

PRODUCTIVITY For Procrastinators



CHECKLIST

Putting an End to Procrastination

- Keep it simple
 - Complex and ambiguous tasks contribute to procrastination
 - Simple plans of action and expected results
 - Easier to understand
 - Easier to implement
 - Lower risk for procrastination

- Have positive self-talk
 - Use positive affirmation
 - Two aspects of the brain that control behaviors
 - Subconscious
 - Controls many actions
 - Usually unaware
 - Habits fall within this realm
 - Conscious
 - Actions require conscious thought or awareness
 - Need to retrain your subconscious mind to end procrastination

- Utilize the 5-Second Rule
 - Requires you to take action within 5-seconds
 - The longer you put off action, higher chances of procrastination

Planning and Defining Your Goals

- Best way to stay focused

- Maintain control of every situation

- Must choose the right goals
 - Both personal and professional

- Convert goals into concrete milestones
 - Get you closer to achieving your goals
 - Each milestone should translate into productivity

- Create a successful plan
 - Write it down
 - Start with the big picture

- Break it into smaller steps
- Be specific
- Set deadlines
- Create a to-do list

Creating Smart To-Do Lists

- Not all to-do lists are created equal
- To-do lists must be smart and sensible
- Must be specific
 - Won't be able to objectively determine your success
- Must be measurable
 - Can be expressed in specific numbers
 - Can be broken down into measurable elements
- Must be attainable
 - Tasks that can be realistically accomplished
 - Will boost your productivity and morale
 - Limit the number of items on your to-do list
 - Include 2 to 3 major tasks
- Must be relevant
 - Focused on helping you reach your goals
 - Inadvertently limit the number of items on your list
- Must be time-bound
 - All items on list must have a deadline
 - Won't have a sense of urgency

Eliminating Distractions

- Work environment must be free of distractions
- Isolate yourself physically
 - Close your office door
 - Place a "Do Not Disturb" sign on your door
 - Close the blinds

- Isolate yourself digitally
 - Go completely offline during deep focus work
 - Turn off your phone

- Use the Pomodoro Technique
 - Helps keep your mind strong and fresh
 - Work for 25 minutes
 - Take a 5 minute break
 - Start the process again
 - After four, 25-minute work sessions, take a 25 minute break
 - Helps extend your ability to focus

Learning to Say “No”

- Increases your productivity

- Can utilize the 5-second rule
 - Say no to requests in the first five seconds

- Become a velvet-covered brick
 - Have a hard stance on the inside, while being soft on the outside
 - Allows you to tell people no without hurting feelings

- Know your enemies
 - Those who use manipulation techniques
 - Might resort to emotional blackmail

- Throw it back at them
 - Make the other person feel responsible for what can happen

Divide, Prioritize, and Delegate for Optimal Productivity

- Delegate tasks
 - Redundant tasks
 - Answering emails

- Tasks someone else is better equipped to handle
- Divide tasks
 - Based on their importance
 - Based on the time it takes to complete
 - Based on the relevance to your skill set
- Prioritize tasks
 - Create a to-do list based on the amount of time it takes to complete each task
 - Makes sure your work hours are productive
 - Give each task a deadline for completion
 - Be sure to give yourself some extra time for unforeseen circumstances
 - Group similar tasks together
- Communicate with Others
 - Increases likelihood of staying motivated

Developing the Right Habits

- Plan your day
 - Take time the night before to create a to-do list
- Start a Routine
 - Follow your set rules
- Take Care of Yourself
 - Make sure you get enough sleep
 - Exercise regularly
 - Drink plenty of water
 - Develop a healthy diet
- Meditate
 - Regular meditation helps to clear and focus your mind
 - Helps relieve stress

Improve Your Time Management Skills

- Declutter your spaces
 - Get organized
 - Everything has a designated space

- Everything has a purpose
- Declutter your mind
 - Retrain your brain to think positively
 - Consciously redirect your thoughts in a positive way
 - Use meditation
- Keep a time diary
 - Record everything you do in a day and week
 - Calls
 - Meetings
 - Projects
 - Analyze the diary
 - Gain an understanding of how you spend your time
 - Create a must-do list
 - Gives you a sense of direction
 - Be flexible
 - Learn to plan ahead
 - Leave time for the unexpected