

PRODUCTIVITY For Procrastinators



RESOURCE CHEAT SHEET

Apps for Productivity

Rescue Time – an app that will send you weekly reports to indicate the tasks that are stealing your time.

<https://www.rescuetime.com/>

Focus Booster – the app is based on the principles of the Pomodoro Technique and is aimed at individuals who procrastinate and feel overwhelmed by their tasks. The app is designed to enhance your focus and remove any anxiety you might have with time pressures.

<https://www.focusboosterapp.com/>

Toggl – a great alternative to time sheets, Toggl lets you track how much time you spend on different projects. Effective time management and productivity begins with being clear on how much time you actually spend on your projects and tasks and then analyzing and working out how you can manage them more effectively.

<https://www.toggl.com/>

MyLifeOrganized – if you find it challenging to manage your tasks, to organize your goals, and work with your to-do lists, this task management system helps you target what you need to be focusing on to reach your objectives.

<https://www.mylifeorganized.net/>

Focus@Will – an app that combines neuroscience and music to boost your attention span and productivity. Using the apps makes it possible to increase your attention span by of to 400 percent making it idea for people who find it difficult to focus on your tasks.

<https://www.focusatwill.com/app/>

Articles on Productivity

Achieve More with Less Using the 80/20 Principle – an in-depth article on how you can utilize the 80/20 principle to achieve more while working less.

<https://personalexcellence.co/blog/80-20/>

Productivity Boost: How to Start Your Day at 5:00 AM – an article that provides you with simple techniques that you can do to start your day earlier and boost your productivity.

<https://www.lifehack.org/articles/featured/productivity-boost-how-to-start-your-day-at-500-am.html>

10 Best Ways to Boost Productivity – a list of tips and tactics for boosting your productivity.

<https://www.lifehack.org/articles/productivity/10-ways-to-boost-productivity.html>

31 Things Successful People Do to Increase Their Productivity at Work – a helpful article that shows you 31 things that the most successful people do to improve their productivity at work.

<https://www.snacknation.com/blog/increase-productivity-at-work/>

How to Boost Productivity Using the Pomodoro Technique – a detailed article on the Pomodoro Technique and how you can use it to improve your productivity.

<https://slidemodel.com/how-to-boost-productivity-using-the-pomodoro-technique/>

Best Books on Productivity

Getting Things Done: The Art of Stress-Free Productivity by David Allen. The main idea behind the book is that the more tasks, projects, and commitments you get out of your head and into an external system, the more mental clarity that you'll have throughout the day and the more productive you'll become.

<https://www.amazon.com/dp/0143126563/?tag=aloproductivity-20>

The Power of Habit by Charles Duhigg. A look into how habits work, and how you can form new ones as well as changing the ones that you already have.

<https://www.amazon.com/dp/081298160X/?tag=aloproductivity-20>

The Power of Full Engagement by Jim Loehr and Tony Schwartz. A powerful book which teaches how you can manage your energy intelligently so that you can become more productive.

<https://www.amazon.com/dp/0743226755/?tag=aloproductivity-20>

Getting Results the Agile Way by J.D. Meier. The author presents a system that is designed around producing results rather than focusing on activities themselves.

<https://www.amazon.com/dp/B005X0MFD2?tag=s7621-20>

The One Thing by Gary Keller. The premise of this book is that we work on too many things at once and that we could get significantly more done, with less effort, if we stop multitasking and focus on just one thing.

<https://www.amazon.com/dp/B00C1BHQXK?tag=s7621-20>

Videos on Productivity

The Science of Productivity – the video breaks down the meaning of “productivity.” You’ll learn how your brain reacts to different stimuli and how you can motivate yourself to avoid procrastination.

https://www.youtube.com/watch?time_continue=8&v=IHfjvYzr-3g

Seven Brain Hacks to Improve Your Productivity – the video explains how you can increase your awareness and motivation by avoiding multi-tasking, utilizing pen and paper to-do lists, exercising, experimenting with lighting, staying hydrated and taking short naps.

<https://www.youtube.com/watch?v=jsFAxAlJmN0>

How to Hack Your To-Do List – Author of *Getting Things Done*, David Allen, explains how to-do lists work. He discusses what you need to consider before you create a list and how to effectively manage your list afterwards.

<https://www.youtube.com/watch?v=Xduzwk04I2E>

How to Stop Procrastinating – this video provides three basic solutions for ending procrastination. If you struggle with procrastination this video is a must watch.

https://www.youtube.com/watch?time_continue=2&v=Qvcx7Y4caQE

Tips to Structure Your Day – Planning your day is only half the battle, you won’t get very far unless you prioritize your work and set deadlines. This video offers a lot of insight into how you can successfully plan your work to be more productive.

<https://www.youtube.com/watch?v=4ysybi4068>

Podcasts on Productivity

The Tim Ferriss Show – known for his bestselling book *The 4-Hour Workweek*, Ferriss invites and interviews someone from a niche industry and talks about their secret to success.

<https://tim.blog/podcast/>

The Accidental Creative – learn to develop everyday skills that can help you stay creative, productive, and healthy.

<https://accidentalcreative.com/>

Back to Work – this podcast is specifically geared toward helping you improve work habits by breaking down the most common topics in the workplace.

<http://5by5.tv/b2w>

Productivityist – Host Mike Vardy's goal is to help listeners define their day, funnel their focus, and make every moment matter by providing helpful, actionable tips and useful tools.

<https://productivityist.com/>

Beyond the To-Do List – Host Erik Fisher uses each episode to teach you how to get more done and explores the main purpose of productivity, living a meaningful life between personal and work life. Fisher interviews thought leaders and entrepreneurs to extract the most important lessons of motivation, time-management, and organization.

<https://beyondthetodolist.com/>

TED Talks on Productivity

Inside the Mind of a Master Procrastinator – Speaker Tim Urban knows that procrastination doesn't make sense, but he hasn't been able to shake his habit of waiting until the last minute. He encourages listeners to think harder about what we're really procrastinating on, before we run out of time.

https://www.ted.com/talks/tim_urban_inside_the_mind_of_a_master_procrastinator

The Happy Secret to Better Work – Psychologist Shawn Achor talks about how we believe that we should work harder to be happy, but wonders if we should be doing things backwards. The fast-moving and funny talk argues that happiness will inspire us to be more productive.

https://www.ted.com/talks/shawn_achor_the_happy_secret_to_better_work

How Too Many Rules at Work Keep You From Getting Things Done – Modern work is about solving brand-new problems every day, flexibility, and collaboratively. Speaker Yves Morieux shows how, too often, an overload of rules, processes, and metrics, can keep us from doing our best work.

https://www.ted.com/talks/yves_morieux_how_too_many_rules_at_work_keep_you_from_getting_things_done