



# Village eView

September 12, 2018

Colette Hoff, Editor

## COMING UP

**Pathwork Exploration Series** with

Tom Gaylord, September 23, 7- 9:30

**Goodenough Community Council**, Sept. 24, 6:30

**West Coast Communities Conference**, Sept 14 to 16,

Sahale

**Women's Cultural Gathering**, Saturday Sept. 22, 10-2

Harvest is profound in the country! Apples abound and the grapes are being picked, and too many other things to name. Productivity is required to get the task accomplished and the harvest processed. And, to be productive requires mindfulness and a slower pace with focus rather than inefficient multi-tasking.

But, community life doesn't measure productivity in the same linear way that a widget business might apply. Accomplishments in community life are acknowledged, celebrated, and most of all, appreciated. It's also true that productivity doesn't always get fully seen to be celebrated and appreciated. The theme, productivity, provides an opportunity to highlight some illustrations visible and not as visible.

For over 10 years, Hollis with others, provided a dinner for the Goodenough Community Council for our Monday evening meeting. Thank you Hollis and your team of angels for making sure the Council was fed. Your support made a difference! Congratulations on your "retirement."

Even today as I drove into Sahale, I noticed a polished look that is the measure of productivity. Pedge Hopkins and her team of Irene, Mike, and Grace have prepared Sahale well for the 100 or so guests expected this weekend for the West Coast Communities Conference. Thank you Pedge.

I am also appreciating our new signs installed by Bruce.

Pam writes this week about the accomplishment of the completion of the Swamp roof.

## ***On-Line News of the Goodenough Community System***

The American Association for the Furtherance of Community

Convocation: A Church and Ministry

Mandala Resources, Inc.

Sahale Learning Center

The EcoVillage at Sahale

Mike DeAnguera also writes how he views productivity as a communitarian.

In addition, you will see an announcement for our next True Holidays Celebration, another measure of productivity in community.

Because the idea of productivity is an important value, included in this issue beginning on page 15 an article titled **15 Habits that Will Totally Transform Your Productivity.**



## **West Coast Communities (Un)Conference 2018**

The West Coast Communities Conference will be held **September 14-16, 2018 at Sahale Ecovillage and Learning Center in Washington.**

This year's theme is **Cultivating Collective Liberation.** We'll focus on social, cultural, spiritual, and deep ecological technologies for communities of the future; intentional communities as living laboratories for social transformation; addressing privilege and oppression within intentional communities and the movement; and intentional communities as vehicles for cultivating collective liberation in the larger society.



This conference is an intentional, intergenerational experience of community. Whether you live in an intentional community, are interested in joining or starting one, are a networker or organizer, or are new to intentional communities, this conference will have something for you. Participants will learn about the intentional communities of the western US, gain skills and understanding for living in and developing intentional communities, and find mutual support and camaraderie with others involved with intentional community. We will celebrate the diverse types of community that exist, expand the potential of increased inclusiveness, and explore intentional community as a model for impacting wider social change.

**Venue:** Sahale Learning Center ([www.sahaleretreat.org](http://www.sahaleretreat.org)) is an ecovillage with a dozen residents, valuing permaculture principles, integrating human activities with the land, supporting human development and conscientious stewardship of all living things. It's located about 20 minutes' drive from Belfair, Washington.

**Sponsors:** The 2018 West Coast Communities Conference is cosponsored by the Fellowship for Intentional Community ([ic.org](http://ic.org)), Northwest Intentional Communities Association ([nwcommunities.org](http://nwcommunities.org)), and Goodenough Community ([goodenough.org](http://goodenough.org)).

### **For more information:**

[www.WestCoastCommunitiesConference.org](http://www.WestCoastCommunitiesConference.org),

[WestCoastCommunitiesConference@gmail.com](mailto:WestCoastCommunitiesConference@gmail.com), [www.facebook.com/westcoastcommunitiesconference](http://www.facebook.com/westcoastcommunitiesconference).



## Pathwork Exploration

Tom Gaylord of the Seattle Shambhala Meditation Center has come to us with a proposal related to his own training process and desire to offer service to our community.

Utilizing the context of Pathwork, Tom is helping us explore the deep, long term vision of the Goodenough Community, Pathwork, and the Sahale land, using methods developed in the Contemplative Psychology program at Naropa University.

The practices of Meditation, Compassionate Exchange, and Body Speech and Mind are some of the methods we will use. Pathwork veterans will intuitively know these methods, perhaps with a different name. In all cases, the exploration begins with self, resonates with others, and reveals an unfixed and dynamic tapestry of community interconnectedness. It is said that in this work we become like a tuning fork: by listening to our own senses and feelings, we experience the resonance, the sympathetic vibration of our community and our world. In this way, the wisdom and sanity inherent in all situations is revealed.

Please join us. **Pathwork is a program of Convocation: A Church and Ministry**, founded by John and Colette Hoff in 1986. Many people have attended Pathwork evenings over many years since its inception in 1984. For this series we encourage all who are interested in the future of the Goodenough Community and Sahale to attend. We intend to work with the Sahale site plan. This is an opportunity to join in a unique blending of spiritual and community contemplation and planning for our future. Attendance at all sessions although encouraged, is not required.

Tom Gaylord is the former Center Director of the Seattle Shambhala Meditation Center and is a student of Contemplative Psychology in the Seattle Karuna Training Program.

This program will meet at the **Shambhala Center (3107 E Harrison Street Seattle, WA 98112)** in the Madison Valley area of Seattle. Sunday evenings, 7:00 to 9:30 pm.

**Dates** include: **September 23**; October 7 and 21; and November 4

November 16 to 18 will be a weekend program at Sahale.

For more information: Colette Hoff at [hoff@goodenough.org](mailto:hoff@goodenough.org)



*To be alive in this beautiful,  
self-organizing universe—  
to participate in the dance of life  
with senses to perceive it,  
lungs that breathe it,  
organs that draw nourishment from it—  
is a wonder beyond words.*

*~Joanna Macy (1929 to pres., environmental activist,  
Buddhist Scholar, general systems theorist)*



## **True Holidays Event 2018 – December 1, 2018 - Save the Date**

*Elizabeth Jarrett-Jefferson with Kirsten Rohde*

**W**e are happy to announce that our annual True Holidays Celebration--a tradition of more than 30 years in our beloved Goodenough Community--will be held again this year on **Saturday, December 1** at the Mercer Island Congregational Church on Mercer Island. This event has always been about bringing together family, friends, other communities & colleagues in an atmosphere ranging from frivolity and feasting to one of marking the holidays in a sacred way, honoring many faith traditions. Importantly, the celebration also provides an opportunity for you to be reflect and therefore be intentional about planning for the holidays, giving pause to remember what you value over the holidays; we'll lend a practical hand to help you make an actual plan. We'll have our Silent Auction again this year and feature exclusively handcrafted items and experiences (since we've learned over time that these are the most valued and bid-on items). Sherry Nevin and her musical contradancing colleagues, also a favorite tradition, will again be with us.

So, for now, prepare to engage in a "Christmas Truce" where friends, fun, feasting, and tradition are the news of the day! More information will follow soon. Thanks for reading!

- **Elizabeth**

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## **EcoVillage Concept Proposal Poster**

Pam Jefferson

In an effort to represent our community at the West Coast Communities Conference this coming weekend, I offered a concept proposal poster of the Sahale EcoVillage at West Hill. The council approved the poster be displayed at the conference. Two weeks ago, at the council meeting, Bruce mentioned that we don't have enough to show for our EcoVillage at Sahale. I decided to create this poster to fill that gap a bit. Please remember this is purely an idea from my mind. Nothing has been decided or set in motion. I enjoyed the creativity of it and I hope you enjoy the imaginary trip when you look at the image below or the poster the next time you're at Sahale.

**Design Criteria**

**Identity with Others**  
 Welcoming and inviting  
 Meaningful and memorable  
 Friendships Maintained

**Commons Use Options**  
 Casual dining  
 Studying, Relaxing  
 Private functions

**Local**  
 Member's residences  
 Meeting space  
 Sense of place  
 Community involvement  
 Aging in place

**Revitalize the Land**  
 Clear, Permaculture design  
 Healthy Forests

**Vista**  
 Capture desirable views  
 Morning sun, afternoon shade  
 Wind protection

Forest Thinning  
 2018 Infrastructure  
 2019

Site Plan

Common House Perspective View and Floor Plan

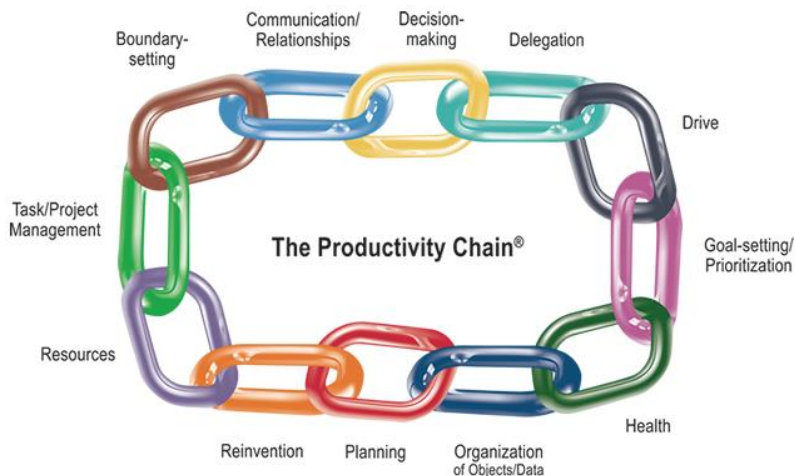
Tiny Houses and Floor Plans

**Sahale EcoVillage - West Hill**  
 @ Sahale Retreat Center  
 The Goodenough Community

Concept Proposal  
 August 2018  
 © 2018 Pamela Jefferson

*Editor's note:*

Productivity begins with dreams that take a while to germinate. This concept designed by Pam is a wonderful illustration of capturing several functions with an aim toward the future. This will be on display in Potlatch at Sahale.





## **Making Friends with Vulnerability, Saturday September 22**

Colette Hoff

The women's culture will meet on Saturday, September 22 at 10:00 at the home of Elizabeth and Pam's on Mercer Island. ( 3446 77<sup>th</sup> Pl SE.) The team of women who plan the curriculum for the women's culture value bringing forward for further study the theme of the current Human Relations Laboratory, *Journey in Freedom, The Radical practice of a Good Life*. The team appreciated the learnings about vulnerability and the writings of Brene' Brown. Our Saturday gathering will include some study of the chakra system and toning our chakras. As always, you are welcome to bring whatever is on your mind and heart,

As is our custom, a donation of \$20 is appreciated. Lunch is provided. Hope you will join! Email Elizabeth to RSVP at [elizabeth.ann.jarrett@gmail.com](mailto:elizabeth.ann.jarrett@gmail.com).



## **Men's Fall Gathering October 26 to 28**

We're nearing our fall retreat weekend time and will again be combining our retreat with our annual Event Tent deconstruction project.

For the guys who can, we'll be downing the tent beginning on Friday morning, October 26, 10:00 AM. We'll need a crew of at least 8 for this project so, look for my calling to confirm a team. The tent lowering project will complete by lunchtime on Saturday. For those who cannot join for the tent lowering, please do join in for a hearty meal on Friday evening and the beginning of our men's gathering.

**Men's Retreat** - Friday, October 26 evening through Sunday afternoon, October 28

**Event Tent Down** - Friday, October 26, 10 AM - Saturday lunchtime

For now, please mark your calendars, RSVP, and share this with men friends of yours you'd like there. If you're able and interested, let me know of your desire to participate in the tent down.

In brotherhood,  
Bruce

## Swamp Roof Report

Pam Jefferson

It's with great excitement I can say the Swamp roof is done! Andrew Hovenden, Sam Hovenden, Tom George and Larry Hoff were the extraordinary roofers who in a few short hours rolled the roofing to the top. I am deeply grateful for their willingness, effort and excellent teamwork. Now the furniture you sit on will be dry along with your Martini!



Editor's note: Watching this team in action, I saw a great deal of productivity: it was well-choreographed, roles were clear, everyone had good energy and it didn't rain. Thank you each!





## The deAnguera Blog: Production



Grace McLarty and Pedge Hopkins picking Bartlett pears of a tree near the Log Building are in the left photo. In the right photo Andrew Hovenden heads up a team putting roofing on the Swamp. These are examples of community members hard at work at Sahale.

A number of us at Sahale experience a casual work life without pressure. An example would be the way we process fruit such as black berries, elder berries, pears, and apples. There is never a rush unlike the pace at a commercial orchard. Jim Tocher told us stories of Mexican farmworkers picking fruit off trees really fast as they climbed up and down ladders.

Here there is no division between workers and employers. We all pitch in together. Pesticides are not ever used so no danger from picking pesticide laden fruit. I have heard of commercial tomatoes growing in beds covered with sheets of plastic. Toxic pesticide is pumped under the plastic.

The fruit is processed and canned in the Potlatch kitchen. The most complicated technology used is our six burner twin oven Bertazzoni stove. We use no filler.

We will never have a commercial farm. Our orchard is too small. Going commercial takes the joy out of work as well as our happiness with each other. Bigger and faster is always better, right?

Commercial farming reduces everything to numbers on a balance sheet. The bottom line on that sheet is always the focus. The Earth and her fruit bearing trees get lost in the balance. So do we. Toxic cancer giving pesticides are rationalized as a way to increase the bottom line. Farmworkers are known to have worn hazmat suits. For some businesses selling non organic fruits and vegetables is the only way to make a profit.

I may complain about profits but they are at the very center of the money game we all play in this society. Am I willing to pay extra to buy organic? Maybe I should. For me 'should' is a bad way to motivate me to do anything. 'Shoulds' raise resistance within me. What will work better? Well organics often taste better. If enough folks want organic produce more businesses will market it.

Being near retirement age I don't care to work a regular job again. I have given too much of my life to the working world. An uncaring business world is not a healthy place for me. Besides, Sahale is the only place where my efforts were ever appreciated.



Why can't all people have the kind of life I enjoy here at Sahale? Maybe not enough of us have shared the desire for it with each other. We all have spent a great deal of time preparing to work in jobs in the real world. Maybe too much of my identity is tied up in my job. Once I get on board this career train, it is really hard to get off.

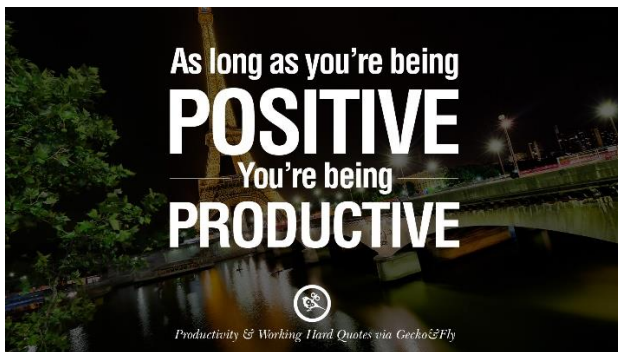
Did you know 'career' comes from the same Latin root as 'caren'? Is that not a hint?



Colette Hoff shows the proper way to process beans: by the hot tub! Bruce Perler is checking and cleaning the hot tub filters. Kirsten Rohde and Irene Perler are observing it all.



In this picture taken by Kirsten, Irene is holding a perfect cluster of grapes all ripe at the same time. Grape juice will be coming.



## Calendar for the Goodenough Community, Fall 2018

Pathwork dates include September 9 and 23; October 7 and 21; and November 4  
November 16 to 18 will be a weekend program at Sahale.

The **Community Council** will be meeting, **Mondays at 6:30** for a light dinner. The next meeting will be at the home of Tom George (8708 182<sup>nd</sup> Place SW Edmonds, WA 98026.

**Thank you Tom for welcoming the Council to your home!**

Additional dates include: September 24; October 8, 22; November 5

The **Third Age** group will meet on October 26 at the home of Joan, Barbara, and Jim.  
December 14 is the next proposed date.

The **Women's Culture** will gather on **September 22, from 10:00 to 2:00** location will follow. Marjenta noticed that **Holly Near** is playing on Saturday September 22 at the Columbia City Theater in Seattle. Please purchase your own ticket (\$25) and let Marjenta know if you are planning to attend.

Holly Near @ Columbia City Theater.

[http://www.songkick.com/concerts/34490444-holly-near-at-columbia-city-theater?utm\\_source=13783&utm\\_medium=partner](http://www.songkick.com/concerts/34490444-holly-near-at-columbia-city-theater?utm_source=13783&utm_medium=partner)

The next meeting will be **Saturday October 27**, 10:00 to 2:00 p.m

The **Men's Culture** will announce proposed dates next week.

**True Holidays Celebration**, Saturday, December 1, 2018

**Christmas Day dinner** at Sahale is becoming tradition. Make your plans.

**New Year's Eve** at Sahale will be a Monday night. Plan to come for the weekend!

The **Friends of Sahale** 4<sup>th</sup> Annual weekend will be **January 18 to 20**.

**Sahale Summer Camp** will be **June 23 to June 29, 2019**.

The **Human Relations Laboratory** will be **August 4 to 10, 2019**.



### **Spatialist for Hire**

*Pam Jefferson*

**Do you need help** with organizing a room for more efficient storage and use of the space? Do you need help sorting and organizing your stuff? I can do all of it for you or just give you some ideas for you to work with. My hourly rate is \$25.00. You can reach me at **206 372 9801**.

**Free FRUIT TASTING!**

**MarketFreshFruit.com**  
**eat healthy at work**

*Seattle's local office fruit delivery service*

### **Birthdays, Weddings, & Anniversaries**

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*Congratulations again to Sarah Benner Kenagy and Will Henderson on their recent wedding!*



***Sarah and Will***



“On Mondays, I get ready to plan my week. On Tuesdays, I plan my week. On Wednesdays, I revise my plan for the week. On Thursdays, I put my plan for the week into my computer. On Fridays, I think about starting my plan for next week.”



## 2018 Convergence in THREE WEEKS!

[Register](#)

The 11<sup>th</sup> **Annual** Northwest Permaculture Convergence is coming up soon: September 28-30 at the beautiful **Camp Singing Wind in Toledo, WA**. We have been busy organizing things for the most interactive event of our region, and it will be full of all the aspects – loads of amazing workshops, wonderful food, great networking opportunities, a vibrant Marketplace, powerful keynote speakers – plus several additional features we've only tasted in the past: a Saturday night Contra Dance, a thoroughly rustic location, a robust Kid's Program, [Friday morning pre-event tours](#), and more. This year, we are even offering a NEW delight: a real-time installation of a swales-on-contour project within the Convergence site itself!

**Read more about everything below!**



11th Annual



# Northwest Permaculture Convergence

September 28-30, 2018  
Camp Singing Wind, Toledo, WA

Keynote:  
Dr. Elaine Ingham, Soil Foodweb Inc.  
Former Chief Scientist at the Rodale Institute  
& Author of The Compost Tea Handbook

*Come Dancing with  
Joe Michaels & The Electrodeas*

WORKSHOPS | DEMOS | SKILL SHARES | CAMPING

*Allies & Assets: working for mainstream change | Regenerative Agriculture  
Tools & Tech: solar, wind, water & more | Resilient Lifestyles & Economics:  
ecovillages & co-ops | Green Culture: placemaking, companion movements*

Prices include workshops, demos & all meals.

Adults (18+) \$130 | Teens (13-17) \$75  
Children (6-12) \$50 (5 & under) Free  
Worktrade available  
Lodging \$10 additional per adult

tickets: [northwestpermaculture.org](http://northwestpermaculture.org)



## Calendar of Programs and Events

**What makes community meaningful and fun?** The richness of life in community comes in many ways – getting together informally over a meal ... celebrating a significant birthday with long- time and newfound friends ... working together in a creative endeavor ... collaborating in a work party ... thinking deeply with others about what it means to be fully alive and connected with ourselves, each other, and Spirit ... and more.

In the Goodenough Community, we recognize such ways to connect as expressions of living life fully and in communities of all kinds. Throughout the year we offer programs that help you participate in your own development, learn about relating well with others, and discover your potential to have a good time in life and with others.

We welcome your interest and your participation, and hope that you will join us at any – or many! – of this year’s events. More information about programs and upcoming events can be found on our website: [www.goodenough.org](http://www.goodenough.org)

**The Third Age** - Those of us age 60 and older have been gathering every other month, Friday evenings in Seattle. **Future meetings:** October 26, December 14. Contact Kirsten Rohde for more information: [krohde14@outlook.com](mailto:krohde14@outlook.com)



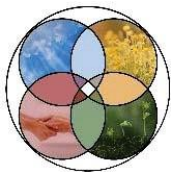
**The Women’s Program** is a long-established and ever-growing way for women to enjoy each other’s company, learn about themselves as women, and even perhaps to experience the Divine Feminine. Gatherings this fall include Saturday September 22 and October 27. Contact Elizabeth for more information and directions to our meeting place:

**The Men’s Program** is an expression of the best wisdom men have gathered from their life together—about what is a good man and how he could best express that in his own life. The Fall Men’s gathering will be **October 26 to 28**. Contact Bruce Perler for more information: [bruce\\_perler@hotmail.com](mailto:bruce_perler@hotmail.com)



**Pathwork, a Program of Convocation: A Church and Ministry.**

On alternate Sunday evenings an interfaith circle of practice meets between 7:00 and 9:30 PM under the leadership of Colette Hoff. This is a time to learn together about our personal development, to talk out our chosen practices for the development of a spirit filled life, and to learn the skills of joining with others in service. **Gatherings are in Seattle.** See the article in this eView about the fall program; September 23, October 7, 21, November 4 and November 16-18 weekend. *See article previously in this eView.* Contact Colette Hoff for more information: [hoff@goodenough.org](mailto:hoff@goodenough.org)



**The Goodenough Community Council** meets alternate Monday evenings in Seattle to discuss the day-to-day activities of the community and engage in planning, evaluation, and more. Contact Colette Hoff if you are interested: [hoff@goodenough.org](mailto:hoff@goodenough.org)

**True Holidays Celebration, Saturday, December 1, 2018**

Be part of this fun-filled family-oriented evening, and prepare yourself for the winter season (whatever faith tradition you follow) that fills your heart. Contact Elizabeth for more information.

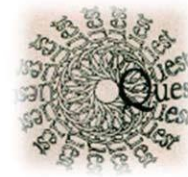


### **Work and Play Parties throughout the Year**

Traditionally, the Goodenough Community sponsors work parties over Memorial Day weekend as well as other times throughout the year, to express gratitude for the presence of our beloved retreat center, Sahale, and to experience the satisfaction of playing and working together. Please email [hoff@goodenough.org](mailto:hoff@goodenough.org) with information about what may be coming up. It is a great time to bring friends to share Sahale!

### **Quest: A Counseling and Healing Center**

Our belief is that mental and emotional health is a prerequisite for spiritual well-being, collaboration, and the expression of compassion. Quest's counseling and education programs, open to all interested individuals, focus on empowering individuals, couples, and family groups to be happier and more effective in relationships. Call Colette (206-755 8404) for an appointment.



## **SECRETS OF THE MOST PRODUCTIVE PEOPLE**

### **15 Habits That Will Totally Transform Your Productivity**

From decluttering your desk to letting yourself complain, these 15 easy behavior changes can change how much you accomplish each day.

**BY STEPHANIE VOZZA** 7 MINUTE READ

People who manage to get a lot accomplished each day aren't superhuman; they've just mastered a few simple habits. Some may be easy to guess: Keep your desk organized and aim for around eight hours of sleep a night. But others, like taking a mid-day nap or complaining, might surprise you.

Here are 15 easy ways to make every day more productive:

#### **1. DECLUTTER YOUR DESK.**

##### *MESSY WORK SPACE:*

Creativity may arise from chaos, but a litter-strewn office probably isn't helping you get stuff done. "Attention is programmed to pick up what's novel," says Josh Davis, director of research at the —

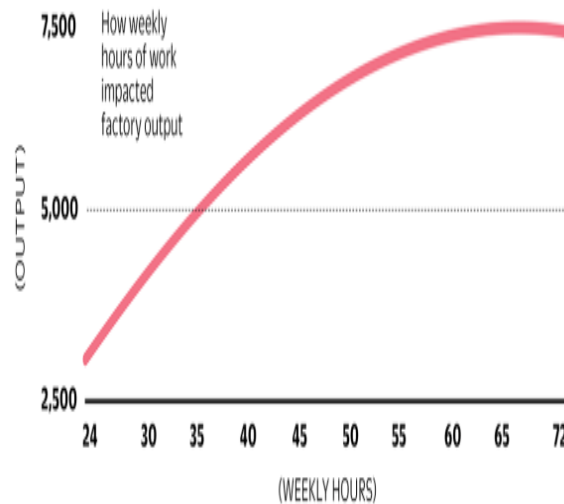
NeuroLeadership Institute and author of *Two Awesome Hours*. Visible files remind you of unfinished tasks. An unread book is temptation for procrastination. Even if you don't think you're noticing the disorder, it hurts your ability to focus.

## 2. BE PART OF THE 20%

No matter how crazy your days get, make sure you carve out and ruthlessly protect just 90 minutes—20% of an eight-hour day—for the most important tasks. “Even if you squander the remaining 80% of the day, you can still make great progress if you have spent 90 minutes on your goals or priorities,” says Charlotte, North Carolina–based productivity coach Kimberly Medlock.

## 3. WORK LESS.

Think you can get more done by tacking on extra hours? According to a 2014 study by Stanford professor John Pencavel, who examined data from laborers during World War I, output was proportionate to time worked—up to 49 hours. Beyond that, it rose at a decreasing rate, and those who put in 70 hours had the same productivity as someone who worked 56 hours.



## 4. STOP PHONING IT IN.

You might believe you're ignoring your iPhone, but unless it's fully turned off, it's a major distraction. In a report published this year in the *Journal of Experimental Psychology: Human Perception and Performance*, researchers from Florida State University found that even if you don't look at your phone when it buzzes, the sound makes your mind wander.

## 5. TRY THIS EMAIL HACK.

How Alexandra Samuel, author of *Work Smarter With Social Media*, avoids getting distracted when she's waiting for an important message:



1. Find the email-to-text format for your cell-phone provider with a quick Google search. Verizon, for example, is @vtext.com, so if your mobile number is 555-123-4567, your address is [5551234567@vtext.com](mailto:5551234567@vtext.com).
2. Using that address, set up your email so it forwards messages from a specific sender to your cell phone via text (in Outlook, find “Rules” in the “Tools” task bar).
3. Shut down your inbox and ignore your emails while focusing on more pressing tasks, knowing you’ll be alerted when the important message comes in.

## **6. GO HEAVY ON HVAS.**

People are more efficient at things that come naturally, while tasks that feel like a struggle are likely to impede progress. If you can, delegate the duties that feel like an effort, and instead focus on “high value activities.” “HVAs are within your mission, leverage your strengths, and create impact or change,” says Hillary Rettig, author of *The Seven Secrets of the Prolific: The Definitive Guide to Overcoming Procrastination, Perfectionism, and Writer’s Block*. “They also create clarity and open your schedule.” Delegating your non-HVA activities also helps create community. After all, they could very well be someone else’s HVAs.

## **7. MEET SMARTER.**

### **1. MAKE A PLAN**

Many meetings don’t have a particular agenda, but it’s important to know what you want to accomplish going in. “Keep meetings short by limiting the agenda to three items or less,” says Alan Eisner, professor of management at Pace University’s Lubin School of Business. “Afterward, send out minutes using your agenda so everyone knows what to work on.”

### **2. BANISH DISTRACTIONS**

Put non-agenda thoughts into an “idea parking lot.” “People bring up ideas that are important to them but not on topic,” says Cary Greene, coauthor of *Simple Sabotage: A Modern Field Manual for Detecting & Rooting Out Everyday Behaviors That Undermine Your Workplace*. “Instead of losing them, write them down.” Don’t let the parking lot be a black hole: Assign follow-up steps right at the end of the meeting.

### **3. PLAY MUSICAL CHAIRS**

Walking meetings are gaining popularity, but you can get a similar benefit without hitting the hallway. Set a timer for 30 to 45 minutes. When it goes off, have everyone get up and move. “You can stand and shake it out a bit as a group, which lightens everyone up,” says workplace psychologist Karissa Thacker. “Moving regularly is good for us in all kinds of ways, including improving our ability to focus.”

## **8. SLEEP ON THE JOB.**

It might be tough to convince your boss, but researchers from the University of Michigan found that taking a daytime nap counteracts impulsive behavior and boosts tolerance for frustration. The findings also suggest that workplace dozers could be more productive.

## **9. BEWARE THESE PRODUCTIVITY KILLERS.**

Identifying distractions is the first step to avoiding them. Here are the top five workplace attention destroyers, according to a 2015 survey by CareerBuilder:

1. Cell phones/texting
2. Internet
3. Gossip
4. Social media
5. Email

## **10. MAKE PRIORITIZATION A PRIORITY.**

To get more done, be mindful of everyday choices, suggests Lisa Zaslow, founder of the New York-based Gotham Organizers:

### *1. FOLLOW YOUR BRAIN*

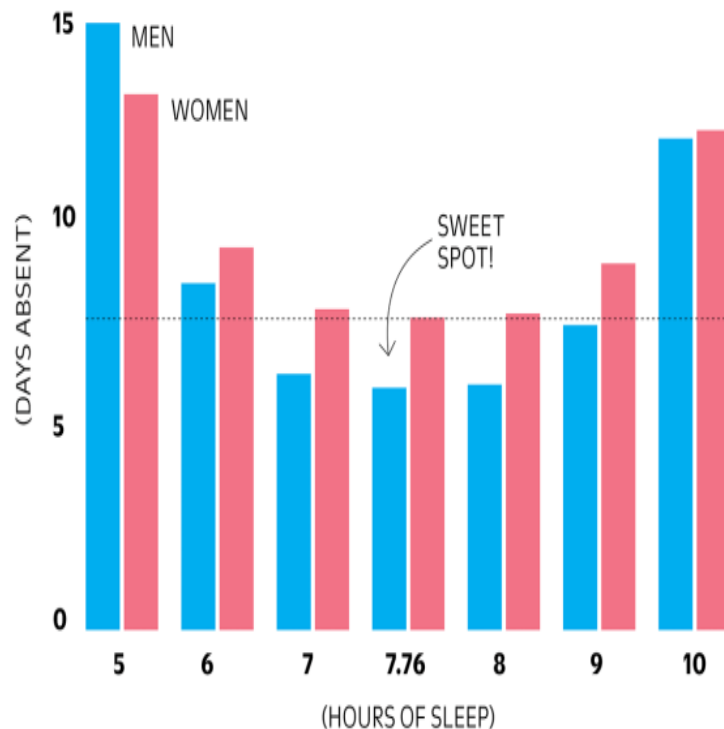
“We can’t operate at peak performance all day long,” says Zaslow. “When I’m feeling my best, I concentrate on important activities like writing. When I’m feeling tired and foggy, I do relatively mindless tasks like dealing with routine emails.”

### *2. PRACTICE STRATEGIC PROCRASTINATION*

“In order to focus on urgent or meaningful activities, let some other things slide,” she says. For example, open your mail just once a week; these days, nothing urgent arrives with a postage stamp on it. And while some organizers will tell you to touch any piece of paper just once, Zaslow is more forgiving. It’s okay to toss less-pressing work in a pile for later, she says.

## **11. STAY IN THE SLUMBER “SWEET SPOT.”**

It’s not surprising that getting more done starts with a good night’s sleep, but it turns out getting too many hours is as bad as too few. Analyzing the sleep and work habits of 3,760 people over seven years, researchers at the Finnish Institute of Occupational Health found that under-sleepers and oversleepers were both more likely to take extra sick days.



**12. SEEK OUT THE SUN.**

An office with a view sounds like a recipe for mind wandering. Actually, access to sunlight boosts productivity. In a study by the California Energy Commission, workers who sat near a window performed better, processing calls 6% to 12% faster and performing 10% to 25% better on tests that involved mental function and memory recall.

**13. WANT TO MOTIVATE PEOPLE? BE HUMAN.**

Energize staff by clearly defining expectations and routinely offering positive feedback. According to a recent study by Gallup, companies that engage their workforce see a 65% decrease in turnover, a 21% bump in productivity, and a 10% increase in customer ratings.

**14. COMPLAIN.**

But do it the right way. Present your beef with an idea for improvement. “Framing things in terms of solutions lessens the focus on the problem and who might be at fault,” says management professor Russell Johnson, coauthor of a study published in the *Journal of Applied Psychology*. “It evokes pleasant emotions instead of negative ones that cause mental fatigue.

**15. HIT THE ELLIPTICAL.**

Exercise not only improves health, it boosts output. And you don’t have to kill yourself in CrossFit—a jog will do. Researchers from the University of Otago in New Zealand found that a daily 20-minute run helped lab rats complete problem-solving tasks more quickly and efficiently than their nonexercised counterparts

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