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
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?

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

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
Career Talk AAD

- put together slides for AAD Talk on 2 career household
- Career Talk AAD

Due 3/6/16

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

Eat That Frog!
International Bestseller
More Than 500,000 Copies Sold
21 Great Ways to Stop Procrastinating and Get More Done in Less Time
Brian Tracy
INTEGRATE the step of Identifying your frogs!
REFLECT: Keep a Productivity Journal
The A.I.R. Method
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!