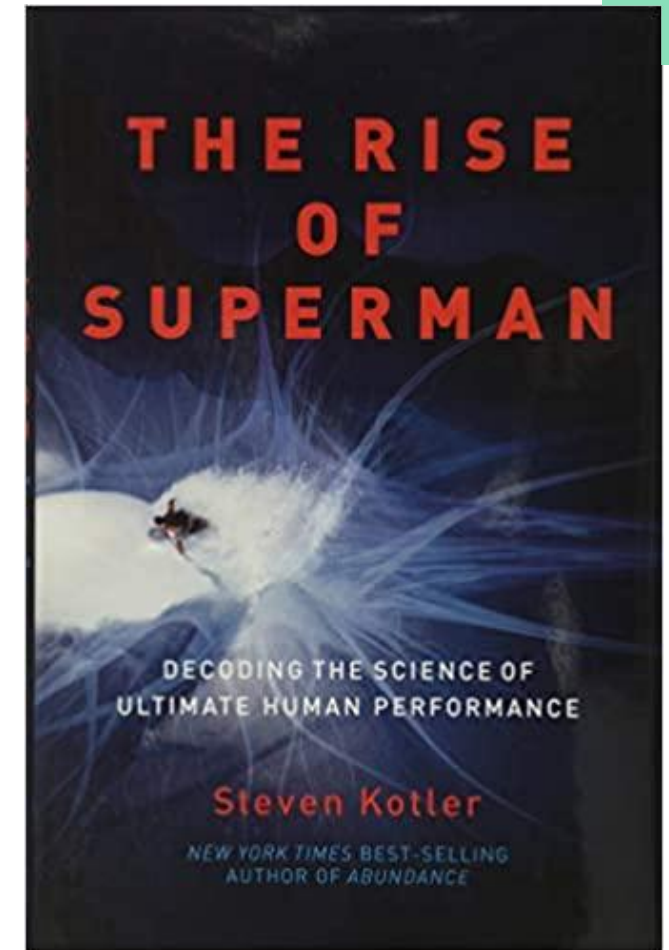
Remove notifications (interruptions and distractions)

03

Prioritise your company's Q2 activity

04

Batch tasks and conversations effectively

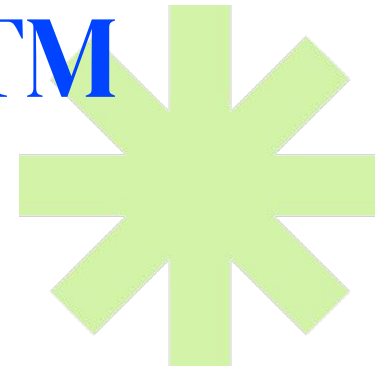


Source: <https://lifedev.net/2018/02/03/office-distractions/>  
Deloitte





**Harness the power  
of working well.  
Invest in your  
humanware<sup>TM</sup>**





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**Brett Herkt**

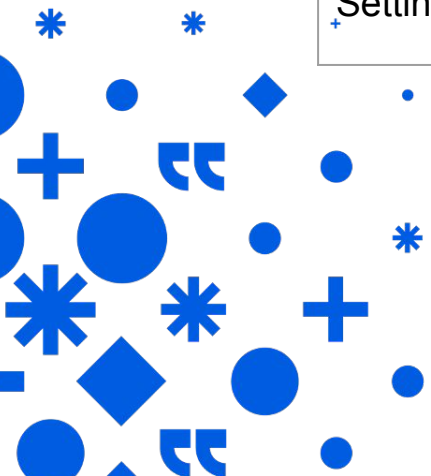
<https://www.linkedin.com/in/brettherkt>



# Webinar Schedule



<i>How to own your time in a post COVID world</i>	<i>September 14</i>
<b>Creating effective minutes for your board meeting</b>	<b>September 29</b>
How late reporting kills a CEO	October 12
How to create your annual operating plan	October 27
Stakeholder engagement for boards	November 10
Why a good board needs solid connection with the CEO	November 24
Setting the strategic board meeting agenda	December 8





[www.boardpro.com/webinars](http://www.boardpro.com/webinars)