STARTING GRAD SCHOOL RIGHT

Strategies for sustainable productivity

Nicholas Santascoy, Ph.D.
Academic Coach
Center for Teaching and Learning
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Reflect & Share

What’s the relationship between how you start your day and your procrastination tendency for the rest of the day?

Can you think of a strategy that might help?
Learning objectives

1. Evaluate three principles of sustainable productivity
2. Review a productivity strategies list
3. Write plan for doing your chosen strategy
Overview

I will—

● Present three principles of sustainable productivity with example strategies
● Answer your questions

You will—

● Review the Sustainable Productivity strategy sheet
● Start filling in the planner for one productivity strategy
● Pair with each other to discuss your productivity plan
● Evaluate the workshop
From familiarity to mastery

The key question: Am I as consistent as I’d like to be with this strategy?
Three Principles of Sustainable Productivity

Start the Day Right

Manage Your Focus

Maintain P/PC Balance
Start the Day Right

Many ways to start the day right

Cascade effect

Start Checklist

  8:00 Wake and wash up, resisting social media
  8:15 Breakfast and read, resisting texting
  8:30 Work
  8:55 Emergency scan email

Gollwitzer & Sheeran (2006) Implementation Intentions and Goal Achievement
Start the day with priority choices and you’ll keep on making priority choices.
Manage Your Focus

Stanford library in 1950

Become a Focus Manager

Resist Checklist

  Social media (list every site)
  Personal email
  Household chores

Duckworth, Milkman, Laibson (2019) Beyond Willpower
Manage your focus by filtering out distractions.
Maintain P/PC Balance

Production / Production Capability

Schedule self-care time

Stop Checklist

- 8:00 Wrap up work
- Prepare healthy meals
- Go for cardio walk

Covey (2013) 7 Habits of Highly Effective People
Take time for production capability for sustainable productivity.
Three Principles of Sustainable Productivity

Start the Day Right

Manage Your Focus

Maintain P/PC Balance
Questions?

Comments?
Activity time!

5-6 minutes—
● Review Sustainable Productivity strategies list
● Start filling in your planner

7–8 minutes—
● Share your strategy with a partner
  ○ “I chose the strategy X because . . .”
  ○ “My plan is . . .”
Questions?
Comments?
Conclusion: Three Principles of Sustainable Productivity

**Start the Day Right** – Start a positive cascade of action choices!

**Manage Your Focus** – You’re your own Focus Manager!

**Maintain P/PC Balance** – Self-care is productive!
Workshop Evaluation

1. Likely to recommend score
2. Like least
3. Like most
Book a coaching appointment

1. Visit: https://studentlearning.stanford.edu/academic-skills/gradcoaching
2. Or Google “grad coaching Stanford”