

**VEVA Road to
Excellence
Training Program**

**Module 4
VE Productive**

INNOVATION

INSPIRATION

PASSION

COMPETENCE



Plan your day ahead and VE Productive

***"Amateurs sit and wait for
inspiration; the rest of us get
up and go to work". - Stephen
King***



Being able to dedicate time to specific tasks, completing them, and ending your workday with a quality output can be an overall measure of your productivity.

Similarly, if you have no methods in place for organization, time management, tracking tasks, or prioritising, your efficiency and productivity can be affected.

It's important to learn how to be productive, you can set yourself up for a productive day at work, every day.

If you have a clear goal on how your day will look like, this can help you:

Increased productivity: When you're productive, you're able to get more work done in a shorter amount of time. This can lead to increased profits for your company or organization, and it can also help you advance in your career.

Improved morale: When you're productive, you feel good about yourself and your work. This can lead to improved morale and a more positive work environment.

Reduced stress: When you're able to stay on top of your workload, it can help to reduce stress levels. This can lead to improved health and well-being, both at work and at home.

Increased job satisfaction: When you're productive, you're more likely to be satisfied with your job. This can lead to increased loyalty and a stronger commitment to your company or organization.





Lesson 1

Productivity

TOPIC 1: The Ultimate Guide to Getting Things Done More Effectively



What is the Getting Things Done method?

Getting Things Done, also known as GTD or the GTD method, is a self-management method developed by David Allen in which you record all your personal and professional tasks in to-do lists. Since you no longer have to expend any energy on remembering these tasks, your mind is free to concentrate on the task at hand. Your productivity should improve as a result.

Getting Things Done (GTD) is a time management and productivity system that helps you complete tasks and meet commitments in a stress-free and efficient manner using a comprehensive system of lists and calendars.



The Ultimate Guide to Getting Things Done More Effectively

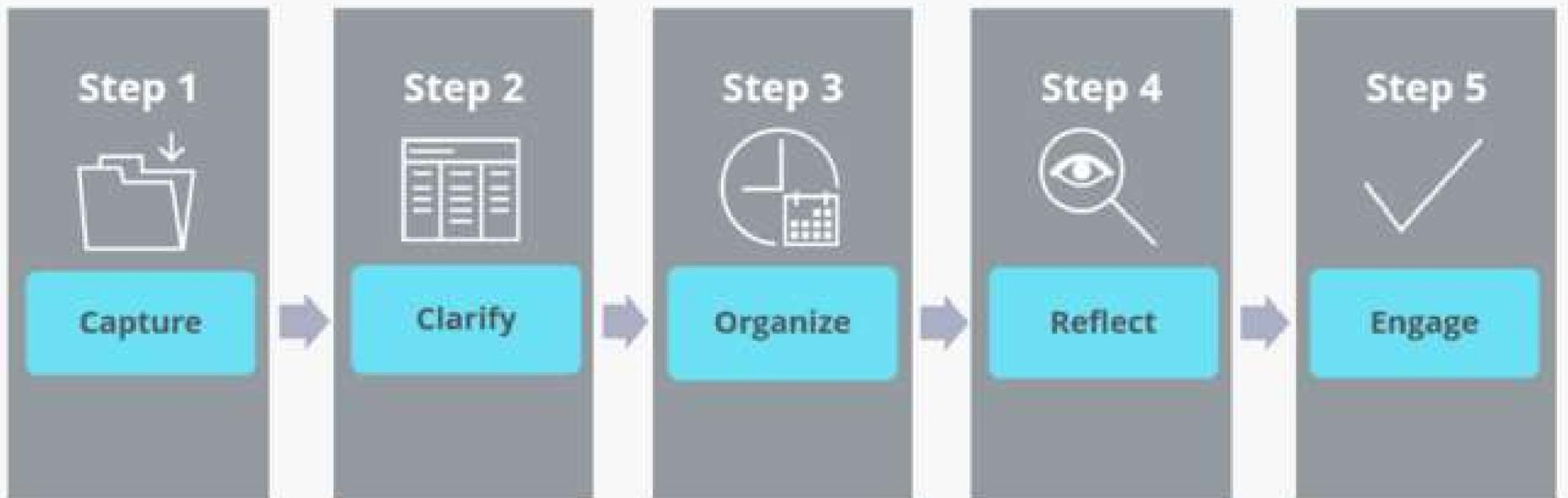
In this method, you break down larger tasks into smaller subtasks and set specific deadlines for them. Doing a regular review ensures that you'll keep track of all your tasks and projects, identify weaknesses in your system, and make improvements.

The fundamental idea of the GTD method is to put down all your tasks in writing to ensure that you won't forget anything. In the long run, you'll be less stressed because you won't have to remember everything. And since you won't have to constantly recall important tasks, your mind will be less fixated on planned tasks at inconvenient times of the day.

In other words, you'll lose less sleep worrying about what you need to get done. Thanks to a written organizational system, you can rest assured that you'll get everything done on time and won't forget anything. Your mind can truly relax when it's time to rest and can focus better on the tasks at hand because nothing else will be running through the back of your mind.

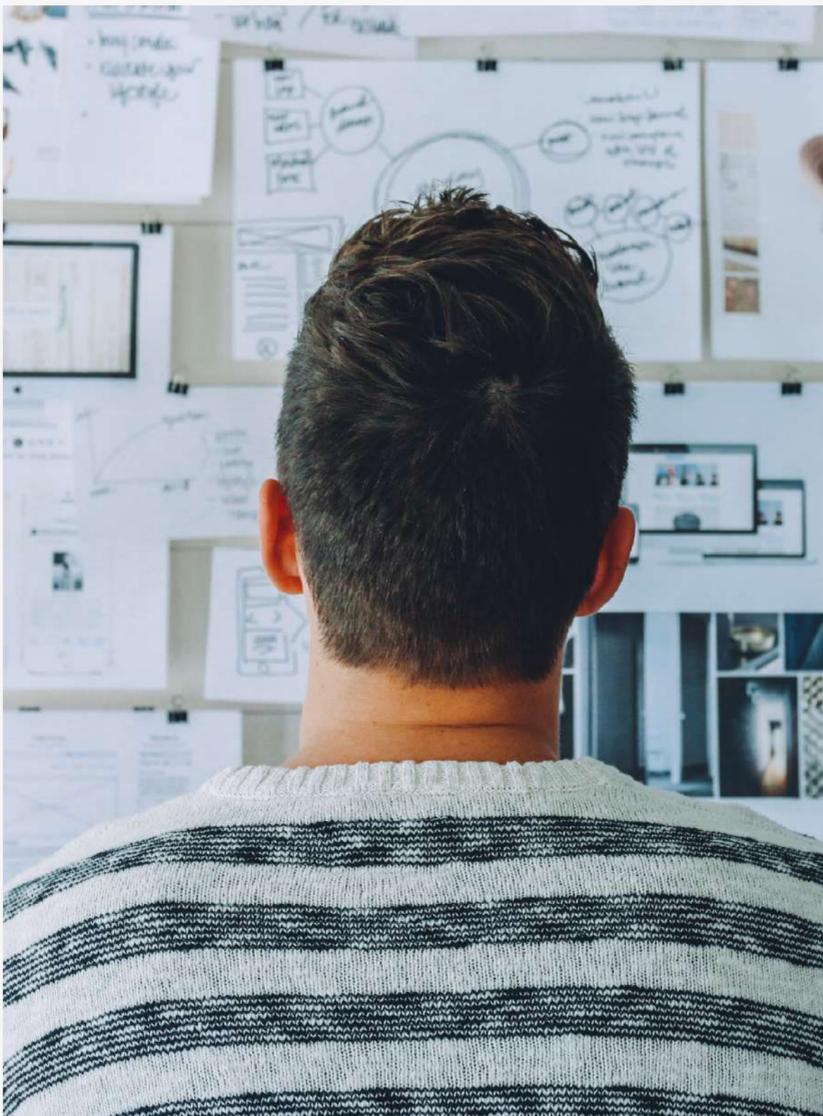


The 5 Steps of the Getting Things Done Method



These are the steps we have to remember when we are trying to break down larger tasks into smaller subtasks and set specific deadlines for them.

Step 1: Capture



Collect all your tasks, appointments and ideas in inboxes. These don't have to be physical in-trays.

An inbox can be any organizational system that lets you capture things in writing.

That means you can use both digital and analog inboxes, such as your email inbox, Evernote or OneNote, physical trays or vertical filing systems.

This first step can take several days when you first start using the Getting Things Done method.

After that, you simply add new tasks, appointments and ideas to your inboxes as they arise. This rarely takes more than a few minutes.

Step 2: Clarify



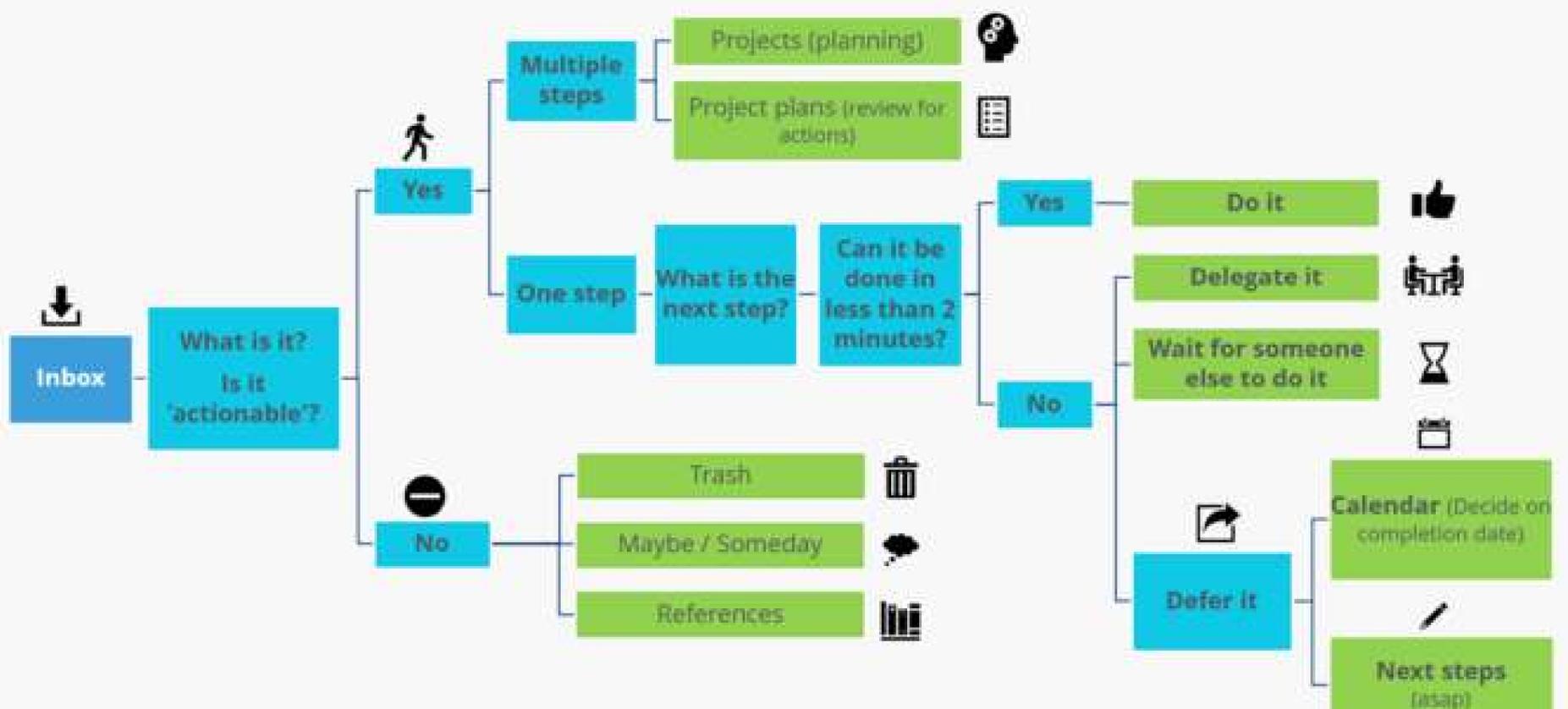
You need to review and process everything you've collected in your inboxes.

This means you have to decide where things belong in the Getting Things Done system.

Ask yourself the following questions for each item:

- What kind of task is it?
- Is it actionable?
- What's the next action?

Getting Things Done Workflow



The GTD decision-making process helps you sort tasks by scope, importance and urgency so that you can complete each one at the right time.



Step 3: Organize

Assign all actionable items to temporary trays or put them on lists and process them from there.



Calendar

Only enter appointments in your calendar. Add tasks to be done to the 'Next Actions' list or record them as a project and break them down into smaller actions.

Projects

Any task that requires more than one action is a project in David Allen's GTD method. A project can be anything from renovating your home to a professional marketing campaign for a product. Put all of your projects on a project list that you review regularly. You then define next actions for your project and enter specific deadlines for it in your calendar. Also, keep a reminder list for all the tasks that you've delegated to others. This allows you to keep track of the tasks others are doing for you.

Next Actions

Keep a separate list of all the next actions that are not project-specific. Depending on the scope of your tasks, you can also keep multiple context-specific lists for personal tasks, work tasks, phone calls, errands, and so on.

Waiting For

Also keep a reminder list for all delegated tasks outside of projects. Set dates to follow up with others on how far they've progressed with a task.

Step 4: Reflect



You'll gain clarity by organizing your tasks and appointments, but that alone won't be enough to boost your productivity and ensure that you get everything done in the time allotted. To do that, you have to regularly review your lists.

You have to make sure that your system is up to date, otherwise you won't be able to focus on the task in front of you without thinking about whether you might have missed an appointment.

Review your calendar several times a day and check your to-do lists at least once a day to select your next task. Empty your inboxes once a day.

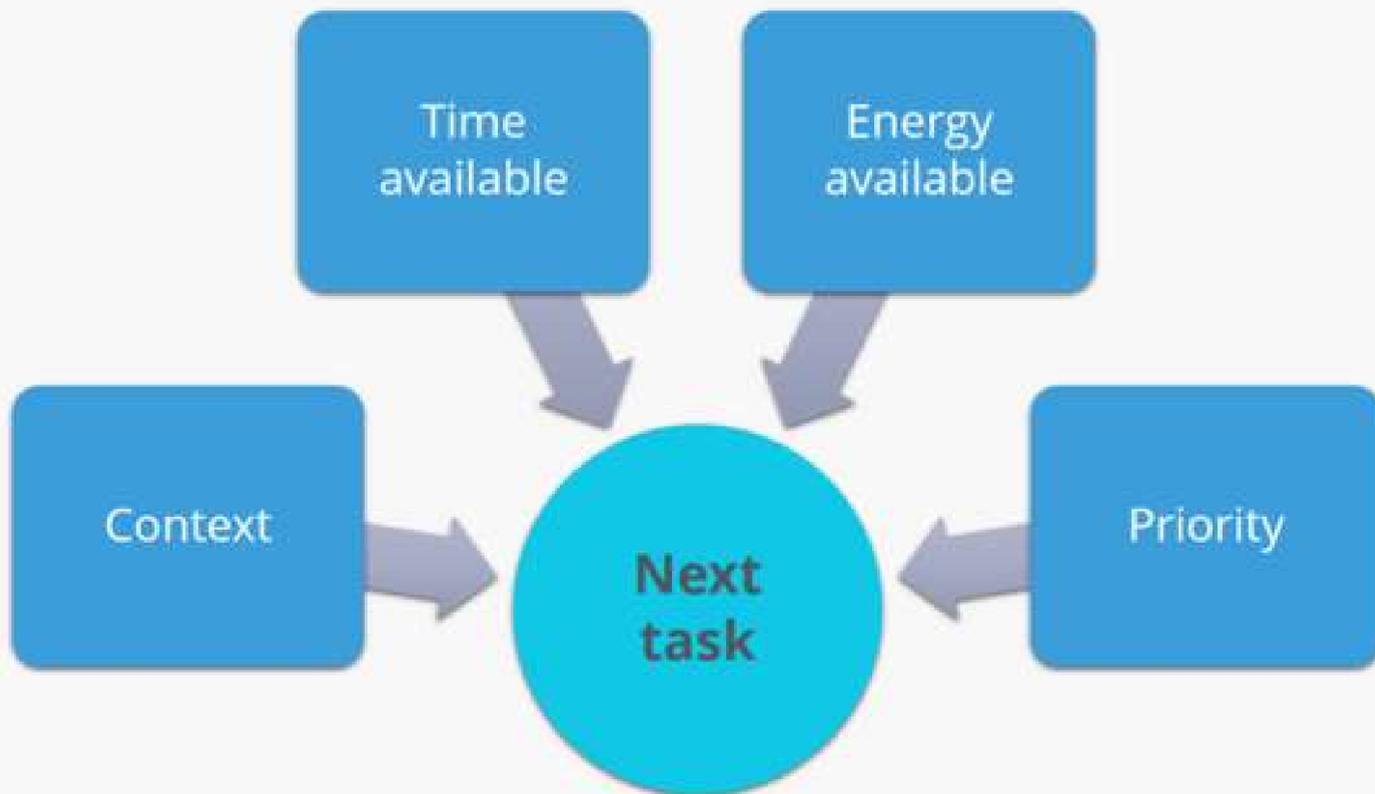
The 5 Steps of the Getting Things Done Method

In the GTD method, you do a weekly review once a week. This review consists of the following steps:

- Empty your head: At the end of the week, write down all the ideas going through your mind.
- Inboxes: Put new tasks, ideas and dates where they belong in the GTD system.
- To-do list: Is the list up to date? Have you crossed off all completed to-dos? What are your upcoming actions for the next few days?
- Project lists: Is the list up to date? Have you completed at least one next action in the past week to move your project(s) forward?
- 'Maybe/Someday' lists Do you want to transfer some of the items on this list to the project list and process them now?
- Calendar: Is your calendar up to date? Did you actually keep all your appointments? What are your upcoming appointments? Did you enter all your appointments?
- 'Waiting For' list: What's the current status of delegated actions? Follow up with coworkers if necessary.



Step 5 Engage: Decision-Making Criteria



IONOS

In the GTD method, you use four criteria to decide what to do next: Context, time available, energy available and priority.



Context

You've created at least one to-do list in your Getting Things Done system. Since you usually have many different contexts in your life (work, family, hobbies), you should create different lists called context lists. That way you won't have to work your way through a huge to-do list in order to decide on your next action. You can simply look at your short context lists.

Whenever you have free time that you want to use productively, ask yourself this first: What context am I in? What can I do right now? If you're sitting in the waiting room at the doctor's office and want to use your time wisely, you probably shouldn't make confidential work phone calls. But you can definitely respond to a few short emails or send a message to friends.

Time Available

How much time do you have right now? If you're in the car and you're 15 minutes away from your destination, you shouldn't start a phone call that you know will take an hour of your time. A better choice might be to stop at the supermarket to cross some things off your shopping list.





Energy Available

Your energy level fluctuates throughout the day. We all have slightly different biorhythms. Watch your energy level change throughout the day for a week to find out when you have **energy highs and lows**. In future, schedule tasks that require your full concentration and performance at times that suit your biorhythm, when you're feeling energetic and up to the task. You might want to prepare an important presentation in the morning rather than during the middle of the day. Or, if you're generally more productive in the afternoon and evening, reschedule your tasks for those times.

Priority

If you've narrowed down possible actions based on the three criteria and have different options, let the priority decide for you: Which task is most important? Start with this task.

Let's say you're in the office and you have an hour of unscheduled time before your performance review. You could cross a few phone calls off your list, write a report, or continue working on an idea for a workshop. Since the workshop will be held in three days and you haven't prepared yet, you choose this task. It has priority. The report, on the other hand, is a routine report, and the phone calls can wait a few days.

GTD Tools to use

1. Google Tasks
2. Todoist
3. Evernote
4. Monday.com
5. Trello
6. Asana
7. Sortd - to help you manage your inbox and make them a TO DO list

TOPIC 2
Creating a productive workspace

Setting goals and Deadlines



Plan your day



Take some time at the beginning of each day to plan out what you need to do. This will help you avoid feeling overwhelmed.



Avoid multitasking

Multitasking can actually reduce your productivity. Instead, focus on one task at a time.



Avoid distractions

Turn off your phone, close your email, and find a quiet place to work. If you can't avoid distractions altogether, try to minimize them as much as possible.



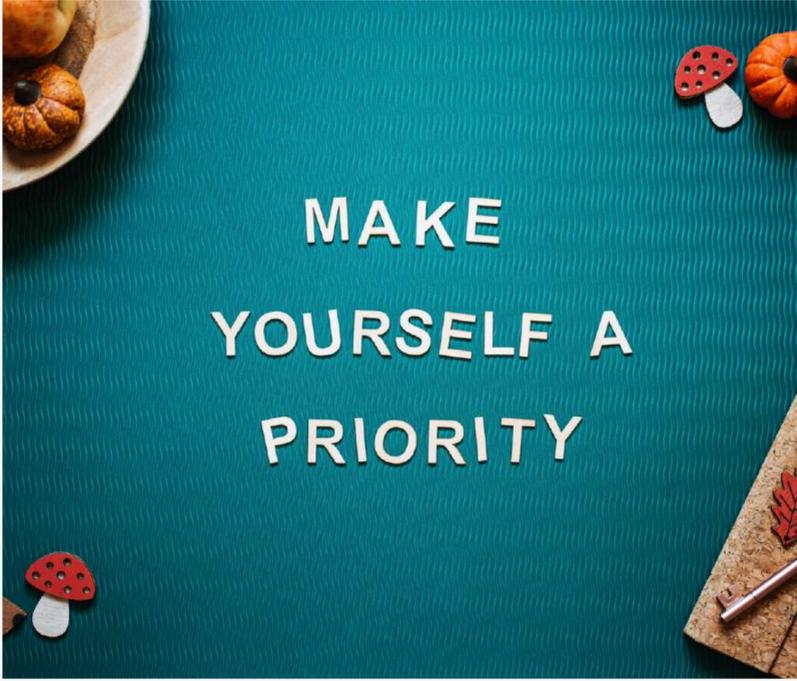
Take breaks

It may seem counterintuitive, but taking breaks can actually help you be more productive. Get up and move around every 20–30 minutes to avoid getting restless and fatigued.

Working for long periods of time without a break can lead to burnout.



Take care of yourself



Get enough sleep, eat healthy foods, and exercise regularly. When you're taking care of yourself, you're better able to focus and be productive.

Make sure you're getting enough sleep, eating healthy foods, and exercising regularly. Taking care of yourself will give you the energy you need to meet your deadlines.

Celebrate your success

When you complete a task, take a moment to celebrate your success. This will help you stay motivated and productive.





Lesson 2

Work ETHIC

The Importance of Work Ethics



Ethics at work are the moral principles that guide how employees, employers, and organizations behave in the workplace.

They are important because they help to create a fair, safe, and productive environment for everyone.



E – fficiency



Workplace efficiency is the ability to get the most output from the least possible input. It means doing more with less. Working smarter, not harder.

tips for improving efficiency at work:

1. Use a project management tool – A project management tool can help you track your progress, set deadlines, and collaborate with others.
2. Take advantage of technology: There are many tools and resources available that can help you be more efficient, such as online collaboration tools, productivity apps, and cloud storage.
3. Get organized: Having a system for organizing your work can help you save time and avoid stress.



T - imeliness



Timeliness at work is the ability to complete tasks and meet deadlines on time. It is an important skill for VAs to have, as it shows that they are reliable and can be trusted to get the job done.

When you are always on time, your co-workers and supervisors can count on you to get the job done. This can lead to increased opportunities for advancement and responsibility.

Being punctual can help you improve your productivity. When you start working on a task right away, you are more likely to stay focused and motivated. This can lead to faster completion times and better results.

When you are always on time, you show that you respect their time and that you are committed to your job.



H - onesty

Honesty is a key ingredient for a successful workplace.

Honesty can create a more positive work environment.

When VAs feel like they can be themselves and trust their colleagues, they are more likely to be happy and engaged at work. This can lead to a number of benefits, including increased productivity, decreased turnover, and improved customer service.



I - nitiative

Initiative is the ability to take action without being told what to do. It is a valuable skill that can help you succeed in your career.

When you take initiative, you are more likely to stay on top of your work and avoid procrastination. This can lead to increased productivity and better results.



When you take initiative, you are more likely to come up with new ideas and solutions to problems. This can help you contribute to the success of your client and our company.

Don't wait for someone to tell you what to do. Look for ways to improve your work and contribute to the success of your team.



C - reativity



Creativity is a valuable skill in any workplace. It can help you come up with new ideas, solve problems, and improve processes.

Don't be afraid to think outside the box and consider new ways of doing things.

Creativity often involves taking risks. Don't be afraid to fail, because failure is often a necessary part of the creative process.

Sometimes the best way to be creative is to take a break from your work. Go for a walk, listen to music, or do something else that helps you relax and clear your head.

Creativity is a skill that can be learned and developed.





Lesson 3

Correcting poor work habits

Learn from past situations and mistakes

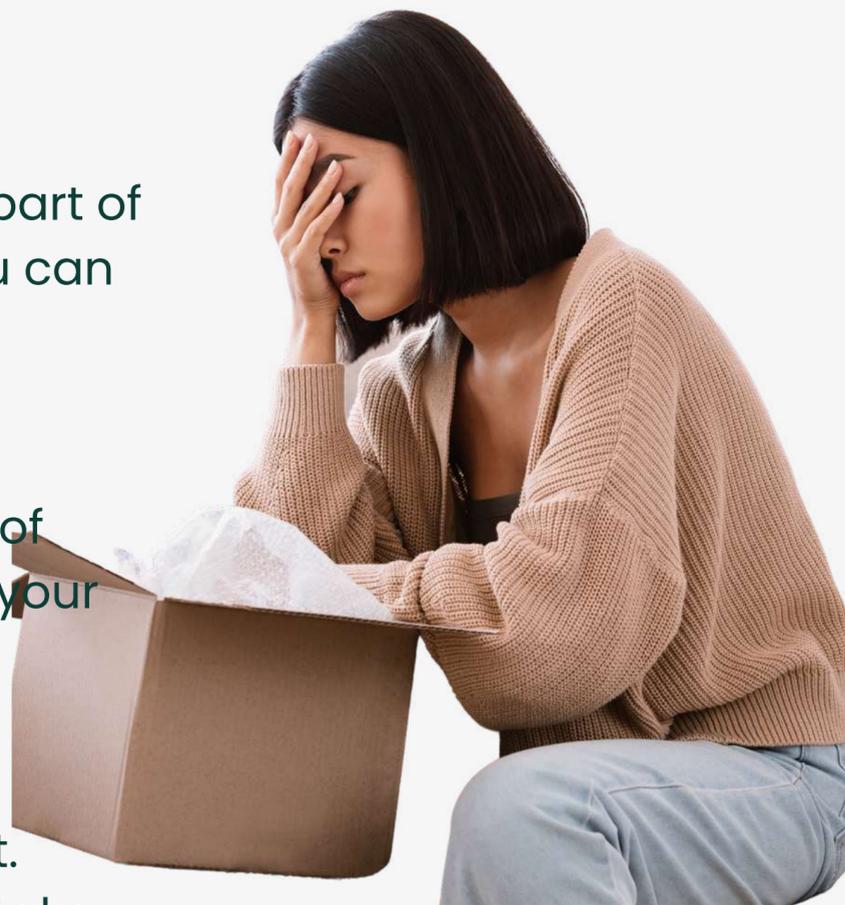
Learning from your mistakes is an important part of personal growth. By following these steps, you can turn your mistakes into opportunities for improvement.

Don't be afraid to fail. Failure is a natural part of learning. The important thing is to learn from your failures and move on.

Be patient. It takes time to learn from your mistakes. Don't expect to be perfect overnight. Be persistent. Don't give up if you make a mistake.

Keep trying and learning until you succeed.

Learning from your mistakes is a lifelong journey. By following these tips, you can make the most of your mistakes and use them to become a better person.



Seek out and spend time with positive people

Spending time with positive people can have a number of benefits for your health and well-being. When you're around positive people, you're more likely to feel happy and optimistic. This is because positive people tend to focus on the good things in life and have a contagious enthusiasm.

Positive people often set a good example for others. They can motivate you to reach your goals and live a healthier lifestyle.

Laughter is a great way to relieve stress and improve your mood. Positive people are often funny and know how to make others laugh.



Use positive words and language to describe activities

Using positive language can help to change your mindset and make it more likely that you will enjoy and succeed in the activities you do. It can also help to boost your self-confidence and motivation.

Focus on the positive aspects of the activity. What do you enjoy about it? What are you good at?

Use words that are associated with success, such as "challenge," "opportunity," and "growth."

Avoid using negative words, such as "hate," "can't," and "impossible."



Develop a gratitude practice

Don't try to do too much too soon. Start by simply taking a few minutes each day to think about the things you're grateful for. You can also write them down in a journal.

When you're practicing gratitude, try to focus on the present moment. Don't dwell on the past or worry about the future. Just focus on the things you're grateful for right now.

Gratitude should come from the heart. If you're not feeling grateful, don't force it. Just wait until you do feel grateful and then express it.



Note the positive aspects of each situation

When you're faced with a challenging situation, it can be easy to focus on the negative. But it's important to try to focus on the good. What are the positive aspects of the situation? What can you learn from it?

Every challenge is an opportunity for growth. What can you learn from this situation? How can you become a better person because of it?



You have the power to overcome any challenge. Believe in yourself and your ability to succeed.

It's important to remember that no situation is all good or all bad. There are always positive and negative aspects to every situation. The key is to focus on the positive and use the negative as an opportunity for growth.

Celebrate each success, even the small ones

Celebrating your successes can be as simple as taking a few minutes to reflect on what you have accomplished, or it can be something more elaborate, like going out for a celebratory dinner or buying yourself a small gift.

The most important thing is to find ways to celebrate your successes that work for you. By taking the time to celebrate, you can boost your motivation, improve your self-confidence, and create a more positive environment for yourself and others.



You deserve it!



**“Motivation gets you started, habit keeps
you going.”**

– Jim Rohn





Lesson 3

Time Management

Significance of Time Management



Time management is a concept that deals with the effective management of time. An individual should organize all his tasks and duties in accordance with the timings; when an individual, no matter what age group he is, no matter what job he is engaged in implements all his functions in accordance with the time that makes him more disciplined, well organized and efficient.

Time management provides every individual an opportunity to decide how to make use of this important source; it allows people to make the most of the least and it enhances one's knowledge about how to spend time in a constructive manner. Individuals become aware of how to systematize and manage their lifestyles and not feel pressurized or overburdened due to any work (Time Management, n.d.).

Time management is a skill and individuals should learn effective time management irrespective of age, work, job, caste, class, creed, or religion.

It is done successfully by giving priorities; things that are more important should be put into practice first and other things that are less important can be procrastinated. Practicing time management always prevents an individual from keeping behind in his work and studies.



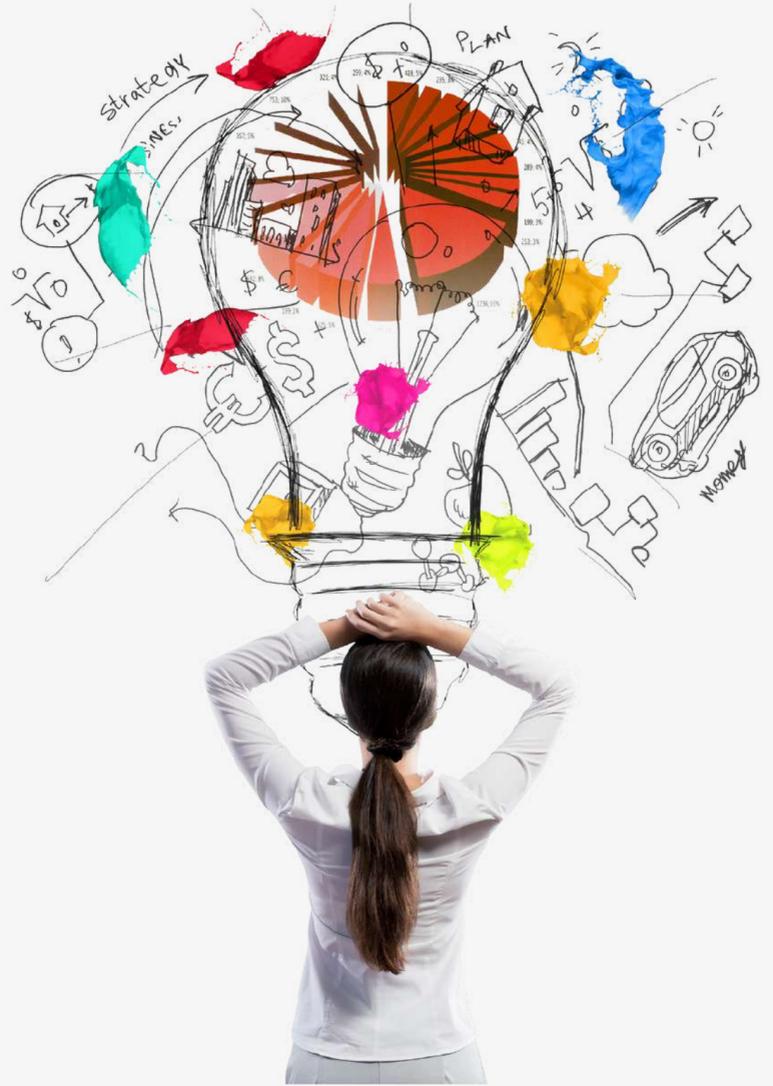
Time Management Methods

I. Plan

An individual should plan his goals, objectives, and functions that he has to put into service within a particular time limit.

There are certain things that are more important than others for example, if an individual has to work on a project he has to focus on that, and going out with friends for a movie can be procrastinated, hence planning tasks and objectives is important.

One should be prepared to encounter impediments that arise and deal with them in a peaceful manner.



Time Management Methods

II. Organise

Every individual wants to achieve his goals and objectives, for this purpose, he has to organize all the activities and work duties such as making use of technology, preparing one's mindset, and organizing ones working environment.



Time Management Methods

III. Staff

Effective communication and seeking support, help, or assistance from superiors, subordinates, or colleagues also certainly helps in the implementation of functions and responsibilities.

Teamwork, working together in groups, and seeking opinions, suggestions, and recommendations from others is highly productive.



Time Management Methods

IV. Direct

One should always be positive towards oneself, such as rewarding oneself by getting indulged in some kind of pleasurable activity; one should always work hard and be motivated towards oneself.



Time Management Methods

V. Evaluate

Every individual should evaluate himself; his performance, attitude, and behavior; in this way, he comes to know his weaknesses and can adopt measures to improve them.

Identification of flaws and inconsistencies is a must and that comes through the process of evaluation.



THANK
YOU!

Please send us an email to tgfvirtualelves@gmail.com once you have completed this module and we will send you the assessment form.