# **The Science of Optimizing Productivity and Performance**

Today’s always-on work culture is full of interruptions. Constant meetings, calls, and emails make it nearly impossible to get important, focused work accomplished. However, by exploiting our ancient biology, instead of working against it, we can all learn how to manage distractions, find time for our most important work, and stay connected in a balanced way. By equipping yourself with a practical, proven set of strategies for working smarter, especially when time and energy are limited, you will walk away with concrete tools for improving prioritization, decreasing execution time, and increasing focus for yourself and others.

**Key Learnings**

* Leading research on the three biggest mistakes of productivity and performance and the scientific reasons WHY people commonly make these mistakes
* Unnecessary daily drains on our cognitive capacity and how to optimize your digital hygiene
* How to prioritize your most important and valuable tasks, even in the face of urgent demands, by using “Daily MIT Setting”
* The multitasking myth and research on the most efficient way to process the avalanche of digital communications we receive every day
* Training on Focus Sprints®, a research-backed way of working that allows individuals get more done, in less time, with less energy expended
* Practical frameworks for psychologically detaching from work and life stressors (including the 3M Framework for preventing burnout)

**Pre-Event Positioning Comms**

Over the past few years, there has been a dramatic shift in the way teams and organizations work. We are deeply grateful for each of you as you’ve navigated your teams through change and rapid change. We recognize all your hard work and understand that many of you are seeking ways to navigate the ever-shifting demands in your professional and personal lives and trying to find balance within both.

We are excited to announce that on July 10, we will be hosting a customized workshop called “The Science of Optimizing Productivity and Performance”. In the session, the facilitator will review how our brains and bodies work best and provide highly effective and scientifically proven techniques for getting our most important work done, in less time, and with less stress.

The session will be facilitated by UC Berkeley faculty, Dr. Sahar Yousef and Professor Lucas Miller, who teach MBA courses for executives at the Haas School of Business. They have 10+ years of research experience and work with clients such as Google, Salesforce, Visa, and Adobe. They have become a staple within the technology industry and are known for their relatable content and science-backed approach to improving the work experience.

**How to Show Up for This Session:**

1. **Complete the** [**Sustainable Peak Performance Index®**](https://berkeley.qualtrics.com/jfe/form/SV_71Grtk7p1cCMISy) **(~12 minutes) by [July 2, 2025]**
* Use cohort code **“REDF”** when completing your assessment.
* The Sustainable Peak Performance Index® is a survey-based tool created at UC Berkeley to assess how individuals are managing their time, focus, and energy.
* The SPPI is used as a benchmarking tool to determine the factors that impact productivity, effectiveness, and sustainable performance at the individual and organizational levels. It has been used by tens of thousands internationally in both academic research and across a wide variety of industries.
* Every attendee will receive their personal SPPI reports within 24-48 hours of the assessment closing on **7/2/25.**
* Please whitelist lucas.miller@berkeley.edu. Your individual report will be coming from this email address.

Following UC Berkeley's data code of conduct, no personally identifying information will be shared with **REDF**, and any group-level analysis will be completely de-identified and anonymous, so please answer honestly to ensure your results and recommendations are as accurate and helpful as possible.