

THOUGHTS ON PRODUCTIVITY

PRODUCTIVITY [PROH-DUHK-TIV-I-TEE] THE STATE OR OUALITY OF PRODUCING SOMETHING MEANINGFULWITH UNDIVIDED FOGUS.





TIME IS THE SINGULAR MEASURE OF LIFE. IT'S ONE OF THE FEW THINGS YOU CAN NOT GET MORE OF. KNOWING HOW TO SPEND IT Well is possibly the most important skill you can have.

SCOTT BERKUN / <u>The cult of busy</u>



IT'S A BIT OF A CLICHÉ, BUT THERE'S SOME MERIT TO THE NOTION OF WORKING SMARTER, NOT HARDER. TAKE TIME TO IDENTIFY AND IMPLEMENT SYSTEMS THAT REDUCE DISTRACTIONS, AND LOWER THE BURDEN ON YOUR TIME.

ERIC KARJALUOTO / <u>Slow the fuck down</u>



WORK SMART THE KEY TO PRODUCTIVITY



THOUGHTS ON PRODUCTIVITY

DOTTED LINE PRINCIPLE

Nº 01



Nº 01 / DOTTED LINE PRINCIPLE WORK THROUGH AN INITIAL CONCEPT WITHOUT EDITING, THEN GO BACK TO REFINE, EDIT OR ADD AT A LATER TIME.

This method originates from Tupac Sakur's incredibly prolific studio work ethic.

In his last 8 months alone he created 150 songs, which was an average of 3 songs per studio session.

The method is effective my making it easier to build on top of a rough draft, as opposed to a blank canvas.



PRODUCTIVITY THOUGHT



EISENHOWER BOX

N0 05

1 1



Nº 02 / EISENHOWER BOX

URGENT & IMPORTANT

IMPORTANT, BUT NOT URGENT

URGENT, BUT NOT IMPORTANT

NEITHER URGENT NOR IMPORTANT

This method originates from Dwight D. Eisenhower, the 34th president of the United Status of America, and a productivity legend.

It forces us to identify where our time and effort will be the most effective, and therefore avoid activity addition.

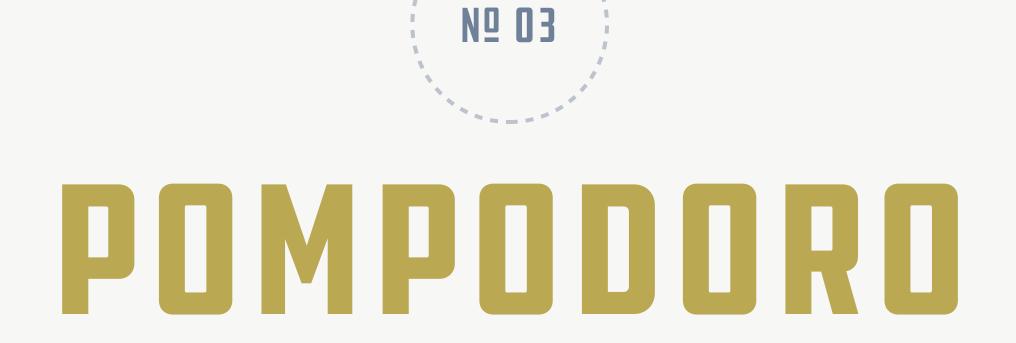
Tasks you will do immediately
Tasks for later
Tasks for delegation

Tasks for elimination

It provides a clear framework for making the decisions over and over again.



THOUGHTS ON PRODUCTIVITY





Nº 03 / POMODORO CONCENTRATE FOCUS IN SHORT SPRINTS TO ENSURE YOU'RE CONSISTENTLY PRODUCTIVE AND YOU KEEP YOUR MOTIVATION HIGH.

Invented by the author Francesco Cirillo while a student, which he used to track his work with a tomato-shaped timer. Focus on a specific task or project for 25 minutes straight with no distractions, then take a 5 minute break. This method is effective for when your facing a large task, a series of tasks, or you need to power through distractions.



PRODUCTIVITY N THOUGHTS





Nº 04 / SEINFELD BUILD A 'CHAIN' BY PICKING A TASK THAT YOU CAN SUSTAIN DAILY AND WILL MAKE AN IMPACT ON YOUR FINAL GOAL. THEN DON'T BREAK THE CHAIN.

Comedian Jerry Seinfeld is credited with this method after being asked his advice about developing comedic prowess. This method requires a year-long calendar that will allow you to mark each day on which you performed your task. Seeing the chain grow becomes a motivating factor to continue progress.

PROCRASTINATION

Nº 05



Nº 05 / PROCRASTINATION PROCRASTINATION CAN BE LEVERAGED AS A PRODUCTIVITY HACK. EMBRACE IT.

Designer Tobias van Schneider has shared that procrastination is his ultimate productivity hack.

When we procrastinate, our minds look for distractions to avoid engaging a difficult or unpleasing tasks. We can leverage this by occupying ourselves with other, lesser important tasks.





KEY THINGS TO REMEMBER



N® 01 / BUSYNESS FIGHT THE URGE TO GIVE INTO BUSYNESS. WE MUST BE DELIBERATE IN OUR ACTIONS, AND CONSIDER HOW EACH TASK WILL HELPS ACHIEVE THE LARGER GOAL.



Nº 02 / FOCUS IT IS IMPERATIVE THAT WE CARVE OUT SIGNIFICANT BLOCKS OF UNINTERRUPTED TIME, DURING WHICH WE CAN DEDICATE FOCUS TO SUBSTANTIAL TASKS.

Nº 03 / BURNOUT IT'S IN YOUR BEST INTEREST TO PROTECT YOURSELF FROM BURNOUT. BURNOUT IS THE ENEMY OF PRODUCTIVITY.

NO 04 / SCREENTIME # PRODUCTIVITY WORKING A PREDETERMINED AMOUNT OF HOURS DOESN'T RESULT IN A PROPORTIONAL AMOUNT OF TASKS COMPLETED. IN FACT, STUDIES HAVE SHOWN THAT THE LONGER PEOPLE WORK, THE LESS PRODUCTIVE THEY BECOME.



WE MUST BATTLE PERFECTIONISM. TRYING TO DO THINGS PERFECTLY ALL THE TIME WILL ONLY LEAD TO BAD PRIORITIZATION DECISIONS.

Nº 05 / PERFECTIONISM





THANK UDU GO FORTH AND BE PRODUCTIVE

