

3 on 13

3 things from EP
to make life
better.

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Emanuelson-Podas produces the **3on13 Newsletter** on the 13th of every month in the hopes of putting in your hands three things that will help make your life better. Entries may include quotes, reminders, jokes, random recipes, book recommendations, advice, or anything else that might make you think, make you smile, or make you a better, happier human being. **Got something worth sharing? Send it to 3on13@epinc.com**

1 | Like it or Not, We All Live by the Law

[Parkinson's Law](#) suggests that work expands to fill the time available for its completion. No matter your industry, this tendency can derail productivity unless you actively combat it. Here's how:

- **Plan Your Work:** Estimate the time needed for each task, starting from the deadline and working backward.
- **Set Self-Imposed Deadlines:** Choose realistic deadlines and commit to them.
- **Use Time Blocking:** Allocate focused time blocks on your calendar to complete tasks. (Side note: read [Deep Work](#) by Cal Newport.)
- **Embrace the Pomodoro Technique:** Use a kitchen timer to boost productivity, with concentrated work sessions followed by short breaks.
- **Leverage Task Management Tools:** Stay on track by setting deadlines, prioritizing tasks, and monitoring progress from start to finish.



2 | For the One Zillionth Time, Get Face-to-Face!

Most leaders understand that trust is the foundation of high-performing teams. But building trust doesn't happen overnight — it takes time and consistency, which can be tough to maintain in today's fast-paced, constantly changing work environments. In the middle of all this chaos, creating trust becomes even more of a challenge. That's why it's crucial for all of us to prioritize face-to-face communication.



In her book [The Fearless Organization](#), Harvard Business School professor [Amy C. Edmondson](#) stresses the importance of direct communication and collaborative environments in fostering trust. As she puts it:

"Psychological safety is about candor — making it possible for productive disagreement and open communication to happen. When people trust each other enough to speak up, admit mistakes, and collaborate, they engage in more learning and innovation."

Edmondson adds, "Leaders must create the conditions for trust and openness by being accessible and engaged with their teams. This requires more than just formal meetings; it demands a visible commitment to interaction and support."

Being "accessible and engaged" isn't just about being a quick message away — it's about showing up, being physically present, and building trust by being close to your team.

3 | Odds and Ends:

[Good conversation](#) is a team sport; pace and energy keep it alive. If you or a team member need to work on it, please [come practice at our open house on Thursday from 4-8pm!](#)



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