

# The Seven Stages of being Productive

**1 UNDERSTANDING AND ACCEPTING YOUR CIRCUMSTANCES**  
How you work can change from day to day. You may find you have to change the structure of your working day and identify and communicate with colleagues what your main responsibilities are on any given day.



**2 CREATING A MEANINGFUL TASK LIST**  
Creating a task list allows you to get everything you need to do out of your head and gives you a sense of achievement when you can tick them off. Try not to get too overwhelmed with what you need to do, but allow this process to be a way to reflect on your workload and what is urgent but feasible.



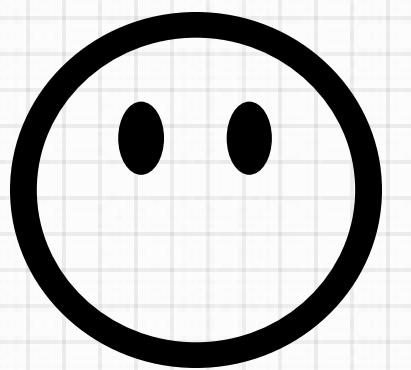
**3 CREATING A SITUATIONAL TASK LIST**  
Remember to give yourself time to build this list. Not necessarily 'urgent' tasks or the things you normally get around to, they can still be important and can support the work you do e.g. training (online training), thinking about your professional development, your networks, and filing and sorting paperwork.



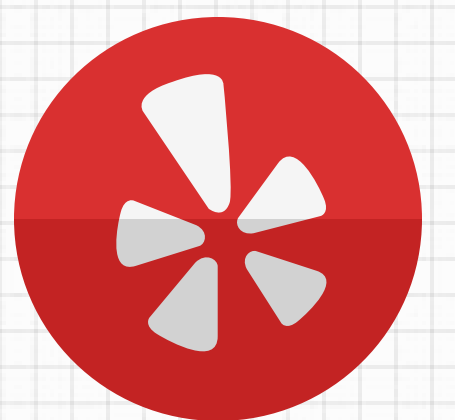
**4 WORKING OUT WHAT YOU CAN AND CAN'T DO**  
Try to face up to this as soon as you can. Tell people what you are prioritising (including your preparations and adjustments) and why, and include a plan for how you'll tackle the things you can't do at the moment. Remember to ask for help if you can't work out how to do something that is expected of you.



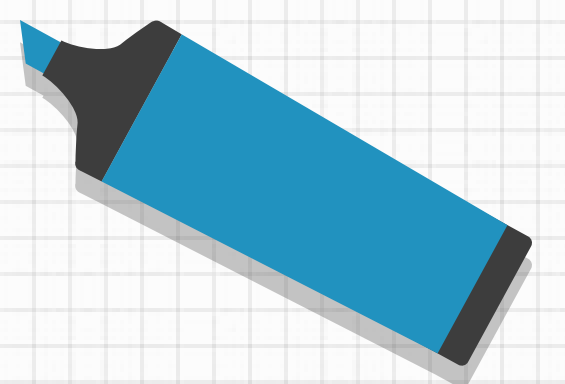
**5 EMOTIONAL IMPACT**  
It's important to acknowledge and factor in emotional impact of work. Our attitudes to disruption and uncertainty will be different, so it's important not to compare yourself to others or judge others who are struggling with things that are straightforward to you.



**6 REVIEWING AND ADAPTING**  
View your decisions as experiments, it's OK if they go wrong, you can still learn from them. Consider a weekly review of what you have done, and adapt as necessary. You won't get this right straight away, we're all learning as we go! It may help to have someone to talk things through.



**7 TOOLS THAT MIGHT HELP**  
What can you do when things don't go to plan? It's important to plan for all eventualities. Do this by discussing with colleagues what to expect from each other, what you are finding tough, and any ideas of how to best to react to unexpected situations.



*The Seven Stages of being Productive is part of the 'Pop-Up' training from the IAD. This training was introduced to try to tackle current challenges and uncertainties. If you have any ideas for future topics, get in touch via the webpage: <https://edin.ac/3fLrzc6>*

