

# GETTING STUFF DONE

## WORKSHOP GUIDE



## CONTENTS

CONTENTS .....	2
LEARNING OBJECTIVES .....	3
FEATURED VIDEOS .....	3
VIDEO 1 – YOU DON'T HAVE TO 'FEEL LIKE IT' (MOTIVATION WILL FOLLOW ACTION) ...	4
VIDEO 2 – DON'T CONFUSE EFFORT WITH RESULTS.....	5
VIDEO 3 – THE FIRST HOUR OF THE DAY .....	6
PRACTISE.....	7

## LEARNING OBJECTIVES

At the end of the session delegates will be able to identify what patterns of working are best for them, and how to focus on a few important actions in a day to achieve results.

## INTRODUCTION

This guide is designed for a manager or a facilitator to deliver a short workshop featuring videos from the Video Arts Wellbeing Essentials Series. Each video comes with a series of activities around the following structure:

**LOOK** - watch the video and reflect on the content and message.

**THINK** - activities and questions linking the video to their own experience and workplace.

**REMEMBER** - a summary of the key learning points.

Each section relating to the video will last around 15 minutes

**PRACTISE** – At the end of the series of videos there is a 30 minute practical training exercise which will bring the learnings together.

## FEATURED VIDEOS

- You don't have to feel like it (motivation follows action)
- Don't confuse effort with results
- The first hour of the day

## VIDEO 1 – YOU DON'T HAVE TO 'FEEL LIKE IT' (MOTIVATION WILL FOLLOW ACTION)

### LOOK

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### THINK (5 minutes discussion)

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**What was the last thing you promised yourself you were going to start but just needed to wait until the right moment or you had the right motivation?**

Have some fun with this one and encourage team members to share about things like broken New Year's resolutions or personal projects that never got started.

### PRACTISE (5 minutes group exercise)

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Ask team members to get into small groups of 3 or 4. Ask them to discuss with each other ways they can support each other to just make a start on the work they need to do. Share with the group the different options people have discussed and commit to putting these into action.

You're more likely to do the actions if you have someone with you helping you make a start. It's the same principle as co-working on a project. With the support of a colleague, you're more likely to get a start on it and also complete it.

### REMEMBER

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- We tell ourselves that we need to be in the right mindset to work, but actually that makes it harder.
- Remind yourself that you don't need to "feel like" doing something. You just need to take the relevant actions!
- Motivation will usually follow action, so you'll end up in the right mindset anyway.

## VIDEO 2 – DON'T CONFUSE EFFORT WITH RESULTS

### LOOK

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### THINK (10 minutes discussion)

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#### **How practical is it to focus on a few things in your day as opposed to a list of things?**

Some team members may feel that they're not being productive 'enough'. The challenge with this kind of thinking is you end up being exhausted at the end of the day and not in a healthy way. It's good to feel like you've achieved things, and it's better to be focused about your goals as opposed to trying to achieve too much.

#### **When are your most productive times of the day? Can you adjust your work so that you do your best work at those time?**

Often we have the autonomy to decide the order in which work gets done as long as we achieve our deadlines. We all have different 'optimum' times of the day when we can do high quality work, and times of the day when we can focus on less important tasks like answering emails.

### REMEMBER

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- You are not a machine. A tiring day does not mean a good day.
- Focus on results: define the most important three results for your day, and do them in the times you are naturally most productive. The rest of the day is for lesser tasks.
- Take regular breaks, especially in stressful periods.

## VIDEO 3 – THE FIRST HOUR OF THE DAY

### LOOK

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### THINK (5 minutes discussion)

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**What could you spend the first hour of your day at work focused on? What would that help you achieve?**

Get team members to think about their workloads and consider which tasks they could do at the beginning of the day and commit to not being distracted.

### REMEMBER

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- How you spend the first hour determines your momentum for the rest of the day
- Use the first hour for a challenging project
- Don't check messages until the first hour is complete

## PRACTISE (20 minutes discussion)

Pass out post it notes to each team member. They have to come up with ideas about how to develop work based practice so that they can put into place some of the key learnings and insights from this session. Ask them to write down one idea per post it note.

Collect the post it notes together and place them against a wall or in the middle of the table. Group together the ones that make sense. These will form the basis of the core ideas that team members are trying to convey.

Once you have these core ideas, develop each group of post it notes into a clear action that can be done.

For example, you may have a group of post it notes representing an idea like “dedicated quiet time”. You make this into an action by defining clearly what that means in practice. It could mean “Every day at the start of the day, everyone is allowed to focus on their core project for one hour. No one is required to answer emails nor distract one another unless it’s related to the project.”

Developing work based practice in this way will engage your team members and help them feel that they are making valued contributions to the efficiency of the workplace. It will also help them feel supported by other team members and valued by managers.