



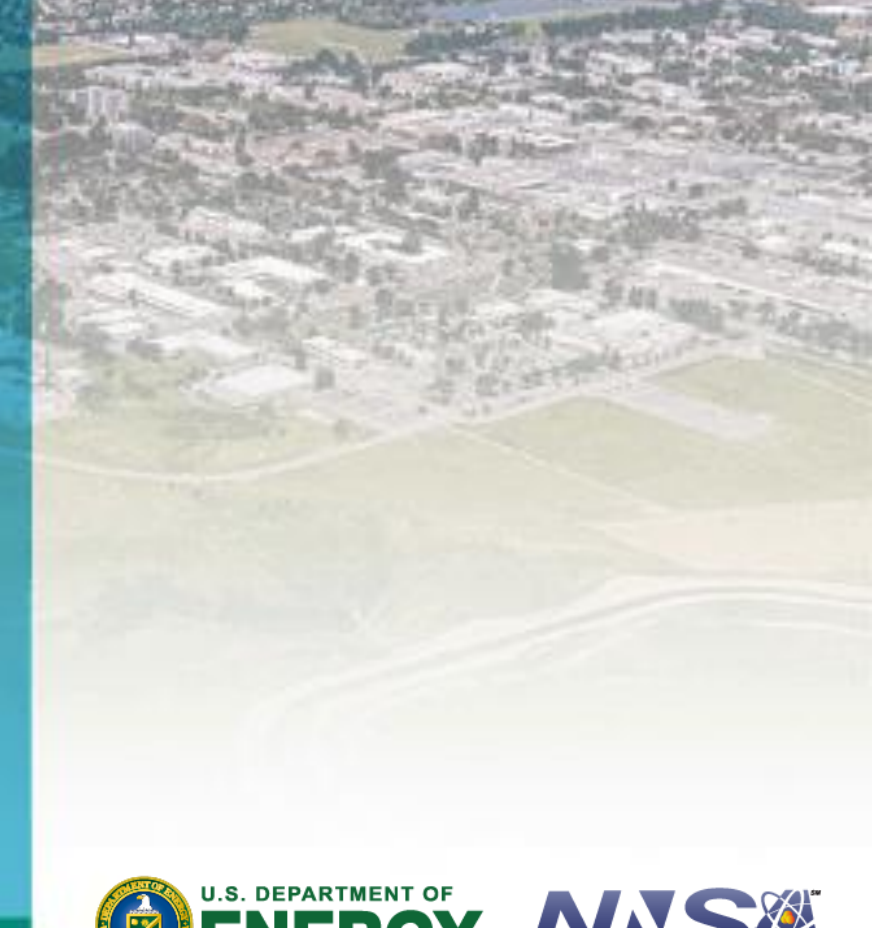
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Laboratories



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# Increasing Your Personal Productivity Using Quality Practices to Conquer Inefficiency

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Division 8000 | Division Quality Team



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ALBUQUERQUE QUALITY NETWORK



UNCLASSIFIED UNLIMITED RELEASE

# QUALITY is a deliberate practice.



Quality means examining how to do anything better.



how you do  
anything  
is how you do  
everything

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# SUCCESS TIPS for ONLINE TRAINING



Plan & protect

Attend live

Feel connected & participate

Minimize distractions

Find what works for you



# CRITICAL QUESTION

**WHAT ACTIVITIES OR  
MINDSETS MAKE YOU FEEL  
MOST PRODUCTIVE?**

***Why is personal productivity so important?***



# ROADMAP

1. WASTE
2. HEADGAMES
3. MORNING KICKSTART
4. ZEN OF ZONES
5. SETTING PRIORITIES
6. THE BIG LIST OF TIPS

# ROADMAP

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# ACTIVITY

**WHERE ARE YOUR BIGGEST  
AREAS OF WASTED TIME?**



# AREAS OF WASTED TIME

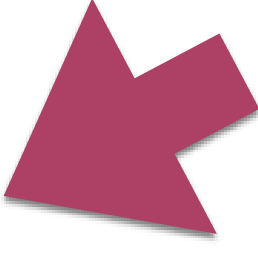
1. THE EDGES OF YOUR DAY.
2. HABITS THAT WASTE YOUR ENERGY - FOR EXAMPLE - A BIG LUNCH
3. DOING UNIMPORTANT THINGS (WILL DISCUSS HOW TO CATEGORIZE THAT LATER)
4. FORGETTING TO MANAGE WORK-LIFE STRESS (AND REMEMBER THAT "EXERCISE" INCLUDES REST).
5. DOING MORE THAN ONE THING AT A TIME.
6. BEING UNAWARE OF WHERE YOU ARE SPENDING YOUR TIME.
7. DOING LOW PRIORITY ITEMS.
8. NOT KNOWING WHAT WORK ITEMS YOU MIGHT BE ABLE TO PICK UP AND FILL-IN WITH SO YOU SPIN YOUR WHEELS.
9. NOT PLANNING HIGH MENTAL TASKS DURING YOUR HIGH ENERGY TIMES.
10. NOT GROUPING TASKS BASED ON AREA OF ACTIVITY - LIKE ERRANDS NEAR A BUSINESS MEETING.



*POINT:*  
*Your awareness of those  
waste areas  
is critical*



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SO, HOW MUCH HAS TO DO WITH

# *Head Games?*



# ***Head Games***

## ***The Importance of Knowing your Habits***



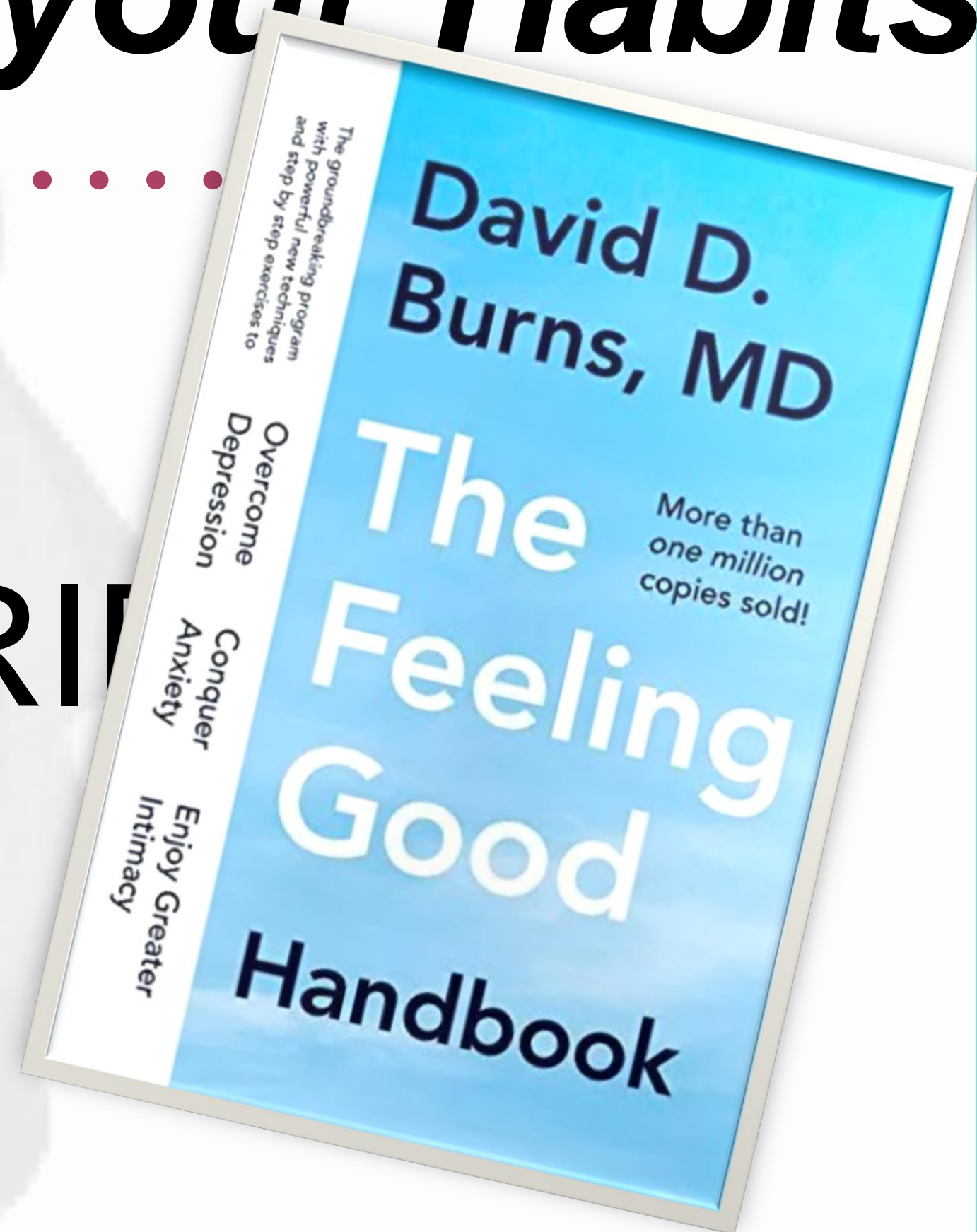


# *Head Games*

## *The Importance of Knowing your Habits*



PSYCHOLOGICAL BARRIERS





# ***Head Games***

## ***The Importance of Knowing your Habits***



**HABITS ARE TIME RELATED**





# ***Head Games***

## ***The Importance of Knowing your Habits***



**CHANGE HAPPENS ONLY  
WITH COMMITMENT**



# ***Head Games***

## ***The Importance of Knowing your Habits***



**HABITS ARE MAINTAINED  
BY SELF-TALK**



Don't get in a panic over a backlog of work. Most jobs are designed to have some amount of backlog.

--Katie Snapp, 2024!

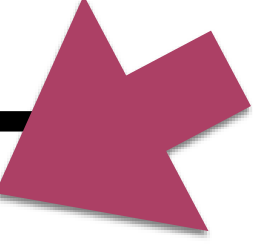


***awareness***

***analysis***

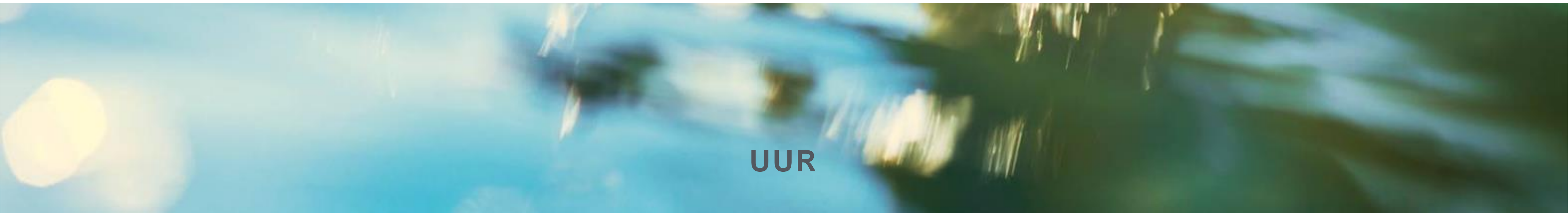
***reframing***

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# ***The Morning Kickstart***



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# TOOL: THE MORNING KICKSTART

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Definition: A technique to protect a minimal amount of time so that you can guarantee you feel productive at least a *part* of the day.



# TOOL: THE MORNING KICKSTART

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The PROCESS:

The Night Before

The First Hour of the Day

The Second Hour of the Day





# TOOL: THE MORNING KICKSTART

---



The Night Before

The PROCESS:

The First Hour of the Day

The Second Hour of the Day



# TOOL: THE MORNING KICKSTART

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The PROCESS:



The Night Before



The First Hour of the Day

The Second Hour of the Day

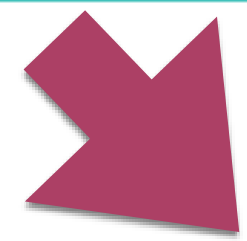


# TOOL: THE MORNING KICKSTART

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The PROCESS:

- The Night Before
- The First Hour of the Day
- The Second Hour of the Day



## The Night Before

*List 3 priority items that you would like to get accomplished for the following day.*



## The First Slot of Day: Example 7:30 - 8:30

*Spend 1 hour syncing with officemates, employees, admin assistant, etc.*



## The Second Slot of the Day: 8:30 - 10:30

*As if you were unavailable and in an important meeting, you focus this time to your critical tasks.*



## ➤ The Night Before

*List 3 priority items that you would like to*

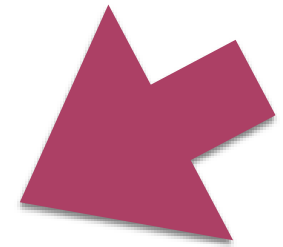
### THE KEY:

- T - See it as high importance for *you*
- Find a balance as to how often and how long

## ➤ The Second Slot of the Day: 8:30 - 10:30

*As if you were unavailable and in an important meeting, you focus this time to your critical tasks.*

# ROADMAP

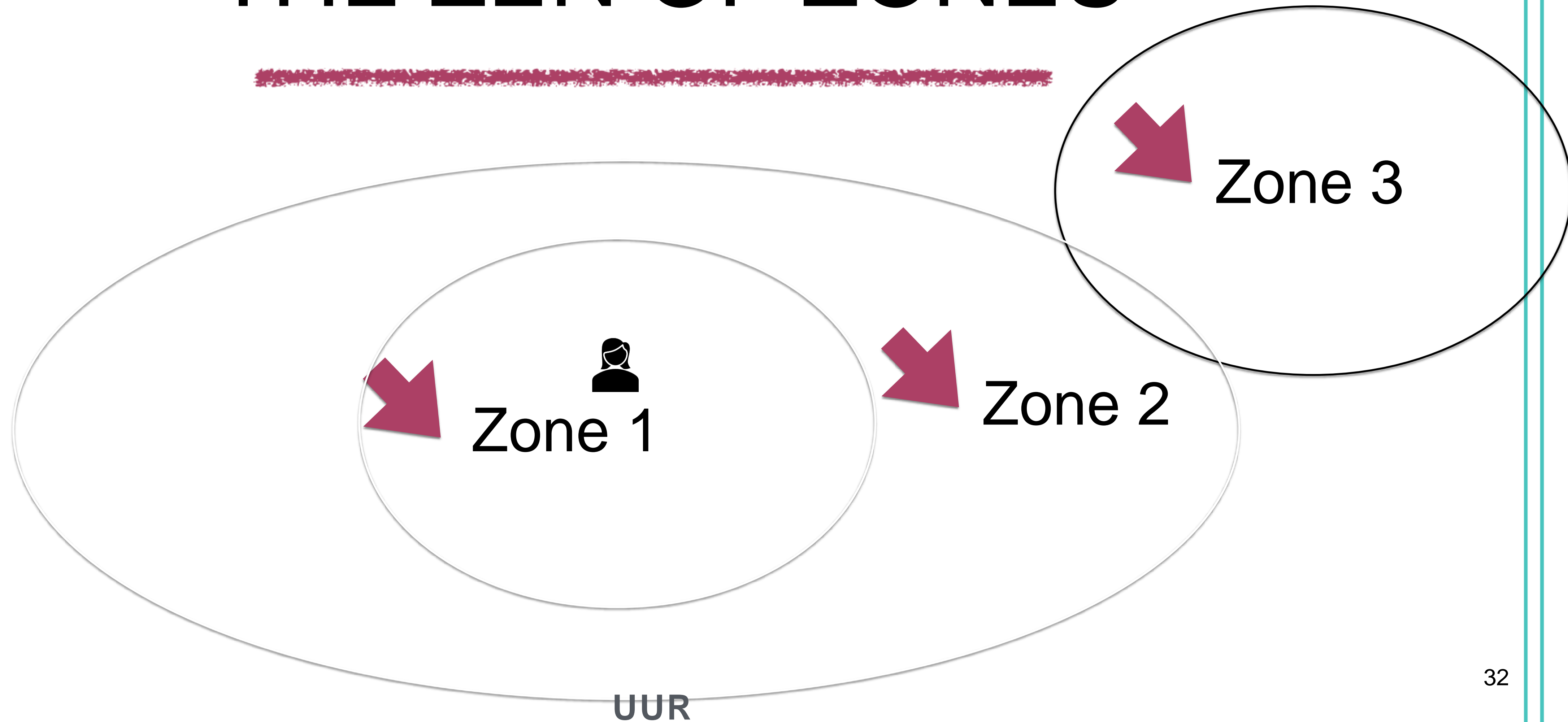
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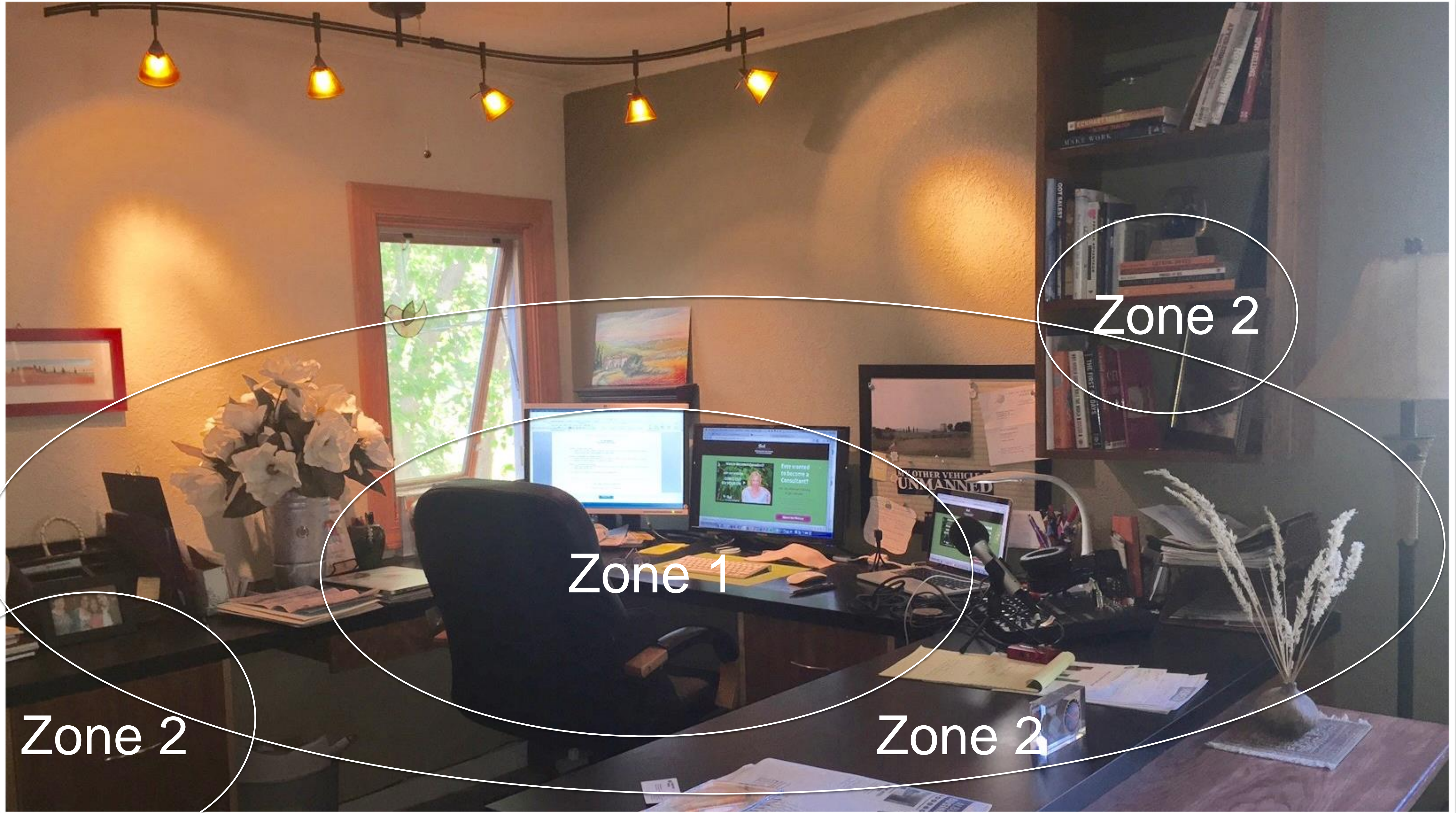
*The Zen of Zones*



# TOOL: THE ZEN OF ZONES







Zone 2

Zone 1

Zone 2

Zone 2

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# THE PROCESS TO ZEN

STEP  
01

Take a snapshot

STEP  
02

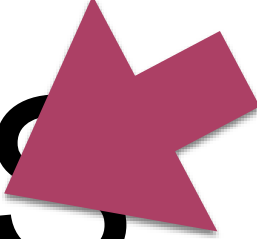
Zone 3 Items - ID those in Zone 1&2

STEP  
03

Zone 2 items - ID those in Zone 1

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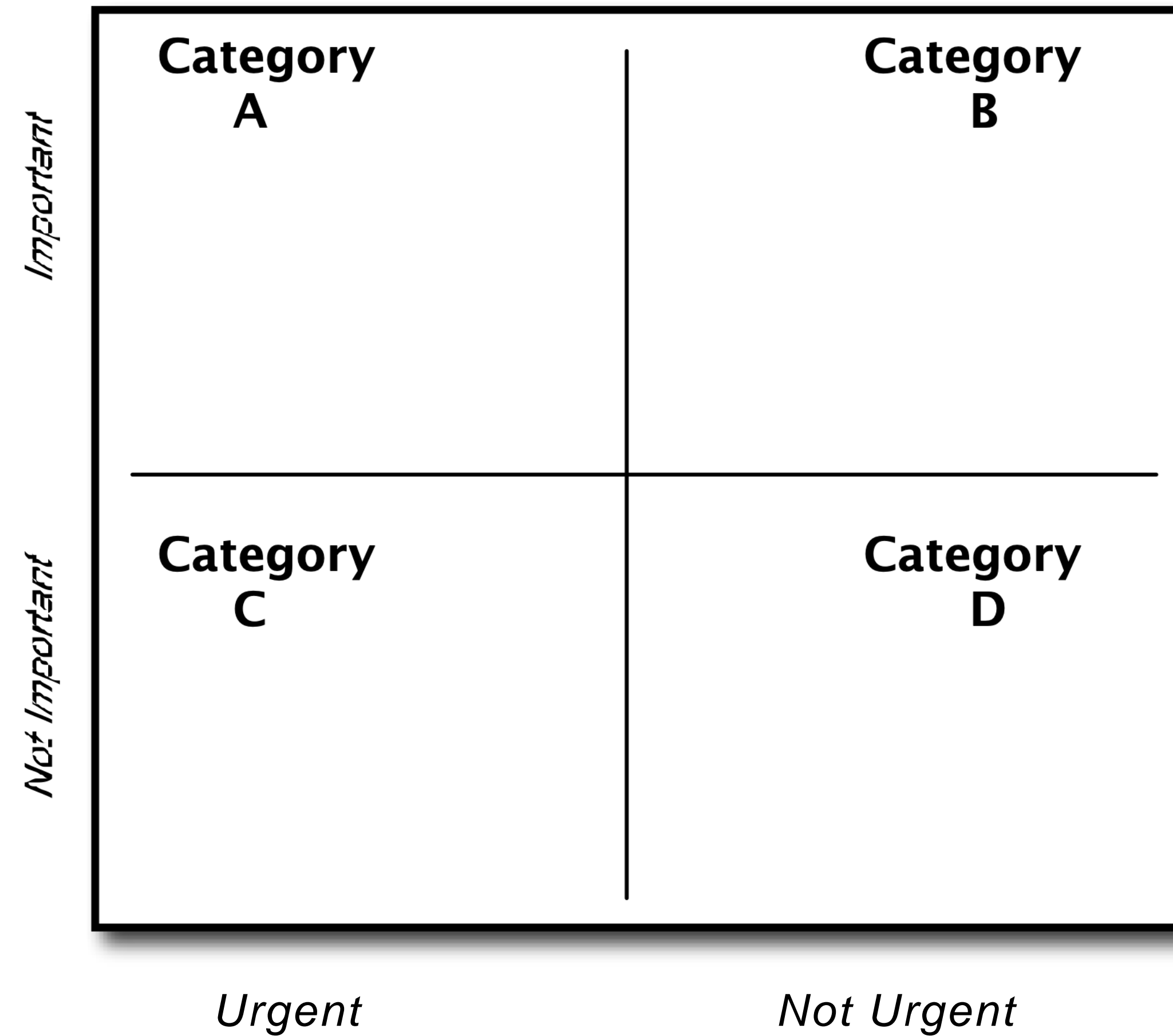


# *Setting Priorities*

# CRITICAL QUESTION

WHAT ARE SOME OF THE  
IMPORTANT ACTIVITIES IN YOUR  
LIFE THAT YOU CONSIDER HIGH  
PRIORITY?

# *The URGENT vs. IMPORTANT concept*



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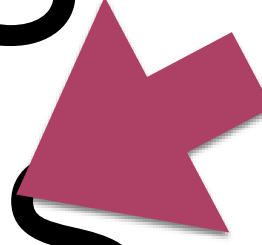


# URGENCY V. IMPORTANCE

CATEGORY	DEFINITION	MAY INCLUDE
A	Urgent and Important	Crises Deadlines Specific Calls
B	Important and Not Urgent	Long Term Goals Wishes Balancing Life Activities Preventive Planning Calls from Key Customers
C	Urgent and Not Important	Necessary Paperwork Some calls and interruptions
D	Not Urgent Not Important	Some Down Time

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# THE BIG LIST OF TIPS

- ✓ SCHEDULE TIME IN YOUR CALENDAR TO PLAN.
- ✓ SCHEDULE TIME IN YOUR CALENDAR TO PURGE.
- ✓ SCHEDULE TIME IN YOUR CALENDAR FOR PERSONAL PRODUCTIVITY.
- ✓ KNOW THE DIFFERENCE BETWEEN IMPORTANT AND URGENT.
- ✓ USE TIME MANAGEMENT TOOLS BECAUSE THEY WORK FOR YOU, NOT BECAUSE THEY LOOK LIKE COOL GADGETS.
- ✓ KNOW WHAT WORKS FOR YOU & WHERE YOU ARE SPENDING YOUR TIME.
- ✓ PICK TASKS THAT YOU ARE MAKING PROGRESS ON AS BEST ONES TO INTERRUPT
- ✓ IDENTIFY AND CHANGE HABITS THAT WASTE YOUR ENERGY.
- ✓ KEEP YOUR GOALS VISIBLE.
- ✓ BREAK TASKS UP INTELLIGENTLY.
- ✓ PRIORITIZE AND RE-PRIORITIZE
- ✓ ALWAYS HAVE FILLER WORK WITH YOU.

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# THE BIG LIST OF TIPS

Continued!

- ✓ PLAN HIGH MENTAL TASKS DURING YOUR HIGH ENERGY TIMES.
- ✓ DEFINE 3 ZONES IN YOUR WORKPLACE. (THE ZEN OF ZONES)
- ✓ USE A METHOD FOR KEEPING OTHERS OUT OF YOUR OFFICE
- ✓ REMEMBER THAT THE KEY TO YOUR PERSONAL TIME MANAGEMENT IS DISCIPLINE & HOW YOU SCHEDULE.
- ✓ KNOW HOW TO PROTECT YOUR PLAN BY SAYING "NO" WHEN APPROPRIATE.
- ✓ ACCEPT THAT YOUR PLAN WILL BE UPHEAVED OCCASIONALLY.
- ✓ STOP THE WASTE AT THE EDGES OF YOUR DAY.
- ✓ REMEMBER TO MANAGE WORK-LIFE STRESS
- ✓ GROUP DOWN THE HALL TASKS WHERE POSSIBLE.
- ✓ UNDERSTAND HOW YOU MANAGE YOUR HABITS & HOW SELF-TALK AFFECTS THEM

*AWARENESS*

*ANALYSIS  
UUR*

*RE-FRAMING*



# ***THANK YOU!***

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## ***Increasing Your Personal Productivity***

**Katie Snapp, CQE  
Sandia National Labs, Org 8111**



**IF WE HAVE TIME!**

**BONUS and  
No Extra Charge!**

# **MANAGING INTERRUPTIONS**

1. Tell the Truth
2. Close your door
3. Put up a sign
4. Learn to say “Back to Work” and mean it

UNCLASSIFIED

# WHERE DO YOU WASTE YOUR PRODUCTIVITY?

- I AM CONSCIENTIOUS ABOUT HOW I SET MY SCHEDULE.
- I KNOW WHAT OVERCOMMITTING LOOKS LIKE AND HOW IT AFFECTS ME.
- I AM GREAT AT PROTECTING MY TIME, BEING FIRM IN SAYING "NO" WHEN I NEED TO.
- I HAVE A SYSTEM FOR MANAGING MY CALENDAR.
- I MAKE GOOD USE OF THE "EDGES" OF MY DAY SO THEY ARE NOT WASTED.
  - I HAVE AN ACCURATE HANDLE ON WHERE I SPEND MY TIME (MAY INCLUDE KEEPING A LOG).
  - I DON'T GET "SPUN-UP" WITH STRESS OR OVERWHELM THAT LEADS TO BEING INEFFICIENT.
  - I DO NOT INADVERTENTLY MULTI-TASK. INSTEAD I CONSCIENTIOUSLY SWITCH-TASK EFFECTIVELY.
- I HAVE A CLEAR CONCEPT OF WHAT IS LOW PRIORITY VERSUS HIGH PRIORITY FOR ME.
- I HAVE A CLEAR CONCEPT OF WHAT IS IMPORTANT VERSUS UNIMPORTANT FOR ME.
- I HAVE GOOD TECHNIQUES FOR ADDRESSING INTERRUPTIONS.
- I HAVE FILL-IN WORK IDENTIFIED, SO I CAN PICK IT UP WHEN I HAVE A DOWN MOMENT.
- I DON'T GROUP TASKS BY AREAS, SUCH AS RUNNING ERRANDS IN A CENTRAL LOCATION.
- I TAKE CARE OF MYSELF BY BEING AWARE OF HOW I EAT AFFECTS MY ENERGY.
- I TAKE CARE OF MYSELF BY BEING AWARE OF MY PHYSICAL FITNESS.

See your  
HANDOUT!!