



Own the Day: Making the Most of Your Time and Attention

Thursday, April 9 from 0900-1100

Description: One of the top issues today is that people don't have enough time... At work... At home. It's a challenge for everyone, everywhere. While we can't stop the clock, we can adopt practices that decrease stress and improve focus and productivity. This program provides innovative ways to create sane, productive environments in which to live and work and practical things to do to manage our time and attention wisely.

Welcome! We look forward to having you in our upcoming virtual learning session. This training session will use Zoom. You most likely will need to connect from personal computers due to JPO firewall restriction. Participant instructions and recommendations are attached to this document.

Pre-work: To make sure you get the most from the session and to ensure that you get full Continuing Education (CE) credit for this course, we ask that you spend one hour on pre-work as follows:

1. Reflection (20 mins): At this time, our attention is stretched even tighter as we deal with what, for most of us, is a completely novel situation: COVID 19. Concern for ourselves, our friends and families—and for other ramifications of the COVID 19 issue—naturally raise emotions and reduce bandwidth. We will be addressing this in our session. To prepare, please spend some time with the following question and write down your thoughts:

Thinking about your life right now, what are your biggest concerns that repeatedly have your attention and how do they affect your ability to be productive? It can be anything at all, from home-schooling your kids to paying your mortgage to having access to what you need to do your job well in this new environment. Please make detailed notes. We'll be sharing when we meet.

2. Video (20 mins): Please watch this video by Rory Vaden: How to Multiply Your Time <https://www.youtube.com/watch?v=y2X7c9TUQJ8> and come prepared to discuss.

3. Reading (20 mins): Please read the following three short articles:

(1) Tips for Setting Boundaries Around Our Time and Attention

<https://maverickandboutique.com/tips-for-setting-boundaries-around-our-time-and-attention/>

(2) Gate's Rule: Go Home So Others Will Too

<https://maverickandboutique.com/gates-rule-go-home-so-others-will-too/>

(3) Reminder: Social Distancing Does Not Mean Social Disconnection

<https://maverickandboutique.com/reminder-social-distancing-does-not-mean-social-disconnection/>



Meeting invitation: Here is the meeting invitation. Please join with your personal computer and headphones.

Topic: Workshop- F-35 Own the Day: Making the Most of Your Time and Attention

Time: Apr 9, 2020 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/552508411>

Meeting ID: 552 508 411

One tap mobile

+19292056099,,552508411# US (New York)

+13126266799,,552508411# US (Chicago)

Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

Meeting ID: 552 508 411

Find your local number: <https://zoom.us/u/afOc5EsX5>



Zoom Instructions for Participants

We look forward to our upcoming session. Here are some instructions to make your experience with Zoom a flowing one. Please read them and have them on hand during the session as well.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones (headphones are preferable because the audio quality will be higher). You will have the opportunity to check your audio immediately upon joining a meeting.

For our sessions we ask that you use your personal computer because you will have better access to the features we'll use.

2. You will receive a Zoom meeting invite with a link to **"Join via computer"** as well as phone numbers for a conference call option (as a last resort). It will also include the Meeting ID.

To join the videoconference:

1. At the start time of your meeting, click on the link in your invitation to **join via computer**. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided by in your invitation.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the **Meeting ID number** (also provided in your invitation) when prompted using your touch-tone keypad.
3. If you joined the meeting using computer audio, you may switch the audio to your phone while continuing to use the visuals on your computer. Click the arrow next to Mute/Unmute. Click Leave Computer Audio. Click Phone Call and follow the prompt to dial in.



Participant controls at the bottom of the Zoom screen:



Using the icons at the bottom of your Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a **“Raise Hand”** icon that you may use to raise a virtual hand
- From the Participants dropdown you may also change your screen name that is seen in the participant list and video window
- Share your screen
- Open the chat window, which we will be using in our sessions to share ideas. Please be sure the recipient at the top of the chat window is set to “Everyone”.

On your Zoom screen, you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

IMPORTANT!

In order for everyone to have the best experience in our session, we ask that you:

- Stay fully engaged for the whole session. Close email and other applications entirely.
- Mute yourself when you’re not talking!
- Leave your video on.
- Move into **Gallery View** if you’re not already so you can see others.
- **Rename** yourself to include your nickname, if applicable, and what you do at the JPO.