



EAUC Annual Conference University of Leeds 23 – 25 March 2015

# CHALLENGING CONNECTIONS

Incorporating the Student Sustainability Summit, Further Education Sustainability Summit and Transformational Leadership Summit

## Workshop 9: 4 barriers to reuse and how to break them down!

*Daniel O'Connor, Warp It*



@TheEAUC  
#EAUCConf15

Conference Sponsor



**Carbon**Credentials

# 4 barriers to reuse and how to smash them!

Daniel O'Connor

Warp-it.co.uk

@danwasteman

# #1 Priority

You've nailed recycling- lets do the same  
with reuse!

## #2 Distraction

How to get more done in less time-  
personal productivity hacks

# #3 Collaboration

When FM and procurement meet and  
make beautiful music

## #4 Vision

Recycling should be the last option- let's  
get circular

# #1 Priority

You've nailed recycling- lets do the same  
with reuse!

The true  
benefits of  
reuse



Reuse  
targets?

## #2 Distraction

How to get more done in less time-  
personal productivity hacks







# Aim

- Take control of work/home time
- Focus on effectiveness over efficiency
- Reduce work for work's sake
- Reduce overwhelm
- Help you relax / plan- improve decision making & creativity
- Help you to help others

*“Love of bustle is  
not industry”. -*

Seneca



I smile to hide  
how completely  
overwhelmed  
I am.





The Italian garden,  
a civil servant &  
freedom from  
futility- [minutea](#)

Pareto (Italian economist)

Principle

**20% of the effort produces  
80% of the results;  
however,  
20% of the results consumes  
80% of the effort.**

Eg:

80% of the world's resources are consumed by 20% of the population.

[Gareth Kane blog post](#)



The magic  
of the  
imminent  
deadline

# Parkinson's law

- *Work expands to fill the time available for its completion*
- Time pressure = focus on completing main tasks
- Always schedule tasks with short deadlines / time limit

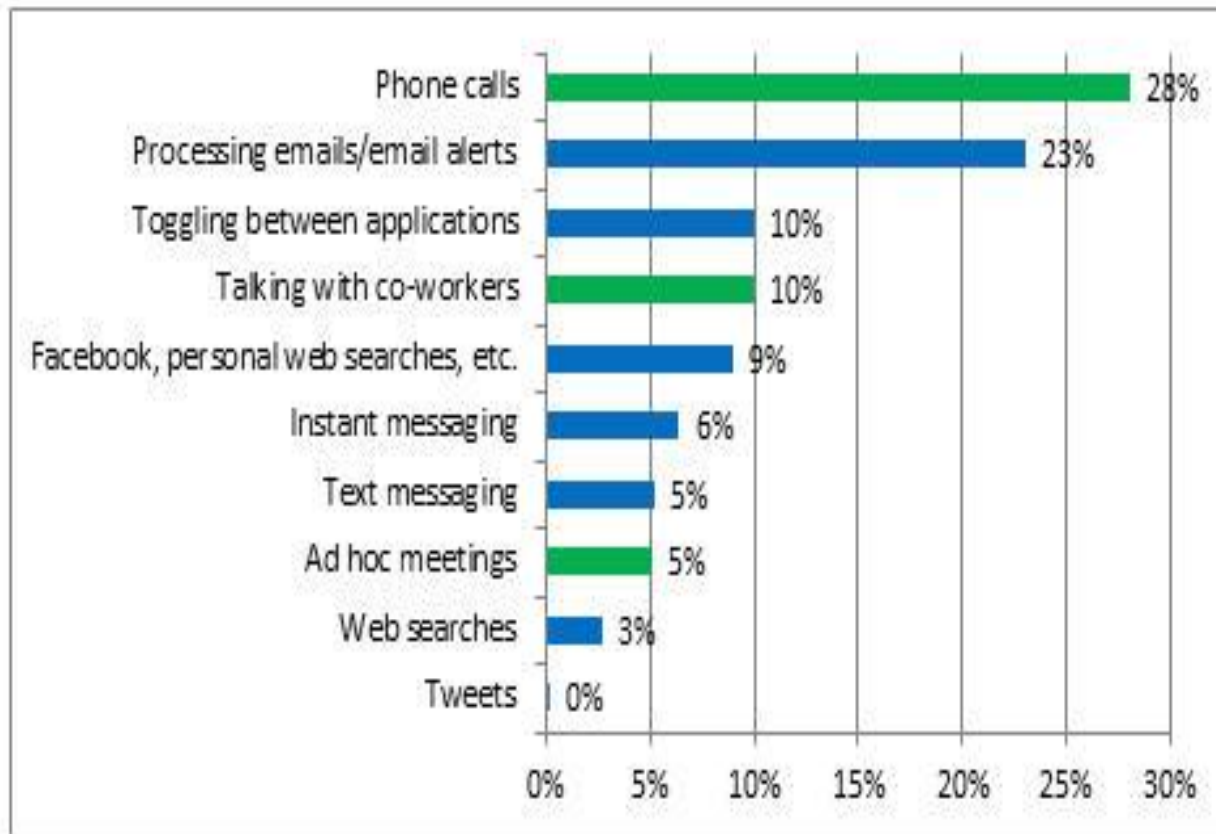
# Weapons of mass distraction

*“Focus is saying no to 1000 good ideas”*

Steve Jobs

- Can take between 11-23 minutes to return to focus on original task
- 45% of employees work only 15 minutes or less without getting interrupted

# Common distractions





# Actionable tips

- Turn off all pings, dings and dongs
- Do not multi task- male v female
- Batch process
- Wear ear buds or massive headphones- (talk to yourself)
- Work out of the office- campus library
- One application open at a time (close twitter etc!)
- Field calls. Use voicemail
- “Forget” phone

# Popular email filters/rules

- Unsubscribe
- Cc;d
- People
- Groups
- Words eg “Minutes” “forum” “workshop”  
“purchase order”
- Sources/ organisations
- Flag “Junk”

# Auto responder example

**SUBJECT: Thanks I Received Your Email**

Dear Friends and Colleagues,

Due to XXXXX [current mission or make something up], I check email twice daily at 10:00 AM and 2:00 PM Monday-Thursday.

I respond to urgent email at those times and endeavour to respond to all other email once a week, on Friday at XXX.

If you require urgent assistance that cannot wait, please contact me via phone at XXXX.

Thank you for understanding this move to more efficiency and effectiveness. It helps me accomplish more to serve you better and increase recycling on campus.

Sincerely,  
Waste Manager

“Screw it. Lets do  
it!”

*Richard Branson*

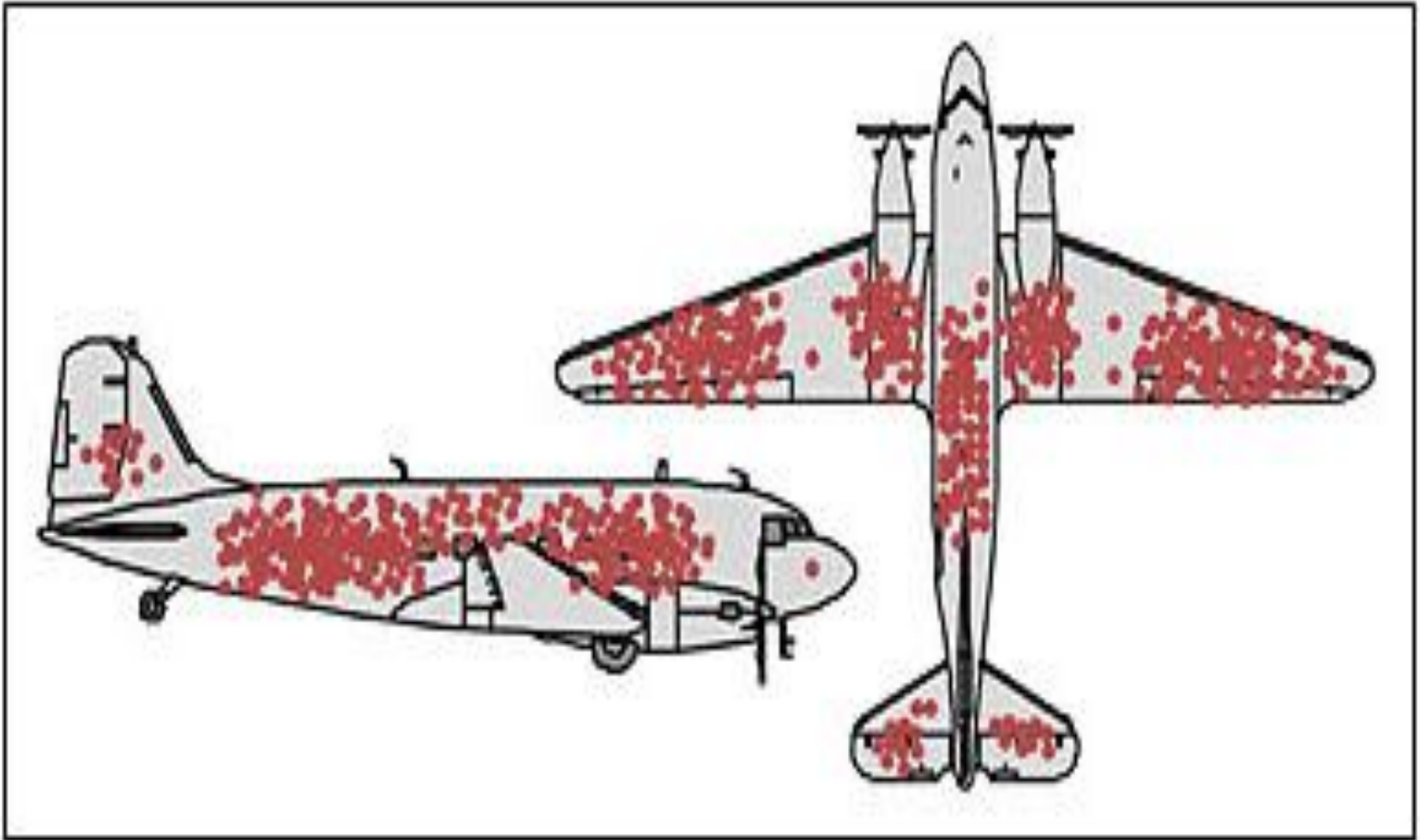
*Taking action*



*“It’s easier to ask  
forgiveness than it  
is to get  
permission”*

One of computer  
programming pioneers, Rear  
Admiral Grace Hopper

# Talk to others who have done it!



Credit: Cameron Moll

*“Named must  
your fear be  
before banish  
it you can.” -*  
Yoda, from  
Star Wars: the  
Empire Strikes  
Back



*“The perfect is  
the enemy of the  
good”* Voltaire



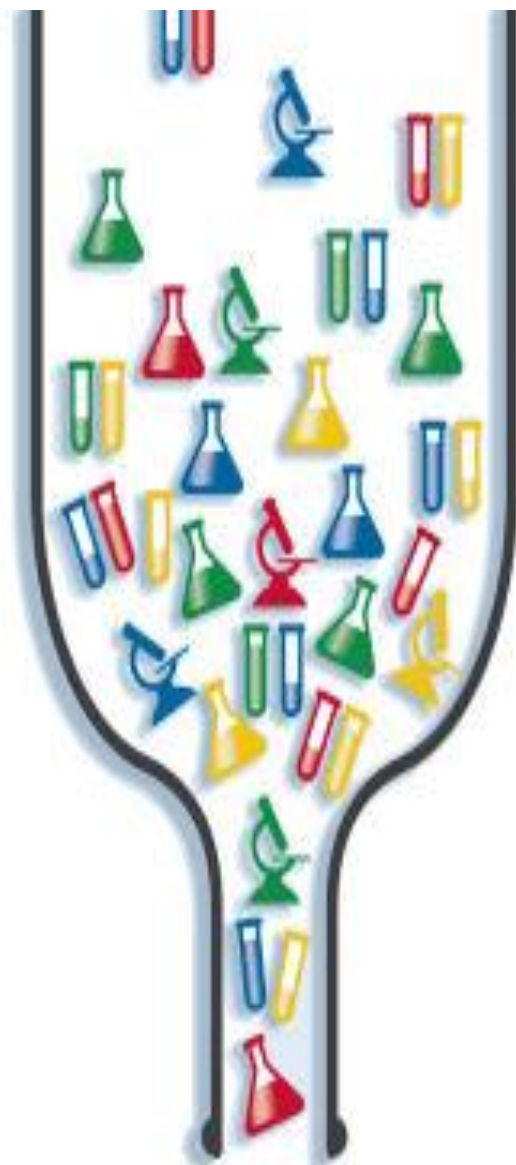
Or

*“Don't sweat the  
petty things and don't pet  
the sweaty things.” -*

George Carlin

*“Focus on activities that you enjoy and are a really good at. Try to delegate or outsource everything else.”*

*Richard Branson*



BEFORE



AFTER

# PRIORITIES:

1.



2.

TOO MANY!

3.



IF EVERYTHING IS IMPORTANT



NOTHING IS IMPORTANT

# Actionable: To-do-list

- 1 / or 2 critical actions / day
- Set time limits/ short deadlines - focus
- Track what activities get most results with minimum input
- Defend work time like you would meetings/ appointments!

*“Emailing all weekend is no way to use the limited time you have on this planet”*

Tim Ferris

# Actionable: Not-to-do list

- Turn on PC without a plan
- Open emails until you have done that one critical thing
- Check email 1<sup>st</sup> thing
- Check email last thing
- Work more to fix overwhelm- prioritise
- Let work time creep into home time. Focus to get those critical things done and get out.
- Carry digital leash- day/s off.
- Panic if you fall off wagon- expect failure

# Remember

- Pit of despair- change environment
- Don't underestimate yourself
- Don't over estimate the rest of the world
- You are much much much better than you think
- You are not alone

*“When I write, I feel like an armless, legless man with a crayon in his mouth.”* [Kurt Vonnegut](#)



# #3 Collaboration

When FM and procurement meet and  
make beautiful music

<http://e.ggtimer.com/15mins>

## #4 Vision

Recycling should be the last option- let's  
get circular

# Take home

- Effective use of time at work
- Prioritise reuse
- Spell out the hooks for each department
- Strategy- insert into building clearance /project management right at the start.