

Productivity and the 2 Career Household: The A.I.R. Method



Disclosures

- What I am going to share with you today is real life.
- My real life.

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UW Dermatology

Boy Meets Girl

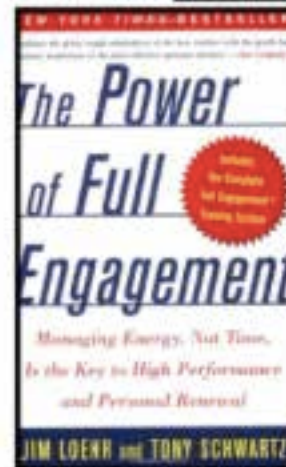
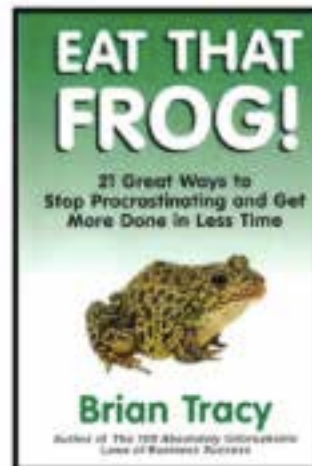
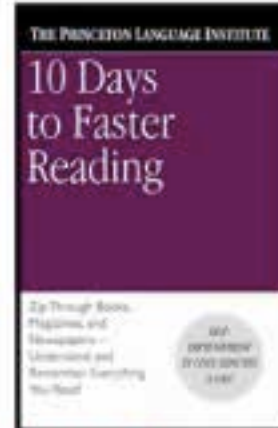
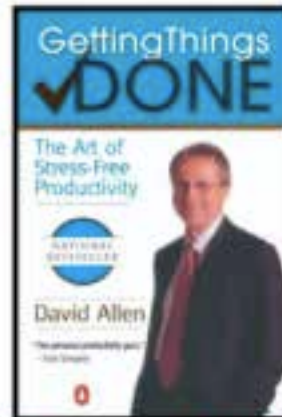
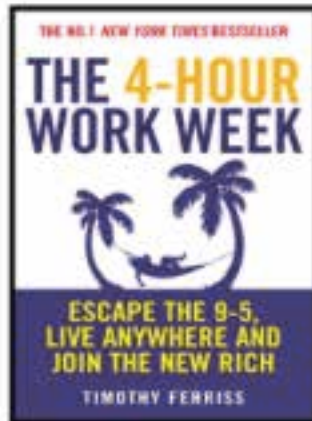


Mail



Mail

Productivity Junkies



Self Control vs. Structure



My Old System: “The PP System”



Post-Its and Piles



The PP System, continued...



Project Paperless



Project Paperless: The Before and After

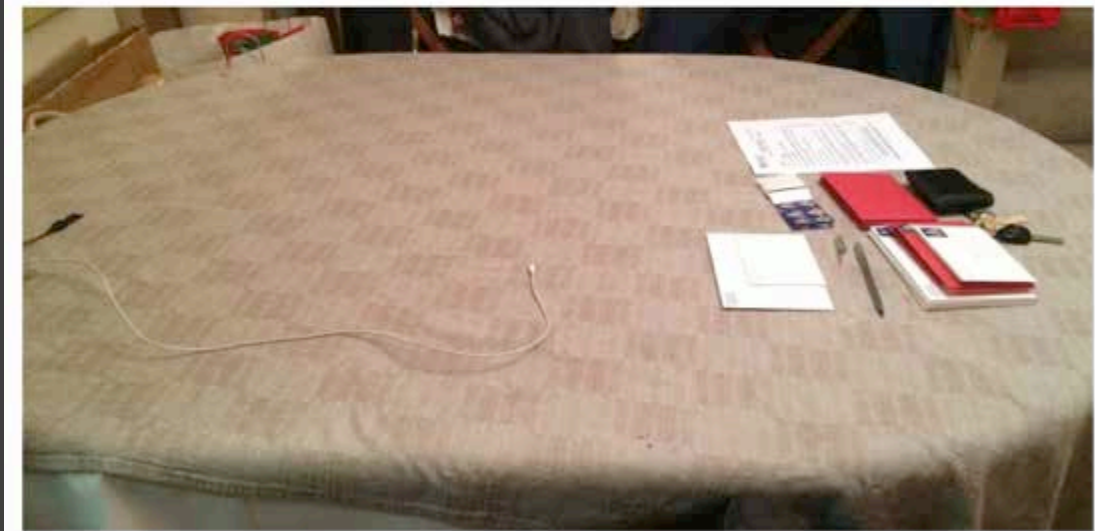


Figure out your Core Values



Develop “Couple’s Core Values” & Align your goals & actions



How do you find your Core Values?

| | | |
|----------------|-------------|------------------|
| Acceptance | Exploration | Present |
| Accomplishment | Expressive | Productivity |
| Accountability | Fairness | Professionalism |
| Accuracy | Family | Prosperity |
| Achievement | Famous | Purpose |
| Adaptability | Fearless | Quality |
| Alertness | Feelings | Realistic |
| Altruism | Ferocious | Reason |
| Ambition | Fidelity | Recognition |
| Amusement | Focus | Recreation |
| Assertiveness | Foresight | Reflective |
| Attentive | Fortitude | Respect |
| Awareness | Freedom | Responsibility |
| Balance | Friendship | Restraint |
| Boldness | Fun | Results-oriented |
| Bravery | Generosity | Reverence |
| Brilliance | Genius | Rigor |
| Calm | Goodness | Risk |
| Candor | Grace | Satisfaction |
| Capable | Gratitude | Security |

<https://scottjeffrey.com/core-values-list/>

Write down your Core Values



Remember your Core Values:

Some “Distractions” are really Moments



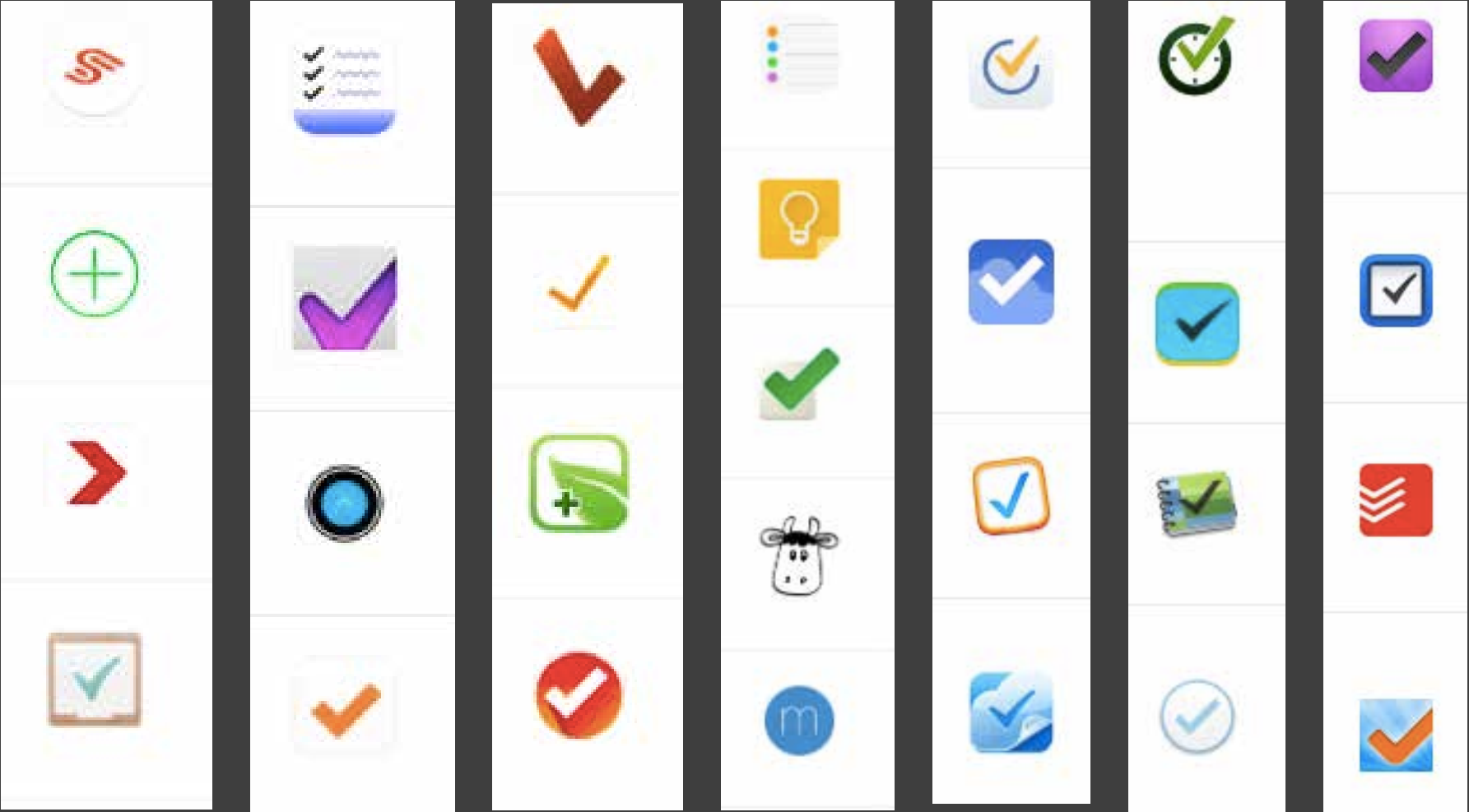
Share your Calendars



The To Do List



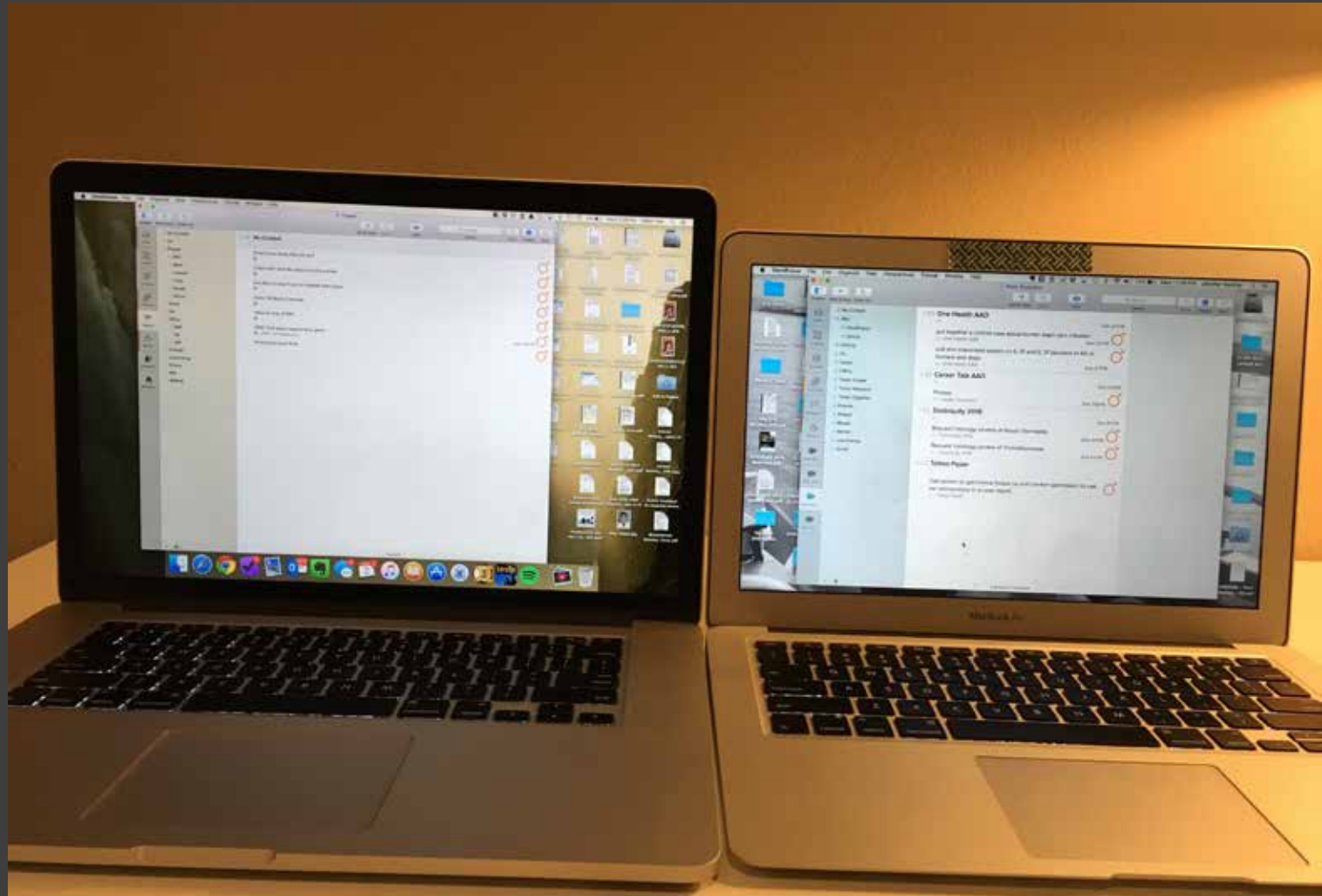
The To Do List



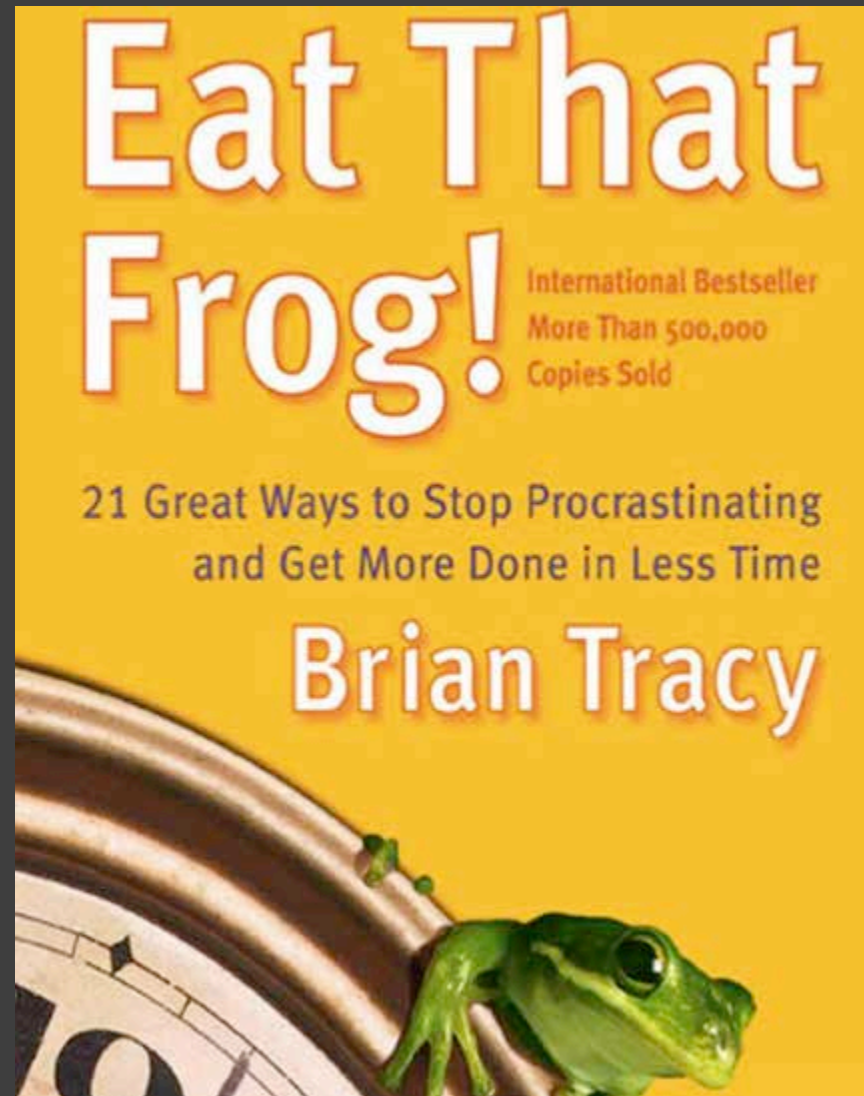
- Inbox
 - Projects
 - Contexts
 - Forecast
 - Flagged
 - Review
 - Work: Pla...
 - Work: Exe...
 - Top 3 Pri...
- No Context
 - Mac
 - OmniFocus
 - Online
 - Waiting
 - Do
 - Home
 - Office
 - Think: Create
 - Think: Research
 - Think: Organize
 - Errands
 - People
 - Rituals
 - Low-Energy
 - Social

- Career Talk AAD** Due 3/6/16
 - put together slides for AAD Talk on 2 career household Due 3/6/16
 - Career Talk AAD
- Melanoma**
 - Pubmed search for melanoma articles
 - Melanoma
- Single Action List**
 - Get work e-mail to inbox zero
 - Single Action List
 - e-mail JAMA Derm
 - Single Action List

INTEGRATE



Identify your Frogs



Frogs of the Day



Daddy - Sign op notes

Mommy - Cardio

Benjamin - Have fun at School

Lily - Be a good listener

Hopper - Potty Outside

INTEGRATE the steps
of
Identifying your
frogs!

REFLECT: Keep a Productivity Journal



The A.I.R. Method



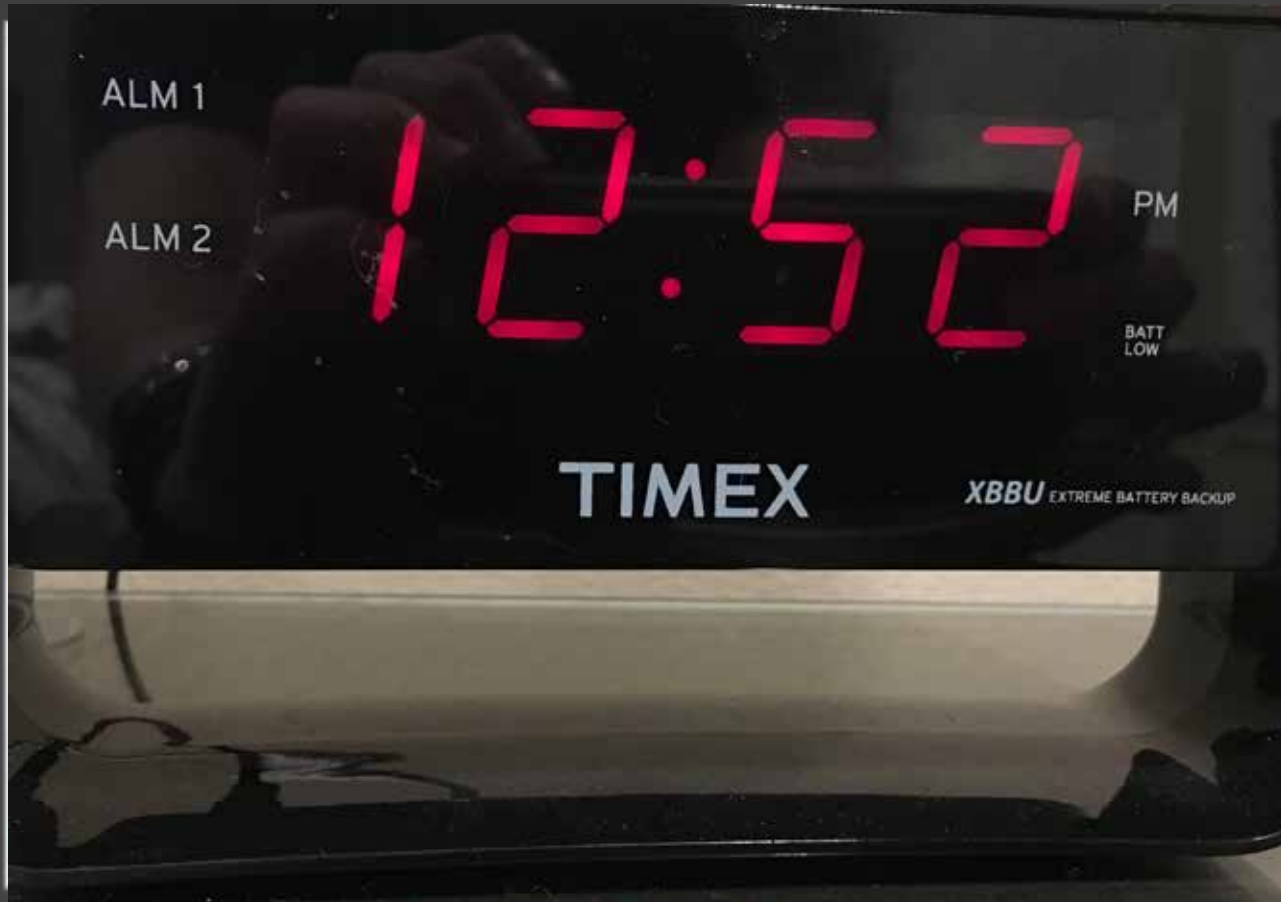
MIND LIKE
WATER



Mind Like A.I.R.



Protect the System



www.timewellspent.io/take-control/

Your time, attention and energy are
your most valuable resources.



Top 3 Productivity Tips for the 2 Career Household

- 1) Go Paperless
- 2) Do Not try this alone – develop a system **with** your partner & Protect it
 - Align
 - Integrate
 - Reflect
- 3) Your TIME, ATTENTION and ENERGY are valuable: Outsource, Outsource, Outsource

Thank you for your time & attention!

