HOW TO KNOW YOU'RE ON TASK AND HOW TO GET THERE

Map out your night by setting up your night note early.

- Set up and shut down time should be limited to 10-15 minutes.
- This allows you to assign your covers, note how many pages per site in RPM, if anything is already content ready, and determine the RPM deadline.
- It starts a draft for your night note that you can keep up as the night progresses so you're just fine tuning at the end of the night instead of starting from scratch and spending 15-20 minutes trying to remember what happened when.
- It's also a good opportunity to organize slack and touch base with sites in their respective channels so you won't miss any messages as you're doing other assignments.

Use Harvest and the clock to maintain an average output

A designer averages 15-20 minutes per page with the exception of A1s and overly tedious pages such as full page scoreboards. This means you should average 3-4 pages an hour minimum.

- **Use harvest to clock your turnaround per page.** Yes this is tedious but it can help you gain perspective about how much time you're spending in one spot.
  - You will then be able to assess why certain pages take longer and can start to develop the skillset needed to complete those pages with less difficulty. If you're not sure how, ask for help.
- **Do a quarterly check in with yourself throughout your shift.**
  - Every 2 hours check RPM sorted by designer and see your progress.
  - If at the half-shift mark you have not reached 10 pages you know you need to kick things up a bit.
- **Plan your break at the beginning of the night.**
  - This will help you to anticipate if you're ahead or behind and not solely operate based on how content is flowing in. This is where a lot of us feel obligated to not get up.
  - If your content ready is abundant at the plotted time for break, reach out to a team lead and discuss a solution to get you appropriate coverage.
  - Best practice- Don't plan on taking a break when we have the most deadlines due out. Even if you don't have a site between 9-10, this is the deadline peak hour and your team will need your help.
- **Look for pages outside of your shift/team**
  - Sports designers can and should be helping with other content types. News sections are twice the size of most sports sections and have plenty that we can assist with.
  - If you're not sure how to do something, ask a lead.
  - If you're not sure where to go, use the content ready ticker or sort RPM by content ready in deadline order and start at the top.
  - If everything is claimed (in a perfect world) see the shift schedule for the advanced pickups list or sort RPM by content ready in deadline order without a date selected.

- 2nd proof reviews and sending retail fulls direct are also ways to squeeze in productivity between assignments.