
 **ENGINEERING MANAGEMENT INSTITUTE**

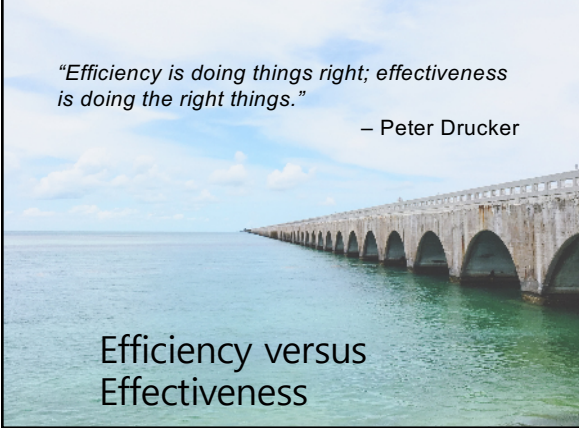
Maximizing Productivity for Experienced Engineers

Presented by
Anthony Fasano, PE

Author of *Engineer Your Own Success*
President of the Engineering Management Institute



"Efficiency is doing things right; effectiveness is doing the right things."
– Peter Drucker



Efficiency versus Effectiveness

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Introduction – Anthony Fasano, PE

- B.S. & M.S. in Civil Engineering
- PE license in NY and NJ
- Found success at a reputable firm at a very young age
- Attended iPEC – the top ranked executive coaching school in the world
- Wrote the best-selling book ***Engineer Your Own Success*** and started providing career coaching and speaking services to engineers



Purpose and Learning Objectives

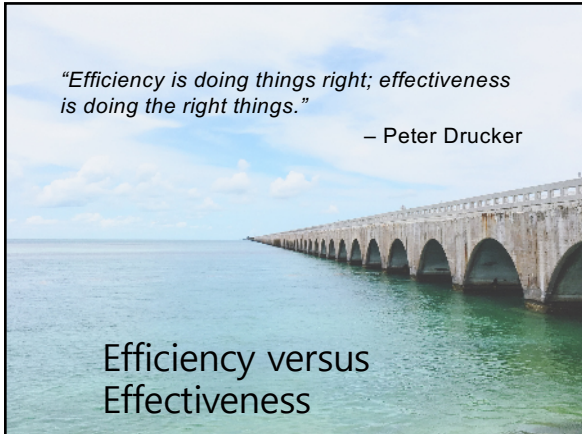
Purpose: To give you a blueprint for increasing productivity. In this session, you will learn how to:

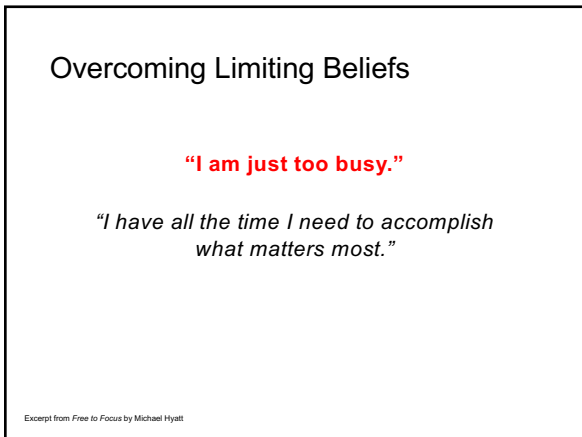
- Apply the Pareto (80/20) Principle in your engineering projects and your personal routines,
- Create a specific high leverage task routine that will increase productivity dramatically,
- Increase your focus throughout the day, and
- Overcome limiting beliefs.

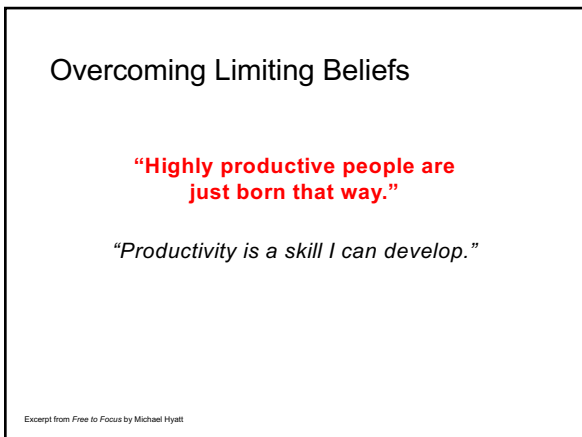
Overview

- Efficiency versus Effectiveness
- Overcome Limiting Beliefs
- Three Rules to Productivity and Work-Life Balance
 - Stay Organized
 - Remain Focused
 - Reduce Stress









Overcoming Limiting Beliefs

"I tried before, and it didn't work."

"I can get better results by trying a different approach."

Excerpt from *Free to Focus* by Michael Hyatt

Overcoming Limiting Beliefs

"My circumstances won't allow it right now, but they are only temporary."

"I don't have to wait until my circumstances change to get started and make progress."

Excerpt from *Free to Focus* by Michael Hyatt

Three rules to productivity and work-life balance

To achieve a focused, productive, and low-stress career and life overall, follow these three rules.



STAY ORGANIZED




REMAIN FOCUSED



REDUCE STRESS

Rule #1

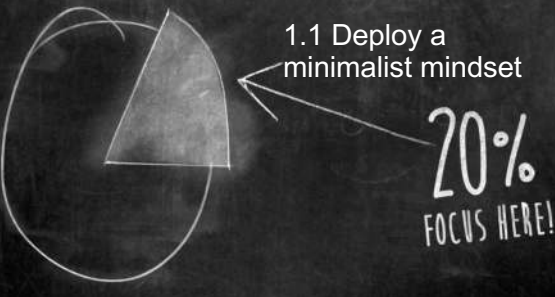


STAY ORGANIZED REMAIN FOCUSED REDUCE STRESS



Physically Organized = Mentally Organized

THE RULE OF 80/20



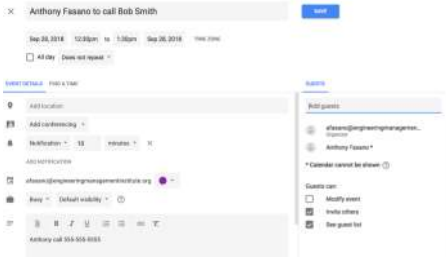
1.1 Deploy a minimalist mindset







1.5 Organize your appointments



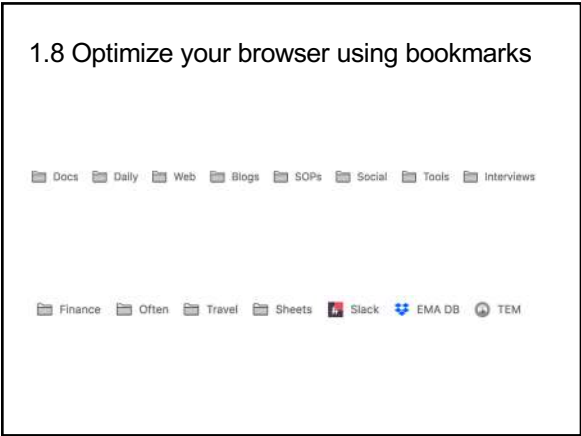
1.6 Use Project Management Tools

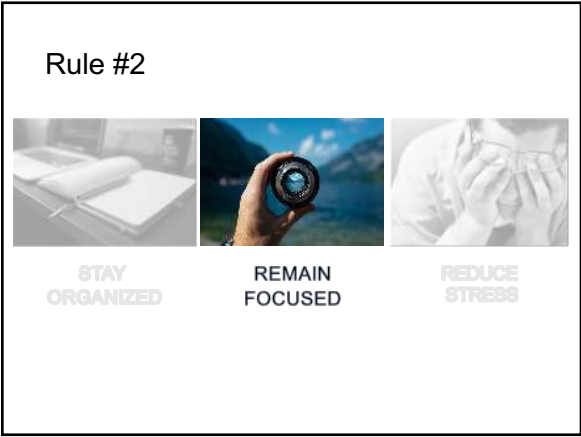
Project Management and Software Integration

- Kanban Tool
- LiquidPlanner
- Trello
- Microsoft Excel
- GanttProject

1.7 Optimize your home base: your desk

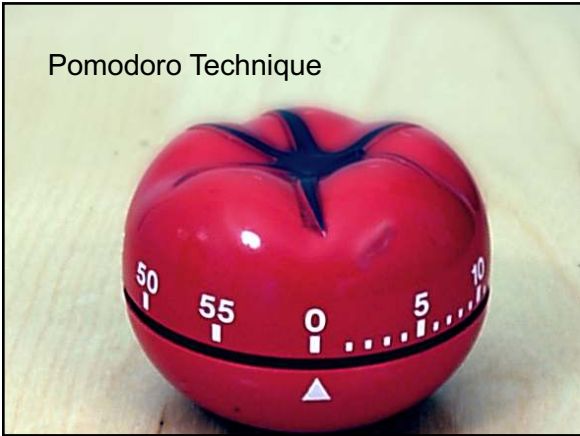








Pomodoro Technique



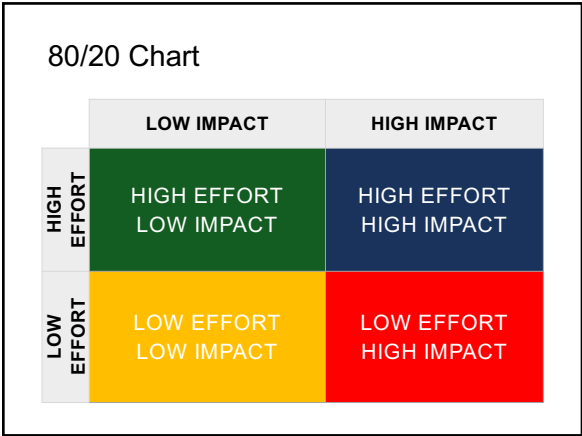
2.2 Establish your daily MITs



"If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, you best eat the biggest one first." - Mark Twain

Eisenhower box

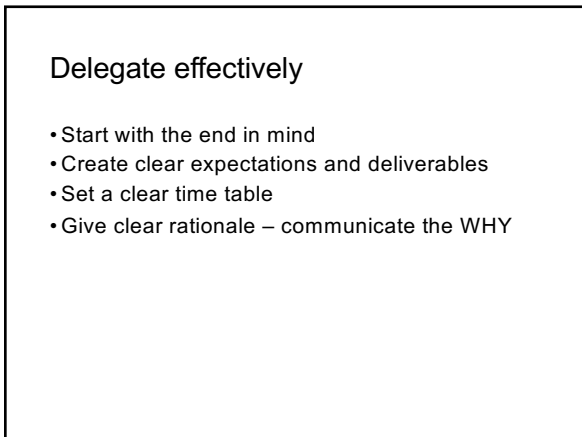
	URGENT	NOT URGENT
IMPORTANT	DO	DECIDE
NOT IMPORTANT	DELEGATE	DELETE

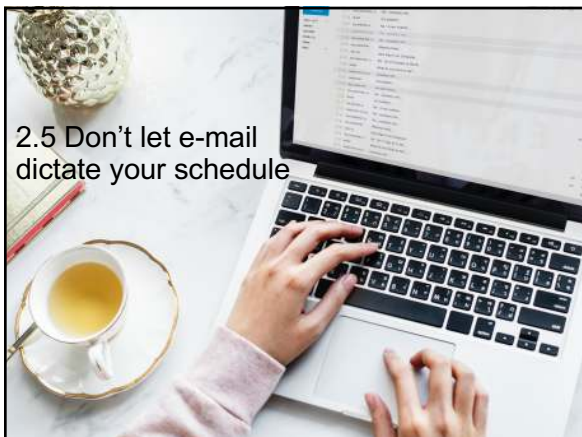




- Key Points to Running Effective Meetings**
- Have clear meeting objectives
 - Create a Meeting Agenda
 - Circulate Agenda and get feedback
 - Have all participants respect time allotted
 - Summarize and list next steps
 - Prepare and forward meeting summary with action items



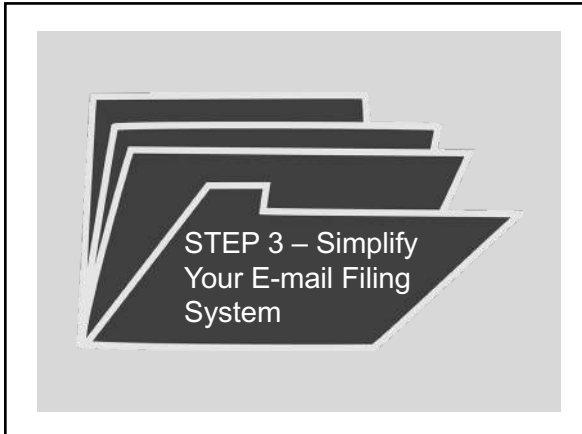


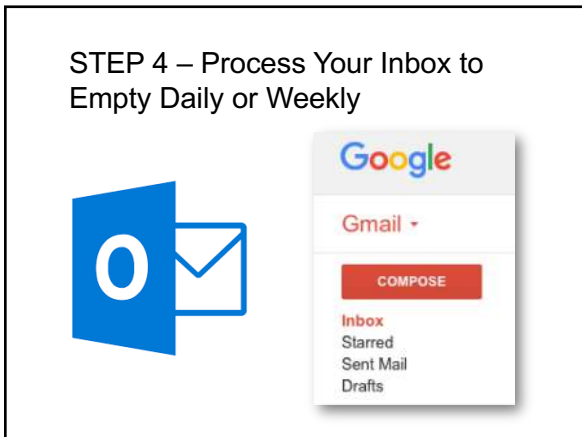


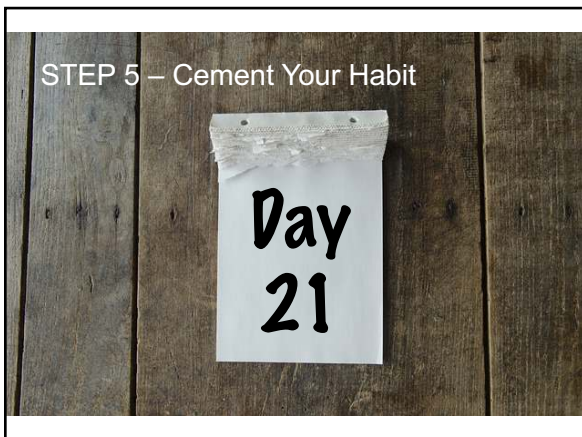
5 Steps to Effective E-mail Processing

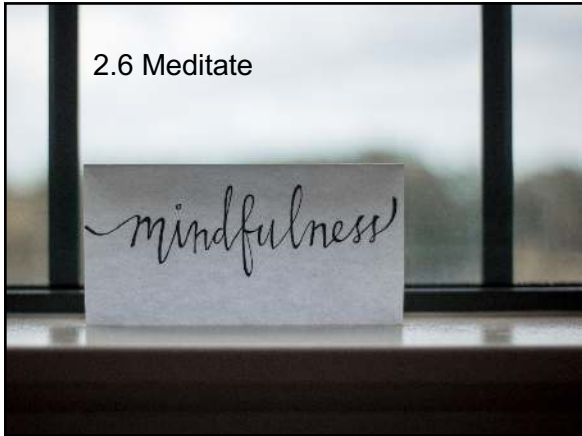






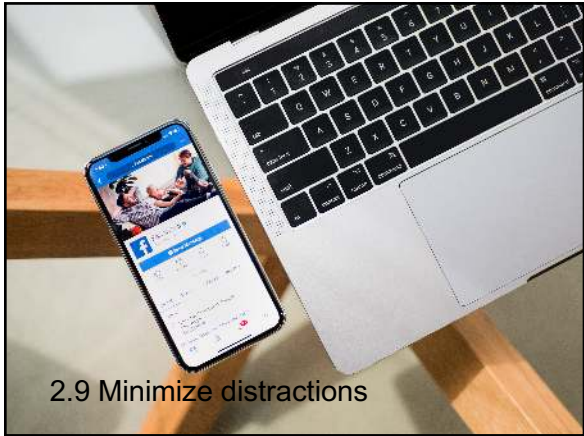
















2.9 Minimize distractions

Rule #3

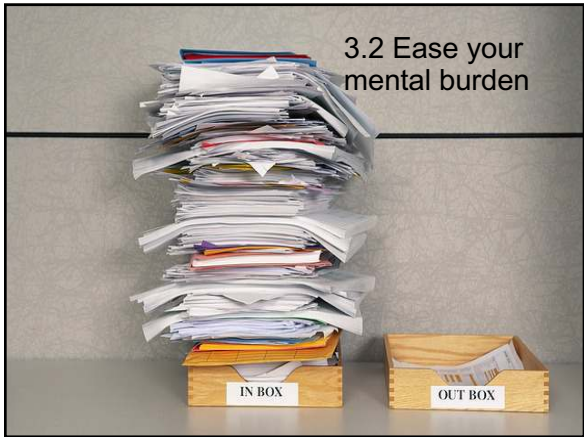
		
STAY ORGANIZED	REMAIN FOCUSED	REDUCE STRESS

"Worrying is like a rocking chair. it gives you something to do, but gets you nowhere."

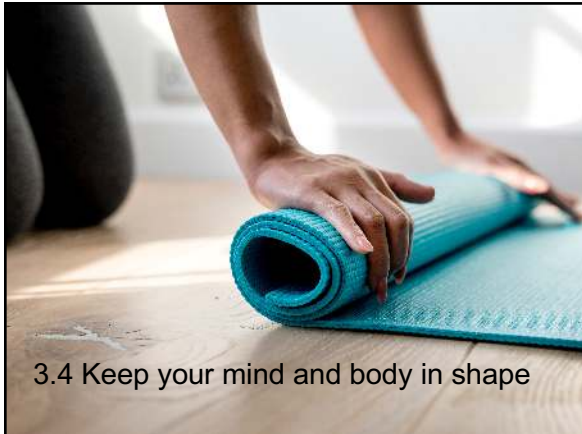
- Glen Turner

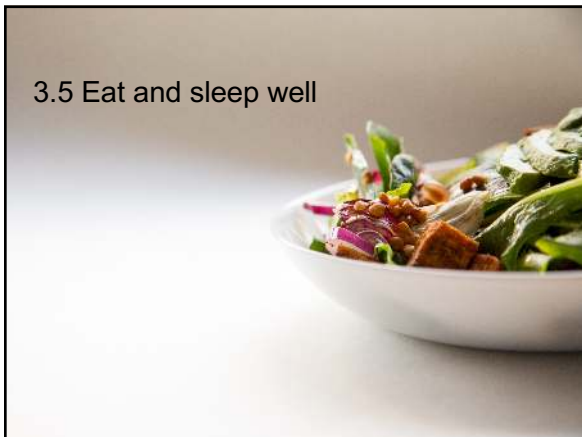














Three rules to productivity and work-life balance

Balance IS possible!



STAY ORGANIZED

REMAIN FOCUSED

REDUCE STRESS

Books:

- [The 80/20 Principle \(Richard Koch\)](#)
- [The Power of Less \(Leo Babauta\)](#)
- [Getting Things Done \(David Allen\)](#)
- [Sleep Smarter \(Shawn Stevenson\)](#)
- [The 5 Laws That Determine All of Life's Outcomes \(Brett Harward\)](#)
- [Deep Work \(Cal Newport\)](#)
- [Free to Focus \(Michael Hyatt\)](#)



Summary

- Efficiency versus Effectiveness
- Overcoming Limiting Beliefs
- Three Rules to Productivity and Work-Life Balance
 - Stay Organized
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 - Reduce Stress

What's one strategy from this session that you are going to apply immediately?





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