

Project work – ways to make life easier for yourself and your group

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Productivity



Creativity Bootcamp

- Very short deadline for a piece of writing
- Continuous progress is reassuring
- The intense focus helps to find deeper connections and avoids distraction
- You lower your standards.
- Practice makes perfect.
- The time pressure makes you more creative and effective



More productivity tips – Part 1

- Stop planning and start working.
- Start small.
- Prototype!
- Create simple objectives for your tasks.
- Work a little bit every day.
- Develop a routine.
- Break big projects down to smaller parts.



More productivity tips – Part 2

- **Use dry-erase boards and journals for brainstorming and idea development.**
- **Block distracting Internet sites.**
- **Put yourself in airplane mode – disable your Internet and set your phone on airplane mode.**



Oblique

- Stuck with writing?
- Draw a random Oblique strategy card and let it inspire you.



Autofocus

- Get things done with a to-do list.



GTD = Getting Things Done

- Cut big projects down into small manageable parts



Pomodoro Technique

- Measure your time.

Find motivation to do boring tasks

- **Look at the big picture – find the meaning behind the task**
- **Write about it – find out why the task is boring**
- **Put a spin on it – find ways to improve the process to make it more fun.**
- **Set a reward for yourself for completing the task.**

Motivation for boring tasks vol. 2

- **Break it down – several smaller tasks instead of one large are easier to accomplish.**
- **Close your eyes and motivate yourself.**
- **Talk about it – ask for advice from others.**
- **Don't focus on the tiny details – focus on what's important.**
- **Take a break – refresh the brain.**
- **Don't do it – only if it's a feasible option.**



Motivation for boring tasks vol 3

- **Sit up straight and smile – a small mental change that helps the task forward.**
- **Print it out – if you can, do it the old-fashioned way.**
- **Stop reading this article and go do it. Seriously.**



Time management

- **Admit it: you're only human.**
- **Elephants never forget, but *you* do – write stuff down.**
- **Everything in its right place – categorize.**
- **Prioritize your life.**
- **Don't let yourself procrastinate.**
- **Develop a routine.**



Formula for constructive criticism

- Credibility-building introduction
- Compliment (optional)
- Criticism
- Suggested improvement
- How to follow up with you



Six Thinking Hats

- White – information, pure facts
- Red – emotions, gut feeling
- Black – criticism, finding flaws and barriers
- Yellow – praise, finding good points
- Green – creative, pushing the limits of the thought
- Blue – meta-level, thinking about work process

Useful websites

- <http://www.tinopad.com> – online notepad
- <http://www.dabbleboard.com> – online interactive whiteboard
- <http://drichard.org/mindmaps> - make a mind map of your idea
- <http://tricider.com/t> - vote on group decisions
- <http://www.doodle.com/> - schedule meetings

Useful websites

- <http://visual.ly/> - make awesome infographics
- <http://www.linkcloud.org/> - visual interactive bookmarking
- <http://www.memonic.com/> - take notes and bookmark pages on the Internet
- <http://www.spiderscribe.net> – online mind mapping and brainstorming
- <https://podio.com/> - organise group work

Useful websites

- <http://www.zotero.org> – keep track of your research sources
- <http://prezi.com/> - make awesome presentations
- <http://www.gapminder.org/> - visualize statistics
- <http://www.rememberthemilk.com/> - make to-do lists

Useful websites

- <http://www.getflow.com/> - manage your tasks
- <http://sendoid.com/> - fast file transfer
- <http://www.dropbox.com/> - access your files from any computer
- <http://www.peaya.com/peayapaper/> - manage your references
- <http://www.evernote.com/> - online notepad (also for images, bookmarks, etc)

Useful websites

- <http://www.birdviewprojects.com/> - collaborative project workspace
- <http://www.meetin.gs/> - organize meetings
- <http://freefileconvert.com> – convert your files into different formats
- <http://www.visualizing.org/> - visualize data
- <http://urldroplet.com/> - save URLs in your Dropbox