

WELCOME

ATS

THAILAND

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GUEST SPEAKER

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CONTRACTOR



REFOCUS

**Achievement & Productivity
for Mission**

Let us know what you think....

Instructions

Go to
www.menti.com
Enter the code
3329 7627





THE PROBLEM

Digital Noise



Hyperactive Mind



TASK SWITCHING

Your brain's journey from one task to the next

STOP



Halt the task you are on and inhibit all the action, thought and effort you were putting into it.

SWITCH



Switch gears from one task to the next- change action, energy, focus and effort levels

START



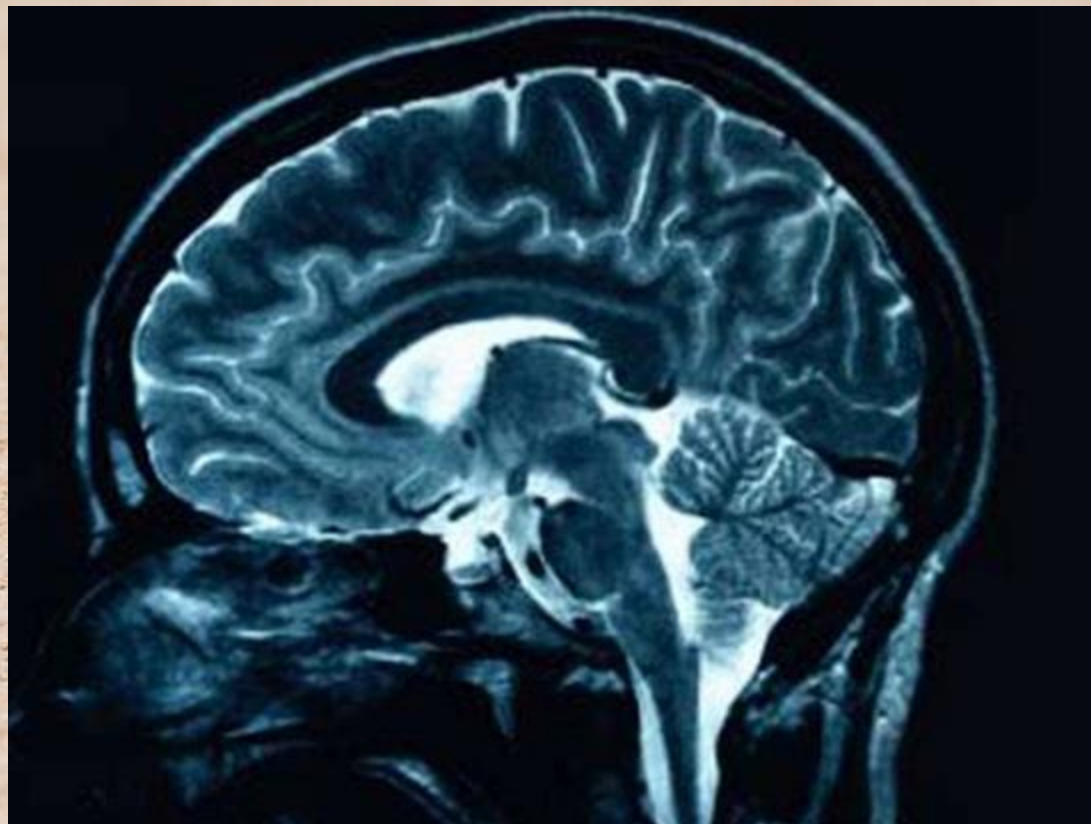
Get going on the new one. Build up the momentum the energy and the drive.

FOCUS



Zero in on the new task. Give it your attention, your concentration, tuning out other thoughts and distractions

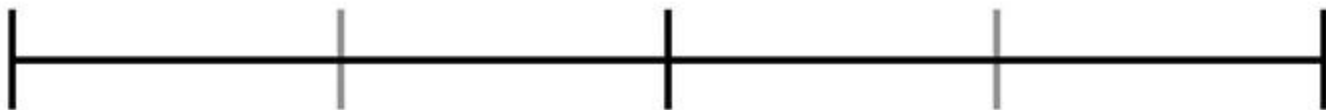
Lower IQ



Lost Focus

Unfocused

Focused



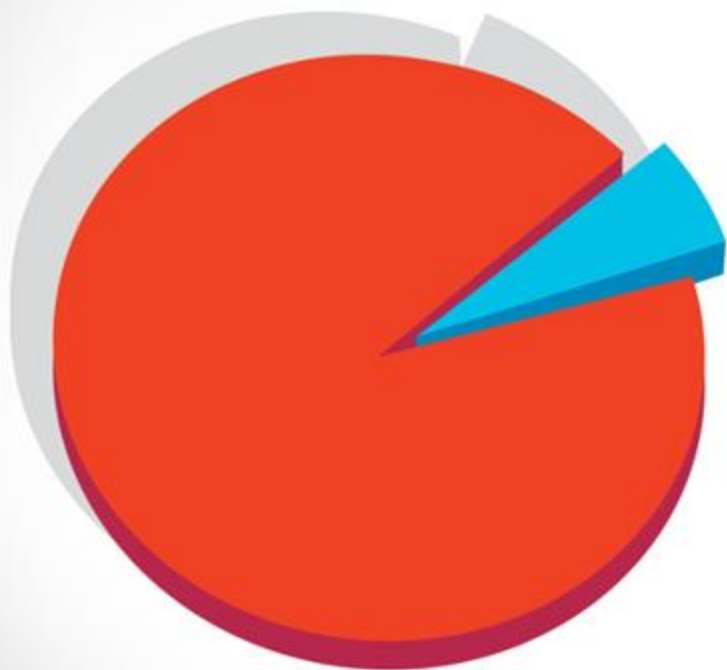
I have no goals in place. Heck, I'm overwhelmed just thinking about it. Next topic, please...

I kinda have an idea of what I'd like to see. I'm not really doing anything about it yet.

I have clear goals. I'm enjoying the journey, and am making regular progress.

Interruptions





WHEN INTERRUPTIONS ARE APPROPRIATE:

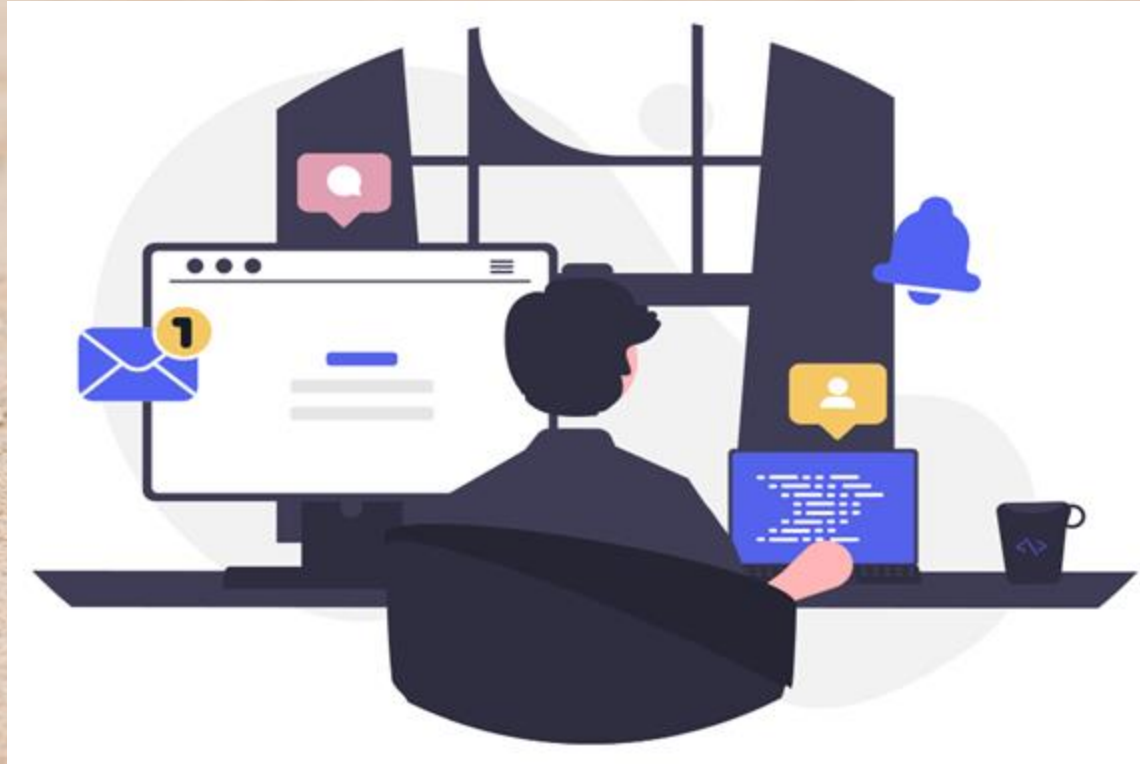
- There is an active fire.
- Any other time.

In Person Interruptions

30%

Unnecessary Interruptions

Digital/Electronic Interruptions



Mix Interruptions



Tools





Design



Use



Old

Systems





THE CONSEQUENCES

Productivity Killer



Low Sense of Accomplishment



Energy Drain





Why we lose FOCUS?

Hyperconnectivity

“Multitasking”

Interruptions

Low Motivation





Internal
Enemies

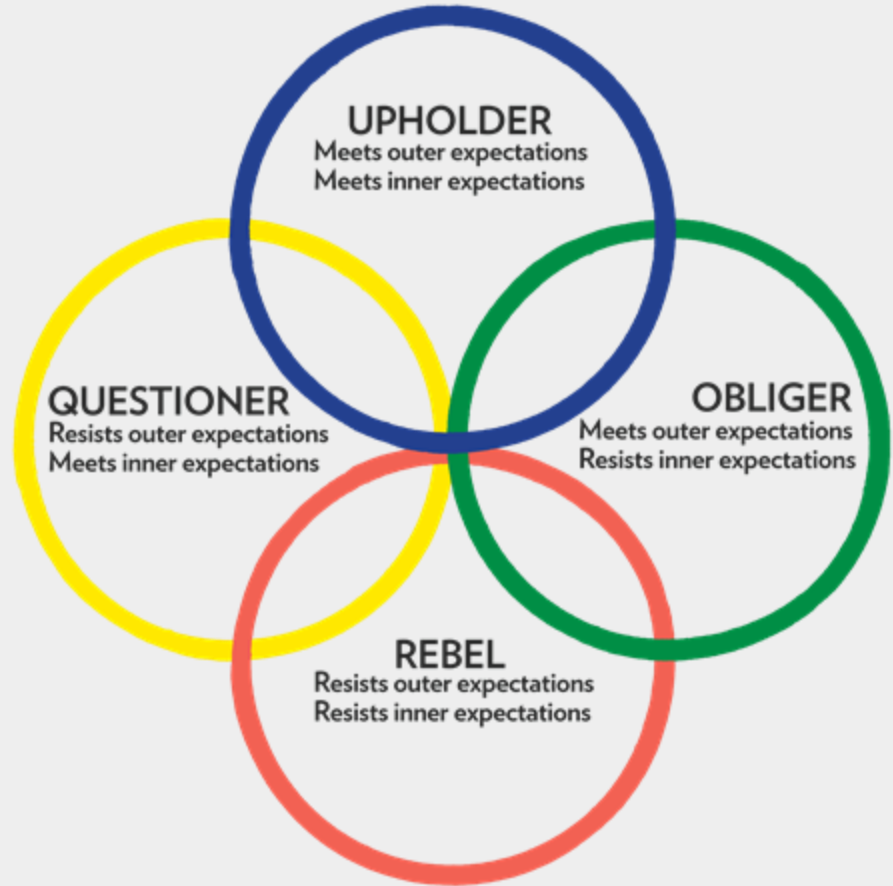
External
Enemies



Where to Start?

Four Tendencies

Gretchen
Rubin



<https://gretchenrubin.com/quiz/the-four-tendencies-quiz/>

Know yourself





Design your Day

- White Space



Design your Day

- White Space
- Top 3



Design your Day

- White Space
- Top 3
- Say **NO**



Design your Day

- White Space
- Top 3
- Say **NO**
- Time Review

THE WEEKLY REVIEW



0 - 10 MINUTES

Declutter & mind dump

Tidy your workspace, file away your notes, and get all your tasks out of your head and into your task management system.



10 - 20 MINUTES

Reflect on the past week

Review your completed tasks, calendar, notes and goals. Compare your plan to what actually happened. What went well? What didn't?



20 - 35 MINUTES

Get current on goals & projects

What progress have you made on each of your top priorities? What needs to be updated? What needs to happen next?



35 - 50 MINUTES

Plan the week ahead

What are your most important tasks and events each day this week? Write them down.



50 - 60 MINUTES

Think bigger

Review your "someday maybe" projects list. What things are you excited about right now? What new things do you want to learn?



Minimize Interruptions

- Reorganize Mtgs



Minimize Interruptions

- Reorganize Mtgs
- Avoid Notifications



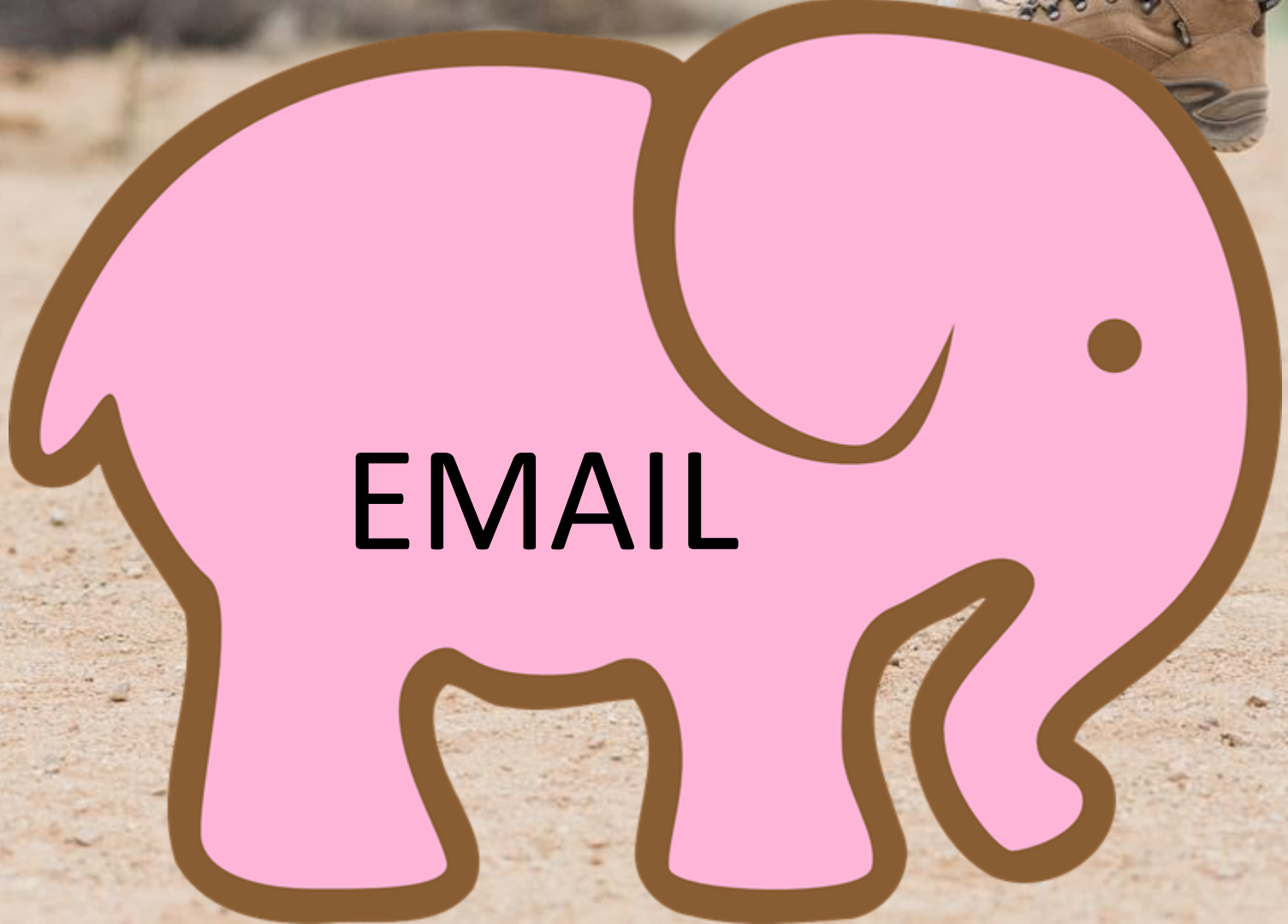
Minimize Interruptions

- Reorganize Mtgs
- Avoid Notifications
- Use technology as a
POWER tool



Strategies and Tools

To Help us Refocus



EMAIL

**How to tame
the monster?**



Laundry Method





Instant Messaging



Phone Calls



Planning Tools



CALENDAR!!

Calendar THE POWER TOOL





Set Protocols

Availability



Set Protocols

Availability

Response Times



Set Protocols

Availability

Response Times

Flexibility



Time Blocks

Pomodoro Technique



Reminders

(use your calendar!)

Turn OFF notifications





Other Ideas

- **Device free meetings**



Other Ideas

- **Device free meetings**
- **Alternative meetings**



Other Ideas

- **Device free meetings**
- **Alternative meetings**
- **No Tech Tuesdays**



Other Ideas

- **Device free meetings**
- **Alternative meetings**
- **No Tech Tuesdays**
- **Electronic Fasting**

At HOME



ONLY emergency notifications

Be Mindful



Be Present



Cortisol Rush???



Strategies

Take a walk

Talk to someone

Take a break

Do random act of kindness

Review your goals

Take advantage of the SABBATH

Volunteer

Apply the 8 laws of health

Take time to celebrate

Laugh & take yourself lightly



Ecl 3:1-8

Time for everything



EGW

**We are admonished to redeem the time.
But time squandered can never be
recovered. We cannot call back even
one moment.**


(To be like Jesus, p. 78)

Seasons of Life



Burnout





Luke 12:16



EGW

**"...Today there is need that God's
chosen workmen should listen to the
command of Christ to go apart and rest
awhile....**

**Though the harvest is great, and the
laborers are few, nothing is gained by
sacrificing health and life"
(RH November 7, 1893)**

Your
Oxygen
Mask
First



References



Questions?

