You Being Productive: Tips & Tools to Succeed

April 5, 2017

Saya Hillman '00

Mac & Cheese Productions℠
Twitter & Instagram: @sayahillman  #lifeofyes #wearebc
www.macncheeseproductions.com
Screenshot

- PC: use snipping tool
- Mac: Command + Shift + 4 (drag cursor around what you want)
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Many of us are good at one or two of these but struggle with excelling at all of them. Productive people know how to effectively manage all three areas.
Follow Up Goodness

- info on how to find, set up, and use tools

- recommendations of: books, articles, equipment, videos, blogs, people, podcasts...

- referral links
Life of Yes™

- you're yourself
- you're the owner of your life
- you realize and utilize your gifts AND your flaws
- you get up when knocked down
- you'd rather move, forward or backwards, than not move at all
- your default is I’ll try, why not, yes

Productivity Goals

- commonsense
- focus
- self care
- enjoyment
No Notifications

Bulk Work

• daily: email 10-11am and 3-4pm
• Tuesdays: meetings
• Mondays through Wednesdays: phone calls 2-4pm
• 3rd Sunday: deep clean the house
• every two weeks: finances – balance checkbook, scan receipts, update Quickbooks
Get Good Sleep

- avoid low-quality sleep -- “Twinkie sleep"
- set a technology curfew
- kill the lights and get blackout curtains
- use software to soften screen glow, e.g. F.lux
- set the temperature 62 to 68 degrees
- create a bedtime ritual and stick with it

Shawn Stevenson, Model Health Podcast
Sometimes living a life of yes means saying no.
Push Downhill

"When it comes to adopting new, positive habits or dropping old, negative ones, the key to changing habits is to think about what kind of person you are. A lot of times when people feel frustrated by their inability to follow through, it’s because they’re trying to do it in a way that isn’t right for them. If we want to upgrade our habits, we shouldn’t push uphill. Instead we should work with what’s most natural for our given personalities."

Gretchen Rubin, author of The Happiness Project
Eat the Frog
3 Tasks You Should Do Every Day to Stay Happy and Productive

- something that you must do
- something that you should do
- something that you want to do

Gordon Whitson, Lifehacker
“Just as you’ll eventually go broke if you make constant withdrawals from your bank account without offsetting deposits, you will also ultimately burn yourself out if you spend too much energy too continuously at work without sufficient renewal.”

Mythical Perfect Time Unicorn

- "When I make more money, I'll take that trip"
- "When I know I can do the job right, I’ll apply for the promotion"
- "I’ll clean out my inbox at a better time"
- "I’ll get together with you when I have more time"

(Yes, that's a unicorn. How about a high-five for attempting to draw one??)
Make "The Worst!"
Less Worst

- tools to help remember how to rebuild
- backup
Make Repetition Easy

- Text Expansion - TextExpander, aText, Phrase Express, your own computer/system preferences
- Canned Responses
Short Version
COMMENTS -
;TY
;REC

CONTACT INFO -
;EMfe
;dir

SYMBOLS -
;tm
;-

TYPOS -
;EFF

MARKETING
;Wmc
;Wcamp
2SH
3LOY
;WEBy, ;WEBr, ;WEBg

Long Version
COMMENTS -
• "Thank you!"
• "If I know you and would recommend you for the job, feel free to ask me to"

CONTACT INFO -
• "Saya@fakeemail.com"
• "Parking can be difficult, here's my secret..."

SYMBOLS -
• "™"

TYPOS -
• "efficiency"

MARKETING
• http://www.macncheeseproductions.com/
• http://macncheeseproductions.com/offerings/camps/
• @sayahillman
• #LifeOfYes
• #F5BD00, #ED5140, #666666
Make Repetition Easy

- Text Expansion - TextExpander, aText, Phrase Express, your own computer/system preferences
- Canned Responses
Looking forward to hosting you **tonight** at the Life of Yes™ Meetup!

We'll get started right at 6:30pm.
We'll wrap at 8:30.

TIP: make sure to check out the directions below, as it can be tricky to find!

TO BRING
- something to write with/on, whether that's pen and paper or a laptop/iPad/phone
- if you are rushing from work/somewhere and don't get a chance to eat, feel free to bring any drink for yourself. You're welcome to eat during the evening.
- business cards

See you soon!

Cheers,
Saya
Mac and Cheese Productions™
www.macandcheeseproductions.com

DIRECTIONS
[many have had trouble finding it, so look over these carefully!]

Mac & Cheese Productions™
1111 N. Honore St, 1st floor, ring “Mac & Cheese”

☆ The street is very miss-able, it looks like an alley-street. You will probably only see part of the street on its East side (aka the huge Pizza Bear mural).

- Parking - Can be tricky! Hit or miss. Encouraged to **NOT** drive.
  - If you do drive, suggested that you drive around a bit looking for one of the below apps to find and reserve a space. Usually are a timer discount if the promos are still running.
  - Park Whiz: [http://ssqt.com/m5cnwmF](http://ssqt.com/m5cnwmF)
  - SpotHero: [https://spothero.com/invite/6ndcbl](https://spothero.com/invite/6ndcbl)
- Most street parking is NOT permitted but check for signs as some streets are (our block isn’t)
- Bikes - There are a few poles on the street but no racks; your best bet might be to lock up on Division
- El - Division blue line stop

Default to full-screen
Canned responses
Label
Plain text mode
Print
Check spelling
(Not my desktop!)
Four Window Sets

- Work General
- Work Specific
- Calendar & To Do List
- Play

Bonus: OneTab
Password storage
Password generator
Form fills
Secure Notes
1Password

Keepass
2 Factor Authentication
Virtual Private Network (VPN)

- 2 Factor Code Generator: Google Authenticator
- VPN: Tunnelbear
- Bonus: Lie!
Email

Two Places - Conversations & Everything Else

Decrease # - RSS Feed (Digg Reader), Unroll Me, Slack, Filters

Palatable - Inbox Zero, Boomerang, Hello Sign, invisible

Bonus: Undo Send
RSS Feed
<table>
<thead>
<tr>
<th>A</th>
<th>Amazon.com</th>
<th>Add to Rollup</th>
<th>Unsubscribe</th>
<th>Keep in Inbox</th>
</tr>
</thead>
<tbody>
<tr>
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<td>bc.edu</td>
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<td>Unsubscribe</td>
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<td>Add to Rollup</td>
<td>Unsubscribe</td>
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<td>Digg.com</td>
<td>Add to Rollup</td>
<td>Unsubscribe</td>
<td>Keep in Inbox</td>
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<td>Evernote.com</td>
<td>Add to Rollup</td>
<td>Unsubscribe</td>
<td>Keep in Inbox</td>
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<td>FoundingMoms List</td>
<td>Add to Rollup</td>
<td>Unsubscribe</td>
<td>Keep in Inbox</td>
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<tr>
<td></td>
<td>Focus@Will</td>
<td>Add to Rollup</td>
<td>Unsubscribe</td>
<td>Keep in Inbox</td>
</tr>
</tbody>
</table>
Email
Two Places - Conversations & Everything Else

Decrease # - RSS Feed (Digg Reader), Unroll Me, Slack, Filters

Palatable - Inbox Zero, Boomerang, Hello Sign, invisible

Bonus: Undo Send
Boomerang
Hi Michael,

Please sign this contract.

Thanks,
Dave
Email
Two Places - Conversations & Everything Else

Decrease # - RSS Feed (Digg Reader), Unroll Me, Slack, Filters

Palatable - Inbox Zero, Boomerang, Hello Sign, invisible

Bonus: Undo Send
Clean Start

- actually tackle the inbox, OR
- go nuclear
Calendars & To Do Lists

- Calendar = events -> Google Calendar
- To Do List = actions -> ToDoist, Keep, Asana
- Email = NO
- Group Scheduling -> Doodle
Google Calendar
Ford to invest $1.2 billion in Michigan plants

by Chris Isidore  @CNNMoney

March 28, 2017: 10:41 AM ET

Quick Add Task

Add website as task

Bonus: Chrome Web Store

Upgrade and get more done

extensions

Small Biz  Luxury  stock tickers

Social Surge - What's Trending

Amazon buys Souq in big play for Middle East market

'Fearless Girl' statue will stay through early next year

Conservative media at a crossroads early in Trump era
Asana

My Tasks in Apollo Enterprises

**New Tasks**
- Interns blog post

**Today**
- Update LinkedIn page
- Review recruiting blog post
- Best places to work survey
- Draft new hire workflow

**Upcoming**
- Schedule phone interview
- Publish recruiting survey results
- Post new sales jobs
- Finalize new hire onboarding workflow
- Blog for mobile app launch

**Later**

**Interns blog post**

This was a successful post last summer showing projects our interns worked on—do we want to do it again?

Apollo blog template

Nikki Henderson created task. Thursday

Nikki Henderson removed the due date. Thursday

Nikki Henderson assigned to you. Thursday
Calendars & To Do Lists

- Calendar = events → Google Calendar
- To Do List = actions → ToDoist, Keep, Asana
- Email = NO
- Group Scheduling → Doodle
Calendar

- Bullet Journal
- Passion Planner

To Do List

- Any.do
- Wunderlist
- Trello
- Remember the Milk
- Habitica
Document Creation

- documents, spreadsheets, presentations, forms -> Google Drive
  - "Add Ons"
- Typeform
Save For Later

- To read whenever - Pocket
- To read by a certain date - Todoist
- To save forever (documents) - Evernote (sensitive: Lastpass & TrueCrypt)
- To save forever (media & backup of documents) - Dropbox, Google Drive, External HD
EVERNOTE
Gift Ideas

Saya Hillman
14 hrs · Chicago, IL · Edited · 
Favorite non-exorbitant yet still awesome thank you gifts you can have delivered? Bonus if it's a Chicago company and bonus if it's not gift-card'esque.

Like · Comment · Share · Hootlet

Elyse Brendlen likes this.

Elyse Brendlen
I like Flowers for Dreams--Chicago based, pretty, free delivery, etc etc etc.
I also use Imperfect Pastries--https://m.etsy.com/shop/imPerfectPastries --owned by a friend of mine who lives in Chicago, ships nationwide, and most importantly makes TO DIE FOR treats. Salted caramel butter bars are my fave. I recently sent them to a former coworker at my old job and I knew they arrived because I got a blizzard of texts from all of my old work friends like "OMG THESE COOKIES"

imPerfectPastries
Online pastry shop that emphasizes flavor before presentation. Homemade creations that can be delivered...

ETS.COM I BY IMPERFECTPASTRIES

Like · Reply · Remove Preview · 14 hrs

Mandy Aylward
Carol's Cookies hands down.

Like · Reply · 1 · 13 hrs

Jennifer Husbands
Mon Ame chocolates! Ramona Thomas

Like · Reply · 1 · 12 hrs

Nancy Syburg
Maddiebird Bakery cupcakes

Like · Reply · 12 hrs

Julia Smith
The folks at Booth SEI give Blue Sky Bakery granola and it is fab. (Edit: not sure about the delivery part - missed that requirement on first skim)

Like · Reply · 12 hrs · Edited

Shannon Lindstedt
I love sending a basket of mixed middle eastern pastries from Shatila bakery in Dearborn, MI. Or a tray of deeply fudgy brownies from Moveable Feast in Geneva, IL (a long-ago entry on Oprah's favorites list).

Like · Reply · 12 hrs

Lauren Hitz
Birchbox...not Chicago based but fun to give a gift they will get for a few months
March 2017

1232 W NORTH AVENUE
CHICAGO IL 60622 733469200

1912 00069 33873 03/25/17 01:47 PM
SELF CHECK OUT

89716200258 VMI HDWDF Y S 0.75CU FT 5 SEASONS SIMPLE SIMON MIXE 1.00 EA 466.88 27.522

SUBTOTAL 27.52
TAX 10.2500% 2.82
TOTAL $30.34

XXXXXXX0 VISA USD$ 30.34
AUTH CODE 04667G/9694930 T A
Chip Read
AID A00000003010 43484134520564953

T SR 0080008000
IAD 060000362002
TSI F800
ARC 00

P.O.#/JOB NAME: HPS

RETURN POLICY DEFINITIONS

POLICY ID DAYS POLICY EXPIRES ON
A 1 90 06/23/2017

THE HOME DEPOT RESERVES THE RIGHT TO LIMIT / DENY RETURNS. PLEASE SEE THE RETURN POLICY SIGN IN STORES FOR DETAILS.

BUY ONLINE PICK-UP IN STORE
AVAILABLE NOW ON HOMEDEPOT.COM.
CONVENIENT, EASY AND MOST ORDERS READY IN LESS THAN 2 HOURS!

***************

Details for Order #112-1666784-9494632
Print this page for your records.

Order Placed: March 11, 2017
Amazon.com order number: 112-1666784-9494632
Order Total: $71.40

Not Yet Shipped

<table>
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<th>Items Ordered</th>
<th>Price</th>
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<tr>
<td>1.0f. Galaxy S7 Case, FY (Top-Notch Series) Premium PU Leather Wallet Case Protective Cover for Samsung Galaxy S7 Pattern 38</td>
<td>$15.99</td>
</tr>
<tr>
<td>Condition: New</td>
<td></td>
</tr>
<tr>
<td>1.0f. Ubrro Sweeper Wet Mopping Cloth Refill (60 Wet Refills)</td>
<td>$39.99</td>
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<td></td>
</tr>
<tr>
<td>1.0f. Anker PowerCore mini Ultra-Compact Portable Phone Charger External Battery (Black)</td>
<td>$13.99</td>
</tr>
<tr>
<td>Condition: New</td>
<td></td>
</tr>
</tbody>
</table>
Packing List

☒ Passport
☒ ID
☐ calling card
☒ Priority Pass Card
☒ Club Passes
☒ Drink Tickets
☒ phone armband
☒ gum
☒ copies of ID and passport
☒ hard copy of Emergency numbers
☒ hard copy of travel docs (Evernote Airbnb and trans docs in folder)
☐ Chicago postcards for airbnb

EQUIPMENT

☒ Kindle cord
☒ phone cord
☒ phone plug
☒ battery case
☒ extra battery
☒ laptop cord
☐ adapter
☒ headphones
☐ cigarette lighter charger
☐ boombot
☐ laptop and case
☐ airport extreme
☐ tlink manual
☐ wired router
To Do - before travel

general
☑ vacation response on personal and work
☑ voicemail message
☐ phone - no roaming
☑ Download audio and kindle
☑ street sweeping [http://sweeparound.us/ward-32/area-2/](http://sweeparound.us/ward-32/area-2/)

going out of country
☑ change LP security settings to be able to login in other countries
☑ alert about travel: PP, credit cards
  ● bank [https://banking.chase.com/Retail/TravelNotification/Details/](https://banking.chase.com/Retail/TravelNotification/Details/)
  ● Discover
  ● Citicard
  ● Aviator
  ● Chase Slate
☑ bring no foreign fees cards, bank (Pete's Chase United and Saya Discover/Aviator/Sapphire)
☑ Cash including singles
☑ print 2 step codes
  ● evernote
  ● google
  ● dropbox
☑ Find out where to exchange
☐ check phone settings
☑ Check passport expiration

2 Step Texts
  ● Apple ID
  ● Venmo
  ● Yahoo
  ● Discover Card
  ● Vanguard
  ● Chase
  ● Twitter
  ● Google
Jason Fried meeting

Wedding bee

The distance, online forum
Features: 25+ yrs
Privately owned

Getting in through Facebook, authenticity

Melissa intro to James janega

Social media: need to have a call to action

Campfire

Business innovation factory

Everyone who spoke had to tell a story
In the round
A lot of breaks!
Bring chairs on stage
Break down speakers
Chi humanities festival

Christopher kimball,
Unity temple in oak park speakerseries
Chris ware

LOY - tribe/movement
- You’re yourself among other people being themselves
- I can is louder than I can’t
- Dripping with possibilities
- Comfortable challenges
- Hurdles that slow but don’t stop
- Strong sense of belonging

Jason
- Camp!
- Everything is simple… LOY workshop
- Expansion
- Culture
- Partnerships
- Back?
Yield: About 30-35 meatballs

**Saucy Asian Meatballs**

You will love this delicious saucy Asian meatballs recipe! It's so flavorful, saucy, and perfect for game day or as an appetizer for special occasions.

Prep: 10 mins  Cook: 15 mins  Total: 20 mins

**Ingredients:**

**Meatball Ingredients:**

- 2 lbs. ground pork or ground beef
- 2 tsp. sesame oil
- 1 cup Panko or breadcrumbs
- 1/2 tsp. ground ginger
- 2 eggs
- 3 tsp. minced garlic
- 1/2 cup thinly-sliced green onions
- optional garnish: toasted sesame seeds, sliced scallions

**Asian Sauce Ingredients:**

- 2/3 cup hoisin sauce
- 1/4 cup rice vinegar
- 2 garlic cloves, minced
- 2 Tbsp. soy sauce
Vocabulary

- metier
- apocryphal
- veld
- invidious
- demarcation
- riparian
- dilettante
- elan
- transubstantiation
- attenuated
- sentient
- analysand: a person undergoing psychoanalysis
Offered free yoga, came to Shery storytelling
Make the most out of a week in Belize - Belize Adventure - Trusted Lo

Day 1:

- Your international flight will land at the Phillip Goldson International Airport (PGIA) in Belize City.
- You need to make your way to Cayo, specifically San Ignacio town.

Day 2:

- Go horseback riding to the Mayan site of Xunantunich or leisurely visit Cahal Pech.
- Stop for lunch in San Ignacio and explore the downtown area.
- Go Cavetubing or Ziplining.

Day 3:

- Have an action packed day as you explore Actun Tunichil Muknal.
- OR, choose to explore Mountain Pine Ridge. Things to do there include visiting Caracol, Rio Frio Cave and the Rio On Pools.
- OR, take a day trip to Tikal, Guatemala. You leave at 8AM and return by 5PM.

Day 4:

- Time to head Belize City to catch a flight or watertaxi to Ambergris Caye.
- Stop at the Belize Zoo, one of the coolest zoo in the world.
- Arrive in San Pedro Town.

Day 5:

- See amazing wildlife by snorkelling at the Hol Chan Marine Reserve and Shark Ray Alley.
- Explore downtown San Pedro and eat at some of the best restaurants in Belize. Also, do some bar hopping.

Day 6:

- Cross off diving the Belize Blue Hole from your bucket list.
David Ross went full '90s nostalgia for his second 'Dancing with the Stars' routine

By Chris Landers |

Last week, the day we’d all been waiting for finally arrived: David Ross made his debut on "Dancing with the Stars," complete with a bedazzled Cubs uniform and a light-up baseball field and plenty of well-wishes from his former teammates.

After he and partner Lindsey Arnold quickstepped their way to the third highest score of the opening night, what could the former catcher do for an encore? One word: Cubs.
Scansnap
Save For Later

- To read whenever - Pocket
- To read by a certain date - Todoist
- To save forever (documents) - Evernote (sensitive: Lastpass & TrueCrypt)
- To save forever (media & backup of documents) - Dropbox, Google Drive, External HD
Social Media

- Buffer
- Hootsuite
Automation

- Connecting apps → IFTTT & Zapier
- Travel → Tripit (plans@tripit.com)
- Finance → Payments, recurring payments
IFTTT & Zapier Recipes

· If I change my Facebook profile pic, change my Twitter profile pic

· Backup my Instagram posts to Dropbox

· Get a text if it’s going to rain today

· If I favorite a song on YouTube, send title of song to an Evernote “Music To Buy” note

· Watch deals websites (travel, technology) and email me when found

· Turn my lights on if my Nest detects a smoke alarm emergency

· Whenever I publish a new post on WordPress, automatically publish a link, picture and title to Pinterest

· Backup new WordPress posts to Google Drive
Automation

- Connecting apps → IFTTT & Zapier
- Travel → Tripit (plans@tripit.com)
- Finance → Payments, recurring payments
Bonus Bonus Bonus

- PaperKarma
- Our Groceries
- Mighty Text
- ParkWhiz & Spothero
- ParkChicago (ParkBoston, ParkMobile, Passport Parking, MKE Park, etc)
Your Homework

- remember the Life of Yes™ Goals
- breathe
  - do the quick and easy
  - prioritize the in depth and choose ONE
  - actually DO the work
- snuggle up with Follow Up document

Life of Yes™

- you're yourself
- you're the owner of your life
- you realize and utilize your gifts AND your flaws
- you get up when knocked down
- you'd rather move, forward or backwards, than not move at all
- your default is I'll try, why not, yes

Productivity Goals

- commonsense
- focus
- self care
- enjoyment
Giveaway
Free year of Todoist Premium or two months of Freshbooks

- tweet or instagram a productivity tip or tool you learned today
- tag @sayahillman and use #wearebc #lifeofyes
- post before this Friday

Thank you, Todoist & Freshbooks!
1- Stay humble so you aren’t too arrogant to try out something new.

2- Be open to recognizing what is actually working, so you can do more of that.

3- Ruthlessly kill any organization system that doesn’t actually help you.

Noah Kagan, founder of AppSumo
Q E A

Where did you find that? I've been searching for it everywhere.
I created it myself.

Thank you! -Saya

Saya Hillman, Mac & Cheese Productions™
www.macncheeseproductions.com
www.facebook.com/macncheeseproductions
Twitter & Instagram: @sayahillman  #lifeofyes #wearebc