



# Positive Productivity

**Kevin Karschnik**  
April 23, 2025  
1:00pm – 2:30pm

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**Linked** 



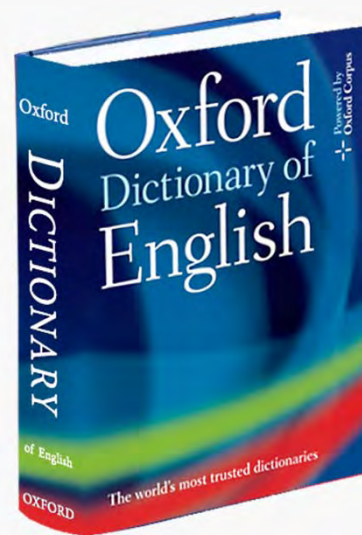
2

# Stress *noun*

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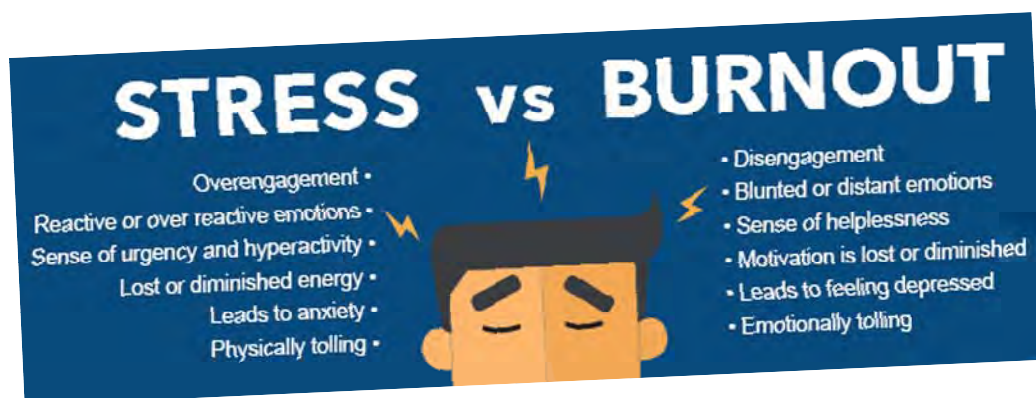
(1) *a state of mental tension and worry caused by problems in your life, work, etc.*

(2) *something that causes strong feelings of worry or anxiety*





workbook: page 1

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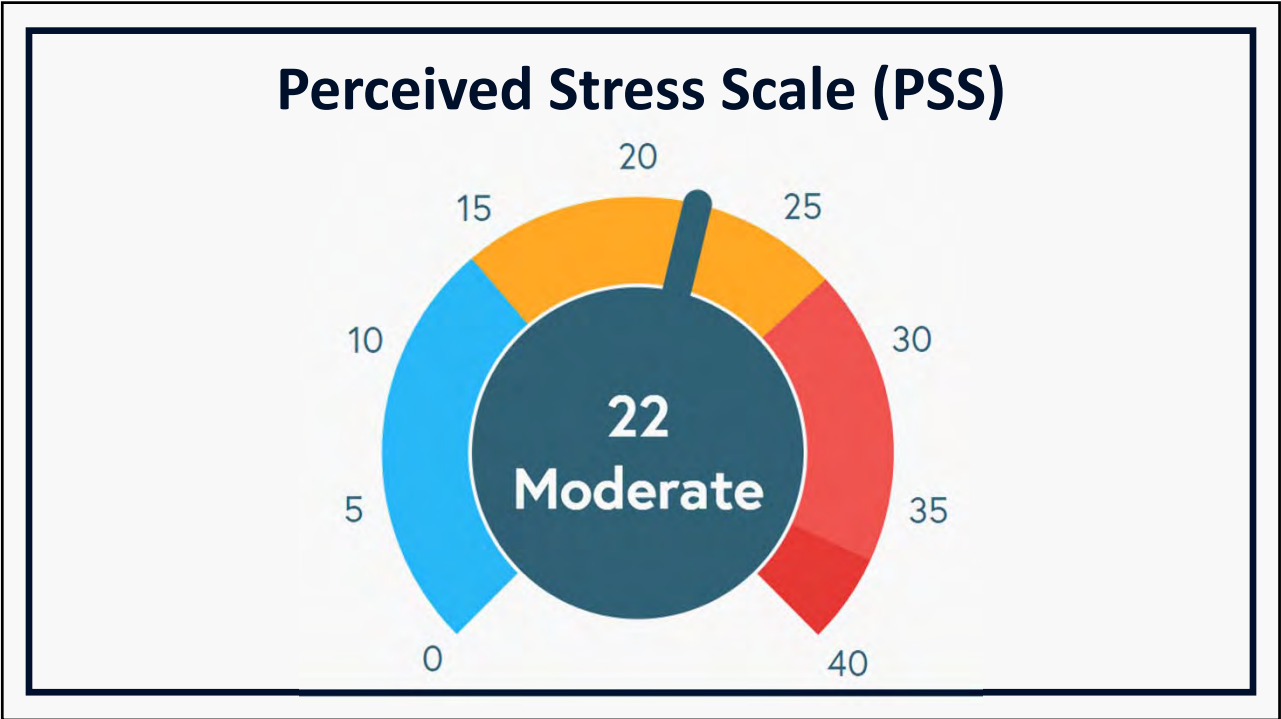
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# Are you stressed?



workbook: page 1

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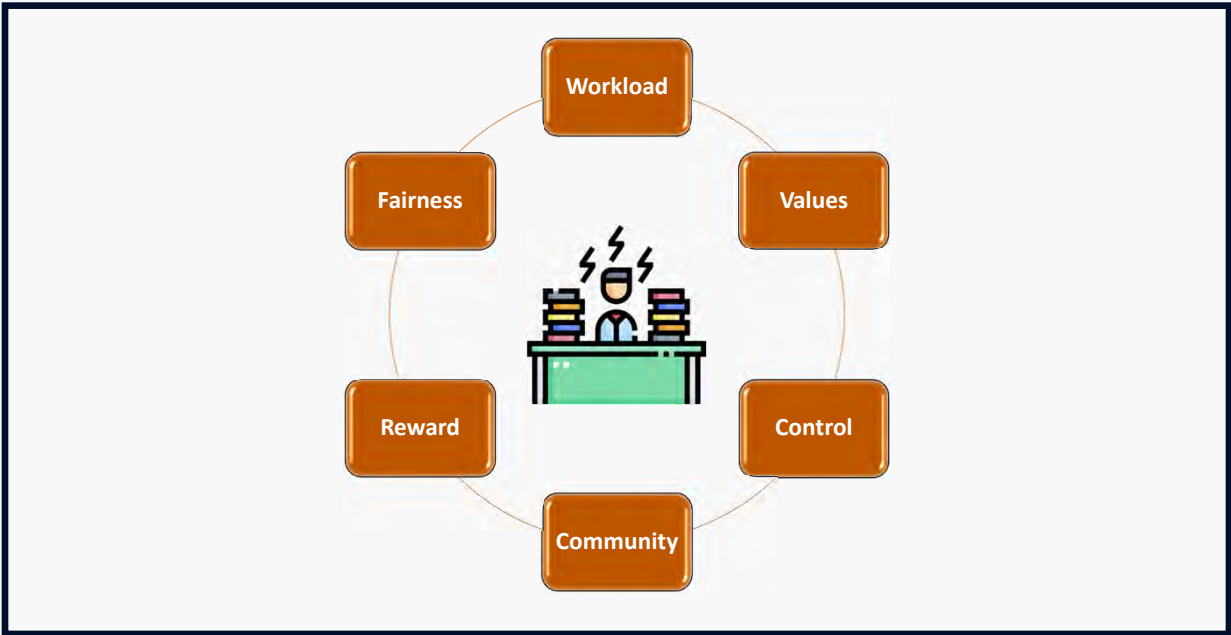
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# What causes you stress?




workbook: page 1

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workbook: page 1

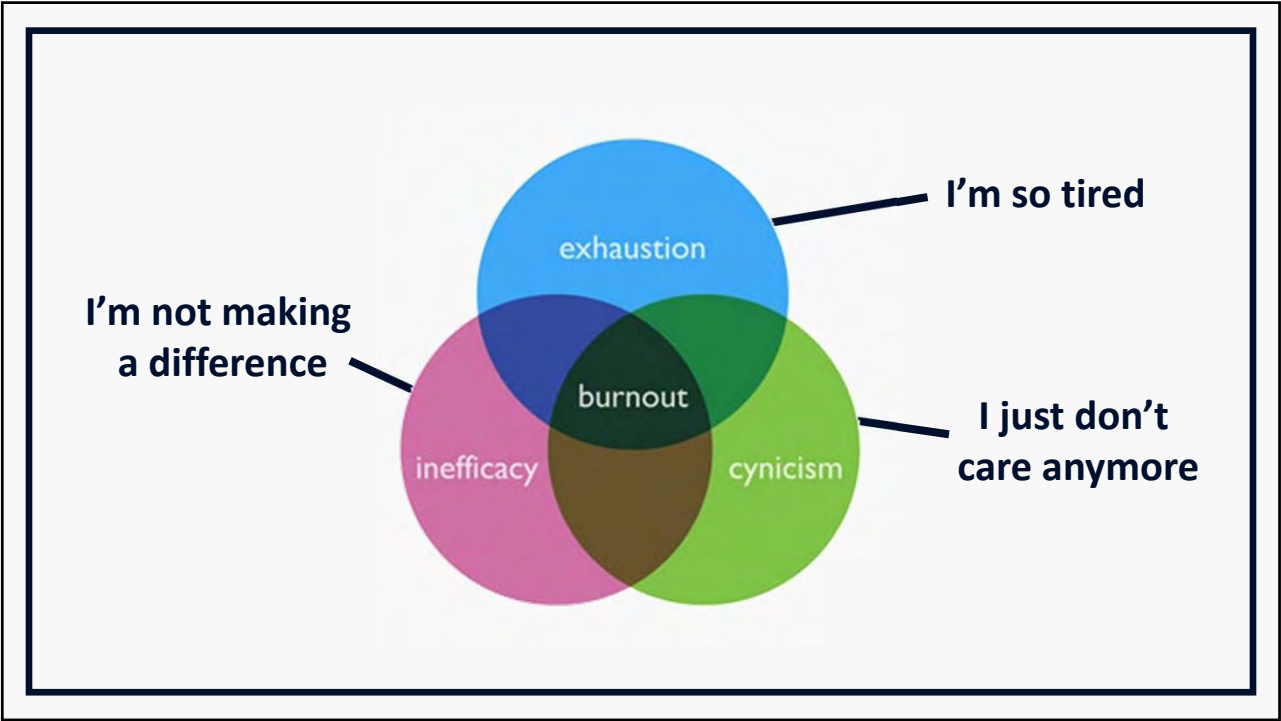
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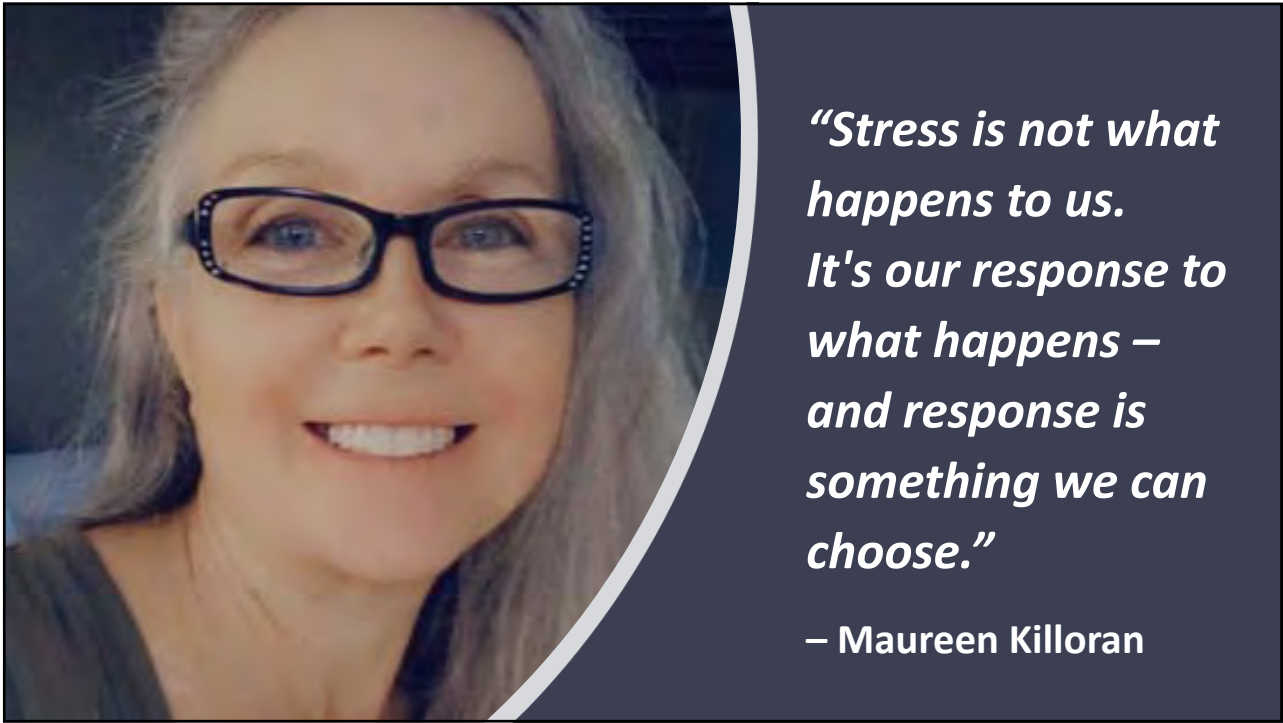
# What are your physical, emotional, or behavioral symptoms of stress?

workbook: page 1

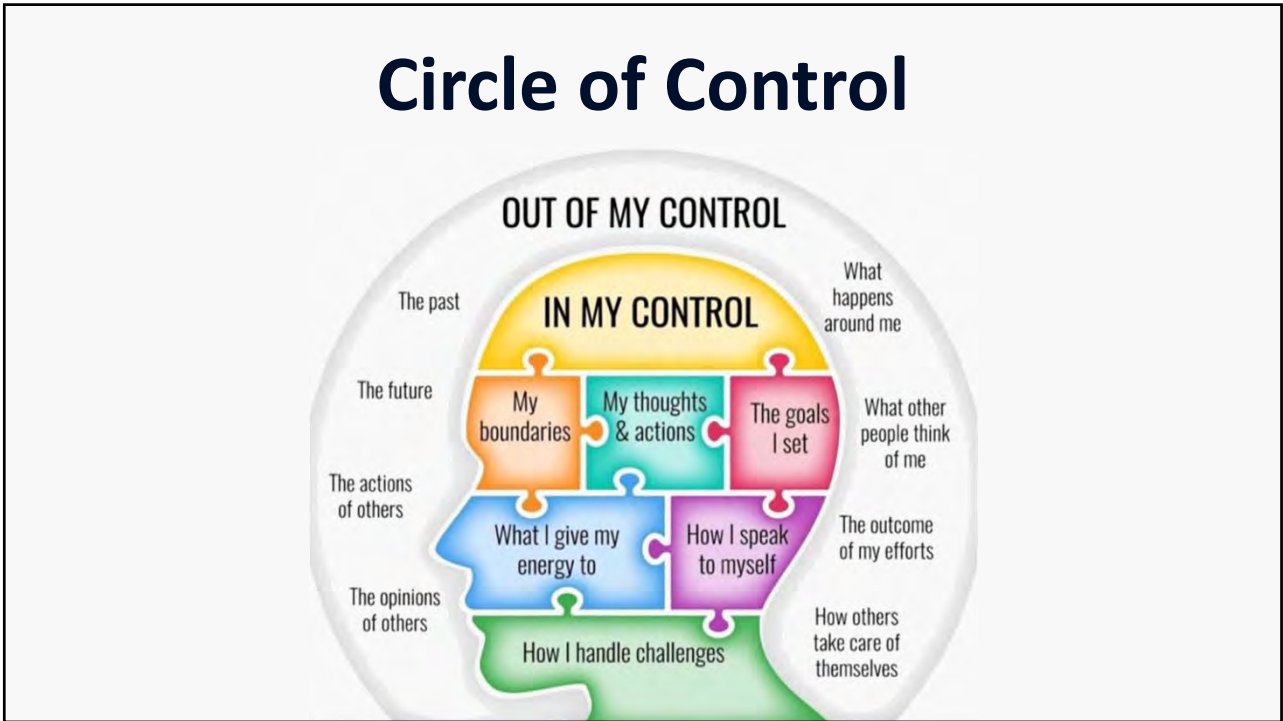
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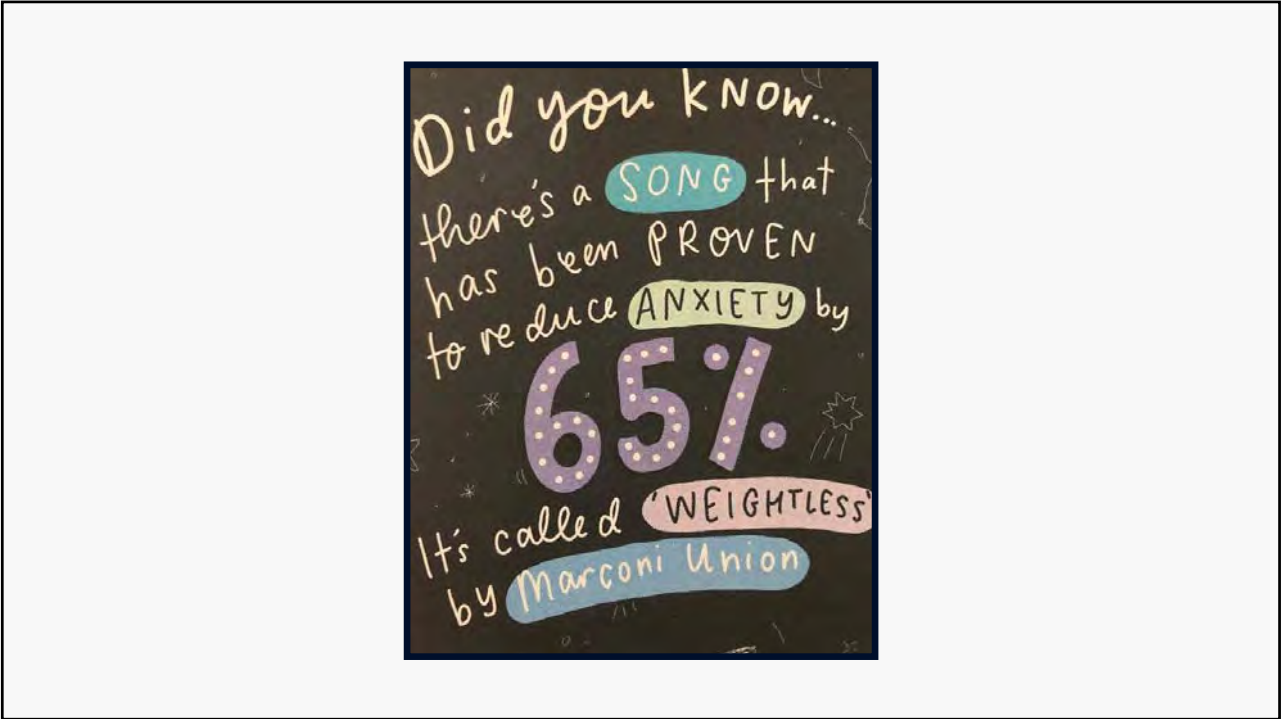
# What are effective stress management techniques?

workbook: page 2

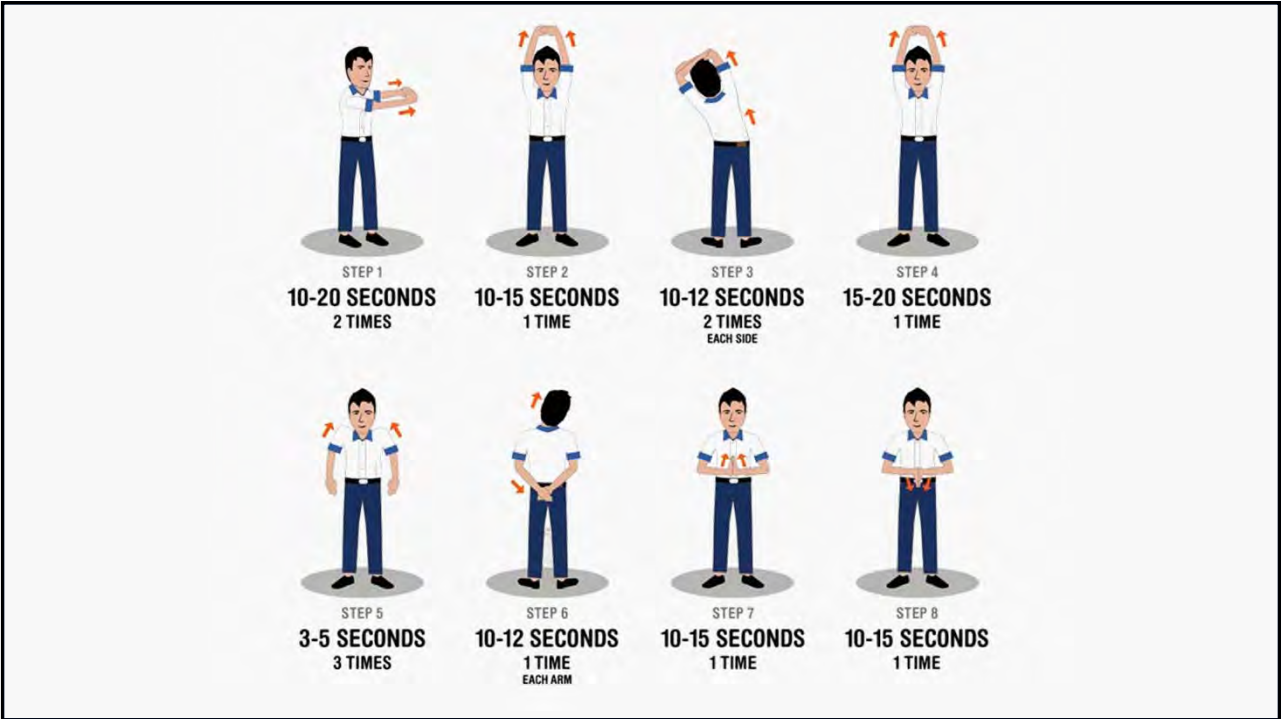
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## Shine a Light on what is Right



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## Progressive Muscle Relaxation



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## Conduct a Time Audit

- **What are your time wasters?**
- **What are your high priority tasks?**
- **How could you better manage your time?**



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- **Lack of priorities**
- **Lack of planning**
- **Disorganization**
- **Procrastination**
- **Interruptions**
- **Distractions**



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## Conduct a Time Audit

- What are your time wasters?
- **What are your high priority tasks?**
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***Your most important tasks are those that can have the most serious consequences (positive or negative) on your life or work.***

— Brian Tracy

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## Conduct a Time Audit

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- **How could you better manage your time?**



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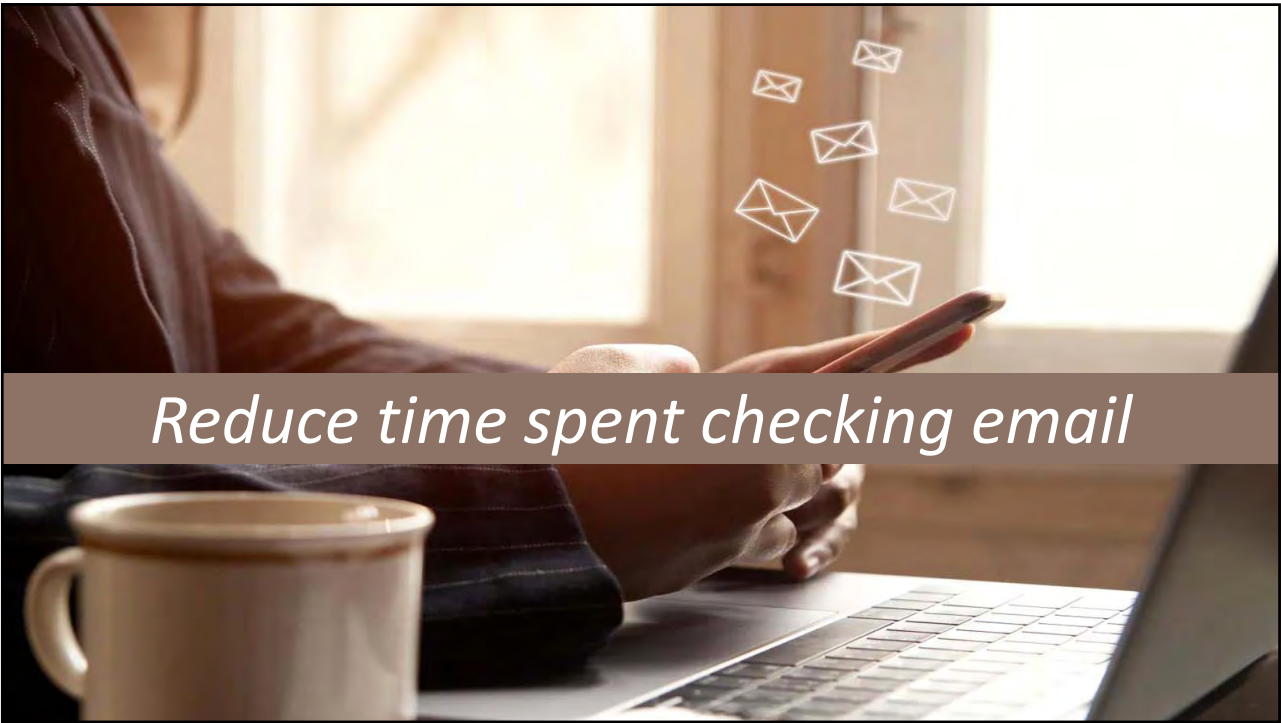
# THE TECHNIQUE



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- @ction
- !Followup!
- CC
- MyMgr
- Client
  - ABC Client
  - XYZ Client
- Projects
  - 123 Project

## Setup Folders



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|   |   |
|---|---|
| <b>Delete it</b><br><br>Delete emails that don't apply to you, don't interest you or don't require any further action.             | <b>Do it</b><br><br>If an email can be responded to or actioned in less than 5 minutes, get it done and out of the way. |
| <b>Delegate it</b><br><br>Delegate emails that can be better handled by someone else or delegate to a folder for future reference. | <b>Defer it</b><br><br>If emails need more time or thought, mindfully defer them to your future self with a flag.       |

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| Schedule Tasks on Your Calendar                       |  |  |   |  |
|---|--|--|---|--|
| Mon<br>16   | Tue<br>17  | Wed<br>18                                | Thu<br>19                               | Fri<br>20                              |
| Follow-up day   | GSD day  | Meeting day                              | Prioritization day                      | Planning day                           |
| Breakfast   Reading time<br>7 - 8am                   | Breakfast   Reading time<br>7 - 8am              | Breakfast   Reading time<br>7 - 8am      | Breakfast   Reading time<br>7 - 8am     | Breakfast   Reading time<br>7 - 8am    |
| Travel   Commute   Exercise<br>8 - 9am                | Travel   Commute   Exercise<br>8 - 9am           | Travel   Commute   Exercise<br>8 - 9am   | Travel   Commute   Exercise<br>8 - 9am  | Travel   Commute   Exercise<br>8 - 9am |
| Emails   Follow-ups<br>9 - 11am                       | Work GSD block   Growth things<br>9 - 10:30am    | Weekly team meeting: Theme 2<br>9 - 10am | Personal GSD block<br>9 - 10am          | Block for small tasks<br>9 - 11am      |
| Calls<br>11am - 12pm                                  | Work GSD Block   Team things<br>10:30am - 12pm   | 1x1 meeting<br>10:30am - 12pm            | Top-priority tasks<br>10am - 12pm       | Reflect on this week<br>11am - 12pm    |
| Lunch break   Relax<br>12 - 1pm                       | Lunch break   Relax<br>12 - 1pm                  | Lunch break   Relax<br>12 - 1pm          | Lunch break   Relax<br>12 - 1pm         | Lunch break   Relax<br>12 - 1pm        |
| Calls<br>1 - 2pm                                      | Work GSD block   Management things<br>1 - 2:30pm | Weekly team meeting: Theme 2<br>1 - 2pm  | Easy tasks<br>1 - 2:30pm                | Prep for next week<br>1 - 3pm          |
| Walk   Coffee break<br>2 - 2:30pm                     | Wild card   Free block<br>2:30 - 4:30pm          | Offsite meeting<br>2 - 4:30pm            | Wild card   Free block<br>2:30 - 4:30pm | Celebrate EDW<br>3 - 4:30pm            |
| Block for tasks you don't want to do<br>2:30 - 4:30pm |  |  |   |  |
| Wrap up<br>4:30pm                                     | Wrap up<br>4:30pm                                | Wrap up<br>4:30pm                        | Wrap up<br>4:30pm                       | Wrap up<br>4:30pm                      |

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Thank  
you





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