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# Strategies to Improve Focus and Personal Performance

Your Guides:  
Matthew Palicki and Eric Myers



# Agenda

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- Welcome, Introduction, and Audience Poll (5 min)
- Framing the Problem (5min)
  - Personal anecdotes and key statistics
- 3 Core Pillars and Related Strategies (30 min)
  - Overview of the 3 Core Pillars
    1. Cultivating Connection
    2. Boosting Value
    3. Igniting Productivity
- Q&A / Discussion (5 min)

# Part I: Introduction & Framing the Problem

# Introduction

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We're here to talk about **habits and tools** to help promote **focus** and **personal productivity**

## Quick Poll:

Does your current organization offer any tools, methods, or business processes to help with focus and productivity? (If so, please share)



# Framing The Problem

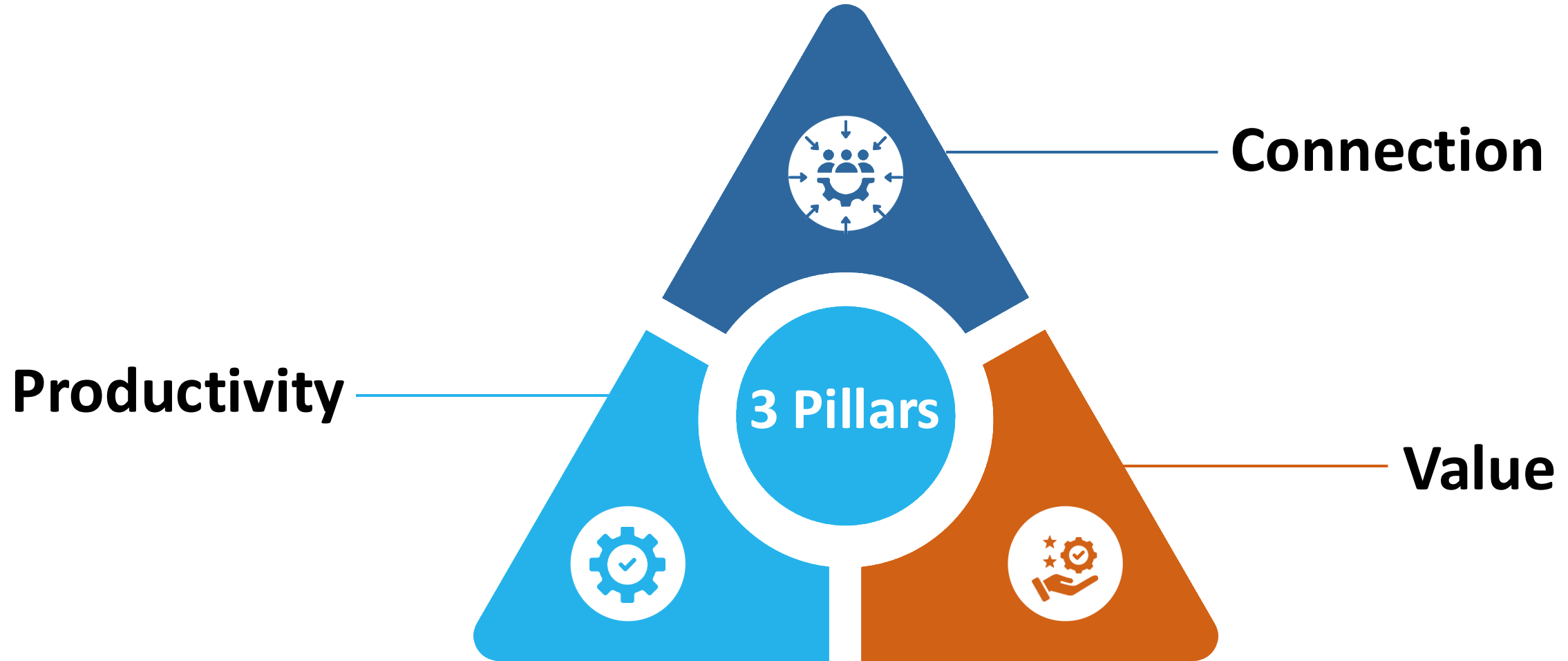
## The Unspoken Challenge of Modern Work:

- Acknowledge the shift beyond just "remote" – the "Return to Office" complexities, adapting to new office norms, and maintaining flexibility.
- The Post-Pandemic shift in the meaning of "Work-Life Balance"
- Generational shifts in the workforce, AI disruption....

Many factors affecting our focus and productivity are outside our locus of control, but there ARE some factors we CAN influence, which we will discuss here today.



# Introduction to the 3 Pillars



# Key Concepts of the 3 Pillars

## Pillar 1: Cultivating Connection



- We are social creatures, made for connection with others

Perry, M. (2023, January). *Why Social Bonds Are So Important for Our Health*. Blue Zones. <https://www.bluezones.com/2023/01/why-social-bonds-are-important-for-health/>

- Being more connected to a purpose is better for employees, and better for business

Herway, J. (2021, May 21). *To Get Your People's Best Performance, Start With Purpose*. Gallup. <https://www.gallup.com/workplace/350060/people-best-performance-start-purpose.aspx>

## Pillar 2: Boosting Value



- People value...
  - Clear expectations
  - Work that matters
  - Respect and appreciation
- Which leads to...
  - Higher engagement
  - Better performance
  - Lower turnover
  - Improved wellness outcomes

## Pillar 3: Igniting Productivity



- How we measure and acknowledge productivity matters
- We each have the power to influence our productivity levels
- Technology can be either a help or a hindrance to productivity

# Pillar 1: Cultivating Connection



# Connection begins within yourself



“I meditate before the game just to really get my mindset into that calmness, that emptiness where I can allow things to happen and I can react from a higher perspective instead of reacting out of just straight impulse,”

# Group Activity; 5 minute Chair Yoga (Optional)

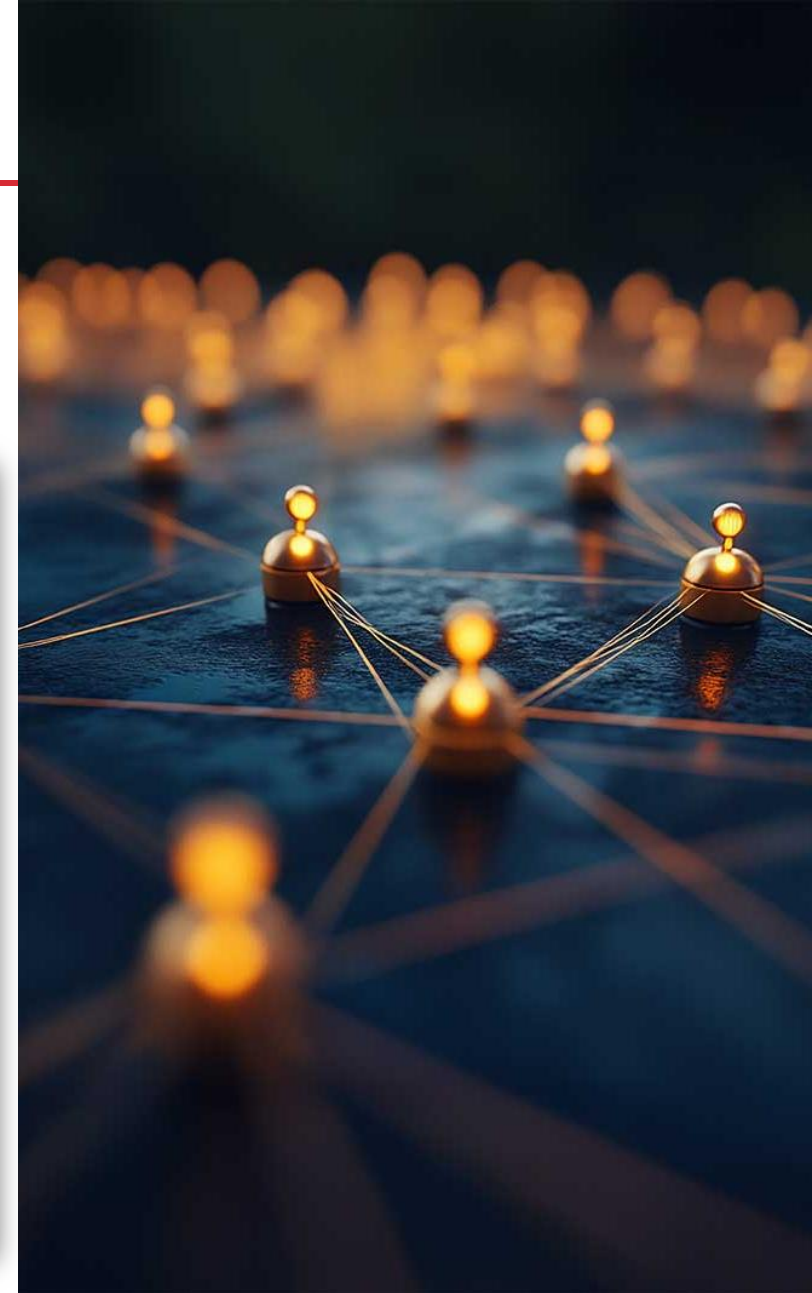
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- We'd like to take you through a few minutes of some simple stretching and breathwork that anyone can do when you are feeling stressed, overwhelmed, or just need a break
- This is going to be gentle and safe, but if you have any significant physical limitations or concerns, use your own judgment. If something hurts, stop!
- If you don't wish to participate, please observe respectfully



# The Connection Imperative

“Team-building” doesn’t look the same as it did pre-pandemic





# The Connection Imperative

“Team-building” doesn’t look the same as it did pre-pandemic



IT PMO “Plaza Five”



# Intentional Social Rituals

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- Merely replicating an IRL experience virtually is seldom effective
- Workers today have a different view of Work-Life Balance;  
More accurate to say “Work-Life Segregation”
- Attempts at connection must feel **genuine** and appropriate

## Open Mic:

What are some “social rituals” you’ve experienced recently that felt **authentic** to you and **cultivated connection**?

# Pillar 2: Boosting Value

# Team Value

**Growth** – Team members want to grow, either with new challenges or opportunities

**Feedback** – Effective feedback is given as close to real-time as possible

**Intent and Purpose** – Give team members intent, allow them to succeed and fail

**Psychological Safety** – Create an environment of Safety, show its ok to make mistakes as long as there is learning and growth

Exhibit 1

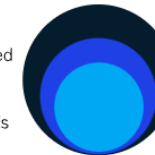
Meet employees where they are to help them achieve fulfillment at work.

The relationship between individual purpose and work

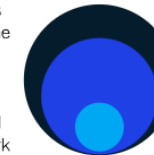


Three scenarios

**Nicole's** purpose from work is aligned with and fulfilled by her company's purpose



Although she's aligned with the company's purpose, **Nancy** isn't feeling fulfilled by it in her work



**Katherine's** purpose is misaligned with—and unfulfilled by—the company's purpose



McKinsey & Company

Dhingra, N., Samo, A., Schaninger, B., & Schrimper, M. (2021, April 5). *Help your employees find purpose—or watch them leave*. McKinsey & Company. <https://www.mckinsey.com/capabilities/people-and-organizational-performance/our-insights/help-your-employees-find-purpose-or-watch-them-leave>



# Pillar 3: Igniting Productivity

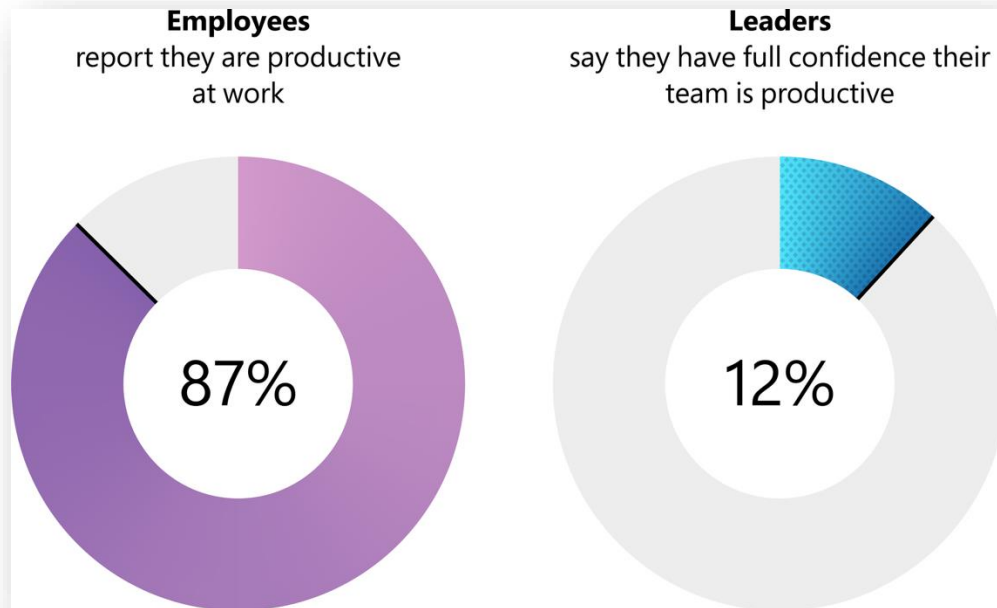


# Productivity in Flux

- As mentioned earlier, how we measure and acknowledge productivity matters

Image source:

Branchi, V. (2022, September 22). *Hybrid Work Is Just Work. Are We Doing It Wrong?* Microsoft WorkLab. <https://www.microsoft.com/en-us/worklab/work-trend-index/hybrid-work-is-just-work>



# Live Poll

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What's the BIGGEST barrier to your personal productivity in your current work environment?

Join at  
**slido.com**  
**#1063 771**



# Strategy 1: Boundary Setting for Focus

## (Inspired by Atomic Habits)

- If you are a Manager/Leader, lead by example
- Optimize your work environment  
(Sensory, ergonomics, schedule)
- Intentional strategies  
(Time-blocking, guardrails on digital distractions, tools like Eisenhower Matrix or Pomodoro Technique)
- Limit context switching and multi-tasking  
(or “omni-tasking”)
- “The ultimate productivity hack is saying ‘No’”

See “Resources” slide at the end





# Boundary Tools; Day in the Life

- Eisenhower Matrix
- Timeboxing
- Pomodoro Technique



## Eisenhower Matrix

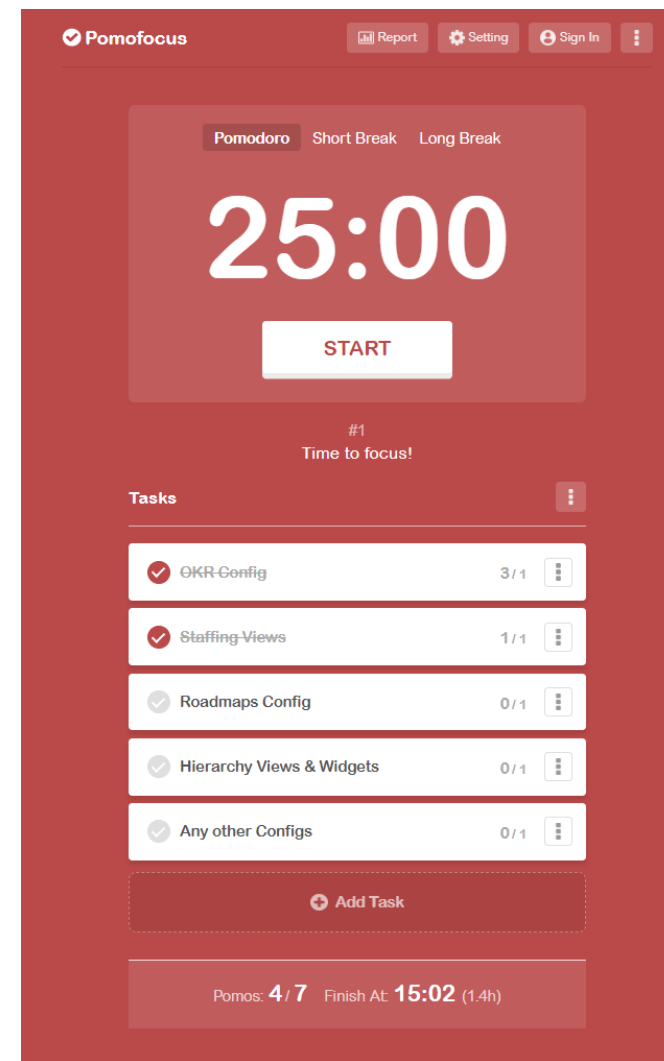


Source: <https://www.lewiscollege.co.uk/2023/03/the-eisenhower-matrix/>



Professional Timeboxing Template					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:30	Emails				
8:30 - 9:00	Weekly Meeting	Client Work	Project Task	Client Work	Project Task
9:00 - 9:30					
9:30 - 10:00	Project Task				
10:00 - 10:30					
10:30 - 11:00	Break/ Social				
11:00 - 11:30	Client Work	Project Task	Client Work	Project Task	Client Work
11:30 - 12:00					
12:00 - 12:30					
12:30 - 1:00					
1:00 - 1:30	Lunch Time				
1:30 - 2:00					
2:00 - 2:30	Content & Marketing	Content & Marketing	Calls & Status Updates	Proposals & Invoicing	Content & Marketing
2:30 - 3:00					
3:00 - 3:30	Calls & Status Updates				
3:30 - 4:00			Content & Marketing		
4:00 - 4:30	Open Time				
4:30 - 5:00					

Source: <https://quickbooks.intuit.com/ca/resources/time-tracking/a-guide-to-timeboxing/>



Source: <https://pomofocus.io>

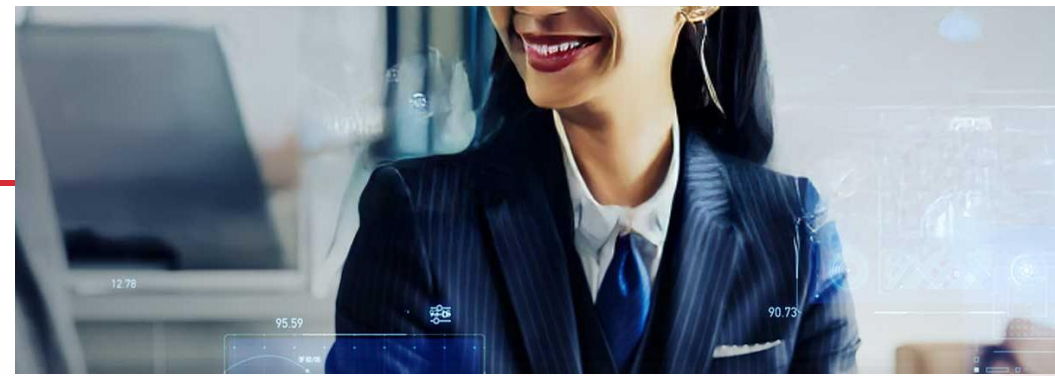


# Strategy 2: Optimize Meetings

## (Not Just Reduce Them)

Establish appropriate Rules of Engagement for meetings:

- Always clear agenda and intended outcomes (No one should ever wonder “what is this meeting even ABOUT”)
- No “meetings that could’ve been an email”
- Limit off-topic conversations
- “No Meeting Mondays”, 45-min standard, etc..
- Always on **Camera!**



# Strategy 3: Habit Stacking

## (Atomic Habits principle)

- Do the hard/painful thing first
- Leverage your intrinsic reward system
- Make opportunistic choices with your time

“I already have a habit of eating lunch at my desk. Therefore, I’m not going to check my email (or social media) until I’m done eating lunch.

After I finish eating lunch, I will reward myself with a brisk walk around campus.”

(Optional: “While I’m taking my walk, I will listen to that podcast episode I’ve been trying to make time for.”)

(NOTE: This is NOT multitasking!)

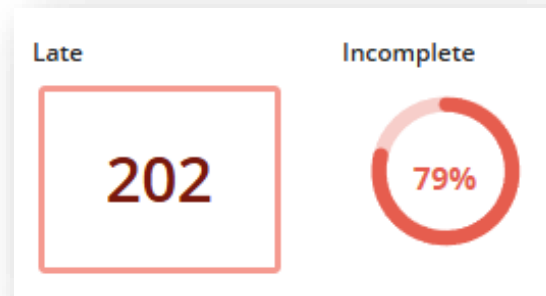
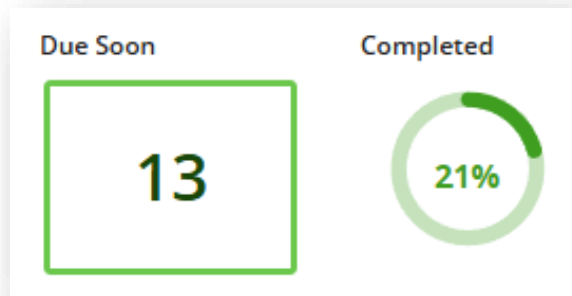




# Strategy 4: Power in Small Wins

(Atomic Habits principle)

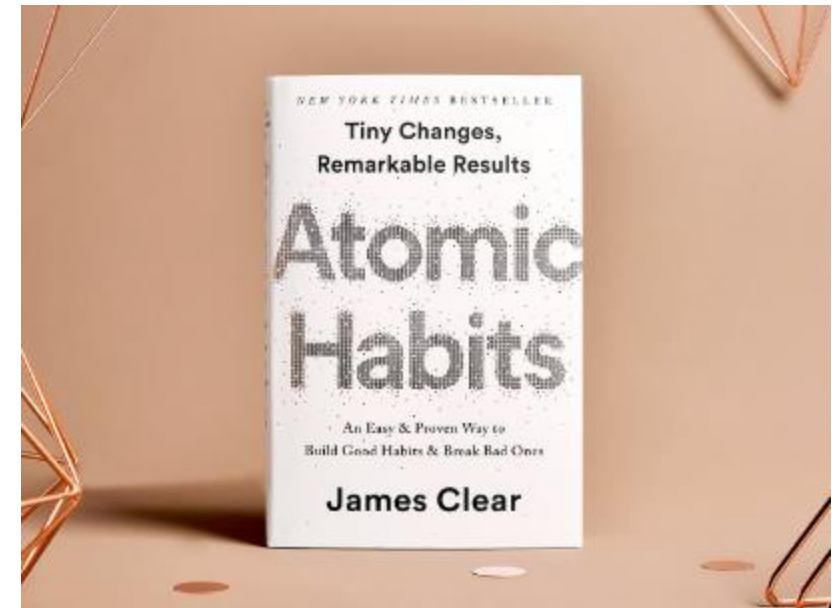
- User habit trackers or scorecards
  - Visual cues motivate you and illustrate progress
  - “What gets measured, gets \_\_\_\_\_”
  - Celebrating progress helps maintain momentum
  - “Glass Half Full” perspective
- How does each set of widgets make you feel?



# Building Creative Habits

*"With the same habits, you'll end up with the same results. But with better habits, anything is possible."*

- Conventional Wisdom is to set actionable goals, but:
  - In a game, Winners and Losers both set a goal to win
  - Goals are a moment in time
- Goals are great to set a direction, but key to success is really habits that will lead you to those goals and beyond
- Habits are the **systems** or mechanism to achieve goals





# Building Good Habits in our Teams

- How can we build Healthy Team environments where we foster Creativity?
  - **Goal:** You Must Submit a Status report **Habit:** Sharing Issues as they arise
    - Remove Judgement to Increase Transparency and Trust
  - **Goal:** Get Your Timesheet Done **Habit:** Able to articulate work activities. What was worked on and what may have been missed
    - Plan and predict resource needs
    - Create balanced work environment

“PMO Standards dictate that all Status Reports must be submitted weekly by 5pm Friday.”

VS.

“We value consistently communicating progress to our stakeholders, and proactively raising awareness to potential issues so that leaders can provide support”

AI can analyze vast amounts of data in seconds, offering insights, summaries, and answers that would take humans hours to surface.

Unlike human assistants, AI doesn't sleep. It's always ready to help—whether you're working late, waking early, or tackling global time zones.

AI tools embed directly into apps and platforms you already use (email, calendars, project management), streamlining tasks with minimal friction.

AI learns preferences, adapts tone and detail level, and tailors support based on your working style—whether you're a strategist, designer, or developer.

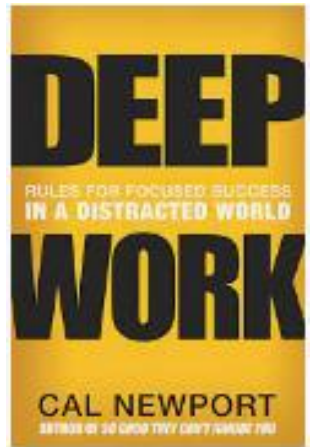
From drafting emails to visualizing frameworks, summarizing research to refining metaphors, AI spans written, verbal, and visual communication.

AI doesn't just speed up execution—it enhances clarity, structure, and alignment. It helps translate abstract ideas into actionable frameworks.

# Deep Work

“Deep work is about focusing without distraction on cognitively-demanding tasks”

“Shallow work is any logistical or administrative task that can be done even while distracted”





# Deep Work

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- Allocate Time to Unknown!
- To-do List vs Time Boxing
  - Block time for work, not just meetings
- A day without meetings??
- Make time for making time

# Group Activity; 5 minute Mindfulness (Optional)

- We'd like to take you through a few minutes of some simple Mindfulness and breathwork that anyone can do when you are feeling stressed, overwhelmed, or just need a break
- This is going to be gentle and safe, this exercise requires you to close your eyes and breath.
- If you don't wish to participate, please observe respectfully, we request that you make absolutely no noise, Laptops and Phones are off-limits (its only 5 minutes)

# Closing / Call to Action

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What are some experiences or learnings of your own you'd like to share?



# Additional Resources

## Articles/Webinars/Tools:

<https://info.regoconsulting.com/top-ppm-and-work-management-trends-for-2024-december-2023>

<https://info.regoconsulting.com/concepts-of-creativity-june-2020>

<https://www.prosci.com/blog/sustainment-in-change-management>

<https://businessleadershiptoday.com/how-does-leadership-affect-organizational-success/>

<https://www.hunimed.eu/news/the-flow-state-the-brains-most-productive-state/>

<https://www.forbes.com/sites/hillennevins/2023/01/05/how-to-get-stuff-done-the-eisenhower-matrix-aka-the-urgent-vs-the-important/>

<https://pomofocus.io/>

## Books

[Accelerate: Building Strategic Agility for a Faster-Moving World, John P. Kotter](#)

[Out of the Crisis, W. Edwards Deming](#)

[The 4 Disciplines of Execution, McChesney/Covey/Huling](#)

[Deep Work: Rules for Focused Success in a Distracted World, Cal Newport](#)

[Slow Productivity: The Lost Art of Accomplishment Without Burnout, Cal Newport](#)

[Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones](#)

## Personal Growth

[From Strength to Strength, Arthur C. Brooks](#)

[Designing Your Life, Bill Burnett and Dave Evans](#)

[The Six Types of Working Genius, Patrick Lencioni](#)

[Seven Spiritual Laws of Success, Deepak Chopra](#)

[The Four Agreements; A Practical Guide to Personal Freedom](#)

# Questions?







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# Elevate Your Professional Expertise with Rego University Certifications

Rego is excited to introduce our **new certification programs**, designed to enhance your expertise in Clarity administration, leadership, and technical skills. These certifications provide hands-on experience and knowledge to excel in your career.



## Certification Requirements:

✓ **Completion:** 12 units per certification track

✓ **Eligibility:** Open to all Rego University attendees

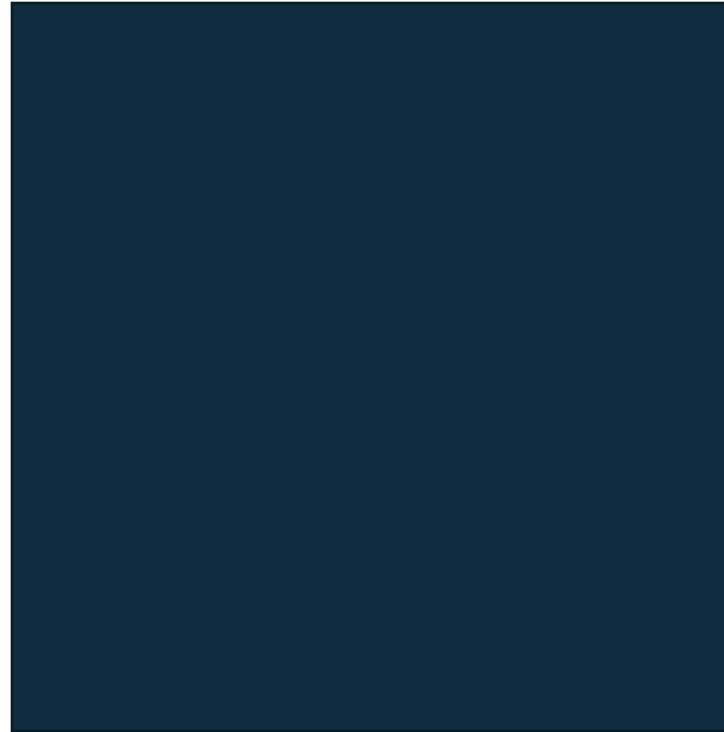


## Important Reminder:

To have your certification **credits tracked**, ensure you **complete the class surveys in the app** after each session. This step is critical for certification progress.

# Surveys

Please take a few moments to fill out the class survey.  
Your feedback is extremely important for future events.



# Thank You For Attending Rego University

## Instructions for PMI credits

- Access your account at [pmi.org](https://pmi.org)
- Click on **Certifications**
- Click on **Maintain My Certification**
- Click on **Visit CCR's** button under the **Report PDU's**
- Click on **Report PDU's**
- Click on **Course or Training**
- Class Provider = **Rego Consulting**
- Class Name = **regoUniversity**
- Course **Description**
- Date Started = **Today's Date**
- Date Completed = **Today's Date**
- Hours Completed = **1 PDU per hour of class time**
- Training classes = **Technical**
- Click on **I agree** and **Submit**



Let us know how we can improve!  
Don't forget to fill out the class survey.



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### Website

[www.regouniversity.com](http://www.regouniversity.com)