



Thur May 20, 2021. 7pm Eastern



Francis Wade

A stylized illustration in the background shows several people in business attire working together. One person is sitting at a desk with a laptop, another is standing and pointing at a screen, and others are standing around a large red circular graphic. The scene is set against a light blue background with a white cloud-like shape.

Is Self-Assessment the Way to Better Task Management?

Why productivity enthusiasts must become top-class diagnosticians

<https://live.remco.co/e/self-assessment-the-way>

How can an experienced productivity enthusiast make positive changes to their task management?

You gained a lot from changes you made
when you got serious for the first time!

Now...not so much...but why?

- You have already implemented the basic changes “beginners” make
- Your task volume has increased...by a lot

Like anyone who has made progress, it gets harder



But this is a bit different than sports or “just watch a video” improvements

Complication #1 – “Beginner” did not mean “Starter”. More like realizing what you were already doing

But this is a bit different than sports or “just watch a video”

**Complication #2 -
unlike a sport, this
lasts forever**

But this is a bit different than sports or “just watch a video”

**Complication #3 –
forever means more
tasks to manage, at least
until retirement**

But this is a bit different than sports or “just watch a video”

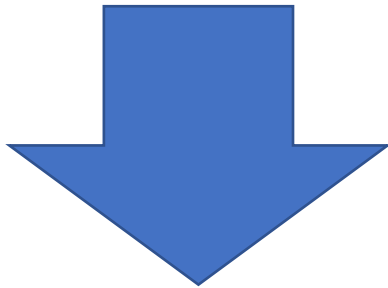
**Complication #4 –
psychological objects
(involving physical objects
and digital objects)**

Will a new guru
appear with a
new 3-letter
solution? And
the perfect
app?

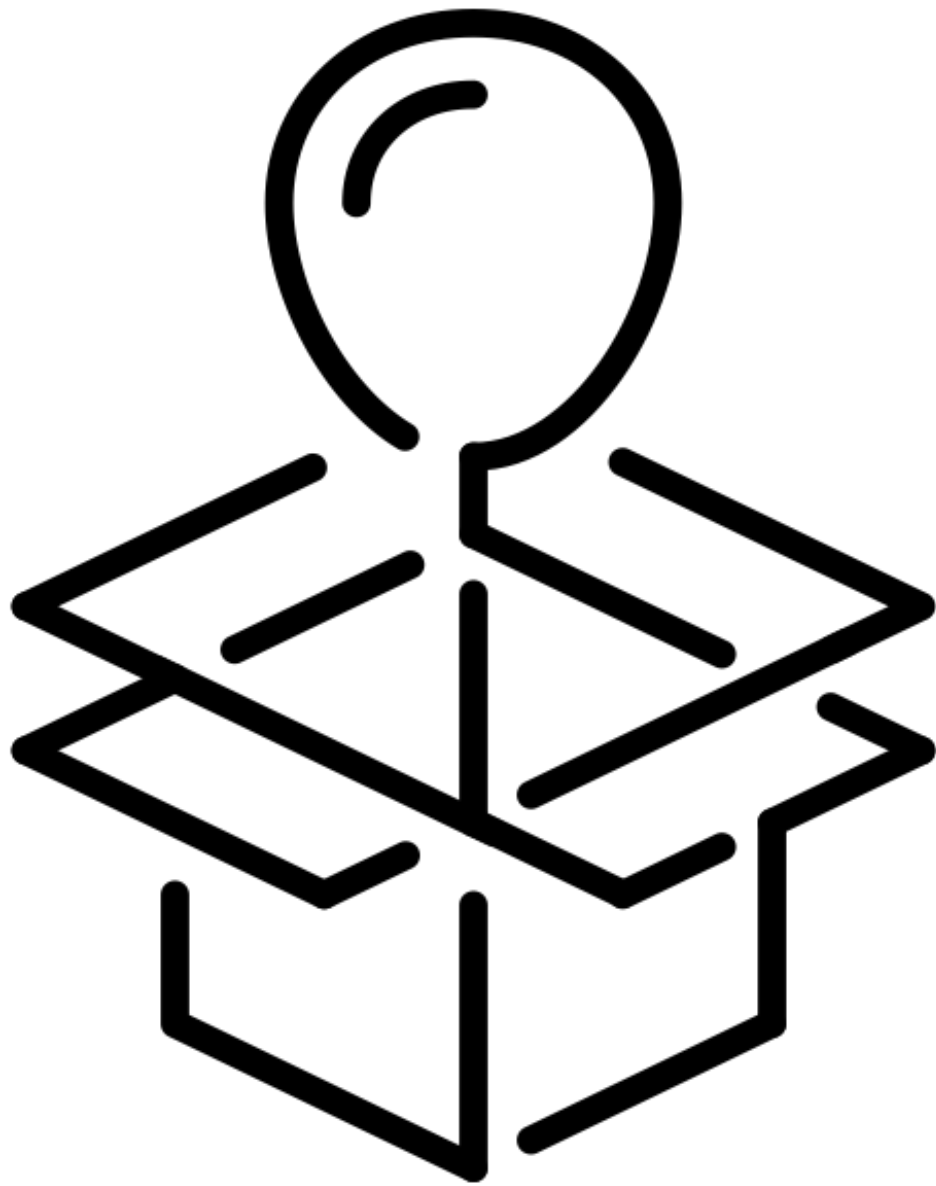


Who cares?

- Slightly Type A, driven, ambitious, impatient, proactive, time-oriented
- Managing lots of tasks now

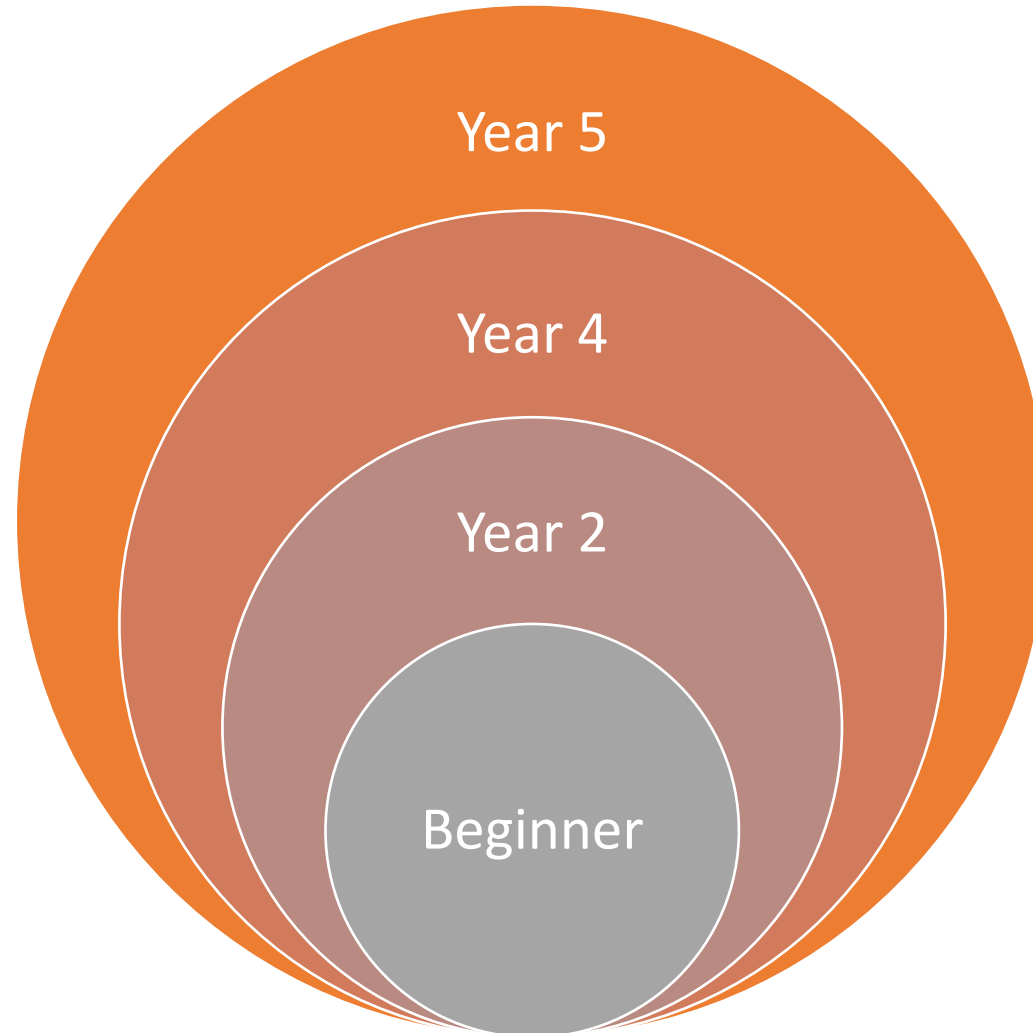


Needs to manage more tasks in the future

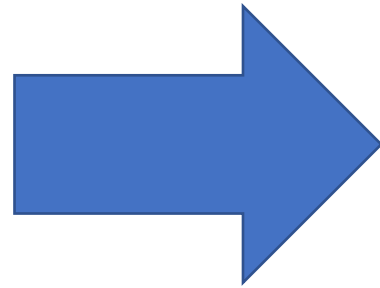
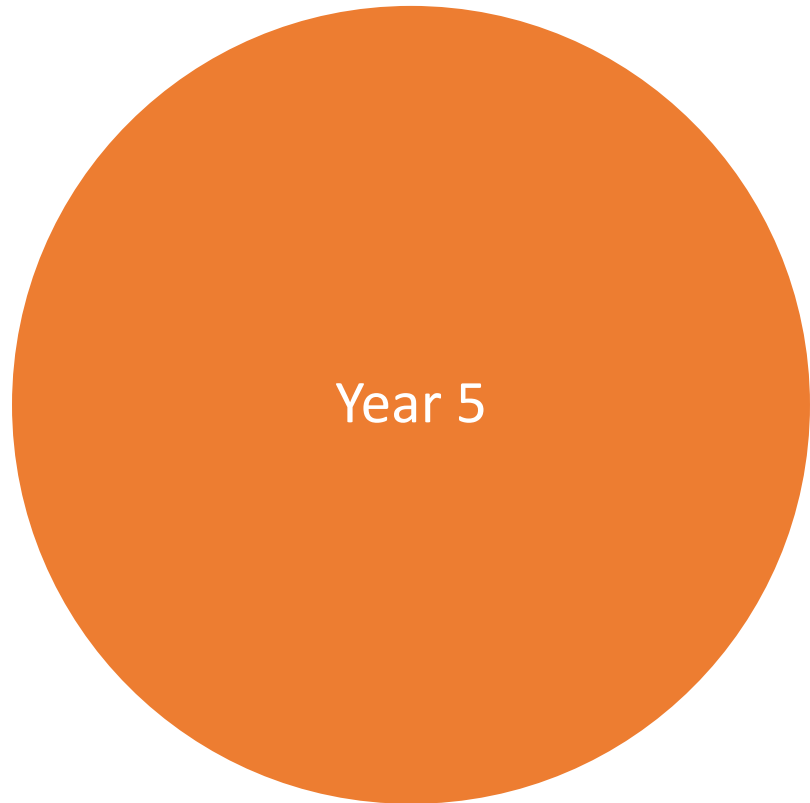


Created by Bonnie Nguyen
from Noun Project

More task volume brings you to the limits of your capacity – insatiable demand



And then – unwanted symptoms...just like a beginner



**Unwanted
Symptoms**

Unwanted Symptoms

Overwhelm, missed deadlines,
loss of balance, fire-drills, email
overload, multi-tasking,
distracted, frantic/running late,
poor reputation, lost information,
procrastination

Are they inevitable?

What if you don't solve this problem?

Plagued by bright, shiny objects

- The latest task management app
- “New” practices e.g. “Start your day like Elon Musk”

Why this hasn't been solved yet?

- No motivation by innovators
 - Complications don't sell,
Simplicity does
 - Unclear results

Not very different than other areas
of expertise...



You – a Mighty-Tasker, type A-ish

- Volume pressures capacity...always
- As soon as you can do more, You do more
- Unwanted symptoms are always just around the corner



Alone

Answers

My Story

Agenda

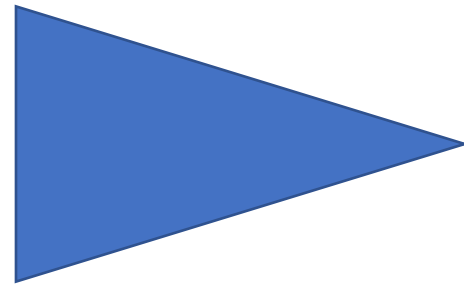
1. A Slow or Rapid
Assessment

2. Exercise To Analyze

3. Reporting and Feedback

We are all diagnosticians!

- Personal advice
- Book
- Training
- App advertisement



**Will it
work
for
me?**

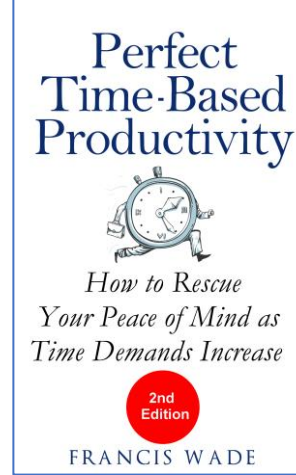
What diagnostic tool will you use?

Our Approach



Task System
Analysis
Method
(TSAM)

Book



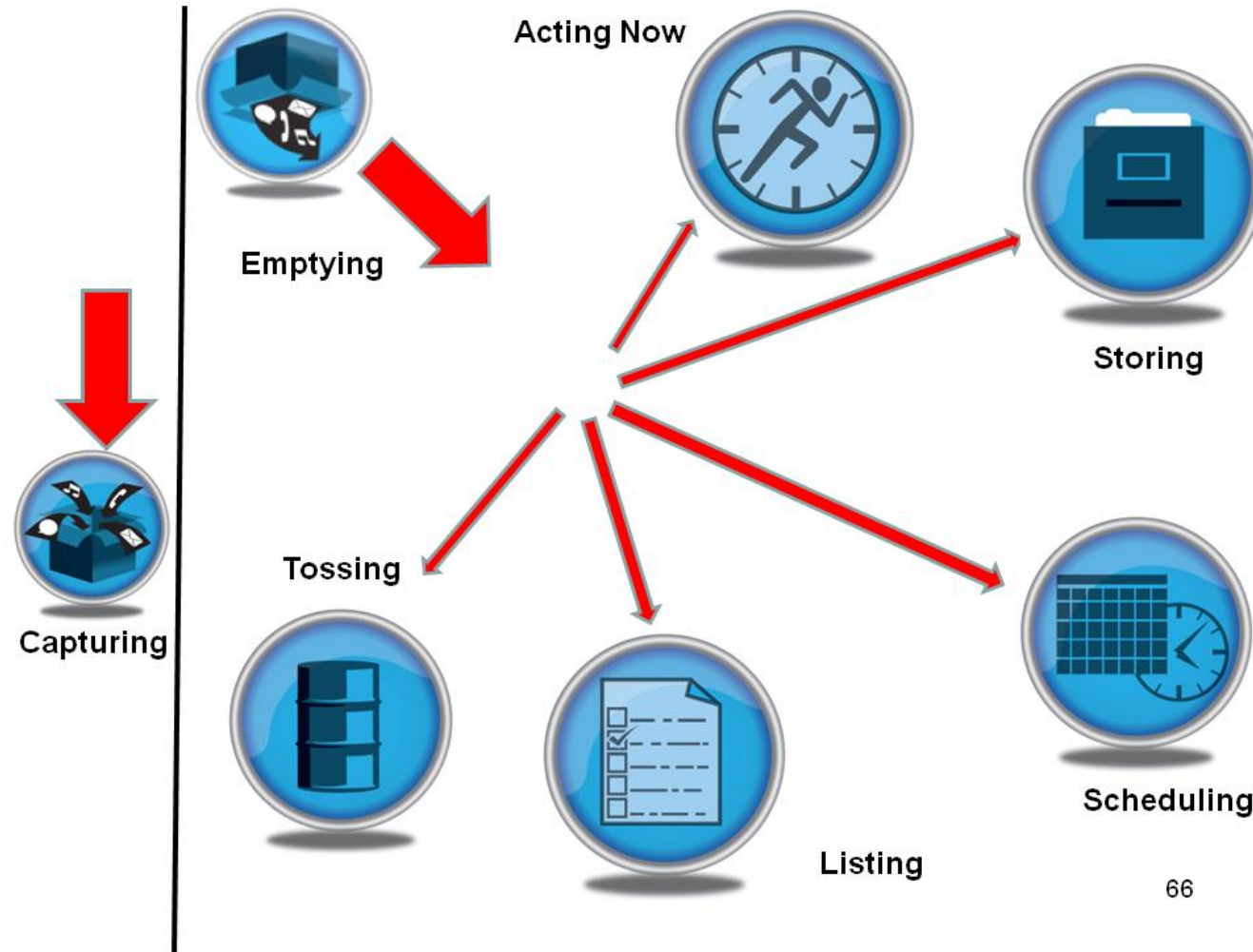
Face to
Face
Training

**New
Habits**

Online
Training



13 Interdependent Practices



Switching

Interrupting

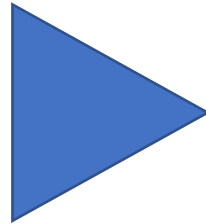
Reviewing

Habiting

Flowing

Warning

New: a 20-minute Assessment



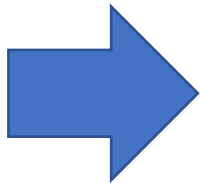
Via an online quiz

	Just Starting	Bronze	Silver	Gold
Capturing			x	
Emptying		x		
Tossing			x	
Acting Now		x		
Storing			x	
Scheduling		x		
Listing		x		
Interrupting	x			
Switching	x			
Warning	x			
Reviewing		x		
Habiting			x	
Flowing		x		

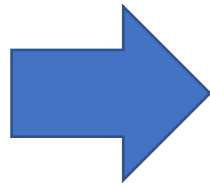


How it Works

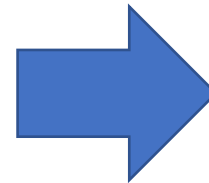
Online Quiz



	Just Starting	Bronze	Silver	Gold
Capturing			x	
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Scheduling		x		
Listing		x		
Interrupting	x			
Switching	x			
Warning	x			
Reviewing		x		
Habiting			x	
Flowing		x		



Analysis



Pareto Improvement Plan

<https://rapidassessment.mytimedesign.com>

	Just Starting	Bronze	Silver	Gold
Capturing			x	
Emptying		x		
Tossing			x	
Acting Now		x		
Storing			x	
Scheduling		x		
Listing		x		
Interrupting	x			
Switching	x			
Warning	x			
Reviewing		x		
Habiting			x	
Flowing		x		

What does a report mean?

How does it become a Pareto Improvement Plan?

Agenda

1. A Slow or Rapid
Assessment

2. Exercise To Analyze

3. Reporting and Feedback

Anne

Symptoms

Lost information

Feeling of overwhelm

Multi-tasking

Rushing from one commitment to another

No time doing Deep Work/Flow



Just Starting

Bronze

Silver

Gold

Capturing

Emptying

Tossing

Acting Now

Storing

Scheduling

Listing

Switching

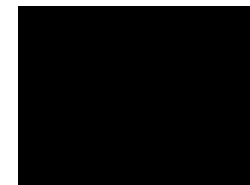
Interrupting

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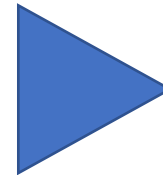
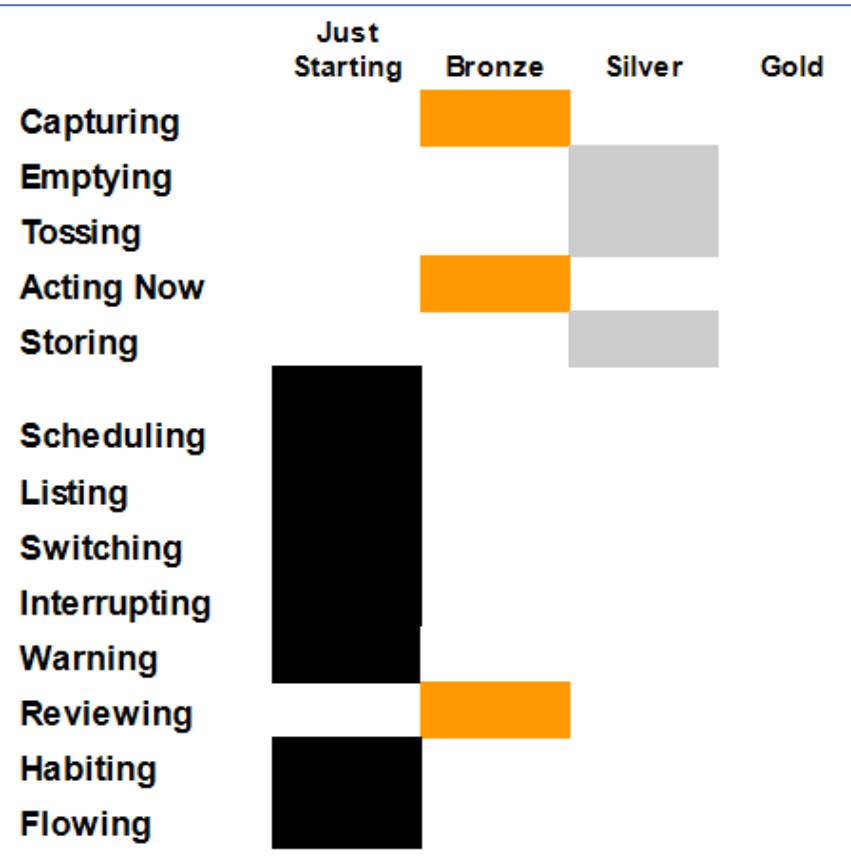


Your Challenge

Anne

Symptoms

- Lost information
- Feeling of overwhelm
- Multi-tasking
- Rushing from one commitment to another
- No time doing Deep Work/Flow



A 3 Step Pareto Improvement Plan (Anne)

1. Emptying to Gold
2. Tossing to Gold
3. Habiting to Bronze

Instructions in Networking Mode:

1. Form into a team of 4 (turn on mics and cameras)
2. Pick a spokesperson
3. Discuss the cases (Anne and Dwayne)
4. Craft a Pareto Improvement Plan for each individual, along with your logic
5. Return in 15 minutes ready to report

Dwayne

Symptoms:

Ruined reputation

Missed deadlines

Stuff falling through the cracks

Rushing from one commitment to another

Awoken out of sleep by an unfinished task



Capturing

Emptying

Tossing

Acting Now

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Just Starting

Bronze

Silver

Gold



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Share your Pareto Improvement Plan

- Anne
- Dwayne

John Doe

What if he has
no symptoms?

How can you craft your own Pareto Improvement Plan?



<https://rapidassessment.mytimedesign.com>

Why the Rapid Assessment Program?

SWITCH



<https://rapidassessment.mytimedesign.com>

Why the Rapid Assessment Program?

- Task System Analysis Method (TSAM)
- 13–part assessment in 20 minutes - online quiz. One hour overall
- Breakthrough methods leading to your Pareto Improvement Plan



<https://rapidassessment.mytimedesign.com>

Why the Rapid Assessment Program?

- Online community of assessment learners
- For a limited time: ~~\$59~~ **\$39**
- 30-day money-back guarantee
- Plus Bonuses worth \$351



<https://rapidassessment.mytimedesign.com>

Kumar

Symptoms

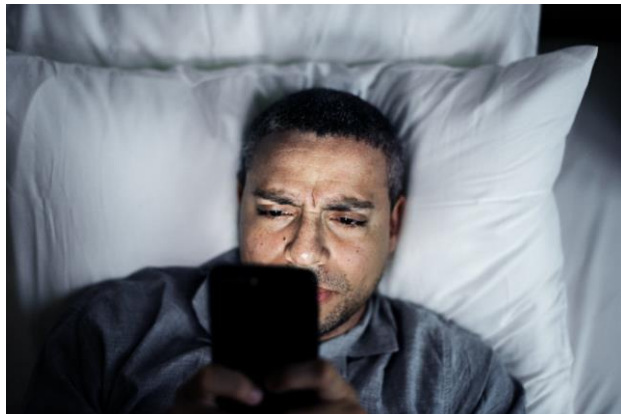
Feeling of overwhelm

Overflowing Inbox/Email

Stuff falling through the cracks

Messy workspace

Missed deadlines



Capturing

Emptying

Tossing

Acting Now

Storing

Scheduling

Listing

Switching

Interrupting

Warning

Reviewing

Habiting

Flowing

Just
Starting

Bronze

Silver

Gold

