

Productivity & Time Management in Pandemic

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Situation today – on the ground :

Protection/ Mitigation of Virus and aftereffects

Better Physical & Mental Health by end of Pandemic?

Time for setting personal goals? – Getting the subconscious to work for us

WFH – Office work + Professional goals focus – using 4 quadrants of productivity & time management

Status of Global Pandemic

1st wave – seem to have been handled well. Impacted the older people and most cured.

After opening up- care not taken, restraint not exercised – 2nd wave – air borne – acts very fast – insufficient facilities – unfortunately much more avoidable loss of life. 3rd wave expected in October 21?

Watching TV, browsing virus related activity, discussing in detail the death of known people, etc (focus on what is bad) All this is putting the fear of the virus – making us anxious, uncertain, at times directionless, frustrated.

Many lessons learnt in the past year- some of them discussed today

Doubts, emotions, questions today?

- Lockdown will continue for how long?
- Are we feeling the uncertainty, fear, anxiety? Will that feeling make things better?
- Will we be able to keep our efficiency/ effectiveness up?
- Will be able to continue our upward movement in these times?
- With no structured work – attraction of social media (facebook, Instagram, Netflix, mobile games...) will it make us zombies??? – watch “ Social Dilemma”- documentary)
- The difference b/n office time and personal time – has it disappeared?

There is always an opportunity in every adversity – Silver Lining article

Many new age companies are reporting 120- 150 % when WFH!!!

Option to deal with this threat

Wuhan to Bangalore to Timbaktu – we need to live safely with it and if infected be able to get thru. w/o panic Only our response to this challenge is with us. A. to follow the safety protocol B. Get vaccinated C. Use technology to advantage ++

Get a perspective of whether we are Victim or Leaders – Choice is yours.

Are we cursed or blessed – Look at the big picture: Is the fear based on assumption fortified by bad news, what is the proportion of the deaths? Is it based on reality?

Consider that we are lucky and blessed- look around, make notes on what all you are glad to have now.... Reflect- answer is there

Install new + ive beliefs & take consequent Action

Fact: Each of us has immense capability and can reach them – focus + perseverance

Fact : Our response to what happens outside is WITHIN OUR CONTROL – 100%

With that perspective - Can we convert this Adversity to growth Opportunity to be our better self?

- 1. Install / Continue healthy lifestyle – exercise, rest, eat carefully...**
- 2. Relook at your life goals – what makes you happy – refocus**
- 3. Professional growth – knowledge / skills as identified by you – after allocated work – free time use it wisely for education focus?**

Consider - WFH- effectiveness

- Parkinson's law- work expands to the time available – office time vs personal time blurred – Is it an auto inefficiency mode?
- In pandemic work comes down and time available goes up – a lot of time released
- Can it lead to concentration of work becoming less due to simultaneous entertainment?

Actions For your consideration:

1. Following Punctuality & Discipline: Can getting ready and on table at 9.30 and working till 6.30 with coffee, stretch(every 30m – 2m) and lunch break, being present in every VC discussion fully with video on make a difference?
2. Time available more – can 2 hours be focused on self development – language, grammar, getting depth in subject – reading analysing, adding skills like presentation, coaching
3. Use the tools including the 4 quadrants, calendar, tracker, reminder, cortana, team calls, buddy structure ++

Tips for well being- known to all

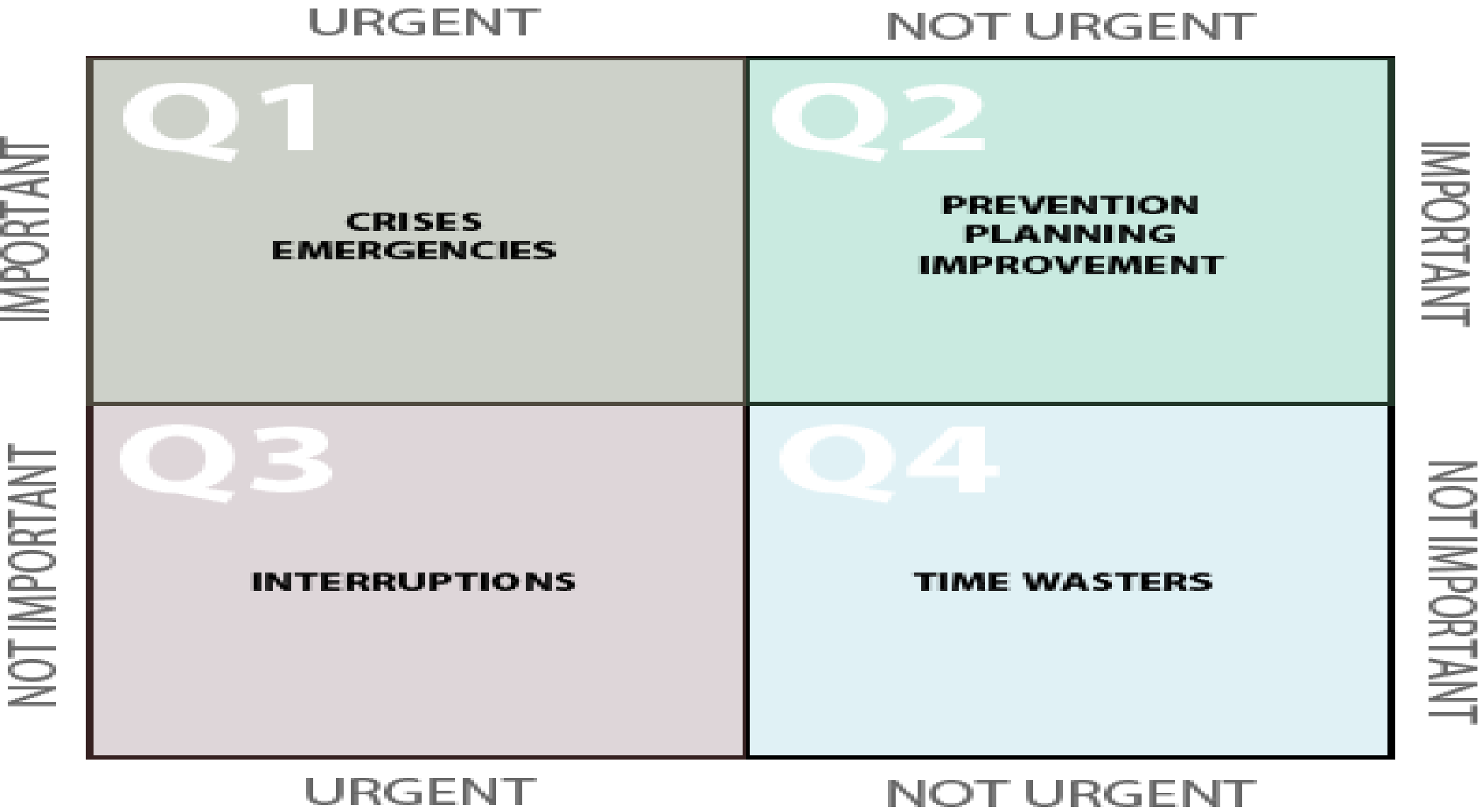
Don't count the days- make the days count – Md. Ali – legendary boxer.

- Stop watching news & search for virus news [condition our mind negatively]
- Exercise 2 times a day – high energy + motivation to offset the physical activity missing
- Scheduled proper time for eating – more important now
- Avoid junk food – last year 72% gained weight – listless, lazy, distracted, less effective
- Scheduled sleep – irregular sleep reduces the immune system
- While working take 5 m break to stretch & hydrate
- Alcohol usage increased 23%!! – Keep control
- Get in touch with old friend, +ive relatives
- Many more.....

Consider – Setting Personal Goals

- Reflect on activities, thoughts which give you joy and happiness
- Read articles on the interested subject/s
- Watch at least 2-4 videos on subject + setting “wow” goals – make notes of what touches you
- Set inspiring & SMART goals – Set structured action plan – monitor – reschedule if not working
- Watch motivational videos of building self
- Join courses to improve self – many available free – use the new scheme of reimbursement by office.
- Do not forget health

4 Quadrants of Productivity & Time Management



Quadrant IV – Time Wasters – In office time - 0%

- Mindless watching of serials, movies, social media, addictive games, mobile addiction...
- This can be a stress buster for many
- Time can be the area in personal time – can be entertaining & time gulper
- Limit time and not overdo – watching in bed in the late nights

Quadrant III – Busy Bee – Reactive life – 10-25%

- Getting lost in long calls – Part of VC not relevant – boring jobs -I am working long hours- Long list of to does- increasing day by day - Not satisfied at the end of the day – is it knowing not doing trap?
- *Picasso – Art is the elimination of the unnecessary*
- *Peter Drucker – Identify the essential, eliminate the rest*
- **Solution to consider:**
 - 1. Avoid if possible – otherwise limit the time for these**
 - 2. If senior – train juniors and delegate**
 - 3. Stop taking others work on your shoulders**
 - 4. Keep slotted time for emails, sms etc.**
 - 5. Automate routine/ repetitive jobs**
 - 6. Time released here can be used to do Q II activities.**

Quadrant – I – Crisis- self created & others

- Part I – 5- 15% Delayed jobs, last minute client work – need to ensure done without loss of quality, if overloaded – look for support (senior for allocation) – Q II activity needed? Do I revel in this sense of managing?
- Part II – 0- 5% Uncontrollable factors – lockdown, supporting personnel/ close family member have got covid, we get it, - We have to manage it – work extra late as it is our responsibility
- Solution- Possibilities to consider:
 - A. Both give us an opportunity to ask the question whether systems, processes, planning, proper delegation/ instruction, keeping up motivation of team etc. could prevent this??
 - B. Do we need new strategies considering the fast changes in environment?
 - C. Can we focus a bit more time on QII activities to avoid these in future?

Quadrant – II – Long term/ Development

- Part I- Routine work in time – 25 -65 %
- Part II – Self/ Firm Development – 5 – 50%
- Consider the following long-term goals you have:
 - a. Look at your own parked projects for self development
 - b. Inculcating good habits, core values- breaking disempowering habits/ addictions
 - c. Improve professional knowledge/ skills
 - d. Get coach – start coaching team
 - e. Live a healthy lifestyle even from home
 - f. How to have extraordinary productivity?
 - g. Many more see article

Identify- prioritise – start off after planning – put a structure in place – look at it every day- monitor on weekly/ monthly basis- tweak if necessary - rededicate

**THANK YOU
FOR YOUR GENEROUS LISTENING.**

Be Safe – Choose wisely

