Technology for Personal Productivity

Gavid Jaurshola

Technology is Neutral It takes it's meaning & relevance from context

There's a global productivity crisis



A lot of meaningful work gets done in the last minutes ahead of deadlines



We're never going to get more time

Some data about personal productivity

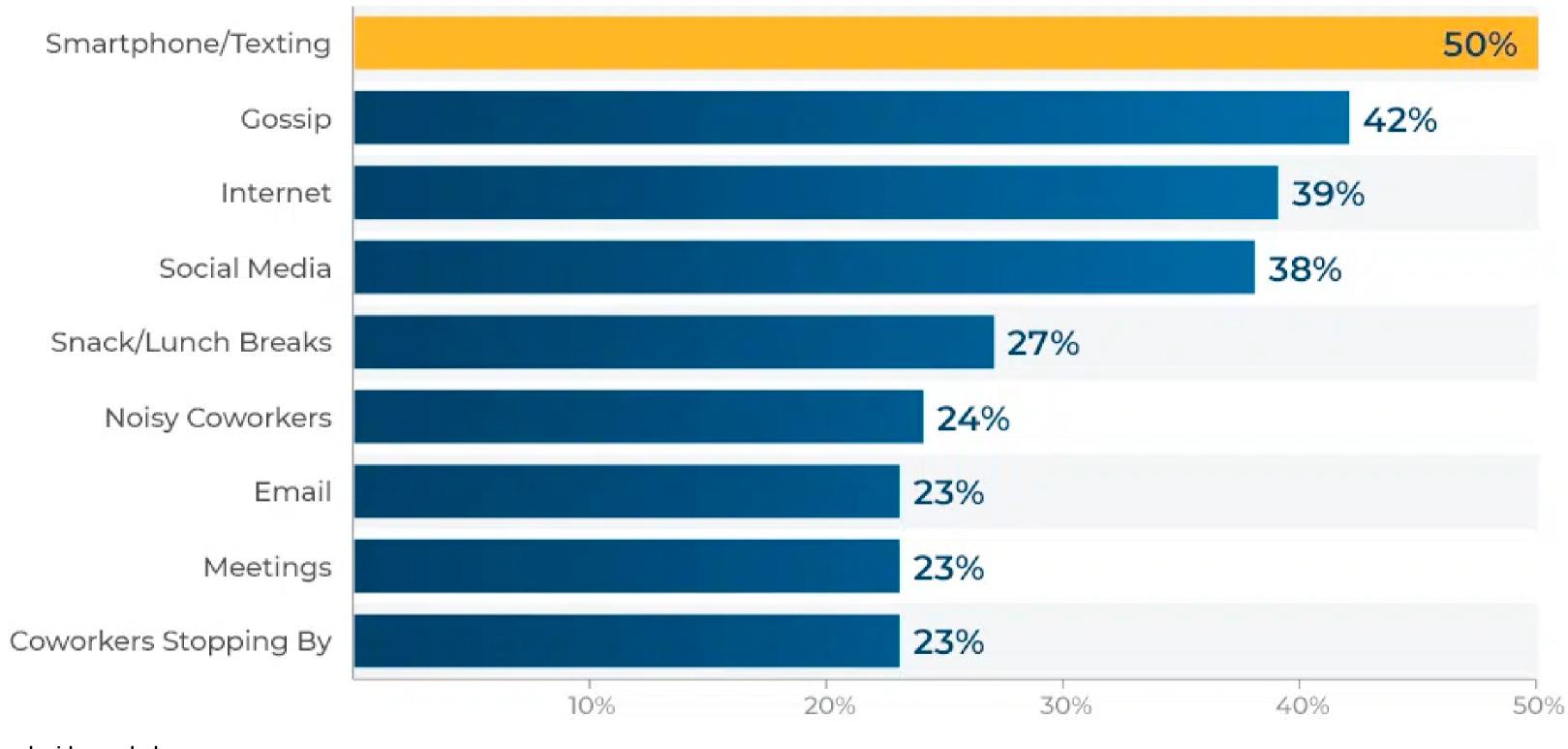
Most employees are productive for less than 3 hours a day.

2 hours 23 minutes are the average time most workers spend really productive in the course of their day 91% of people daydream during meetings.

73% work on other things during meetings The average worker gets interrupted every 3 minutes, and it takes 23 minutes to regain focus after an interruption.

This means that most workers get only about 3 minutes of productivity every 26 minutes





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Source: Finances Online

How "effective pastors" spend their time

Lifeway research conducted a study on pastors. Data was categorised into two: "effective churches" which ranked top 5% in conversion & growth, and the others were ranked regular churches.

| Activity | Effective Church Pastors | Regular Church Pastors | |
|---|--------------------------|-------------------------------|--|
| Sleep | 6+ hours | 8+ hours | |
| Sermon Preparation | 22 hours | 4 hours | |
| Pastoral Care (counseling, weddings, visitation, funerals etc) | 10 hours | 33 hours | |
| Sharing the Gospel with others | 5 hours | 0 | |
| Family activities | 22 hours | 18 hours | |
| Custodial activities | None Recorded | 8+ | |

Source: LifeWay Research

God is not okay unproductivity

- The parable of the talents
- Any branch in Me that does not bear fruit He cuts away John 15:2
- Story of the unproductive tree





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Technology tools that help you maximize your time and improve your productivity

Calendars & Schedulers

You can stay organized by better planning your time, keeping schedules and setting reminders.

Google Calendar

Any.do





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Sectograph



Communication Management

When you de-clutter your communication channels, you make room for the important messages

E-mail



- Unsubscribe from useless emails and newsletters
- Create folders and direct unneeded emails there using forwarders
- Create auto-responders if you need to take time off to focus





• Archive or Mute WhatsApp groups • Mute individuals who send you daily broadcasts

Document & File Management

Having your important documents within reach is a great booster of productivity



All these apps have ios equivalents





Distraction Management

The No 1 cause of distraction is notifications from mobile devices and social media

Turn off notifications of all your social media.

Utilise the focus mode of your phone to disable some apps within particular time frames



ColdTurkey



Tools for improved distraction management



Forest App

Other Productivity Hacks

- Employ Al
 - Google Assistant
 - Siri
 - Zoom notetakers
 - ChatGPT
- Practice time blocking
- Practice time boxing



Time Box Template

Top Priorities

Brain Dump

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Date:

PLANNING

| TO-DO LIST ITEM | TIME NEEDED | NOTES |
|---|-------------|-------|
| Item One Description; Monday morning | 1-2 hours | |
| Item Two Description; 3X / wk | 30 minutes | |
| Item Three Description; Tuesday | 4 hours | |
| Item Four Description; Thursday anytime after 11 am | 45 minutes | |
| Item Five Description; 2X / wk | 30 minutes | |

SCHEDULE

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | |
|----------|--------|---------|-----------|------------------------|--------|--|
| 8:00 AM | | | | | | |
| 8:30 AM | | | | | | |
| 9:00 AM | Item 1 | | | | | |
| 9:30 AM | | | | | | |
| 10:00 AM | | Item 5 | | | | |
| 10:30 AM | | | | | | |
| 11:00 AM | | Item 3 | | ltem 5 | | |
| 11:30 AM | | | | | | |
| 12:00 PM | | | Item 2 | | | |
| 12:30 PM | | | | | | |
| 1:00 PM | | | | Item 4 | | |
| 1:30 PM | | | | | Item 2 | |
| 2:00 PM | | | | | | |
| 2:30 PM | Item 2 | | | | | |
| 3:00 PM | | | | | | |
| 3:30 PM | | | | www.davidogunshola.com | | |

WEEKLY TIME BLOCKING TEMPLATE

RULES FOR FOCUSED SUCCESS IN A DISTRACTED WORLD

CAL NEWPORT AUTHOR OF SO GOOD THEY CAN'T IGNORE YOU

Recommended Reading

"Redeeming the time, because the days are evil. Wherefore be ye not unwise but understanding what the will of the Lord is."

- Ephesians 5:16-17



