



 MyAnalytics

Habit playbook

Examples



How do I turn
behaviors into
habits?

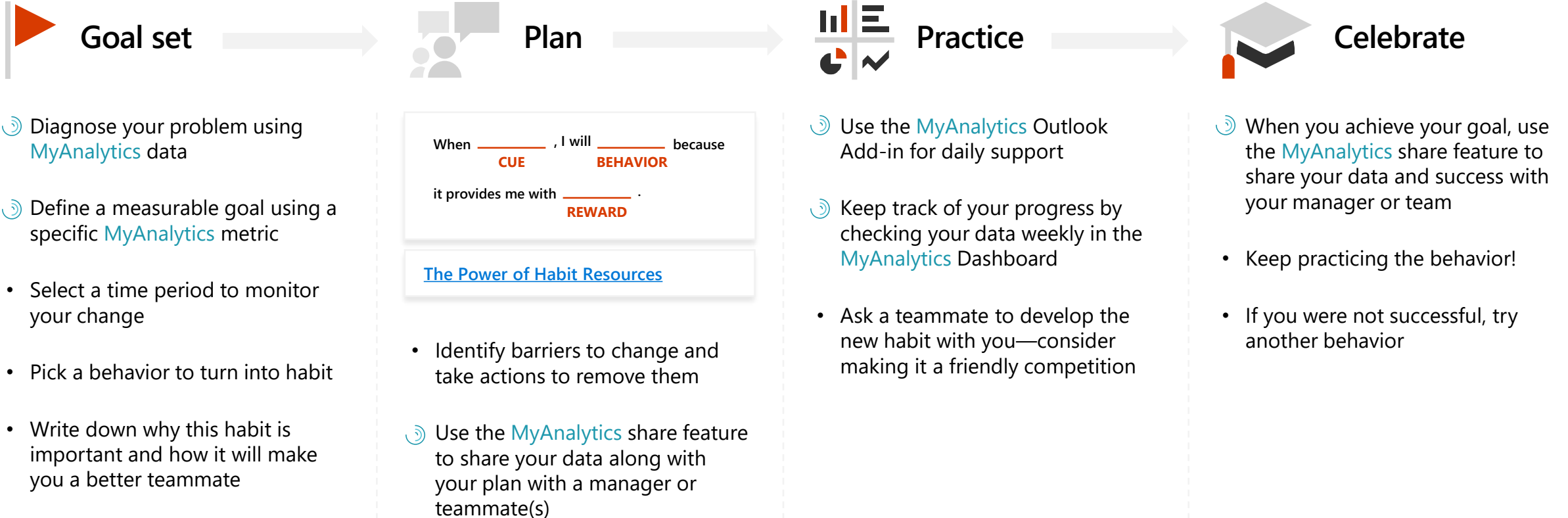


How to make it a habit

“Typically, doing just four to five things differently can enable people to claw back 18% to 24% of their collaborative time.”¹

Rob Cross, Professor of Global Leadership, Babson College

¹[Reclaiming Your Day Research](#)



Here are some
examples



Habit playbook

Book focus time in advance

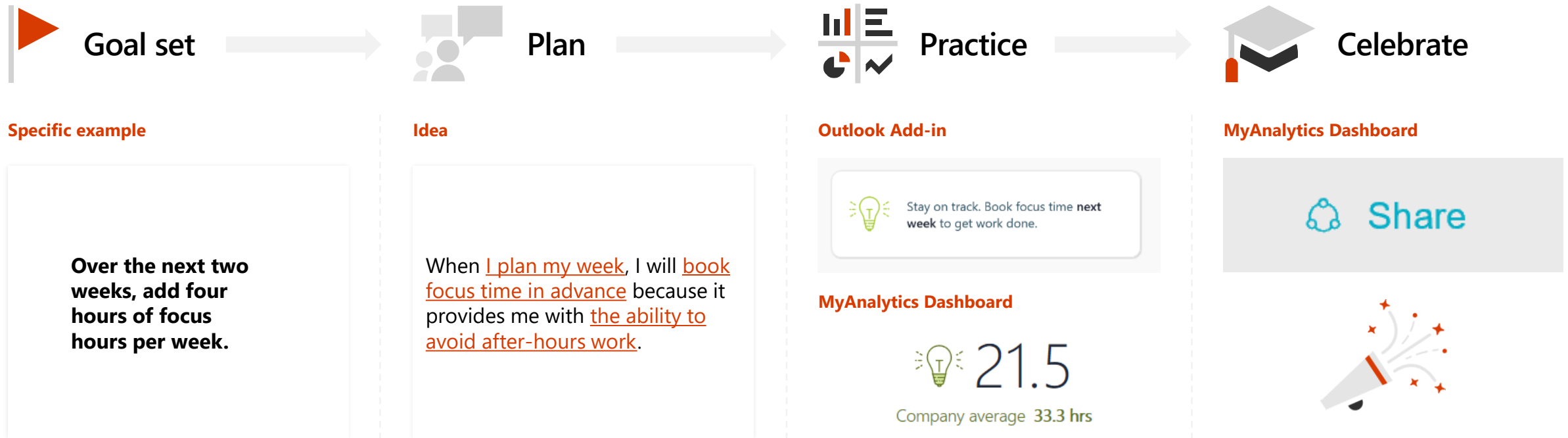


Bonus read

[Productivity in Peril: Higher and Higher Rates of Technology Multitasking](#)

Multitasking impairs our performance because when we process tasks in parallel, our brains are actually switching our attention from one activity to another. When switching, our brains struggle to cleanly discard the first task and move on to the next one. Constant switching creates “attention residue” and prevents us from following a train of thought long enough to generate innovative ideas.

Sources: How to Have a Good Day, by Caroline Webb, [Why You Shouldn't Multitask](#) and [How Can I Use More of My Brain?](#).



Habit playbook

Wait to send late-night emails until the AM



Bonus read

[Your Late Night Emails Are Hurting Your Team](#)

A correlation has been found between the amount of time managers send email and organize meetings after-hours and the amount of time their direct reports do the same. In one Fortune 100 technology company, data shows that every hour that people managers spend after-hours translates to 20 minutes of additional direct report time spent after-hours.

Source: [If You Multitask During Meetings Your Team Will Too](#)



Specific example

Over the next 2 weeks, reduce the number of emails sent outside of business hours by 50%.

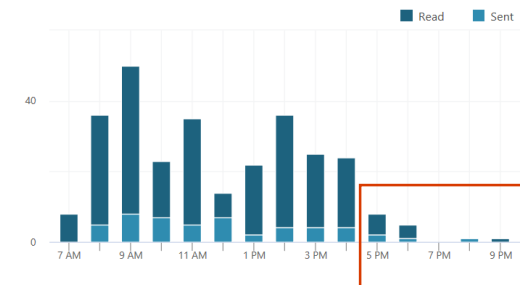
Idea

When I choose to work after hours, I will wait to send late-night emails until the AM because it provides me with the satisfaction that I am helping my teammates unplug.

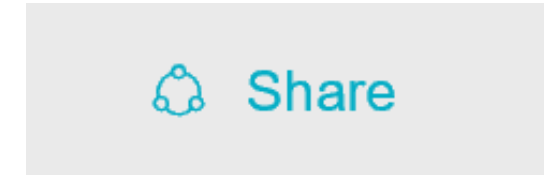
MyAnalytics Dashboard

Email activity 46 Sent 219 Read

Did you know? You spent most of your email hours reading rather than writing



MyAnalytics Dashboard



Habit playbook

Batch process emails 2 to 3 times per day

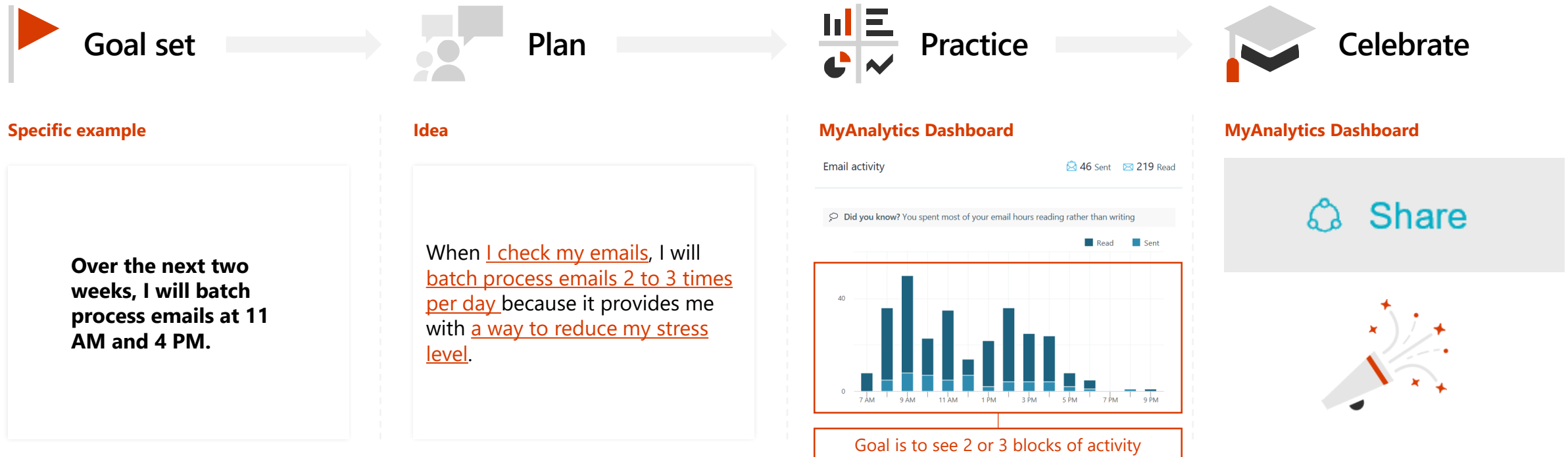


Bonus read

[Brain, Interrupted](#)

Processing emails constantly throughout the day subjects us to lower productivity and increased stress. It takes us longer than we think to fully return to a task after an interruption. Research shows that it takes 23 minutes to get back on task after an interruption and 16 minutes when the interruption is specifically email.

Source: [Worker Interrupted: The Cost of Task Switching](#)



Habit playbook

Use another form of communication

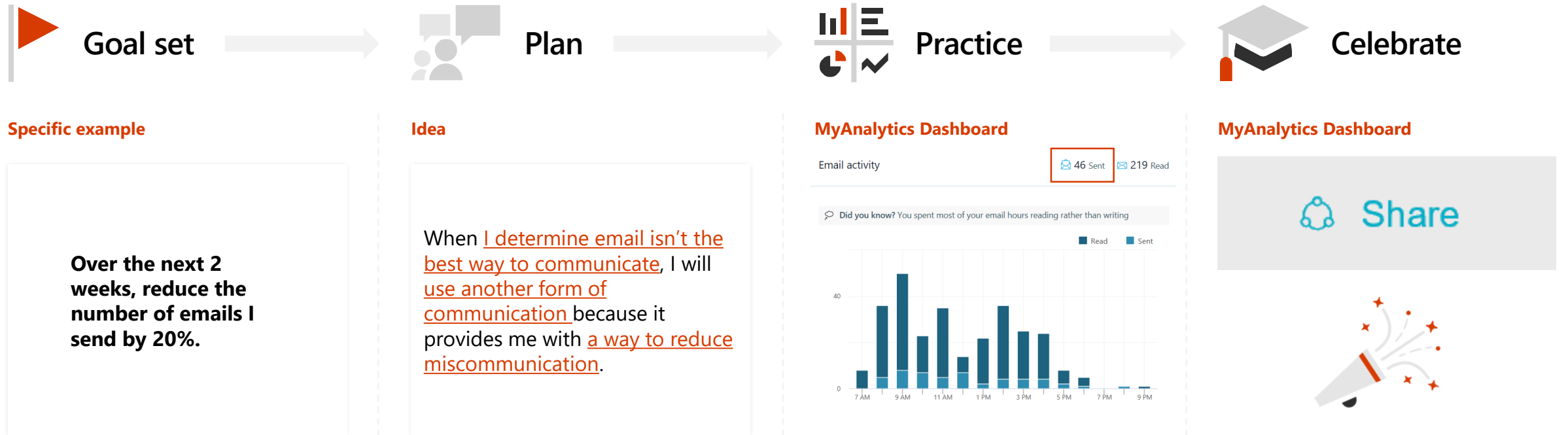


Bonus read

[Stop Letting Email Control Your Work Day](#)

Research has shown that 60% of communication is understood through body language, 33% through tone of voice and 7% through the actual words. When a person receives too little information in an email, they compose their own story, often a negative one. Matching message content with the appropriate communication form, e.g. phone for a sensitive topic, reduces email traffic with the added benefit of less miscommunication.

Source: One Second Ahead, by Rasmus Hougaard



Habit playbook

Schedule shorter meetings

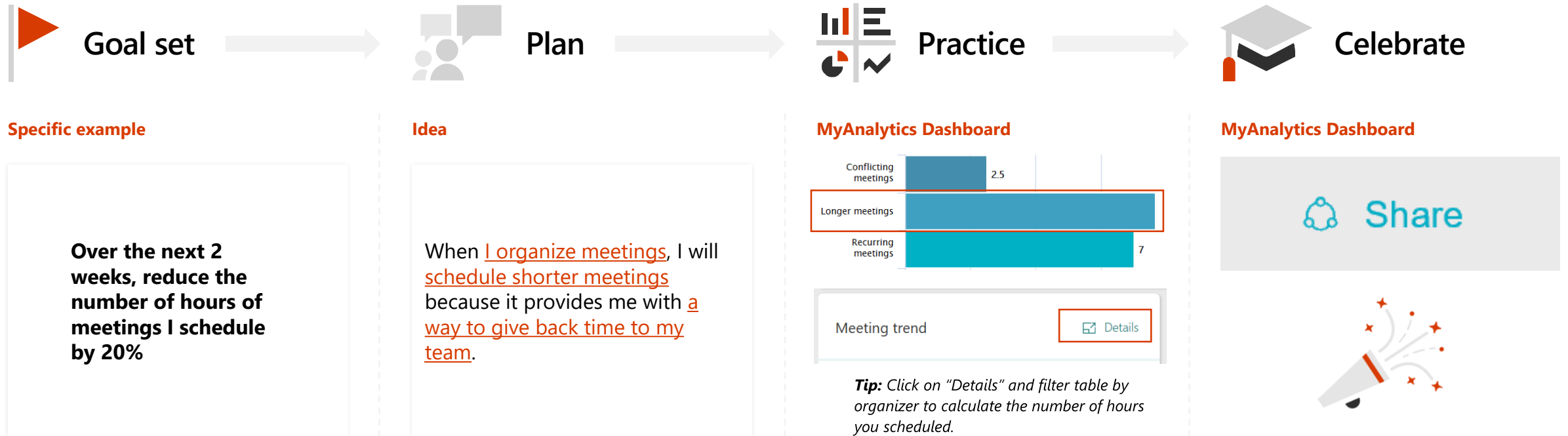


Bonus read

[Do You Really Need to Hold that Meeting?](#)

When we schedule long meetings, we lose the group's attention and waste time. In a study where people working at a range of companies were challenged to schedule 45-minute meetings rather than hour meetings and 20- or 25-minute rather than 30-minute meetings, people found they could get the same amount of work done with the enormous cognitive benefit of regular breaks.

Source: How to Have a Good Day, by Caroline Webb



Habit playbook

Write reminders to send emails later



Bonus read

[Why You Shouldn't Multitask](#)

Multitasking during meetings sends the signal, "It's OK to not pay attention." When we shoot off a quick email during a meeting, we miss that part of the conversation and have gaps in our understanding. This can lead to different interpretations of a decision, missed opportunities to provide critical guidance, or inconsistent follow-through on action agreements.

Source: [If You Multitask During Meetings Your Team Will Too](#)



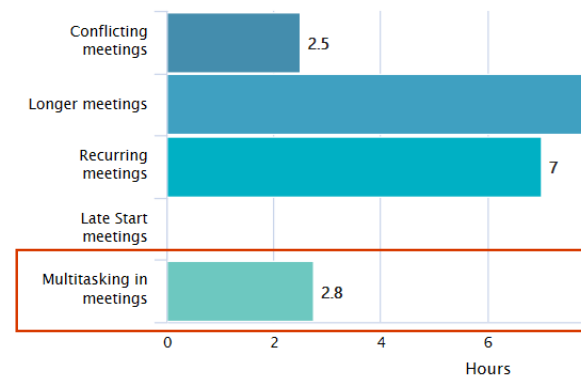
Specific example

Over the next two weeks, reduce multitasking in meetings hours to zero.

Idea

When I feel the need to email during a meeting, I will write a reminder to send the email later because it provides me with the satisfaction of getting the email off my mind.

MyAnalytics Dashboard



MyAnalytics Dashboard



Habit playbook

Include an agenda in meeting invites

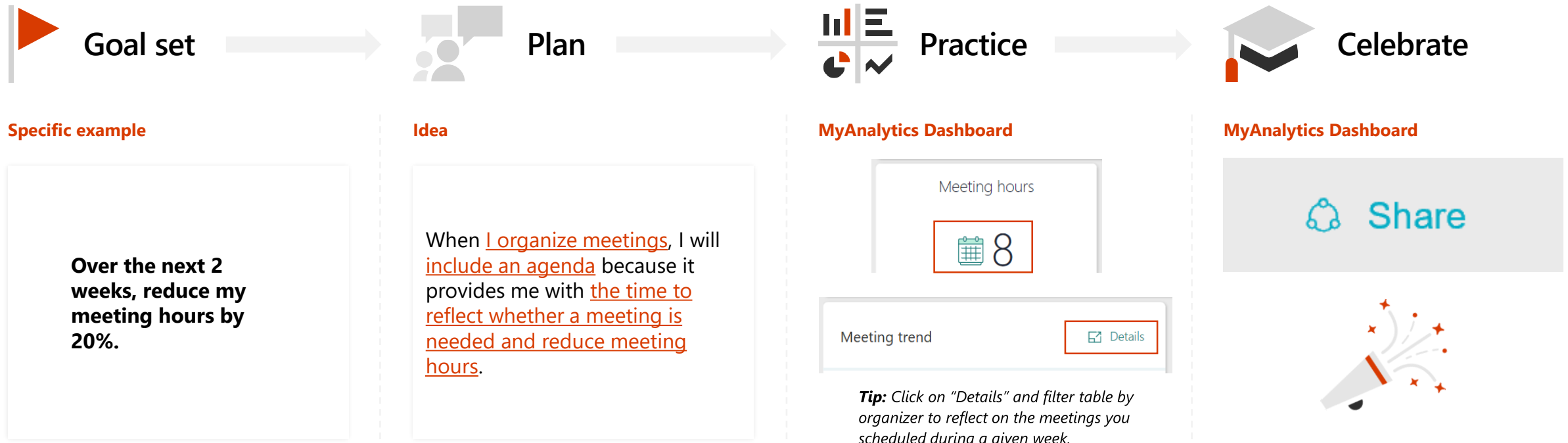


Bonus read

[How to Design an Agenda for an Effective Meeting](#)

Writing an agenda enables you to carefully reflect on the need for the meeting and design an effective one. It will help you avoid scheduling unnecessary meetings thus reducing your meeting hours. Surveys indicate that people think most meetings are a waste of time - in one, 71% of survey respondents said meetings are unproductive and inefficient.

Source: [Stop the Meeting Madness](#)



Habit playbook

Decline after-hours meetings



Bonus read

[Saying No to the Non-Essential](#)

Declining meetings after hours will enable you to reclaim personal time, reduce your stress levels and get the break time you need to perform at your very best. When done consistently, your team will respect this boundary and hopefully also adopt it. Sometimes urgent deadlines and unusual schedule conflicts will force you to meet after hours. When this happens, note the meeting exception in your acceptance to continue to manage expectations.



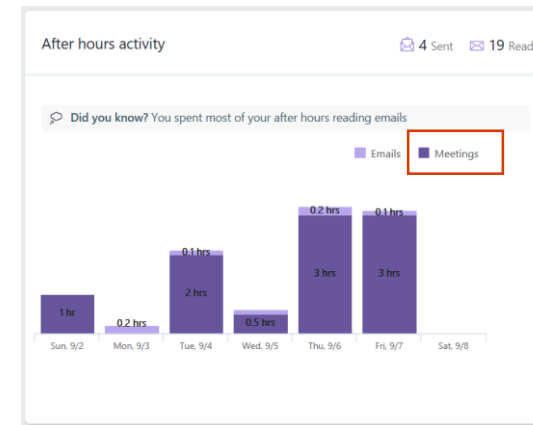
Specific example

Over the next 2 weeks, reduce the number of hours spent in after hours meetings by 50%.

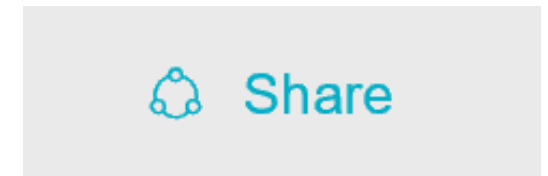
Idea

When I receive an after-hours meeting invite, I will decline it because it provides me with time to take care of my personal needs.

MyAnalytics Dashboard



MyAnalytics Dashboard



Habit playbook

Proactively schedule “slack time”



Bonus read

[Work and Life, Ideas42](#) (Pages 32 & 33)

We often feel overloaded because people typically expect tasks to take less time than they actually do. “Slack time” is a block of time on your calendar to accommodate for natural poor planning. When this time is blocked, it can’t be taken by a meeting, so you have additional time to complete important tasks before the work day ends.

Source: How to Have a Good Day, by Caroline Webb

