MAVERICK &
BOUTIQUE

Own the Day

Tips for Success

Workshop with:

DAU
Defense Acquisition University

F-35
LIGHTNING II

December 3, 2020

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Setting Boundaries for Focusing Our Attention

- When a colleague ”drops in” during work/focus time:
  - Positively greet them (do not discourage face-to-face interaction)

  AND

    - Make clear your attention is focused on something else
    - Schedule another time to speak about the matter
- Use “busy, please come back later” sign at office or workstation
- Find quiet, secluded space for tasks that require deep focus
- Be strategic and intentional with your calendar
  - This includes lunchtime, breaks, and other downtime
  - Be mindful of whom you are giving your time and attention to
    - Does it support getting the job done? Will this add value to my professional and/or personal life?

Tips for Phone Use

- In today’s hyper-busy world, using the phone can feel outdated and “inconvenient” BUT
  - Can get faster, clearer answers to urgent matters
  - Avoids misinterpretation of tone, context, and intentions
  - Helps build social cohesion on team
  - More opportunities for “chance” conversations (“oh by the way… did you know … ?”) and exchange of ideas
- If “picking up” the phone,
  - Don’t rush through call, be prepared for small talk
  - Is this the right time for you or the other person? Schedule call on calendar if necessary

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Tips for Phone Use

- If needing to focus your attention on a task:
  - Utilize ”Do Not Disturb” mode and voicemail on phones
    - Screen calls, “hold my calls!”
    - Prioritize returning calls
- Only give out work number to professional contacts (vice versa with personal number)
  - Does this person need to reach me during working hours? Do I want them reaching me on the weekend?
- Keep your contacts organized and up-to-date

Tips for Email

- Set reasonable expectations for responses
  - Email ≠ Instant Messenger
  - Instant response sets high expectations. Can response wait?
- Use a courtesy auto-responder
  - "I will be checking this inbox at 9:00 AM, 11:45 AM, and 3:30 PM today, please call if urgent"
- Turn-off alerts and/or shutdown email application when focusing
- If possible, keep work email off of personal devices (vice versa)

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Tips for Social Media

- Only work-essential apps on professional devices
- Always turn-off notifications
- Do not login to accounts at workstation
- Practice social media “minimalism”
  - Does this platform enhance or detract from my goals?
  - Try selecting only 1 platform each for professional (i.e. LinkedIn, Twitter, Medium) and personal use (i.e. Facebook, Instagram)

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Tips for Social Media

- If responsible for organization’s social media:
  - Schedule content in advance, minimize time on platforms
  - Be intentional with whom you follow/engage
  - Curate or turn off feed
  - Be mindful of content you post and how it represents the organization
    - What if this went viral? How would it be perceived by the public?

Work-Life Balance in Age of Mobile/Remote Work

- 24/7 work culture not sustainable
- Set clear working hours and expectations with team:
  - Avoid checking work communications outside of set hours
  - Be mindful of colleagues' personal time, do not send message outside of set hours
    - If working later, use DRAFT folder and schedule send times for next day
    - Especially important for supervisors and leaders to follow (Bob Gates rule)
- If "on-call" or working to meet deadline, have clear start and end time/date

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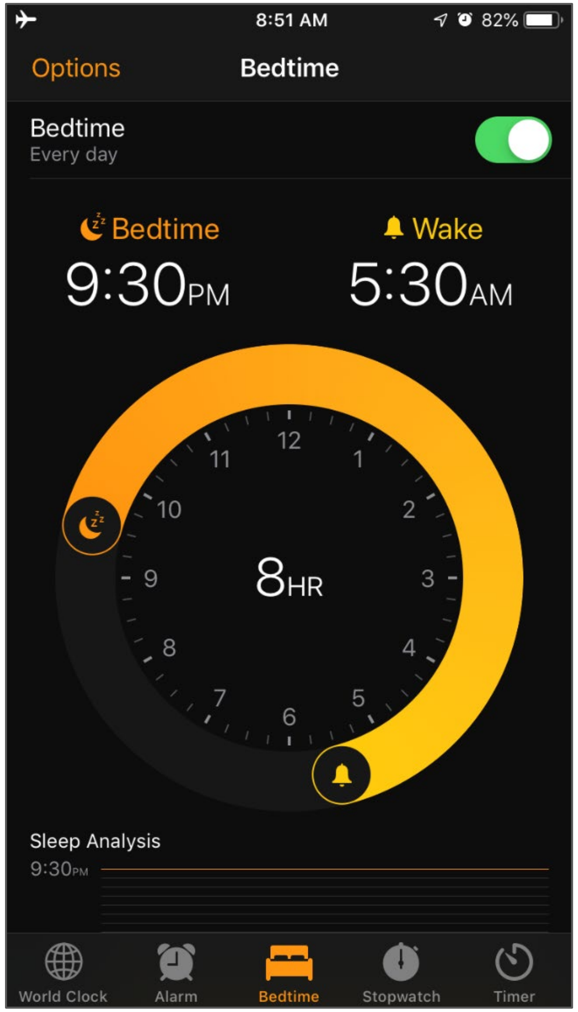
Work-Life Balance in Age of Mobile/Remote Work

- Do not sleep with cell phone in bedroom
  - Utilize “bedtime,” “downtime,” and “night shift” features on smartphones
  - Do not check work messages first thing
  - Acquire standalone alarm clock
- Are there other standalone devices we can use to avoid overreliance on smart phones?
  - Calculator
  - Notepad

Bedtime/Do Not Disturb/Quiet Hours Features


8:51 AM
82%
Options
Bedtime
World Clock
Alarm
Bedtime
Stopwatch
Timer
12
1
2
3
4
5
6
7
8
9
10
11

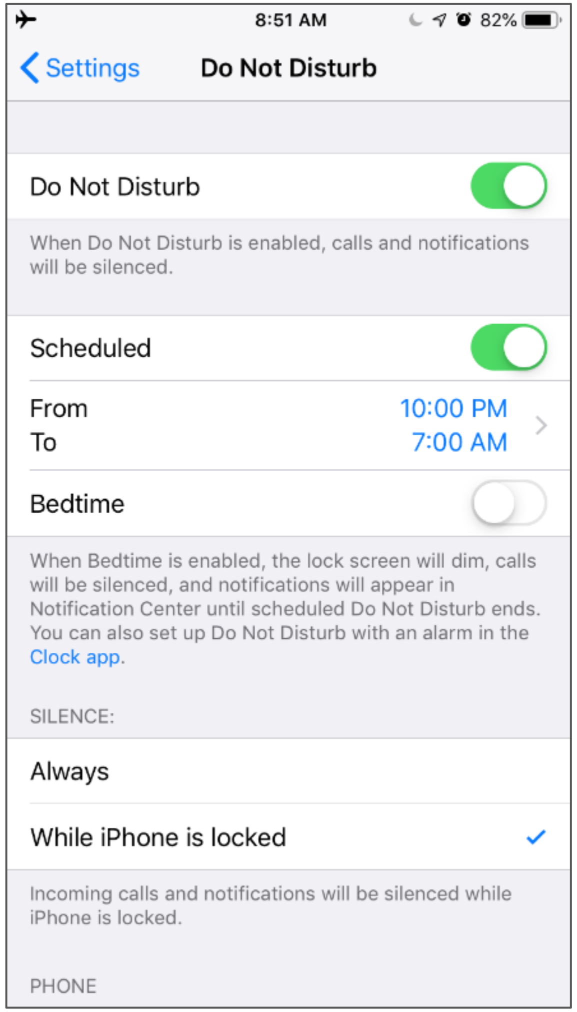
Bedtime ●
Every day

Bedtime 9:30PM

Wake 5:30AM

8HR

Sleep Analysis
9:30PM


8:51 AM
82%
Settings
Do Not Disturb
SILENCE:
PHONE

Do Not Disturb ●

When Do Not Disturb is enabled, calls and notifications will be silenced.

Scheduled ●

From 10:00 PM
To 7:00 AM

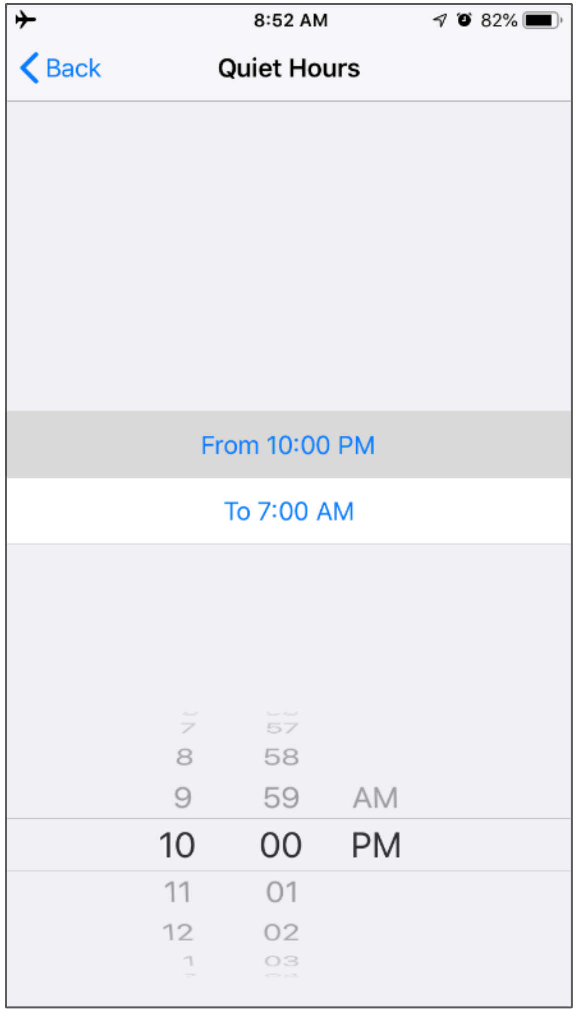
Bedtime ○

When Bedtime is enabled, the lock screen will dim, calls will be silenced, and notifications will appear in Notification Center until scheduled Do Not Disturb ends. You can also set up Do Not Disturb with an alarm in the Clock app.

Always

While iPhone is locked ✓

Incoming calls and notifications will be silenced while iPhone is locked.


8:52 AM
82%
Back
Quiet Hours
7
8
9
11
12
1
57
58
59
01
02
03
AM

From 10:00 PM

To 7:00 AM

10 00 PM

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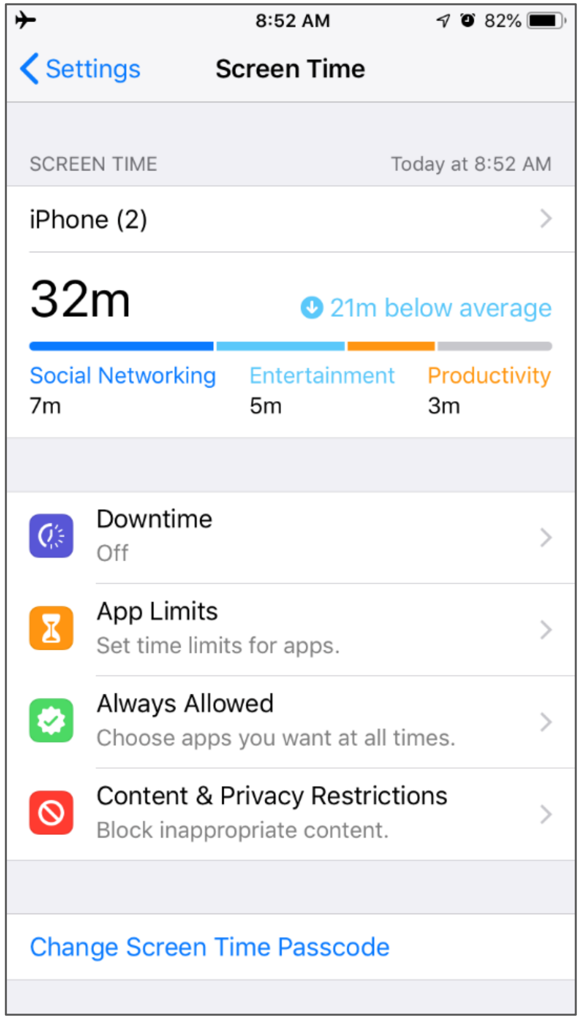
Screen Time Manager


8:52 AM 82%

Settings **Screen Time**

SCREEN TIME Today at 8:52 AM

iPhone (2)

32m 21m below average

Social Networking 7m
Entertainment 5m
Productivity 3m

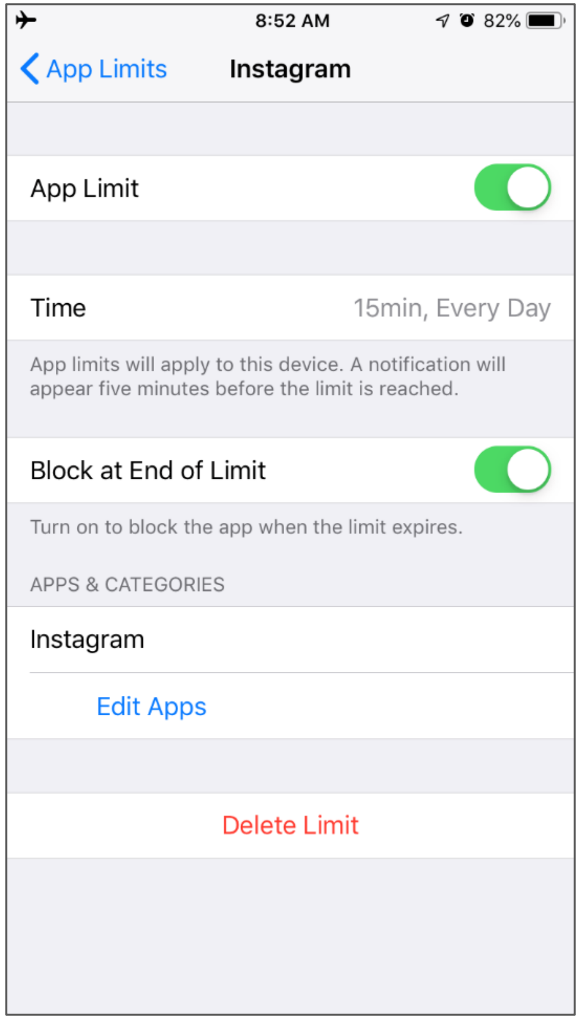
Downtime
Off

App Limits
Set time limits for apps.

Always Allowed
Choose apps you want at all times.

Content & Privacy Restrictions
Block inappropriate content.

Change Screen Time Passcode


8:52 AM 82%

App Limits **Instagram**

App Limit

Time 15min, Every Day

App limits will apply to this device. A notification will appear five minutes before the limit is reached.

Block at End of Limit

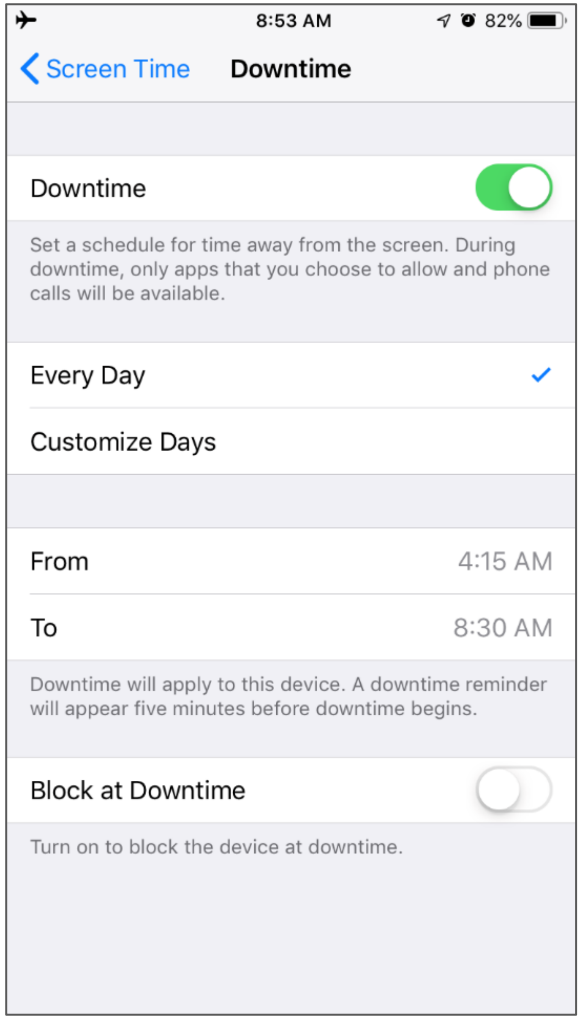
Turn on to block the app when the limit expires.

APPS & CATEGORIES

Instagram

Edit Apps

Delete Limit


8:53 AM 82%

Screen Time **Downtime**

Downtime

Set a schedule for time away from the screen. During downtime, only apps that you choose to allow and phone calls will be available.

Every Day ✓

Customize Days

From 4:15 AM

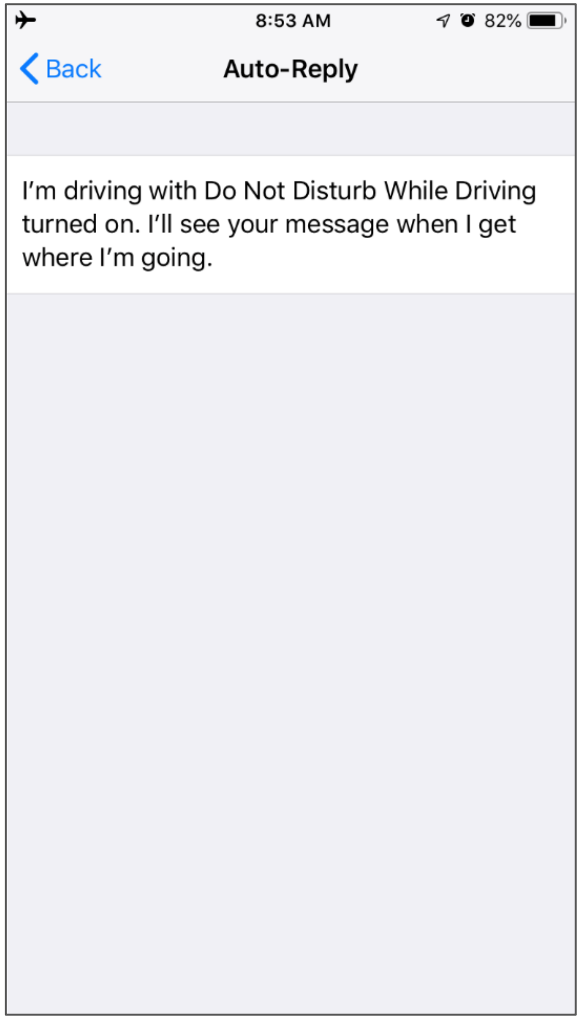
To 8:30 AM

Downtime will apply to this device. A downtime reminder will appear five minutes before downtime begins.

Block at Downtime

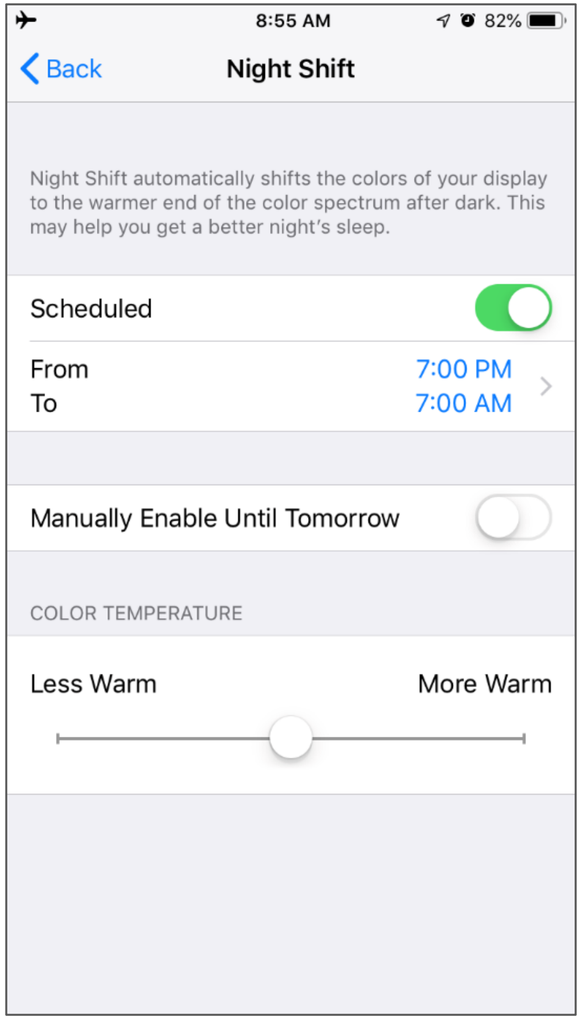
Turn on to block the device at downtime.

Night Shift / Autoreply



Auto-Reply

I'm driving with Do Not Disturb While Driving turned on. I'll see your message when I get where I'm going.



Night Shift

Night Shift automatically shifts the colors of your display to the warmer end of the color spectrum after dark. This may help you get a better night's sleep.

Scheduled ●

From 7:00 PM
To 7:00 AM

Manually Enable Until Tomorrow ○

COLOR TEMPERATURE

Less Warm — More Warm