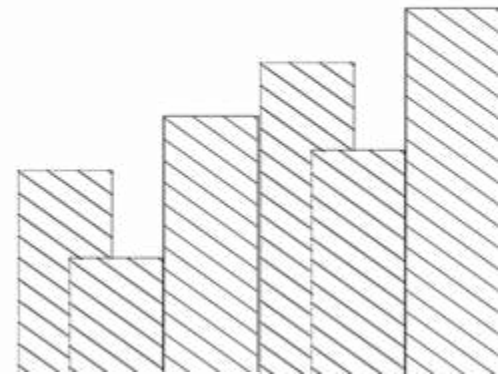




Time Management and Maximizing Productivity for AEC Professionals

In Partnership with:

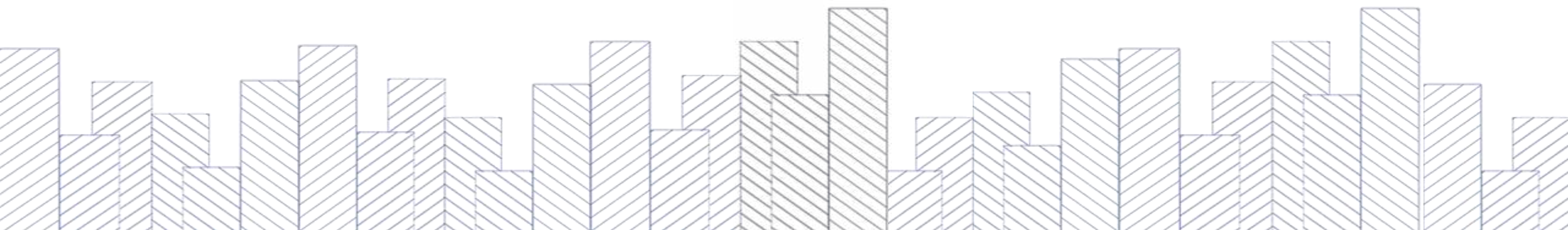


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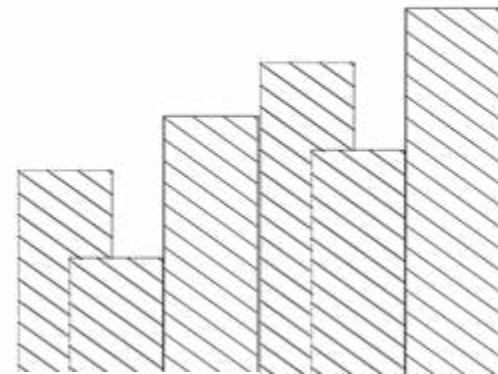
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Purpose and Learning Objectives

Purpose: to give you a blueprint for increasing productivity and improving your time management. In this session, you will learn how to:

- Apply the Pareto Principle (80/20 Rule) within your projects and your personal routines
- Create a specific approach to your day that will ensure that you focus on high-leverage tasks, increasing your productivity dramatically
- Improve your overall time management efforts



A top-down view of a desk with a smartphone, a coffee cup, and papers. The smartphone is on the left, showing a calendar or task list. A white coffee cup is in the center. Papers with text and a table are on the right. The background is a light-colored surface.

“Efficiency is doing things right; effectiveness is doing the right things.”

– Peter Drucker

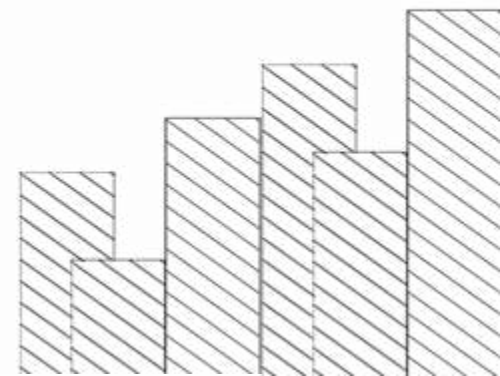
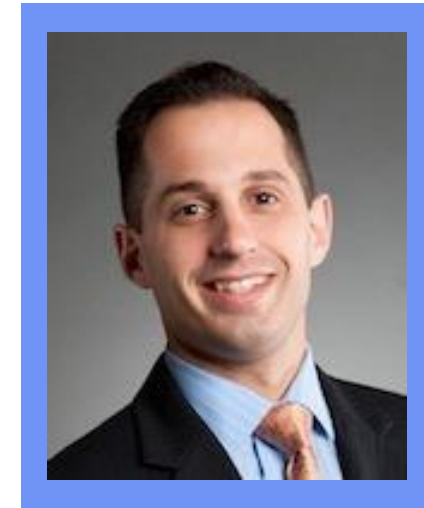
Efficiency versus Effectiveness

A tablet displaying a marketing overview table. The table has columns for Product Categories, 2013, 2014, 2015, 2016, and 2017. The rows include General Goods, Health & Medical, Art Supply, Kids & Baby, Women's wear, and Fashion. The table shows profit values for each category and year.

Product Categories	Profit per Year				
	2013	2014	2015	2016	2017
General Goods	+520.82	+13.8	+103.82	+7207.75	+83.82
Health & Medical	-13.8	+82.84	+134.79	-229.80	-13.8
Art Supply	+82.84	+820.82	+82.84	+229.74	+82.84
Kids & Baby	+820.82	+103.75	+820.82	-13.8	+820.82
Women's wear	-229.80	-229.80	+7207.75	+13.84	-229.80
Fashion	+82.75	+103.80			

Introduction – Anthony Fasano, PE

- B.S. & M.S. in Civil Engineering
- Licensed Professional Engineer
- Found success at a reputable firm at a very young age
- Attended iPEC – the top ranked executive coaching school in the world
- Wrote the best-selling book *Engineer Your Own Success* and started providing career coaching and speaking services to engineers



Poll Question:



What is your knowledge of Pareto Principle also know as the 80/20 Rule?

- a) I've heard of it but I'm not familiar with it.
- b) I'm pretty familiar with it.
- c) I am familiar with and have used it before in my productivity measures.
- d) I've never heard of it.



Three Rules to Maximizing Productivity

To achieve a focused, productive, and low-stress career and life overall, follow these three rules.



Stay
Organized



Remain
Focused



Reduce
Stress



Rule #1



Stay
Organized



Remain
Focused



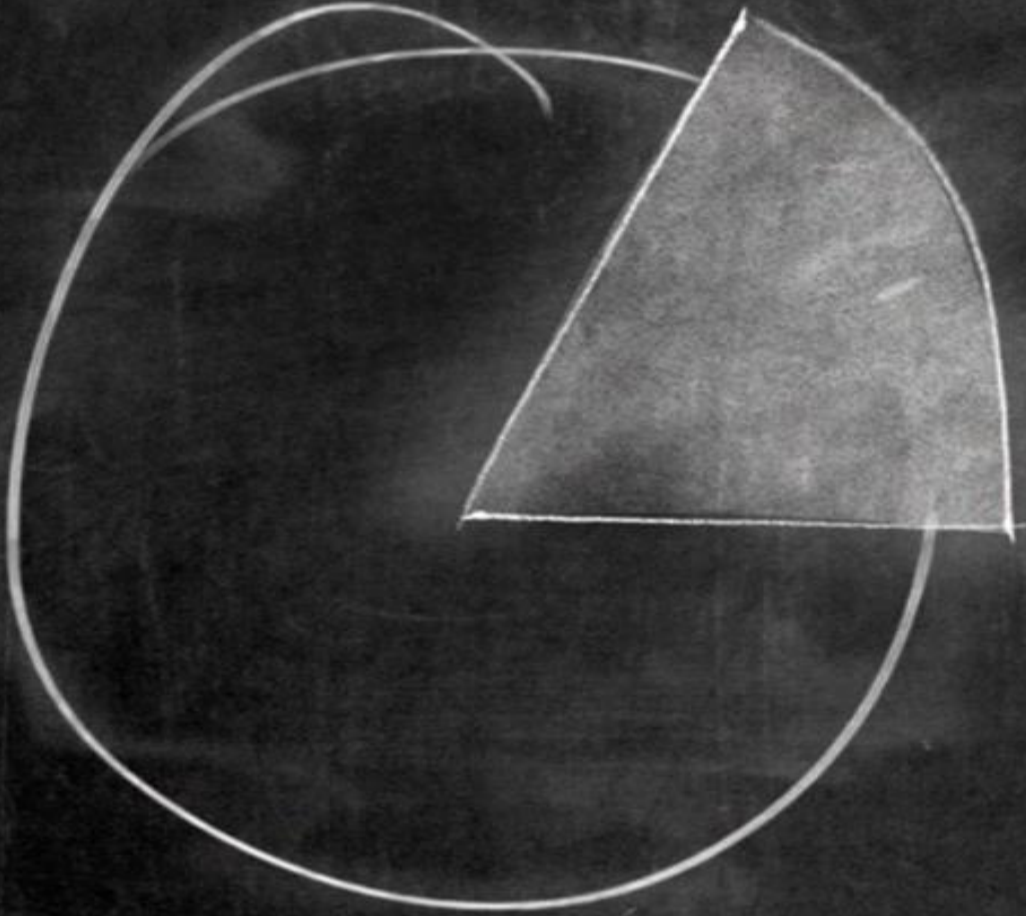
Reduce
Stress



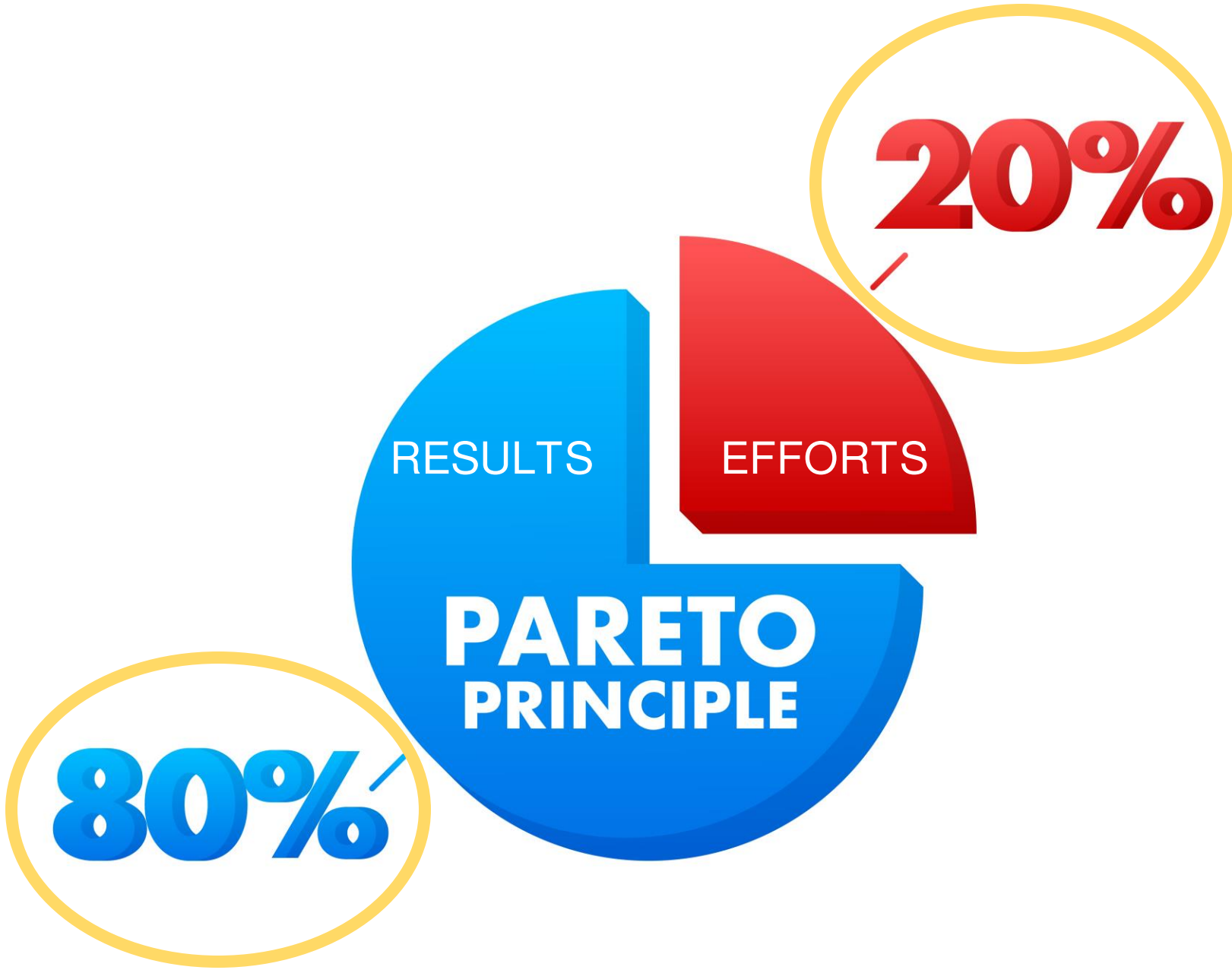
Physically Organized = Mentally Organized


THE RULE OF 80/20

1.1 Deploy a minimalist mindset



20%
FOCUS HERE!



A person wearing a blue and white striped shirt is sitting at a desk, writing in a notebook with a black pen. The desk is cluttered with financial documents, a white calculator, and several stacks of silver coins. The background shows a laptop screen with a line graph. A blue rounded rectangle is overlaid on the image, containing white text.

80% of the funding of your projects comes from **20%** of the sources



1.2 Organize your note-taking efforts





Anthony Fasano, PE, F. ASCE • 1st

Consultant on Engineering Firm Growth, TEDx Speaker, Trainer & Executiv...

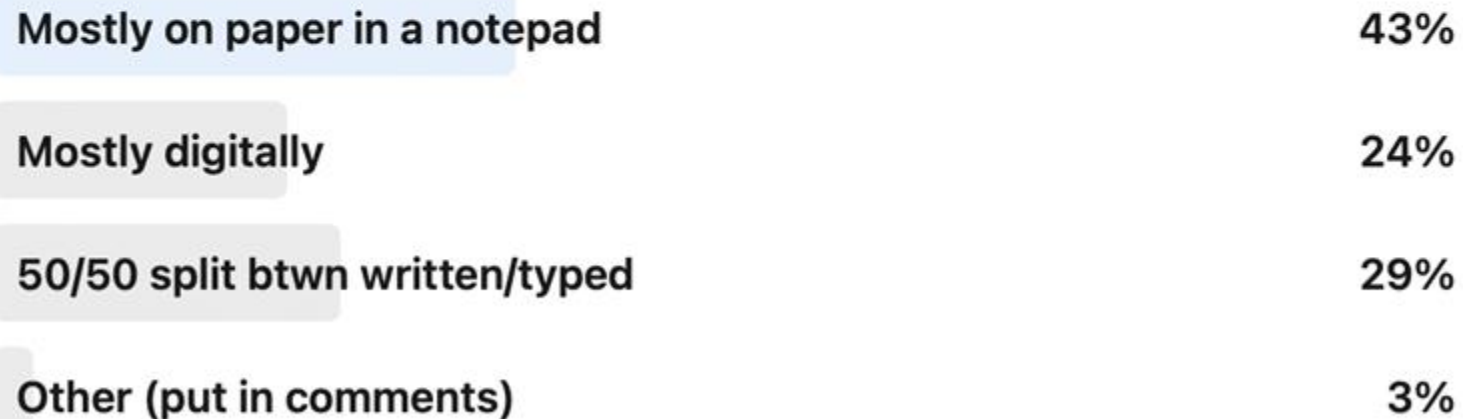
3w •



HOW DO YOU TAKE NOTES THROUGHOUT YOUR DAY? I am always fascinated as to how people record their thoughts/notes throughout the day. I still use an old-school notebook, what do you use? Please select the option below that best describes it and leave comments on your process if you are open to sharing. Thanks. [#productivity](#) [#notebook](#) [#workflows](#)

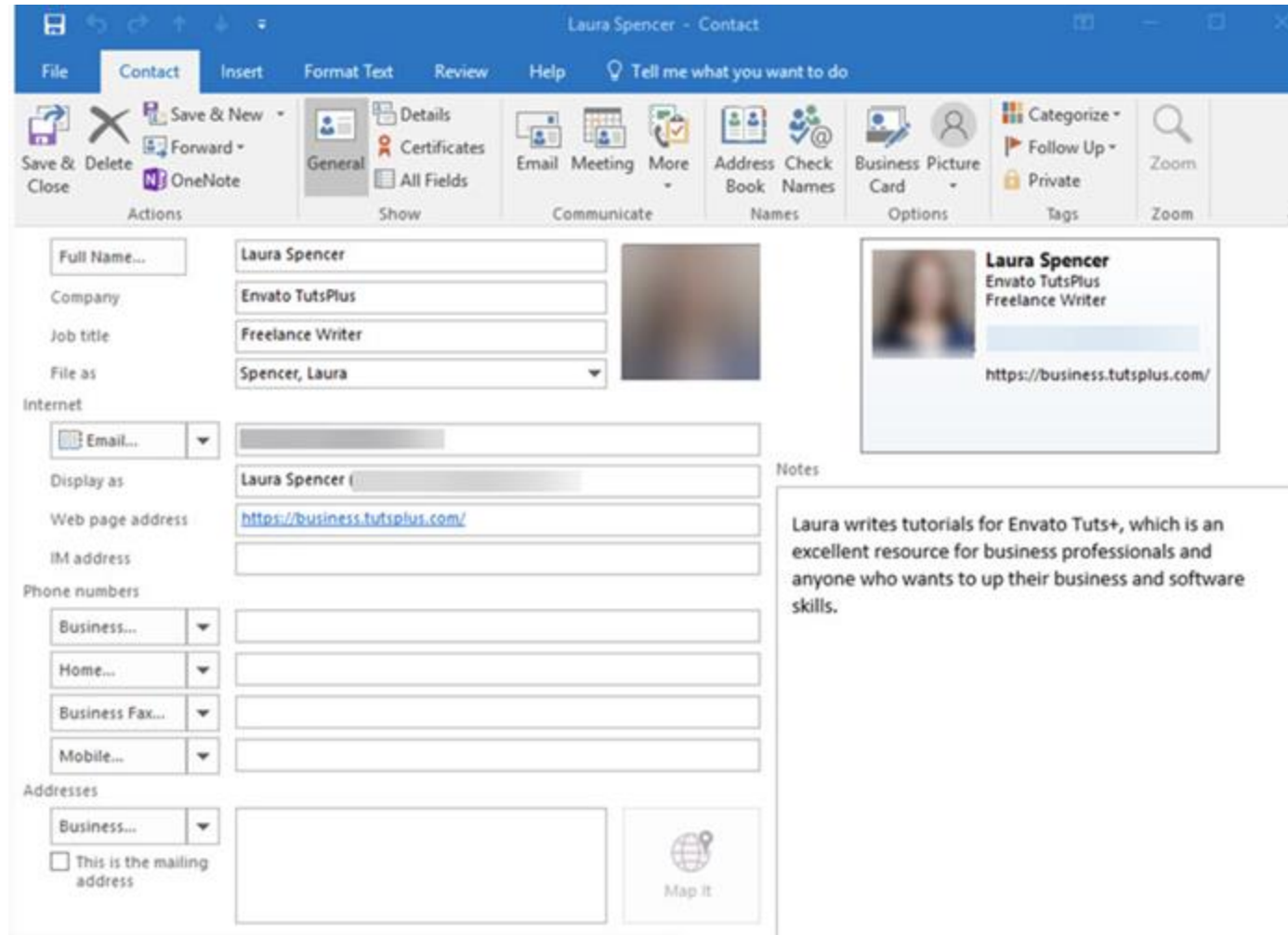
How do you take notes throughout the day?

The author can see how you vote. [Learn more](#)



295 votes • Poll closed

1.3 Manage your contacts effectively



The screenshot shows the Microsoft Outlook contact form for Laura Spencer. The interface includes a ribbon with tabs for File, Contact, Insert, Format Text, Review, and Help. The Contact tab is active, showing various options like Save & New, Forward, OneNote, Details, Certificates, All Fields, Communicate, Names, Options, and Tags. The contact information is as follows:

Full Name...	Laura Spencer
Company	Envato TutsPlus
Job title	Freelance Writer
File as	Spencer, Laura
Internet	
Email...	
Display as	Laura Spencer (
Web page address	https://business.tutsplus.com/
IM address	
Phone numbers	
Business...	
Home...	
Business Fax...	
Mobile...	
Addresses	
Business...	
<input type="checkbox"/> This is the mailing address	

Notes: Laura writes tutorials for Envato Tuts+, which is an excellent resource for business professionals and anyone who wants to up their business and software skills.

“Relationships are your lifeline!”

1.4 Organize your appointments

✕ Anthony Fasano to call Bob Smith SAVE

Sep 28, 2018 12:30pm to 1:30pm Sep 28, 2018 TIME ZONE

All day Does not repeat ▾

EVENT DETAILS FIND A TIME

GUESTS

Event Details:

- Add location
- Add conferencing ▾
- Notification ▾ 10 minutes ▾ ✕
- ADD NOTIFICATION
- afasano@engineeringmanagementinstitute.org
- Busy ▾ Default visibility ▾ ?
-
- Anthony call 555-555-5555**

Guests:

- Add guests
- afasano@engineeringmanagemen... Organizer
- Anthony Fasano *
- * Calendar cannot be shown ?
- Guests can:
 - Modify event
 - Invite others
 - See guest list

1.5 Utilize Project Management Tools

Q3 project overview

Main table | Timeline | Kanban | Dashboard

This month

Task	Owner	Status	Timeline	Due date	Priority
Finalize kickoff materials		Done	Progress bar	Sep 15	★★★★★
Refine objectives	[Avatar]	Working on it	Progress bar	Sep 19	★★★★★
Identify key resources	[Avatar]	Stuck	Progress bar	Sep 22	★★★★★
Test plan		Done	Progress bar	Sep 26	★★★★★

Next month

Task	Owner	Status	Timeline	Due date	Priority
Update contractor agreement		Done	Progress bar	Oct 10	★★★★★
Conduct a risk assessment	[Avatar]	Working on it	Progress bar	Oct 13	★★★★★
Monitor budget	[Avatar]	Stuck	Progress bar	Oct 19	★★★★★
Develop communication plan	[Avatar]	Done	Progress bar	Oct 22	★★★★★

monday.com

smartsheet

✓ smartsheet

Project management interface showing Gantt charts, task lists, and a user profile picture.

Mission to the Moon

- Recruit team of astronauts
- Purchase supplies & spacecraft
- Design flag to place on moon
- Organize anti-gravity training session
- Notify press of launch day & time
- Plan viral video to film in space
- Run safety check of spacecraft
- Land on moon & celebrate

asana



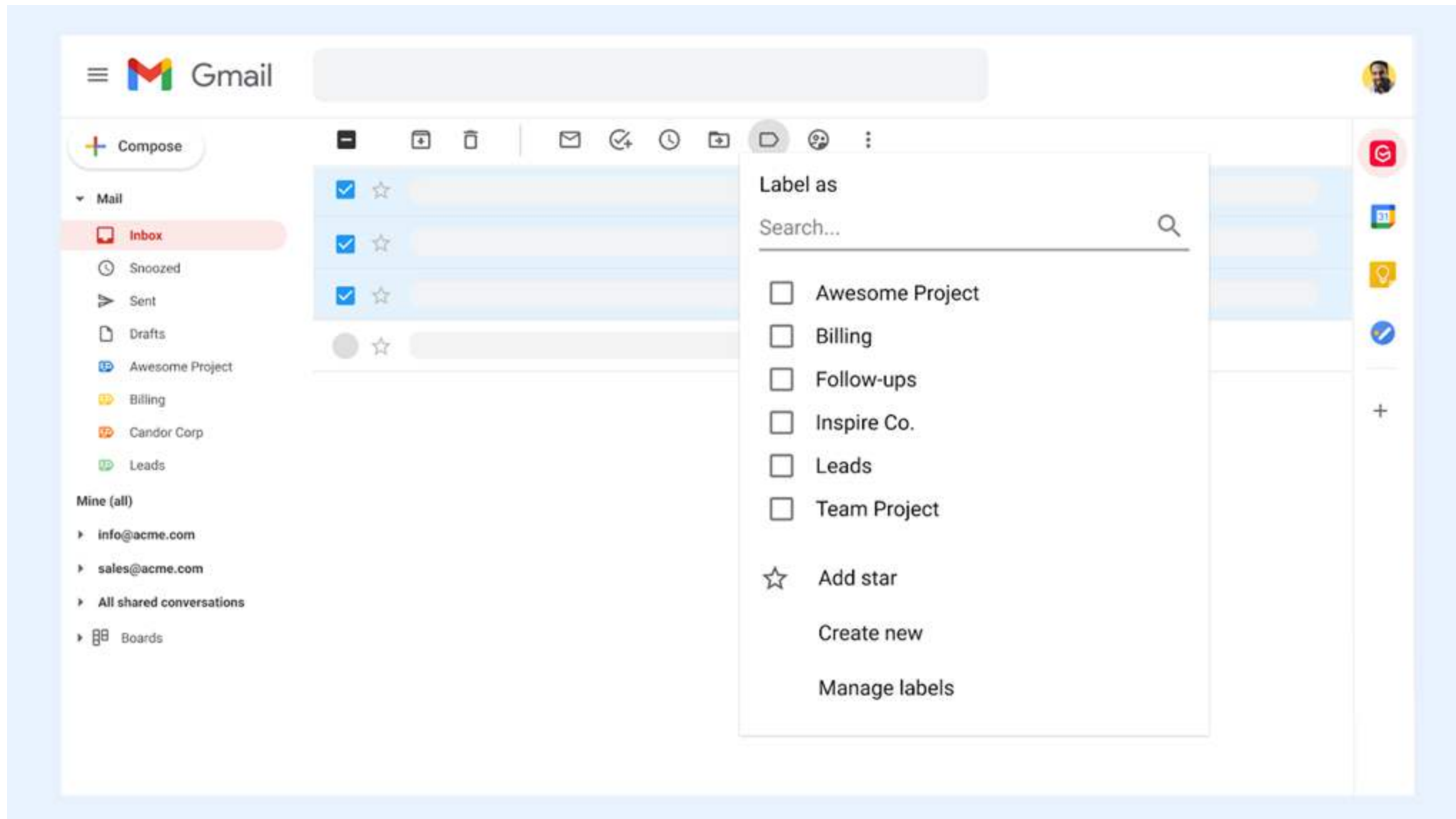
PM ProjectManager

Software interface for ProjectManager, showing a dark-themed dashboard with various charts, graphs, and data points.

1.6 Organize your home base: your desk



1.7 Optimize your email using labels or folders



Summary: Rule #1- Stay Organized

1. Deploy a minimalist mindset (80/20 Rule)
2. Organize note-taking
3. Manage your contacts effectively
4. Organize your appointments
5. Utilize project management tools
6. Organize your home base: your desk
7. Optimize your email using labels or folders

Rule #2



Stay
Organized



Remain
Focused



Reduce
Stress

2.1 Create consistency through routines



Pomodoro Technique



TomatoTimer

[Log](#)[FAQ](#)[Settings](#)[Tweet about us!](#)

Pomodoro

Short Break

Long Break

25:00

Start

Stop

Reset

<https://tomato-timer.com/>

Poll Question:



Time management gurus agree: Planning ahead is the key to a productive day. For every 10 minutes you spend on planning, you'll save how much time in execution?

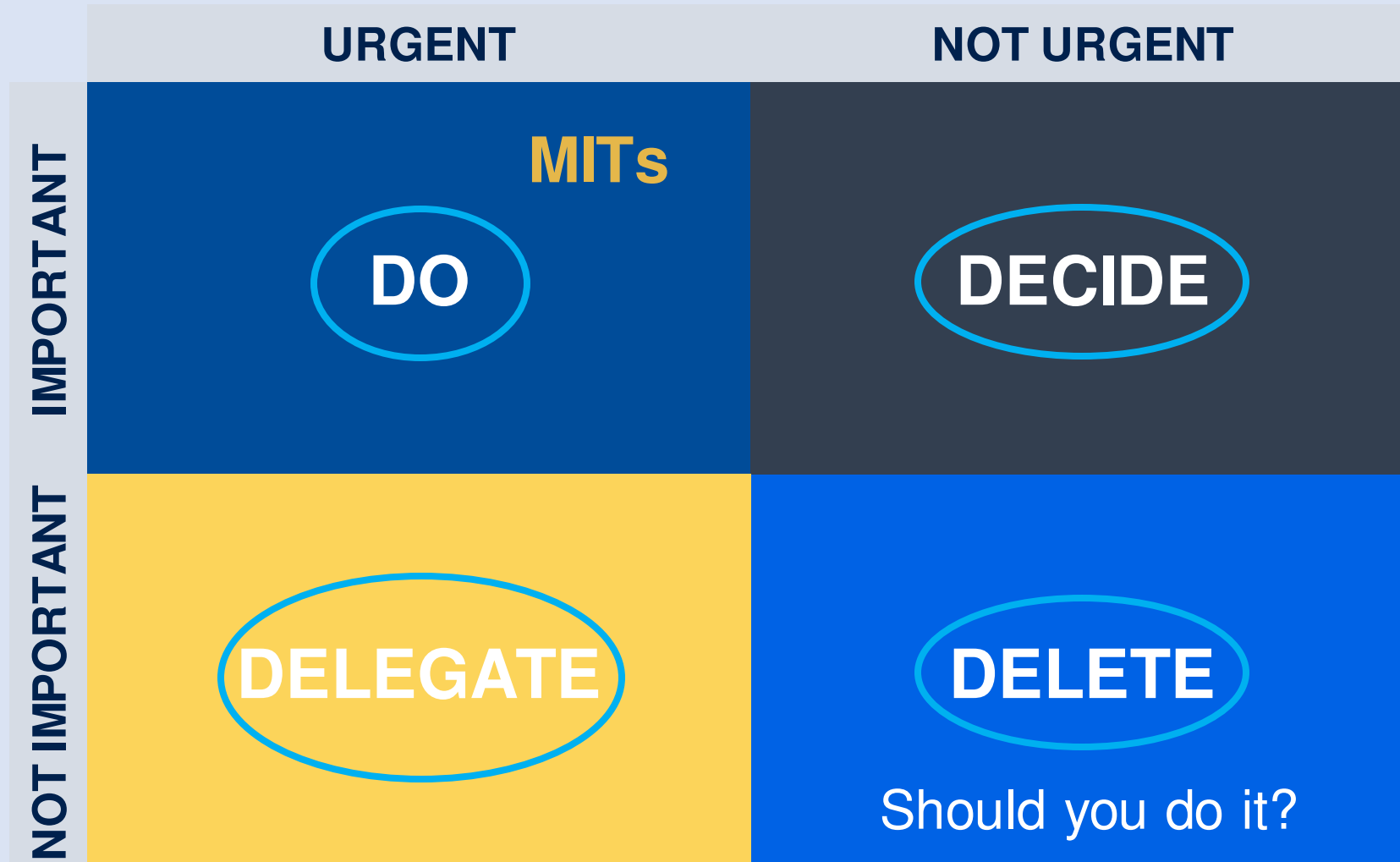
- a) 20 minutes
- b) 30 minutes
- c) 45 minutes
- d) 1 hour



2.2 Establish your daily **MITs**



Eisenhower Box



80/20 Chart

Effort vs Impact

	LOW IMPACT	HIGH IMPACT
HIGH EFFORT	HIGH EFFORT LOW IMPACT	HIGH EFFORT HIGH IMPACT MITs
LOW EFFORT	LOW EFFORT LOW IMPACT	LOW EFFORT HIGH IMPACT MITs

2.3 Prioritize MIT Completion



Delegate when possible...

2.4 Don't let email dictate your schedule

A World
Without
Email

Reimagining
Work in the Age
of Overload

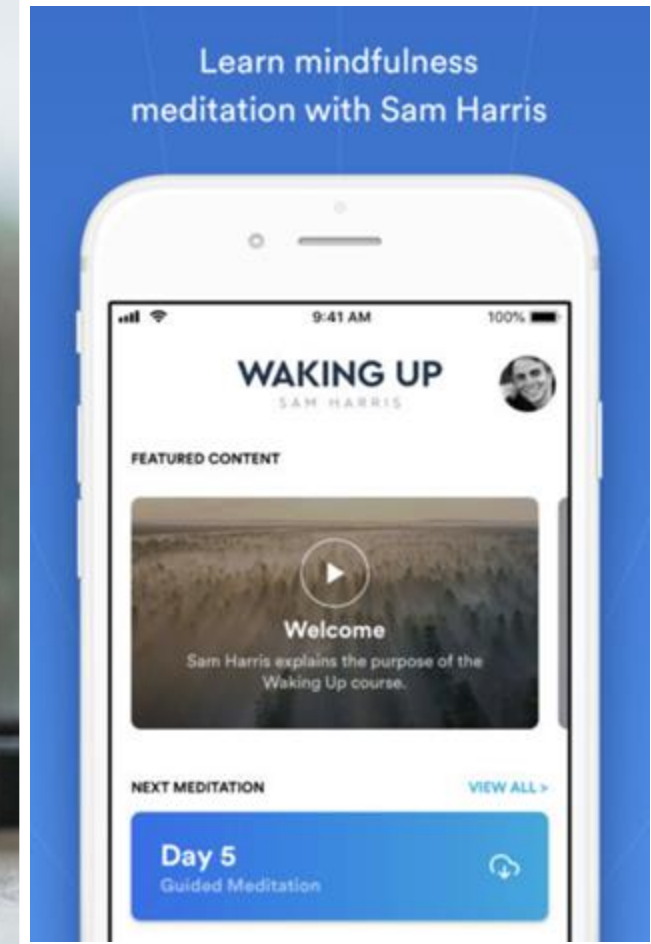


Cal Newport
Author of Digital Minimalism

Find focus,
transform productivity,
improve communication

2.5 Meditation/Deep Breathing

mindfulness



2.6 Put
yourself in
a position
to focus



2.7 Create urgency through deadlines

A close-up photograph of a hand holding a silver pen, writing the word "DEADLINE" in bold, red, capital letters on a white calendar grid. The word is underlined with a thick red stroke. The calendar numbers 2, 3, 4, 9, 10, 11, and 17 are visible in the background. A grey oval highlights the number 10, which is positioned directly above the word "DEADLINE".

DEADLINE

Summary: Rule # 2- Remain Focused

1. Create consistency through routines
2. Establish your daily MITs
3. Prioritize MIT completion
4. Don't let email dictate your schedule
5. Meditation/Deep Breathing
6. Put yourself in a position to focus
7. Create urgency through deadlines

Rule #3



Stay
Organized



Remain
Focused



Reduce
Stress

“Worrying is like a rocking chair. it gives you something to do, but gets you nowhere.”

- Glen Turner



3.1 Simplification through elimination



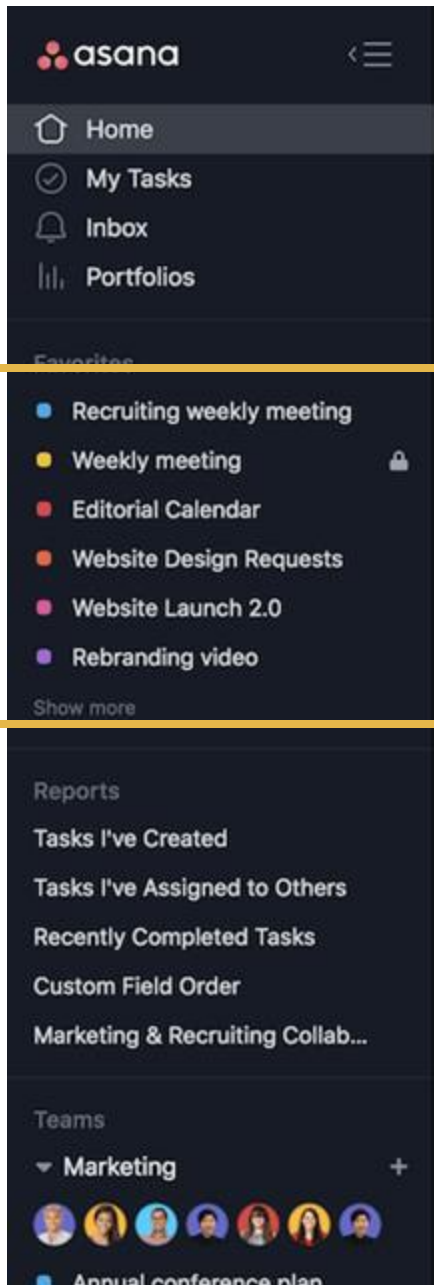
3.2 Create a functional to-do list

Online

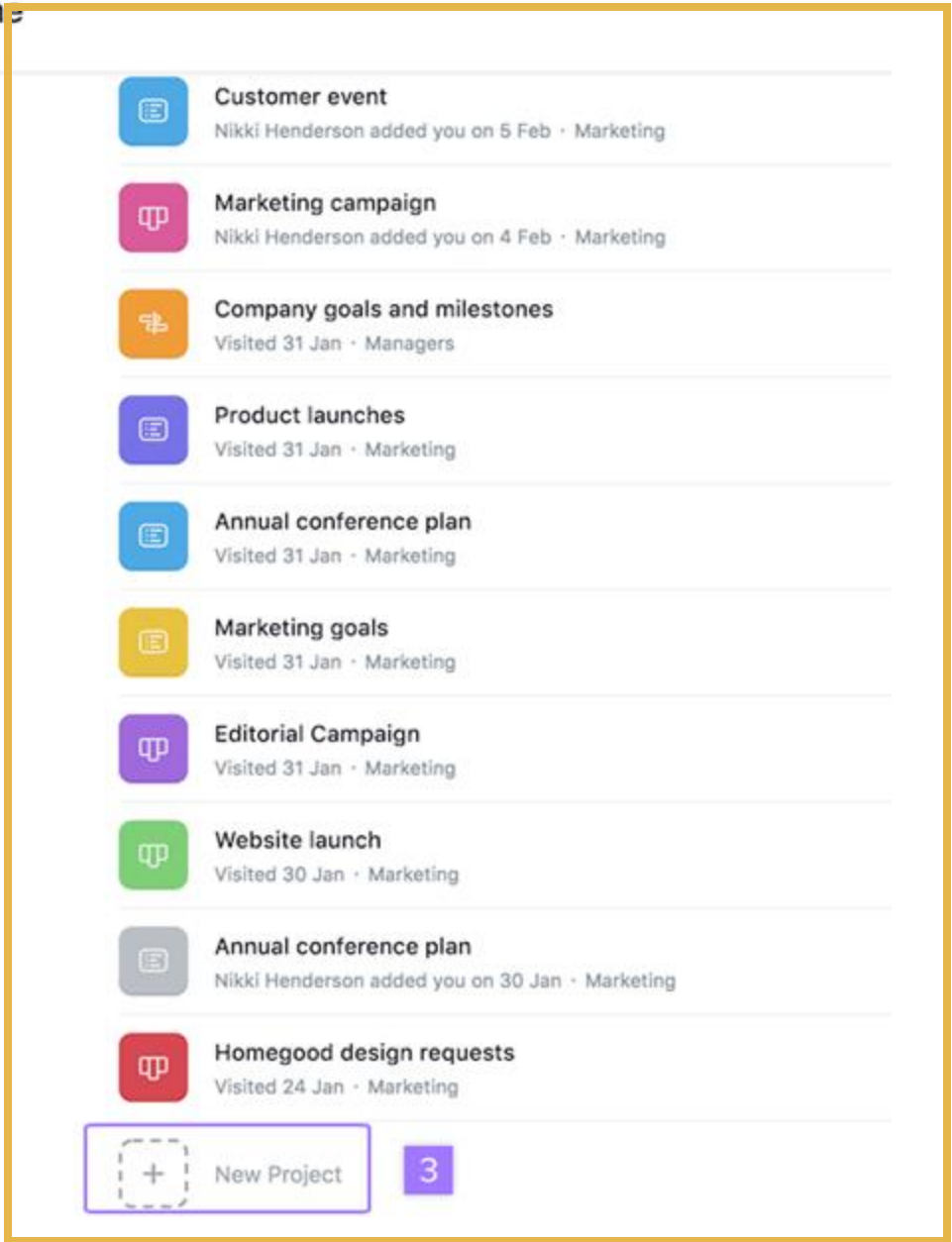


Offline





Home





★ Mission to the Moon ▾



Shared with Mission Ops

List Conversations Calendar Progress Files

Add Task

View: Incomplete Tasks ▾

- ✓ Recruit team of astronauts 3 ❤️
- ✓ Purchase supplies & spacecraft Today
- ✓ Design flag to place on moon Tomorrow
- ✓ Organize anti-gravity training session
- ✓ Notify press of launch day & time Tuesday
- ✓ Plan viral video to film in space
- ✓ Run safety check of spacecraft Thursday
- ✓ Land on moon & celebrate 2 ❤️

Alex Y. Wednesday

Mission to the Moon

✓ Organize anti-gravity training session

3 sessions per astronaut
Last session should be 1 week before launch

- ✓ Purchase anti-gravity treadmill
- ✓ Schedule training sessions

Skylar J. created task. Yesterday

Skylar J. Today at 10:25am 1 ❤️
Is the simulation room available next Monday? The treadmill will be installed that day.

Ryan O. Today at 10:50am ❤️
It's available. The trampoline is already there. Boing!

Write a comment...



Follow Task



Marketing

Conversations Calendar



Public to Organization

Today

Apr 2 – Apr 29, 2017

Refresh

MON

TUE

WED

THU

FRI

2

Apr 3

Brainstorm conference presentation ideas

4

Finalize event designs

Send first round of emails

5

Create attendee list

Confirm venue

Favicon renders properly

6

Finalize design

< Review new website design sa...

Finalize invite list

7

Build registration page

Select caterer

8

9

10

11

12

Provide design feedback

Event landing page goes live

Web copy reviewed

SEO keyword optimizations

13

Review top 3 designs

< Review new website design sa...

Review top 3 designs

< Review new website design sa...

Order giveaways

14

Select caterer

Designs for event finalized

SEO keyword optimizations

15

16

17

Review blog

< Customer spotlight blog

Finalize lunch menu

18

Send invitations

Send invitations

Finalize design goals

< Review new website ...

19

Customer spotlight #2

Review new website design samples

20

Finalize blog

< Customer spotlight blog

Finalize all presentations

Code new website pages

21

Customer spotlight blog

Test A/V

22

23

24

Email follow-up for attendees

Send reminder email

Check RSVPs

25

Pick up printed conference materials

Finalize presentations

26

Review code

Print brochures

Test A/V

Review code

27

Host pre-event networking session

Set up booths at venue

Social sharing scheduled for January

Social sharing scheduled for January

28

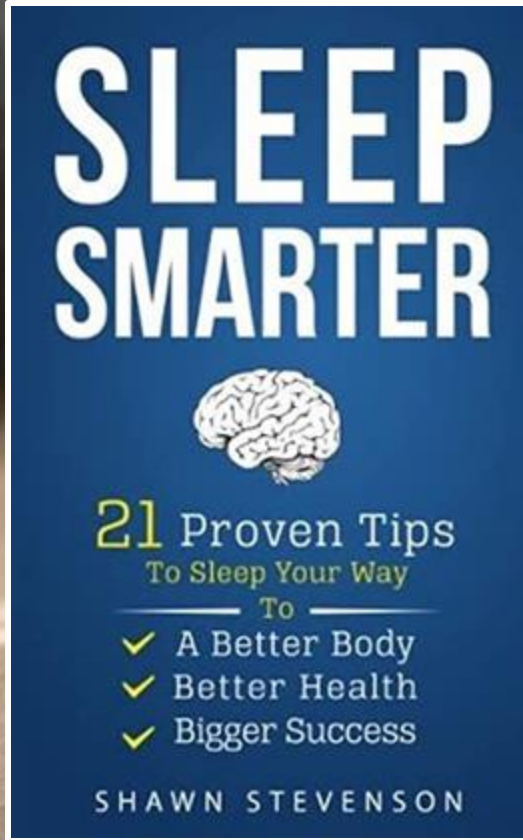
Caterer arrival 9am

Bartender arrival 9:30am

Guests begin arriving 11am

Push code to staging

29



1. Meditate
2. Read (Fiction)
3. Exercise

3.3 Keep your mind and body in shape

3.4 Eat and sleep well



3.5 Make the most of waiting/idle times

	LOW IMPACT	HIGH IMPACT
HIGH EFFORT	HIGH EFFORT LOW IMPACT	HIGH EFFORT HIGH IMPACT
LOW EFFORT	LOW EFFORT LOW IMPACT	LOW EFFORT HIGH IMPACT

3.6 Schedule your relaxation time

CONTACT

"Ken, get up. There's word that we've repeated."

"What?"

"The Message has cycled back. Or at least that's what Willie says. I'm on my way there. Why don't you wait another ten minutes so we can pretend you were in your room in BSQ?"

She was almost at the door before he shouted after her, "How can we recycle? We haven't gotten the primer yet."

Racing across the screens was a paired sequence of zeros and ones, a real-time comparison of the data just received and the data from an early page of text Argus a year before. The program would highlight any differences. So far, there were none. It appeared that they had not mistranscribed, that there were no apparent transmission errors, and that if some small dense interstellar cloud between Vega and the Earth was able to eat the occasional zero or one, this was an infrequent occurrence. Argus was by now in real-time communication with dozens of other telescopes that were part of the World Message Consortium, and the news of recycling was passed on to the next observing stations westward, to California, Hawaii, the *Marshal Nedelin* now in the South Pacific, and to Sydney. Had the discovery been made when Vega was in the network, Argus

3.7 Learn to say “No”

YES

NO



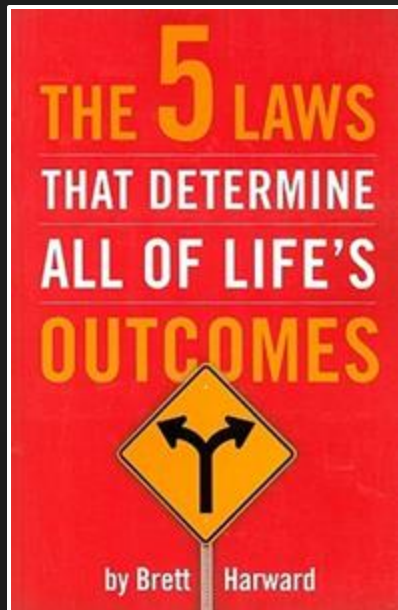
Summary: Rule # 3- Reduce Stress

1. Simplifications through elimination
2. Create a functional to-do list
3. Keep your mind and body in shape
4. Eat and sleep well
5. Make the most of waiting/idle times
6. Schedule your relaxation time
7. Learn to say no

Is balance possible?

WORK

LIFE



Three Rules to Maximizing Productivity

*Balance **IS** possible!*



Stay
Organized



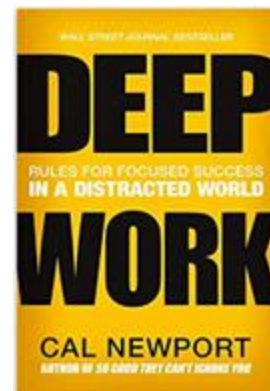
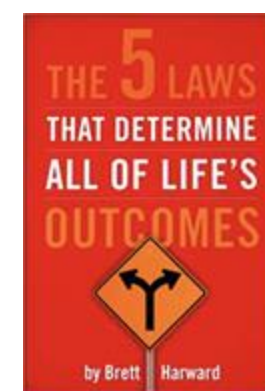
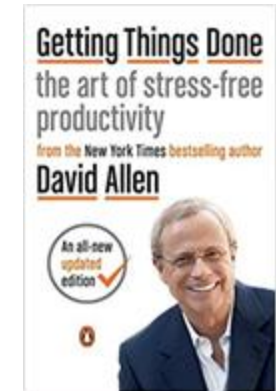
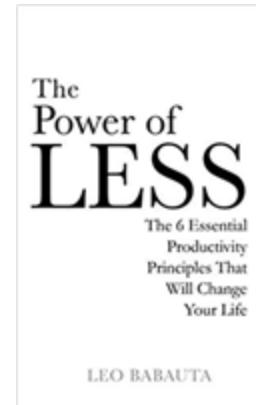
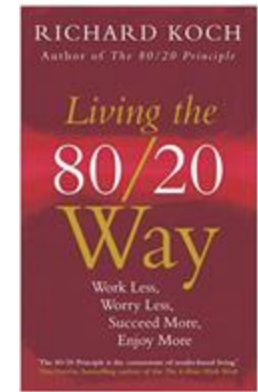
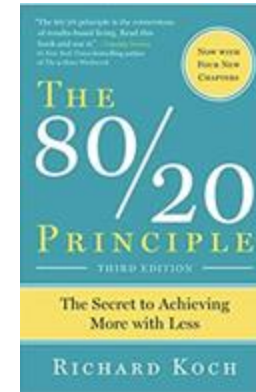
Remain
Focused



Reduce
Stress

Books on Productivity:

- [Living the 80/20 Way \(Richard Koch\)](#)
- [The 80/20 Principle \(Richard Koch\)](#)
- [The Power of Less \(Leo Babauta\)](#)
- [Getting Things Done \(David Allen\)](#)
- [Sleep Smarter \(Shawn Stevenson\)](#)
- [The 5 Laws That Determine All of Life's Outcomes \(Brett Harward\)](#)
- [Deep Work \(Cal Newport\)](#)



Summary

- Efficiency versus Effectiveness
- Three Rules to Productivity
 - Stay Organized
 - Remain Focused
 - Reduce Stress
- Work–Life Balance



QUESTIONS / DISCUSSION

***Time Management and Maximizing
Productivity for AEC Professionals***

Presented for:

