Personal Productivity

The Eternal Quest

I'm very busy. On an unrelated topic, I have questionable time management skills and difficulty saying no.
Time Stealing Goblins
Our Party

"All we have to do is decide what to do with the time that is given to us."

Gandalf

Andavar - Tour of the Whisperlands. CC-BY-SA from http://andavar.wikispaces.com/Tour+of+the+Whisperlands
Priorities
Work Diary

Time to Plan

from http://dungeonsmaster.com/2011/06/3-quick-ways-to-increase-role-playing-at-your-table/
The Scout

Rooftops by carloscara. CC-BY-NC-ND at http://carloscara.deviantart.com/art/Rooftops-287492113
<table>
<thead>
<tr>
<th>Time</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
<td>Create List: Values. Priorities. Goals. How to display these?</td>
</tr>
<tr>
<td>8:00</td>
<td>Get Coffee</td>
</tr>
<tr>
<td>9:00</td>
<td>Email</td>
</tr>
<tr>
<td>9:00</td>
<td>Research Copyright Question</td>
</tr>
<tr>
<td>10:00</td>
<td>Finish Presentation Slides</td>
</tr>
<tr>
<td>11:00</td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td>Email/Blogs/Twitter/lunch</td>
</tr>
<tr>
<td>1:00</td>
<td>Finish Presentation Slides</td>
</tr>
<tr>
<td>2:00</td>
<td></td>
</tr>
<tr>
<td>3:00</td>
<td>Email &amp; wrap up</td>
</tr>
<tr>
<td>4:00</td>
<td></td>
</tr>
</tbody>
</table>
The Warrior
Your Random Dungeon group is ready!

Your Role: Tank

Rewards

Enter Dungeon  Leave Queue
Rules Wizard

Start from a template or from a blank rule

Step 1: Select a template

**Stay Organized**
- Move messages from someone to a folder
- Move messages with specific words in the subject to a folder
- Move messages sent to a distribution list to a folder
- Delete a conversation
- Flag messages from someone for follow-up
- Move Microsoft Office InfoPath forms of a specific type to a folder
- Move RSS items from a specific RSS Feed to a folder

**Stay Up to Date**
- Display mail from someone in the New Item Alert Window
- Play a sound when I get messages from someone
- Send an alert to my mobile device when I get messages from someone

**Start from a blank rule**
- Check messages when they arrive
- Check messages after sending

Step 2: Edit the rule description (click an underlined value)

Apply this rule after the message arrives
with *specific words* in the subject
move it to the *specified* folder

Example: Move mail with Project in the subject to my Project folder
Defend your time

Willpower Saving Throw buffs

- StayFocusd: http://www.stayfocusd.com/
- Cold Turkey: http://getcoldturkey.com/
- Take a Five: http://www.takeafive.com/
Or... Legolas

WoW Mage by Karkan CC-BY-NC-ND at http://karkan.deviantart.com/art/WoW-Mage-146117887
The Healer

Equalize - Drums of War by Daarken © Blizzard at http://daarken.com/shop/gallery/blizzard/world-of-warcraft-tcg/
Weekly Review

From https://old-skool-gamers-sow-campaign.obsidianportal.com/characters/103897
Gear

Blacksmith -Commission by Thrakks CC-BY-NC-ND at http://thrakks.deviantart.com/art/Blacksmith-Commission-95327077
General Productivity

- Trello
- Evernote
- Simplenote
- Google Keep
- Pocket
To Do Lists

- Wunderlist
- Todoist
- Remember the Milk
Analog
Currently Equipped
Share your stories!

Dragon Slayers and Proud of it © Larry Elmore
Resources

- Cal Newport: http://calnewport.com/blog/
- David Allen: http://gettingthingsdone.com/
- Lifehacker: http://lifehacker.com/tag/productivity
- https://medium.com/precise-curiosity/locus-focus-an-approach-to-productivity-without-myopia-c56456fef7c6
- Leo Babauta: http://zenhabits.net/
Thank you!

Anali Perry
Collections & Scholarly Communications Librarian
ASU Libraries
anali.perry@asu.edu
@grumpator

Silver One Final by imeron CC-BY-NC-ND
http://imeron.deviantart.com/art/Silver-One-Final-92645519