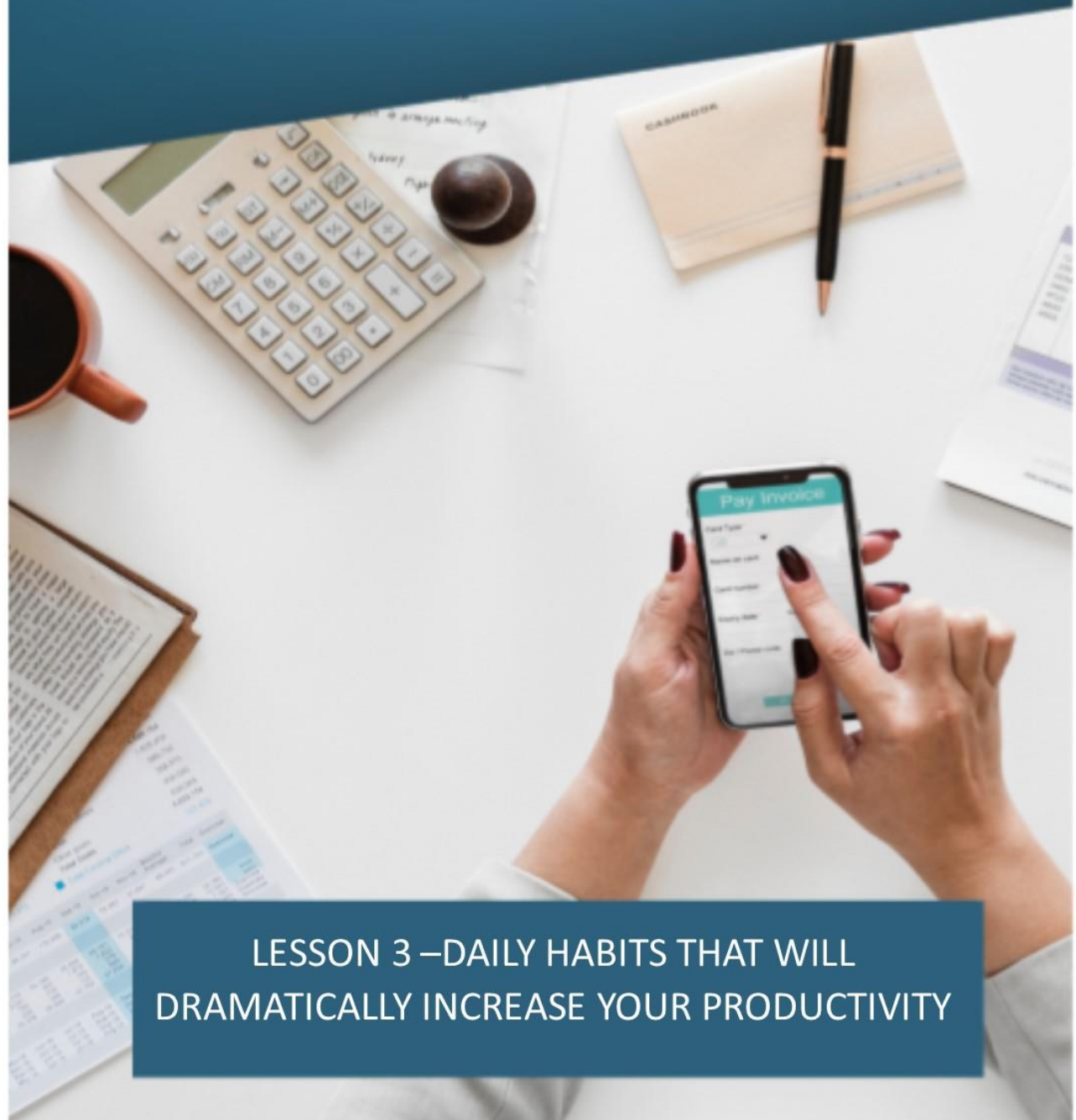


# PRODUCTIVITY For Procrastinators



LESSON 3 – DAILY HABITS THAT WILL  
DRAMATICALLY INCREASE YOUR PRODUCTIVITY

## Lesson 3- Daily Habits That Will Dramatically Increase Your Productivity

Everybody would like to be able to accomplish more throughout their day but increasing your productivity can often seem impossible. The following strategies, if followed, can double, and even triple your productivity. Here are the best strategies to develop if you want to increase your productivity substantially.

### **Set Goals and Productivity Targets**

When you set goals, you end up focusing your energy on the things that you want to achieve. These are things that you wouldn't be able to accomplish by default. This will automatically make you more productive. It is essential that you are clear on exactly what you want to achieve.

### **Maintain Your Work Environment**

Your work environment is what sets the stage for your workflow, and ultimately your productivity. If you are self-employed, this means finding a place that allows you to focus without distractions. If you are employed, this involves modifying your desk to make it conducive to productivity.

### **Know your Motivation Triggers**

When you become aware of your motivational triggers, you can better connect with them and dramatically increase your productivity. Figure out what inspires you and determine how you can integrate these triggers into your daily life to help you reinforce your motivation.

If you find that you lack productivity, consider incorporating these strategies into your daily life can help you to increase your productivity dramatically.

## Lesson 3 -Exercise

1. Make a list of 5 things that motivate you. These can be small things or very large things, but they must be the top 5 things. Now take the 5 top items and create a computerized or drawing of these 5 things. You can frame this, hang it, pin it to a bulletin board. The point is that it will sit in front of you in pure site at all time. Spent at least 15 minutes creating the list with images.