

Calling All Super Heroes

Getting Organized Practical strategies for work and home

Tom LaForce, MBA

Friday November 9th, 2018

NATIONAL
MARROW
DONOR
PROGRAM®

BE  THE MATCH®



Disclosures

The following faculty and planning committee staff have the following financial disclosures:

Name	Institution	Disclosure
Luzmary Alvarez	New York Blood Center	None
Hollie Devine, MSN, ANP-BC, AOCNP	N/A	None
Jackie Foster, MPH, RN, OCN	National Marrow Donor Program / Be The Match	Spouse, stock owner, Pfizer
Tom LaForce, MBA	LaForce Teamwork Services	None
Lisa Munson, CVA, MPNA	National Marrow Donor Program / Be The Match	None
Lara Rauchwarter	National Marrow Donor Program / Be The Match	None



Learning objectives

- At the conclusion of this session, attendees will be able to:
 - Align daily activities with their values and most important goals
 - Identify common time-wasters that keep them from achieving their goals
 - Apply 1 new strategy to work more efficiently
 - Demonstrate organization skills to boost their productivity

Get Organized: Practical Strategies for Work and Home

Tom LaForce

laforceteamwork.com



productivity tips



All

News

Images

Videos

Shopping

More

Settings

Tools

About 187,000,000 results (0.53 seconds)



More in Less
Time

Do the Right
Things

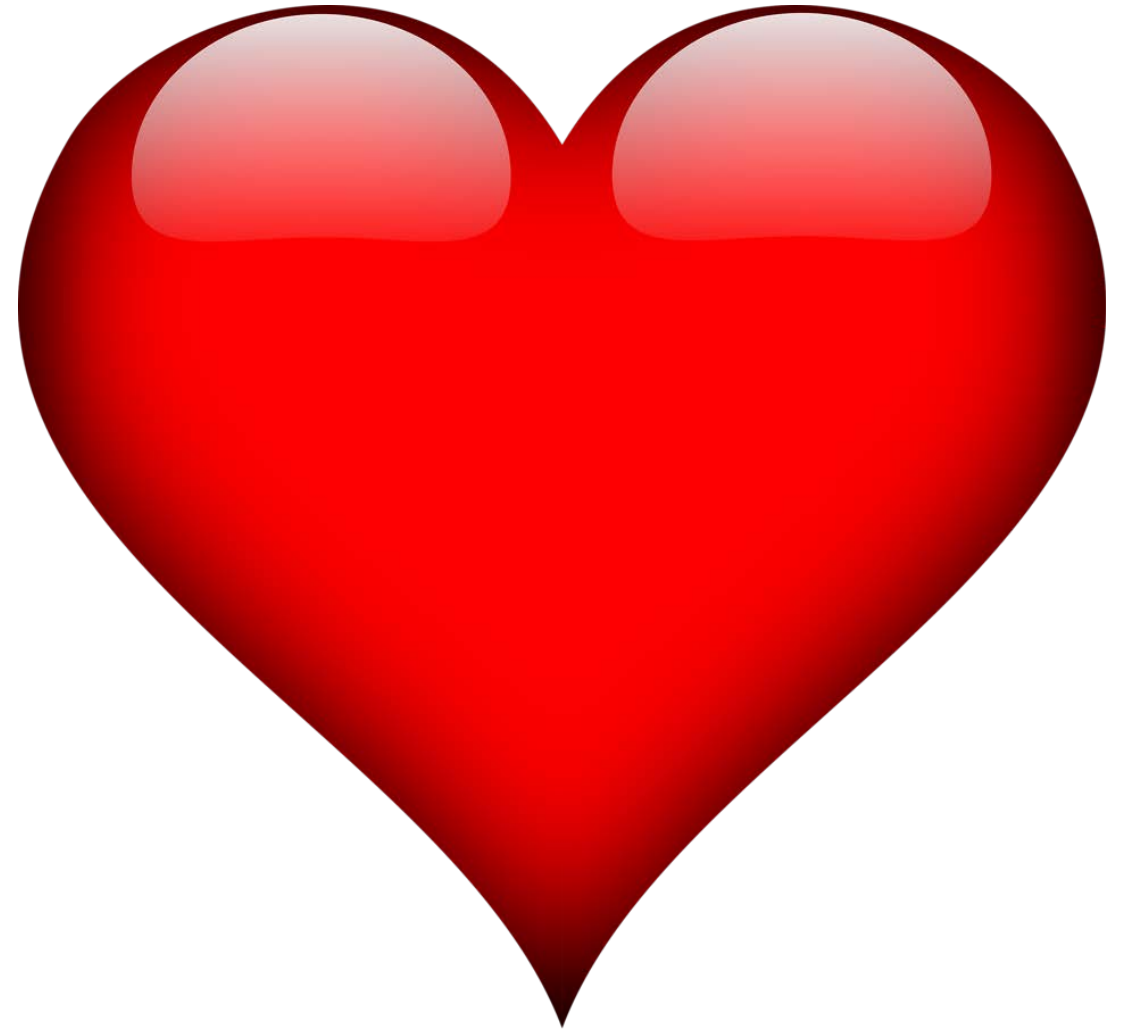
72

4,320

103,680

37,843,200

3,216,672,000



I spent my
heartbeats on
activities that
aligned with my
heart's desire





What are
your
values?

What are your
goals?



Sleep

Hanging with friends

Exercise

Hygiene

Media

Eating

Transportation

Hobbies

Chores

Helping family

80/20



What's most important next...

Urgency

Importance

Do

Plan

Delegate

Eliminate

No



Make a To-Don't List

- Attend meetings without a clear need.
- Meet in person when phone will do.
- Take on activities that keep me from pursuing goals.
- Hang out with people that suck the life from me.

Schedule
your
deep
work
to match
natural
energy
rhythms



My Weekly Planner				Dates:			
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12:00 PM							
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9:00							
9:30							
10:00							
10:30							
11:00							
Notes:							

Time
Block
your most
important
tasks



25
Minutes



Don't Sweat the Small Stuff



No
More
Procrastination



You Got This

**Go Make
Stuff Happen**