

# PRODUCTIVITY For Procrastinators



LESSON 2 – THREE WAYS TO INCREASE YOUR  
BUSINESS PRODUCTIVITY

## Lesson 2- 3 Ways to Increase Your Business Productivity

The most important part of this lesson is to track your time. Many times, we think we spend an hour on a project and when we finally complete it, we look back and wonder where the 5 hours went.

By tracking your time per task, you will get a better feel of how long it really takes and what distractions got in the way.

You can also fill in your time with smaller tasks which I will explain in this lesson.

### Track Your Time

Keep record of how long certain projects take. This will allow you to schedule more tasks back to back, if you are aware of the time it takes to complete the task. Without knowing, you will find it easier to fall off track because you have no valid time.

### 2 Minute Tasks

The ever-growing to-do list is usually enough to cause people to procrastinate. With this technique, you will accomplish more with little or no effort. I call this technique the “2–Minute Rule” and the goal is to make it easier for you to get started on the things you should be doing but appear to be overwhelming.

Most of the tasks that you procrastinate on aren’t difficult to do; you have the skills to accomplish them, but you just avoid starting them for one reason or another. The 2–Minute Rule overcomes procrastination and laziness by making it so easy to start acting right away.

It is shocking to see how many things we put off that we could get done in two minutes or less. For example, answering phone messages immediately after you receive them, creating a task or scheduling appointment, cleaning up clutter, sending that email, and so on.

If a task takes less than two minutes to complete, then follow the rule and do it right now.

Not all goals can be accomplished in less than two minutes, BUT every task can be *started in 2 minutes or less*, and that’s the purpose behind this little rule.

### Be Proactive-Not Reactive

Email is a major contributor to employees’ that feel stressed or overwhelmed. Most people start their day with email to feel connected and do not realize they get consumed in responding for sometimes hours when there are other tasks on a “hot burner”. The email inbox itself has become a symbol of stress and overload. Combine that with statistics that show employees spend approximately 28% of their time in the office responding to, reading, or composing emails and you can see how you have formed your day and productivity around your email. STOP letting emails control your day. Schedule time blocks to check and answer emails. On “off” hours, shut down your inbox.

## Lesson 2 -Exercise

1. Take a timer and write down every task you do during the day that falls into the 2-minute task. Once you have completed that list you will attach it to your workspace. During the day when you have small breaks between other tasks. After you have caught up, you will then approach every 2-minute task as it arrives. DO NOT FILE A 2-minute task. You MUST complete it when you approach it. The idea of this is to complete the tasks and NOT have to write them down saving a lot of time at the end of each day.