

PRODUCTIVITY

Good things come to those who wait... Greater things come to those who get off their ass and do anything to make it happen.



WHAT do we do?

There is no model that works for us all. With that in mind, a framework has been provided that allows you to think about where the holes are in your own habits and systems. Have a read through the *Productivity Notes* to assess what might make a difference for you. Also, check out these links to consider some other ways to approach this aspect of self-improvement:

65 Top Tips to Sharpen Your Time-Management Skills

<http://www.inc.com/lolly-daskal/65-of-the-best-time-management-tips-that-will-work-for-you.html>

The benefits of Positive Thinking:

[The happy secret to better work](#)

WHY are we doing this?

Productivity allows us to fulfil our potential and feel content with our efforts

By being productive, we become more efficient and reduce stress related to workload

This should result in better outcomes, increased job satisfaction and better work/life balance

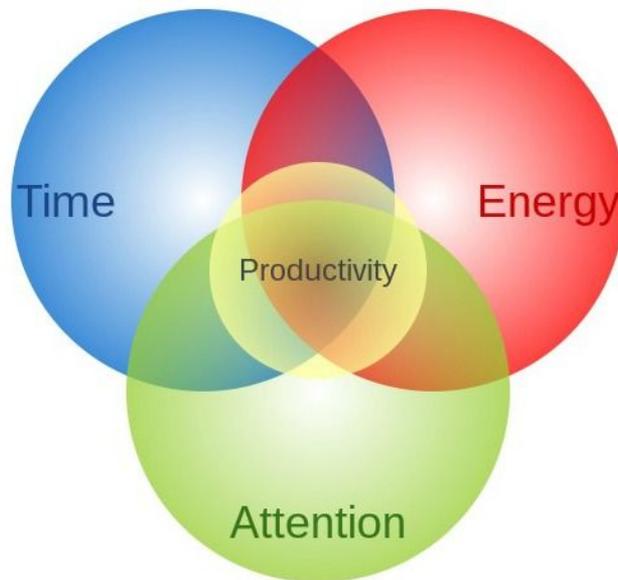
WHERE to from here?

Create a manageable, successful set of routines and practices that allow us to maximise our outcomes with the limited time, energy and resources we have available.

PRODUCTIVITY TIPS

There are literally hundreds of fantastic productivity systems, apps, and books, but in essence they all hinge on a few key factors to produce meaningful results. Being busy isn't the same as being productive, you need to ensure your efforts are creating progress towards your goals. Put another way, doing things that won't *get you fired* isn't the same as what will *get you promoted*. This is a simple concept in theory, but difficult in practice, especially when life gets hectic and everyone/everything seems urgent and important. As such, success in this area is largely dictated by one's ability to do this consistently and effectively.

Productivity requires the convergence of three factors: Time, Energy and Attention.
The better you are at the simultaneous recruitment of these factors, the more productive you will be.



*If you're too busy with other tasks, you won't have TIME. If you're worn out, you won't have ENERGY
If your mind is elsewhere, you won't have ATTENTION. If you don't have ALL THREE you can't be PRODUCTIVE.*

So how can you optimise your recruitment of each factor?

TIME:

- You must prioritise - This is essential. Identify what really matters.
- Forget perfection - Get comfortable with most things being "good enough"
- Learn to say "no"- Restrict your availability when needed, so you can work on the important stuff
- Schedule tasks - This removes the guesswork of when and what next
- Chunk tasks - Break big tasks into smaller ones (that are more manageable/less daunting)
- Evaluate today, plan tomorrow - Take the time to objectively assess today's outcomes, then, consider how best to use tomorrow, and beyond.

ENERGY:

- Be a morning person - Start with some exercise and a rigid routine. Begin the day on the front foot
- Know yourself - When are your peaks and troughs? Assign tasks accordingly.
- Take breaks - You're not a robot. Step away, freshen up, then get back at it
- Sleep well - Aim for at least 7hrs, power down (device-free) at least 60mins before bedtime
- Eat clean - Good food is good fuel, burn logs not paper
- Hydrate - Drink lots of water and limit your intake of caffeine

ATTENTION:

- Turn off your notifications - Don't let Facebook or Gmail dictate what you focus on
- Stop multitasking - Research has proven it decreases accuracy and usually increases completion time
- Alone time - If possible, schedule 'do not disturb' times and block out your calendar
- Go off-line - Avoid the temptation of status updates and shopping online
- Mix it up - Disperse mundane tasks between those of interest to stay motivated

Get these aspects right, and which time management system you implement will become inconsequential.