

# PRODUCTIVITY For Procrastinators



LESSON 6 – SIX HABITS THAT WILL KILL  
YOUR PRODUCTIVITY

## Lesson 6- 6 Habits That Will Kill Your Productivity

DISTRACTIONS. DISTRACTIONS. DISTRACTIONS. In a perfect world, there would be none. We'd wake up, have our coffee, and head to work for a productive day crossing everything off our to-do lists. I'd love to visit this dream optometry land but realistically, on any given workday, there seems to be 100 things vying for our attention. It's super easy to get off course and lose focus.

We can't control everything that pops up to disrupt our flow, but we can control our actions. Many of us have pesky habits that kill productivity and make it hard to focus. Identifying and making modifications in our habits can help the day run more smoothly.

### **Multi-Task**

Instead of trying to do many things at once, focus on one task at a time. Accomplish each task to the best of your ability and then move on to the next thing. Multitasking is typically not a productive use of time. It takes time to switch between different activities which is time lost.

### **No Routine**

One of the biggest killers of productivity is NOT having a routine. The most important part is start immediately when you wake. Know what appointments your day will bring, what your spouse needs to accomplish, your children as well. Is it picture day or wear your favorite sport day? Do not let yourself wake up to the unknown. Have a routine set in place so that every night, you are aware of activities for the following day. This will ensure that your days will start off organized, leading to a more productive day.

### **Perfectionist**

You should always strive to produce quality work, but there are times when it's okay to have less-than perfect results. Are you putting too much effort into something that really doesn't demand perfection? Do you rewrite your meeting notes that are just for you? Does your first draft of a creative writing essay have to be perfect? How about those preliminary sketches of a new clothing ensemble? Be choosy as to how you will extend and apply your energies towards your various activities. Think hard about where and when in your work should you bring out and apply your discerning eye.

### **Learn To Say NO**

If you find yourself always saying "yes" to projects, people, tasks, accounts and the you will find that it takes a toll on your productivity. If you always say "yes," you'll eventually find you've taken on more work you can physically accomplish in a given period. Sometimes it is necessary to say "no" for your own sake. The next time you're thinking of volunteering your time or energy, consider whether the item at hand is directly related to your ongoing projects or personal work. Will this item take you one step closer towards your goals, or is it pushing you towards somewhere else entirely?

## No Automation

Are you wasting time and energy doing things the “old fashioned way”; that is, compiling your websites email subscribers by hand, or relying on your memory to pay the bills at the end of the month? It is easier than ever to automate processes, so why not take advantage of this great opportunity and do so now? Take a look at any and all regularly occurring processes that you do daily. What items can be automated to allow you to get more done in your day? You might decide to collect queries from your business website, or using Google Docs, or a similar program, to collect information into a spreadsheet for easy reference. You could get a productivity app that will set reminders or to automate your bills. The sky is the limit. Start with one and add in other apps weekly.

## Lesson 6 -Exercise

1. So, here’s your first exercise for this Lesson. We are going to be targeting the multi-tasking. For a week, try minimizing any application that you’re not presently using. If you’re working on an Excel spreadsheet, close your email and instant messenger. Get rid of all the distractions that you’re creating for yourself, and you’ll likely find that you get much more accomplished in a shorter amount of time.

*It’s worth noting that task switching, however, can often have an inverse effect. By allowing our brains to “shift gears” once in a while, we’re refreshed and can quickly make headway on a task before we need to return to doing what we were working on previously. Like everything, balance is key.*

2. Your next exercise is to choose 1 app that will allow you to automate something that you do daily. You may need more than one, but for this exercise you will pick just one. Use it for at least one week and then document the time it has saved you.