

PRODUCTIVITY For Procrastinators



LESSON 4 – FIVE TIPS FOR GETTING MORE
DONE IN LESS TIME

Lesson 4- 5 Tips For Getting More Done In Less Time

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.

Weekly Brain Dump

The brain dump is for one purpose. Exactly what it says. Dump everything onto paper once per week. All the tasks that you need to complete, want to complete and will never get to. Take the top 5 items off your list and then throw the list away. Next week you will brain dump again and find that you will have 5 different top 5 tasks. It happens all of the time. 😊

Prioritize

Since there are only 24 hours in a day, it is essential that you put your most important tasks first. If you want to be more productive and reach your goals, then you must work on the critical tasks first and deprioritize anything that doesn't get you closer to your goals.

Daily Do-able List

Take five minutes in the morning and read over your goals and remind yourself what you're working toward. Not only will this help you to focus on what's important, but it will also give you a gauge to measure your to-do-list. Doing this will allow you to look at your to-do-list with a renewed focus to make sure that you have at least one daily action that works toward your broader goals.

Complete List

Work to complete that list even if it means going into the next day. The key here again is to build a pattern of completing projects and moving onto the next. An incomplete to-do list will only create unnecessary anxiety. So, merge your list with the current day or finish the list before you move on.

Distractions

More than half of your distractions are external distractions that come in the form of email, people, phone calls, and chatter from other offices. If you want to stop these external distractions before they start you must give out the right signals. If you utilize instant messenger, set yourself too busy and wear headphones, even if you aren't listening to music. Providing subtle queues may seem passive aggressive, but they will also save you from annoying distractions.

Lesson 4 -Exercise

1. Declutter Time-In this exercise you will focus on decluttering your workspace. When you have visible files lying about your office, it reminds you of an unfinished task, while an unread book is an invitation to procrastination. Keeping your desk organized and free of clutter can help you stick with a task for more than one and a half times longer.
Spend 30 minutes decluttering now.