

# PRODUCTIVITY For Procrastinators



Lesson 7-Six Rules for Getting More  
Accomplished While Working Less

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Increasing your productivity doesn't take a magic wand or require you to get an advanced degree in statistics. If you are struggling with a lack of productivity, you need to take a closer look at your daily habits. Being unproductive is nobody's fault but your own. Here are some of the top tips that you can incorporate into your daily life to minimize distractions and get more done.

### **80/20 Rule**

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. You can implement the 80/20 Rule to do this. The 80/20 rule refers to the phenomenon where 80 percent of your output is brought about by 20 percent of your efforts. This means that the remaining 20 percent of the production can only be achieved with 80 percent effort. This means that you have to let go of the little details that no one but you notice. The key is to focus your time and energy on producing the 80 percent of everything you do.

### **Parkinson's Law**

If you find that you struggle with managing everything your massive to-do-list, remember the Parkinson's Law. Start by figuring out how long the task should take you and then cut that time in half. It will help increase your productivity right away as you will tackle the task in small portions. Taking breaks is a huge part of this technique because it is how you maintain your energy which we will discuss next.

### **Energy Management**

We are all different when it comes to work ethics. It is important to realize just how much energy your work is taking out of you. Once you understand the drain you can focus on how to recover from the energy loss. The number one thing you need to do is Schedule Breaks even if you think you do not need them. If your work will allow it, double your needed break time. This will ensure that you have plenty of time to get your energy back and will be most productive at this time.

While you are rejuvenating take time to make a list of all the benefits you get from rest and relaxation. This will encourage you to look forward to the down time that is just for you.

### **Use Sharpened Tools**

We all have certain areas that we specialize in and we all have areas for improvement. When you are working on improving your productivity, it is important that you stick to the tasks that you are sharp in. You can outsource or delegate the tasks that would take you more time or produce low quality work. Although you may have a sense of accomplishment by completing these tasks on your own, it is important to remember that we are trying to get the most quality work in less time so these to be eliminated.

## **Assume Nothing**

When you assume something is correct or you assume this is what they wanted you can run into having to redo your work. Ask questions, have a clear understanding of your tasks and Never Assume!

## **Quality**

The quality of your work is important, but in the other hand if you are a perfectionist, you are likely to get little accomplished. Find a happy medium where you are producing high quality work without being a perfectionist.

No Lesson Exercise