

12:00:09 From Kathleen E. Crowell : Thanks Anna!
12:06:14 From Annika Grace Rundberg Bunney : Will these slides be available later?
12:07:10 From Anna M. Tegelberg : Slides and recording will be made available on our group webpage. <https://thewholeu.uw.edu/the-first-90/get-organized/>
12:07:19 From Sophie Lu : The information on the slides is in the workbook.
12:24:10 From Debi Grace : done
12:24:12 From Sarah Roberts (she/her) : Done
12:24:14 From kreading : yes
12:24:14 From Ann Busche : Done!
12:24:14 From Patricia (she/her) : more time please
12:24:17 From Samantha Ogle : Done, thanks!
12:24:18 From Lacey Arnold : Done with questions, doing totals
12:24:18 From Heather Page : All set
12:24:19 From Annika Grace Rundberg Bunney : I'm done!
12:24:19 From Wendy T (she/her/hers) : done
12:24:19 From tonis : yes
12:24:20 From Jessica : done
12:24:21 From holly : I'm done
12:24:22 From Vanessa N Lee : done
12:24:23 From kreading : More time
12:24:25 From jeanotaylor : done
12:24:26 From michelle : done
12:24:27 From Laurie Roberts : done
12:24:30 From Annique Atwater : done
12:24:31 From Rachel Drapeau : done
12:24:33 From Nicole - Office Computer : done
12:24:34 From millar : done
12:24:34 From Renate Hartog : done
12:24:35 From Susan Collins : done
12:24:39 From Suzi Henriot : done
12:24:40 From Elin M. Martin : done
12:24:42 From Nancy Hautala : done
12:24:44 From Lucia M. Wisdom : done
12:24:50 From Samantha Ogle : It's interesting completing this during COVID. Lends a different perspective.
12:25:13 From Heather Page : @samantha- YES!
12:25:28 From Cindy : I have to go to a meeting in 5 minutes. How can I access the recording of this session later?
12:25:29 From Patricia (she/her) : yes, COVID made everything worse.
12:25:41 From Mike Powers : done
12:25:54 From Anna M. Tegelberg : Slides and recording will be made available on our group webpage. <https://thewholeu.uw.edu/the-first-90/get-organized/>
12:26:12 From tonis : what are questions 35 and 36?
12:26:15 From Annika Grace Rundberg Bunney : Now there's sometimes the expectation from work that you're available 24/7 because where else would you be but at your desk?

12:26:54 From Nancy Hautala : the boundaries between home and work are blurred. I find myself multitasking with home chores, etc.

12:27:34 From Krista Peterson : I would agree with most of that, Chuck...but I have found that even though I have been working from home since 2016, the pandemic aspects of it have still affected me, probably based on the changes for the rest of my team and School.

12:27:39 From Elin M. Martin : definitely putting in more hours and effort, plus managing the distraction of having a teen doing school from home

12:27:42 From Patricia (she/her) : School-age children in the home has changed much. For example, I am late with this quiz because I had to make my kid lunch

12:27:43 From SP : I find it easier to take longer pauses when I am overwhelmed by work

12:27:56 From Annika Grace Rundberg Bunney : As students, it can be even tougher, especially since there's no boundaries between work, class, schoolwork, and free time. There's so much happening at my desk!

12:28:10 From Adit Jain : I truly agree to that

12:28:12 From Nancy Hautala : I have way more work meetings since the pandemic than before so zoom fatigue is real

12:34:48 From Sharon Branson : What was the first lens again?

12:34:55 From Giselle E Wyers : Reverse

12:38:02 From Nicole - Office Computer : For the emotional energy - is this just about external situations/people, or does it also encompass personal/internal processes? (i.e. self doubt, shame etc.)

12:38:13 From Debi Grace : Can I ask about the questions for metal energy.

12:42:55 From Meghan Lancaster : Right Livelihood

12:44:34 From Ronda Rutherford (she/her) : Does "don't use extra caffeine" mean to limit caffeine intake generally, or does it mean to not drink caffeinated drinks to keep yourself going or focused?

12:45:08 From Debi Grace : can you repeat that website; i didn't see it in the book

12:45:13 From Elizabeth Schulte : what was the happiness website?

12:45:13 From Amy Brodbeck Linhart : Can you provide that resource for the assessments again please?

12:45:17 From Krista Peterson : Sorry, which assessment has the talents?

12:45:24 From Heather Page : <https://www.authentic happiness.sas.upenn.edu/>

12:45:39 From Samantha Ogle : @Krista, Strengthsfinder

12:46:40 From Meghan Lancaster : Chi

12:50:22 From jeanotaylor : I'm sorry, I got a phone call, and missed what we are supposed to be doing now!

12:50:44 From Nancy Hautala : answers would have been quite different pre-pandemic as at least my job tasks have changed significantly

12:51:05 From jeanotaylor : Thank you!!

12:51:54 From Adit Jain : I think that might present a good way to reflect on what are the true characteristics of the environment we

best function in instead of the means that create them
12:53:26 From holly : working from home has creating technology challenges. It's hard to get in the zone when you're getting messages that your internet is unstable or the network is down
12:53:52 From Sarah Roberts (she/her) : For me, there are a lot of external factors that contribute to whether I'm in a flow state, rather than specific activities that I'm using. For example, stress levels, energy levels, etc. The same work can be a drain or a flow depending on those other factors.
12:53:58 From Heather Page : It was really helpful to think this through and come up with some ideas for how to solve places where I feel stuck!
12:54:18 From Debi Grace : finished!
12:54:19 From Heather Page : all set
12:54:21 From Annika Grace Rundberg Bunney : I agree Holly. The constant fear that the workflow is going to be interrupted is interrupting the workflow!
12:54:25 From Suzi Henriot : done
12:54:27 From tonis : done
12:54:30 From Jessica R. Adams : all done
12:54:31 From J Zumsteg (she/her/they) : 2 more mins would help
12:54:32 From Annique Atwater : done
12:54:33 From Renate Hartog : done
12:54:34 From Adit Jain : Yes a couple more minutes
12:54:35 From holly : done
12:54:43 From jeanotaylor : Couple more min
12:54:43 From Shawn A. Zeimet : stuck on how I could change my work day. :)
12:54:44 From Nicole - Office Computer : 2 more min please
12:54:45 From Mindy Norris : Thank you Chuck - I have to hop on another call
12:54:52 From Mike Powers : done
12:54:57 From millar : Done
12:55:48 From Nancy Hautala : done
12:55:51 From Kerry R. Kuenzi : Thanks for this great content, Chuck! I've got another meeting at 1 p.m., and will aim to watch the remainder of today's session before next we meet. Kerry
12:55:57 From Rebecca Alhadeff : done
12:55:58 From J Zumsteg (she/her/they) : Done now, thanks
12:56:05 From Ruth : Thank you. Have another meeting now.
12:56:07 From jeanotaylor : done
12:56:18 From Danielle : Thank you! I also have to hop off for a 1:00 pm meeting.
12:56:41 From Suzi Henriot : I too have to go. This is great!
12:56:45 From Patricia (she/her) : I lack the energy for more reflection. Sorry, not really a joke. the fatigue is real.
12:57:40 From Karen English : I have that too!
12:57:56 From Ronda Rutherford (she/her) : Flow generally happens for me when I'm able to work uninterrupted, get good sleep, am not hungry, and am motivated to get started. Switching tasks uses a lot of energy

for me, so minimizing that will help maximize flow too

12:58:20 From Susan Stone Wilbanks : I hope I can keep working from home at least somewhat once the pandemic is over, because quiet, personal space, and lack of interruptions helps me stay in flow!

12:58:30 From SP : @Ronda - I agree!

12:59:11 From J Zumsteg (she/her/they) : My flow tasks are often easier to access when I'm the "member" of a group (e.g., brainstorming) vs. the "leader" of the group - could be powerful to look at how I setup those roles/expectations to make the most of this (where I can control)

12:59:17 From Kristine Joy Culala : Just preparing to get out the door and go for a walk takes a lot of energy to prep for rain, cold, winter chill, etc. But it always helps when the sun is out!

12:59:18 From Nancy Hautala : schedule time between meetings, limit the number of meetings per day, I had less interruptions in my office than at home because our department seems to see the need for 4-6 hours of meetings each day, when can you do tasks and you never have time for "think and ponder" except after work

12:59:22 From Meghan Lancaster : I had a real epiphany about what gives me anxiety--what I avoid. Hugh win here: I avoid asking for things.

12:59:44 From Sarah Webster : I find it really hard to ignore e-mail. I am much more able to focus if my e-mail is under control, so if I have some time, my inclination is to deal with e-mail first and then move on to the projects.

13:00:05 From Teri King : I set aside an hour every day to do the mundane tasks that I procrastinate on. when the hour is up I move back to the work that keeps me in flow. I also have physical rewards for doing the mundane. Prior to Covid it was the movie theater.

13:00:12 From jeanotaylor : Schedule time at the beginning and end of the day - for planning and reflection.

13:00:16 From Ronda Rutherford (she/her) : @Meghan - asking for things, yes! Me too, but I hadn't landed on that yet

13:00:37 From Andrea : I'd like to learn more how to stop an activity before I fatigue. also would welcome attention to how to get rejuvenating breaks while at home (physical, social)

13:00:49 From Samantha Ogle : @Sarah, I just started using The Stack Method for the new year. You might be interested: <https://www.stackmethod.com/>

13:01:29 From Sarah Webster : @Samantha - I'll check it out!

13:02:09 From Meghan Lancaster : OSHA requires these breaks every 2 hours. Maybe they know something.

13:03:03 From Meghan Lancaster : there are ALWAYS interesting things to see in nature

13:03:12 From Sheryl Stiefel : Yes, I walk in the neighborhood. Listen to music or a audible book.

13:03:44 From Meghan Lancaster : Or you could walk mindfully. 2 birds 1 stone

13:04:07 From Samantha Ogle : 5 minute dance party for one!

13:04:09 From J Zumsteg (she/her/they) : Here's an amazing place to

walk (long or short) if you're in the West Seattle/South Seattle area:
<https://southseattle.edu/campus-arboretum>.

13:04:20 From Sheryl Stiefel : ... yes, and I do eat (my office is next to the kitchen) but I try indulging in frozen fruit v. chips and candy.

13:04:31 From Annika Grace Rundberg Bunney : One advantage of rural life is that every walk is a green walk!

13:04:48 From Courtney Coster : Yes agree on the dance party Samantha

13:05:27 From Jessica : Do you think the Pomodoro Method (25 minutes on, 5 off) is too short?

13:05:28 From Valerie Mayse : How does this work with the concept of FLOW?

13:06:24 From Mary G : This may be a completely unique problem, and perhaps it doesn't apply to anybody else – but one-way listening really wears me down. People are SO terribly isolated now that they are desperate to talk and keep talking. Generally the people are very dear and I care about them, but listening to a monologue as minutes go on and on – that can feel hard in a relationship. One very helpful piece is to get out early or at sunset and find one nice thing to photograph – leaves on moss, or the moon on an old house.

13:06:57 From Susan Stone Wilbanks : I personally think Pomodoro is too short and also too regimented. I feel like it usually chops up things in mid task, and five minutes isn't much of a break to me

13:07:27 From Kristine Joy Culala : i love pomodoro – lots of youtube "study with me" video out there so you don't feel alone

13:07:28 From Vanessa N Lee : AGREED @ MaryG! You can setup timers (+routines) on your Google Home or work Calendar to remind you to take a walk/stretch break, etc. :). Also 11am short yoga/workout breaks w/ Whole U :)

13:07:56 From Vanessa N Lee : ^sorry, that wasn't related to Mary's comment specifically...

13:08:18 From Patricia (she/her) : The seasons/daylight really impact when I have the most energy to be productive

13:09:31 From Mary G : Thank you Vanessa! That was a funny image – Sorry, I'd love to stand here in the rain with my arms full of groceries and hear all about your dog's health issues and the vet bill, but Google Calendar is telling me to take a break now.

Hm... :)

13:09:52 From Giselle E Wyers : I highly recommend the writings of Cal Newport including Deep Work. Talks a lot about how to manage these rhythms and avoid "shallow work" in the most productive part of the day.

13:09:56 From Maureen she.her Noonan : our leadership encourages meetings to be 25, 50, or 80 minutes, ending in time for a break before the next meeting. it's challenging to stick to, though.

13:10:06 From Susan Stone Wilbanks : Definitely, @Patricia –I feel so much better than I did a couple weeks ago just because it's not dark before 5:00 anymore!

13:10:15 From J Zumsteg (she/her/they) : done, thanks

13:10:18 From Kristine Joy Culala : :) nope all done

13:10:22 From millar : done
13:10:35 From Meghan Lancaster : Hyper-focus for hours w/o eating is a marker of ADHD. Just found that out. Just don't forget to eat.
13:10:36 From Annika Grace Rundberg Bunney : ADHD/ADD can definitely have an impact on these cycles too!
13:11:41 From Nicole - Office Computer : @Annika - yes! I find it takes a while to get into the flow too
13:11:58 From J Zumsteg (she/her/they) : We are working to appreciate breaks in our system - we need our departments to schedule meetings with brief breaks, etc. When I schedule things I'm trying to do this to better allow others to take a break if needed (e.g. 45 min meetings instead of 60)
13:12:20 From Vanessa N Lee : Thanks @Giselle I'll check out the author (also, Digital Minimalism :)
13:12:31 From Annika Grace Rundberg Bunney : @nicole - and then if you get too much into something, it can be difficult to stop!
13:12:50 From Sarah Webster : It would be easier to take breaks if I had some good 5-min activities that I looked forward to. Walk are the only things I can come up with...otherwise it's just more e-mail. :)
13:13:35 From Vanessa N Lee : Our staff meetings are super collaborative and energizing! Google notes and assigned tasks that spur off from that - makes our meetings less painful :D
13:14:25 From Nicole - Office Computer : @sarah - dance breaks! helps with stress too. Or breathing exercises/meditation. if you are inclined, doing a quick workout (squats, ab workout etc)
13:14:48 From Patricia (she/her) : I think the hard part is not so much setting alarms and reminders to take a break, but actually doing it and not dismiss/hit snooze.
13:15:06 From jeanotaylor : @patricia - agreed
13:15:24 From J Zumsteg (she/her/they) : @Sarah - some ideas of short things to look forward to - 5 minute playlist on my phone, crafts (I do one line of cross stitch at a time), dog snuggles, make a cup of tea, color/draw something, enjoy chocolate for 5 min, a couple stretches that feel good, text a good friend to say hi (and that I'm getting back to work)...
13:15:24 From Sarah Webster : @Patricia - yes! @Nicole, thanks, I'll give it a try :)
13:16:44 From Nancy Hautala : I am much more productive with absolute and constant deadlines, when I have daily events I work smart, give me a month of no events for major planning and I break down.
13:17:54 From Krista Peterson : @Nancy - right? No events and the whole system of an events person falls apart!
13:18:11 From Nancy Hautala : Amen Krista!
13:18:38 From Shawn A. Zeimet : Can we get a copy of the chat after this is over? Lots of good ideas in there but would like to be able to refer to them later.
13:18:57 From Anna M. Tegelberg : Absolutely, I will be sure to share the chat file as well!
13:19:07 From Nicole - Office Computer : ignoring the alert for a break - but the other issue is also getting back to work. a study

break can quick turn into procrastination. anyone else struggle with this?

13:19:21 From Shawn A. Zeimet : Thank you Anna!

13:19:28 From Giselle E Wyers : To all: I am hearing from large numbers of students suffering from lack of motivation due to Zoom life. Any suggestions for books/articles I could send their way?

13:20:01 From Vanessa N Lee : @Shawn you can also hit that ellipsis button to the right of this text box to save ;)

13:20:06 From J Zumsteg (she/her/they) : Any tips on Myers-Briggs type and planning around breaks, rhythm, energy? (I have INFP preferences...)

13:20:14 From Patricia (she/her) : We have given ourselves permission at my org to make one hour Zoom meetings default to 45 minutes and people don't need to be on screen at every meeting

13:20:32 From Shawn A. Zeimet : Wow! Thank you Vanessa!

13:20:39 From Annika Grace Rundberg Bunney : @Giselle <https://hbr.org/2020/04/how-to-combat-zoom-fatigue>

13:20:45 From Annika Grace Rundberg Bunney : <https://news.temple.edu/news/2020-11-20/five-hacks-fighting-zoom-fatigue>

13:20:49 From Samantha Ogle : @ Vanessa, that's amazing, never knew that. Thanks!!

13:20:55 From Elin M. Martin : Another INFP here

13:20:57 From tonis : ok. Thank you. Very helpful.

13:21:04 From Giselle E Wyers : Thanks!

13:21:05 From Annika Grace Rundberg Bunney : As a student, these are what I've used to help, although they don't solve the problem, they can ease it some.

13:21:45 From J Zumsteg (she/her/they) : Agree, INFP in our culture can be tough. Thanks for the tips and focus on energy (that reflects my earlier assessment too). Thanks!

13:21:45 From Alison R. Gray : Would love to get the info on Saying No Gracefully!

13:21:53 From Ronda Rutherford (she/her) : @Nicole - I relate to that. Getting started is usually the hardest part for me. I usually wait to take a break until I'm distracted anyway, because then I need to get started again either way

13:22:00 From Wilma Schunke : Thank you Chuck! I always enjoy your classes!

13:22:03 From Annika Grace Rundberg Bunney : Thank you!

13:22:11 From Giselle E Wyers : Thanks Chuck!

13:22:16 From Patricia (she/her) : This is has been good. lots to think about.

13:22:16 From jeanotaylor : Thank you!

13:22:19 From SP : Thank you!

13:22:20 From Sheryl Stiefel : THANK YOU!

13:22:22 From Elin M. Martin : Thank you!

13:22:22 From Taylor Losey RN : Thank you, sir :)

13:22:26 From Gina-Anne Levow : Thank you!

13:22:28 From Meghan Lancaster : Thank you.

13:22:31 From Sophie Lu : Thank you, Chuck and Anna!

13:22:31 From Ann Busche : Thank you! This was great!
13:22:46 From Shawn A. Zeimet : Yes, thank you so much for all this helpful information! I hope to put it to use.
13:22:56 From michelle : thank you very much!
13:22:57 From Alison R. Gray : Great, thank you!
13:23:00 From Ronda Rutherford (she/her) : Thank you both!
13:23:00 From J Zumsteg (she/her/they) : Thank you! Good luck everyone
13:23:01 From Jerry Hoffmeister : Thank you!
13:23:02 From Debi Grace : Thank you this was great!
13:23:02 From Mary G : It was nice to learn about everyone else's work style and challenges :)
13:23:02 From Kathleen E. Crowell : Thank you!
13:23:03 From Renate Hartog : Thank you!
13:23:04 From Kristine Joy Culala : Thank you!
13:23:04 From Kirsten Rarich : This was great, thanks!
13:23:06 From Wilma Schunke : I always love your book lists! :)
13:23:09 From Sarah Roberts (she/her) : Thank you!
13:23:15 From Michelle Cardenas : Thank you, this was really eye opening
13:23:16 From Teri King : Thank you!
13:23:18 From Maureen she.her Noonan : great session
13:23:19 From Mike Powers : Thanks!
13:23:20 From Lila T : Thank you!
13:23:20 From Dean Waldow : Thanks
13:23:22 From Sarah Jackins : Was great – thanks so much
13:23:24 From Veronica gelderman : thank you
13:23:30 From Samantha A Larson : Thank you!
13:24:01 From Terry : My rhythm is about 35 min bursts. Am I missing something?