

How to Increase Your Productivity

with Dermot Crowley

Developing a Team Agreement to Boost Productivity

Creating team agreements can greatly enhance collaboration by establishing clear expectations. By outlining 3-5 agreed-upon behaviours in a simple one-page document, teams can improve communication and meeting protocols. It fosters accountability among team members and effectively addresses any issues that arise. Ultimately, it contributes to a more harmonious and productive team environment.

Top 3 Takeaways

Importance of Culture

The importance of creating a healthier culture in communication, meetings, and prioritisation. Dermot's insights are valuable for you to implement yourself, but the real power lies in adopting these practices throughout the entire organisation. The collective effort can lead to significant positive change.

Centralise, Consolidate & Prioritise

To boost personal productivity:

- Consolidate tasks in one place with consistency and discipline.
- Use emails and messages as tools for productivity, not distraction.
- Prioritise important actions, plan regularly, and protect priorities from interruptions.

Sustaining Change

To create a positive and productive routine. Try these two helpful tips:

- Setting a daily intention for 10 minutes, which echoes [Caroline Webb's](#) advice for achieving clarity in meetings.
- Holding a weekly review session on Friday afternoons to plan, organise, and realign, helping to reduce weekend anxiety and prepare for the upcoming week.

Learn More

Think



For your next presentation or meeting, prepare a question to ask. This will enhance your engagement and make the discussion more interactive and enjoyable!

Read



Read Dermot's book - [Smart Work: How to Increase Productivity, Achieve Balance and Reduce Stress](#)



Act



Set a timer for ten minutes to clarify your intentions for the day. Think about what you want to achieve in each meeting or task.



Consider holding a weekly ROAR - that's Review, Organise, Anticipate and Re-Align) session to realign, plan, and check in for the upcoming week. This practice can help you stay focused and organised!

Listen



Unlock this Pod Sum Up by listening to [Dermot's interview](#).



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