



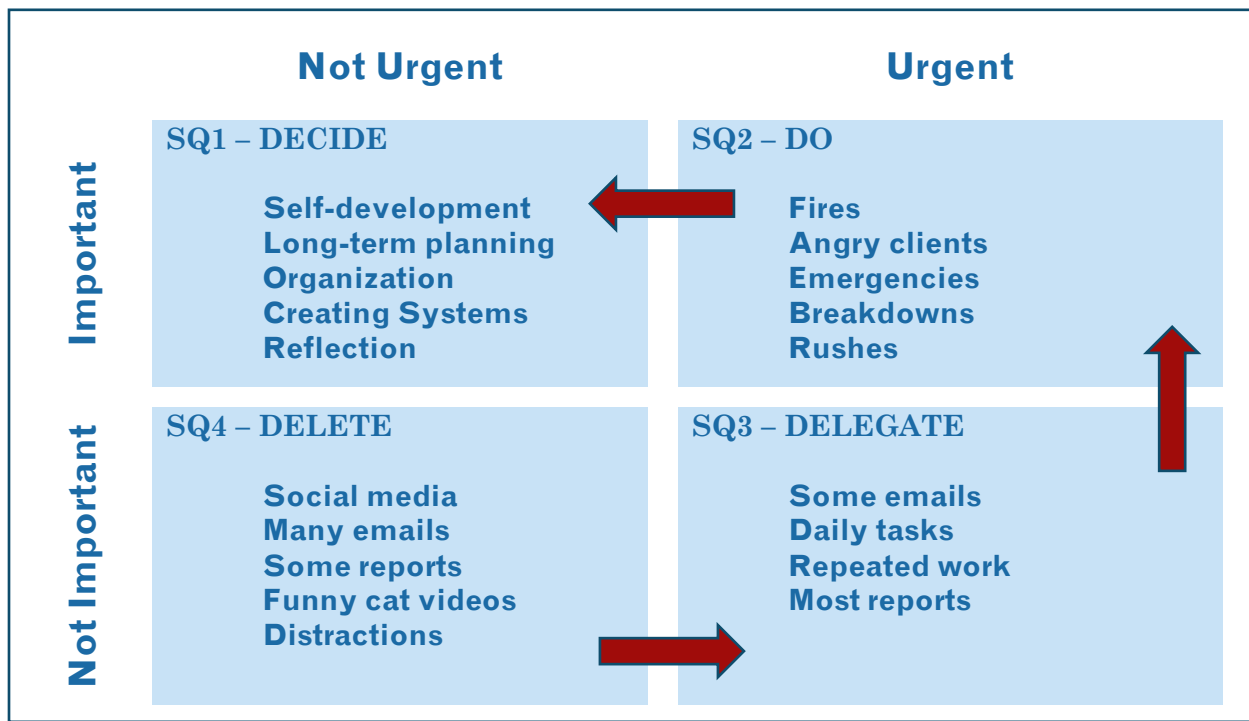
What do you need to do?

There are two things that are most difficult for people to do: to think and to do things in order of importance. John C Maxwell

LIST: Using the lines below, list out 10 things that are on your to do list (could be something you need to do today, or something that you eventually need to do, personally or professionally).

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

FOURSQUARE™





13 Productivity Hacks

1: LIVE LIFE IN 15 MINUTE SEGMENTS

There are only 1,440 minutes in each day. How much value do you attach to each minute? Change the defaults in your calendar to 15-minute increments.

2: SET DAILY PRIORITIES

Henry David Thoreau said *"it is not enough to be busy. The question is, what are we busy about?"* Follow the four priority principles:

- Most people Overestimate the Importance of Most Things.
- Having Too Many Priorities Paralyzes People.
- When Small Demands Are Given Too Much Attention, Big Problems Arise.
- Making Everything a Priority Means Nothing Is a Priority.
- Sometimes It Takes an Emergency to Force People To Prioritize.

Day	Week	Month		
6:30	6/7/2015	6/8/2015	6/9/2015	6/10/2015
9 ^{AM}				
10 ^{AM}				
11 ^{AM}				
12 ^{PM}				
1 ^{PM}				
2 ^{PM}				
3 ^{PM}				
4 ^{PM}				
5 ^{PM}				

3: GET RID OF YOUR TO-DO LISTS

Throw away all your to-do lists. Instead, schedule *everything* into your calendar.

Parkinson's Law

"Work expands so as to fill the time available for its completion"

4: CLUSTER YOUR WORK

Place similar activities next to each other in your calendar. Theme your days of the week if possible. Put meetings back to back. Put items that require concentration next to each other.



5: CHECK EMAIL 3 TIMES A DAY

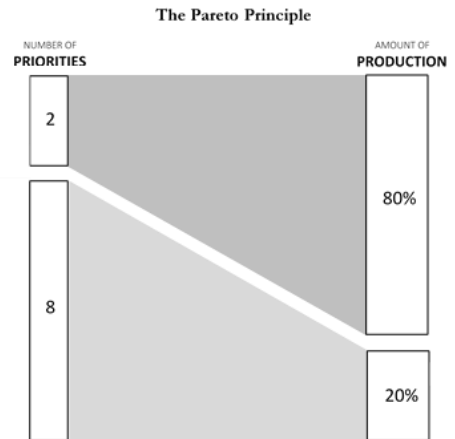
Email is a great way for others to put their priorities into your life. If possible, stop notifications, shut down programs, and avoid disruptions. Focus on one task at a time. Schedule time to "Catch Up."



6: FOLLOW THE 80/20 RULE

80% of your results come from 20% of your actions. What are your 20%ers? What of your 80%ers can you delegate or eliminate?

*"Genius is the ability to reduce the complicated to the simple."
- CW Ceran*



7: SET UP SYSTEMS

Look at all your repeated work and take some time to create a system (SOP). Systems can also apply to morning routines, how you close the working day, and how you get in exercise.



8: SCHEDULE FOCUS BLOCKS

For the deep work, schedule these in 60 to 90-minute uninterrupted blocks. Remove all distractions, stop all notifications, hide your phone and put up a sign if you have to.

9: MAKE ROOM FOR MARGIN

Margin is the space that exists between our load and our limits. It is the amount of time allowed beyond that which is needed. It's the gap between rest and exhaustion, between breathing freely and suffocating. It's the opposite of overload.

10: USE A NOTEBOOK

Stressed due to trying to keep everything in your brain at one time? The most successful people use a notebook or phone app (such as Notes, Evernote, Notebook) to download everything they do onto paper. This frees their mind to think about the present.

11: TOUCH THINGS ONLY ONCE

If it will only take 10 minutes or less, do it now. If it is trash, put it there. If you need to spend time on it, put it into your calendar. Don't spend useless time reviewing over and over your tasks.



12: FOCUS ON ENERGY, NOT TIME

Time management is actually a thing of the past. In today's complex, creativity-demanding society the focus is more on energy.

- A. What time would you go to bed? _____
- B. What time would you wake up? _____
- C. How much total time of sleep? _____ /2 = _____

Take the total and add it to A _____



Before 3:00 am = Lark
After 5:00 am = Owl
In between = Middle Bird



12: MAKE IT HOME FOR DINNER

There will always be more to do. This just does not mean go home on time. It means, be sure to take time to take care of yourself. Remember, a dull saw can't cut very well!

Homework

- What can you delete from your life?

- What can be delegated to a system?

- What other specific steps will you take to become more productive?

Homework Due: Dec 1st. Please send via email.