PRODUCTIVITY
For Procrastinators

Lesson 8 - How to Become More Productive and Achieve Your Goals

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Some of this may seem repetitive, but it is important that you understand for each technique to work you must follow a pattern and create a habit. So the object is repeat over and over again until you break the old habits and establish new ones that will help you to continue to increase your productivity.

Cut Your Tasks in Half

We talked about this in an earlier lesson when we discussed Parkinson's Law. Take the amount of time that it takes to complete a task and then you will cut that time in half. Using a timer and regular breaks, you will attempt to complete the tasks in half of the time. You may not be able to complete the task in half of the time, but I believe you will be amazed at just how much time you can save when you stay focused.

Take Breaks

There is a general belief that employees who take regular breaks are more productive. Following a break, you are geared up to work again, significantly boosting your performance level. This rejuvenation enables you to complete your tasks more accurately, leading to fewer errors.

You Come First in The Morning

Take time for you BEFORE you sit down and start work or open email. Take a few moments to grab coffee, reflect on your daily tasks, meditate and so on. Just be sure that the first few minutes of your day are for you.

Challenging Tasks First

It is important to tackle the most challenging or time-consuming tasks first. Be sure to use timer and break often but start at the beginning of the day when you are the most refreshed. You will find that you will complete the task sooner than expected and with less errors.

One Task at A Time

This can be difficult; especially if you have a support role where you can be pulled in many directions. You can use the exercise below to find a system that will work for you and help you stay on track when being pulled into other projects. It may be a sign in sheet with meeting request. This will allow the people that you support to schedule time to meet and not interrupt you during another scheduled task.

Create System

A productivity system is simply the processes, tools, and habits that you use daily to ensure the important stuff *always* gets done. Some days you won't feel as motivated to do the work, but that's when your system kicks in and forces action. It drives you through the dips in motivation. It doesn't have to be complicated. You don't need a million tools. You just need to follow it and get results.

Lesson 8 – Exercise

1. The exercise for this lesson is to create a system for your most challenging task. If you find that people walk by your desk and distract you all day, then create a system for how to keep people away. If you find that you are consistently answering emails all day, then you will want to create a system where you will add an auto reply to your emails that state you answer emails at 8am, 12pm, and 4pm or 12pm only. It is all up to you as this is your system.