

Productivity



Reactive

Relies on stress response (primarily adrenaline and cortisol)

- Waiting until a task is urgent or unavoidable
- Working in bursts amidst extended period of burnout
- Feeling constantly behind
- Being driven by guilt, fear, or pressure
- Overcommitting and scrambling to catch up
- Repeating inefficient approaches or strategies without reflection and improvement
- Being easily derailed by external demands/interruptions
- Punishes future self

Proactive

Relies on executive function and metacognition

- Planning tasks before they become urgent
- Breaking tasks down strategically
- Anticipating obstacles and planning around them
- Making decisions with long-term goals in mind
- Reflecting on what did and didn't work and adjusting approaches in the future
- Approaching complex or ambiguous tasks with curiosity
- Estimating how long tasks take using data
- Making progress even when motivation or energy are low
- Rewards future self



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Proactive

Relies on executive function and metacognition

The key to becoming more proactive is to identify what your snakes are for a given task



Once identified, plan an approach that reduces your stress while also ensuring that the snakes are safely rescued

- Planning tasks before they become urgent
- Breaking tasks down strategically
- Anticipating obstacles and planning around them
- Making decisions with long-term goals in mind
- Reflecting on what did and didn't work and adjusting approaches in the future
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Identifying Your Snakes

1. Take a task and break it into steps
2. For each step take a moment and ask yourself,
"how much am I dreading this?"
 - Dread is a catch-all term for stress, anxiety, resistance etc.

In AuxEd, there is a productivity tool that gives you a structure for this approach. To demonstrate how it works, we are going to go through the steps for creating your AMEP.

Give each step a Dread rating

Creating you AMEP Survey

Review the learning objectives for the educational session you're evaluating to determine what you should measure (e.g., knowledge, satisfaction, confidence).

Dread Level ▾

Decide how you will measure what you determined in Step 1. You could use Likert-type scales, multiple choice, open-ended.

Dread Level ▾

Draft each question. You should aim to draft 2 questions per learning objective.

Dread Level ▾



No Dread

Mild Dread

Moderate
Dread

High Dread



Creating you AMEP Survey

Review the learning objectives for the educational session you're evaluating to determine what you should measure (e.g., knowledge, satisfaction, confidence).

No Dread

Decide how you will measure what you determined in Step 1. You could use Likert-type scales, multiple choice, open-ended.

Moderate Dread

What are 1-2 ways you could make this step easier or more doable?

Draft each question. You should aim to draft 2 questions per learning objective.

Extreme Dread

What are 1-2 ways you could make this step easier or more doable?

These are solutions,
approaches, or ideas you can
brainstorm in advance so that
when the task becomes urgent
it is less stressful



Proactivity

- Spend the next 5 minutes brainstorming solutions, supports or different approaches to the steps that you have moderate to extreme Dread for
 - These can be very simple things like *"make sure I have my learning objectives saved somewhere I can easily access them"*
 - They could also be more complex things like *"make an appointment with my department's survey expert"*
 - They also can be very specific to you, like listening to music you like while working, or giving yourself a reward when you've completed the step or task

Proactivity Share (10 min)

- What did you learn about yourself and your feelings about creating a survey?
- What solutions did you come up with to set yourself up for success?

Proactivity

- Spending 5-10 minutes engaging in this exercise is a good use of time, despite it not being “productive” in the traditional sense
 - With this kind of planning over time, you will have less stress around productivity and you will have a better sense of how you can most effectively approach tasks
- This approach works for any task at work or home. You can create new tasks in AuxEd at any time
 - There are other productivity tools in AuxEd that build on the tasks you create. We will make these available in the future if there is interest!