PRODUCTIVITY CHECKLIST

Intro

- ✓ We all have days (heck make that weeks and months) where we wish we had more than 24 hours

- ✓ There is no way to give us more time in any given day, we can make sure we make the best of it

- ✓ When we're talking about getting more done in the time we have, we're talking about productivity

Increase Your Productivity Anytime

- ✓ **Tip #1 – Make A List:** Having a list will help you stay focused and you'll know exactly what you need to get done. You won't start your day wasting time trying to figure out what you should be doing or getting pulled in every direction as things pop up.

- ✓ **Tip #2 – Focus On The 3 Most Important Tasks:** What are the three tasks that will make the biggest difference? What things have to get done no matter what? What will make the most progress?

- ✓ **Tip #3 – Cut Mental Clutter With Calendars And Reminders:** Grab your smart phone or log into Google Calendar and use it to keep track of all birthdays, anniversaries, appointments, and meetings for you. You can even set the calendar to remind you about important dates and times. No need to keep a mental note.

- ✓ **Tip #4 – Be Aware Of Time And Parkinson's Law:** Have you heard of Parkinson's Law? It states - and I'm paraphrasing here - that work expands to fill the time available for completion. In other words, each task you're working on will take as long as you give it.

- ✓ **Tip #5 – Learn To Say No:** I know it's hard for a lot of us, but how many times have you gotten roped into a lot of extra work or a waste of your time simply because you didn't say NO?

✓ **Tip #6 – Get Good At Delegating:** Here's what happens when you figure out what you should be doing yourself and what you should pass on to someone else. You gain a lot of focus and of course time to get the things done that are important. In other words, you get more productive.

✓ **Tip #7 – Find Out What You Can Automate:** Question everything you do that is somewhat mindless or repetitive. Is there a way to automate it and free up your time and you brain to work on something else?

✓ **Tip #8 – Surround Yourself With The Right People:** Take a good look at the people you work with. These could be your admin, your team members, your interns, but also independent contractors like your accountant for example. Think about working with them. What's working and what isn't?

✓ **Tip #9 – Make Sure You Have A Plan:** You can't be productive unless you know exactly what you're working on and what your end goal is. If you don't know either, you're doing busy work, not productive work.

✓ **Tip #10 – Cut Out The Distractions:** I don't care where you work, chances are you're interrupted quite a few times each day by people walking up to your desk, the boss calling you in for an impromptu meeting, the phone ringing or the email and social media alerts on your phone going off.

✓ **Tip #11 – Create Routines To Make Things Simple:** Create a routine or a schedule and you stick to it. No more worrying about what to do. You just get it done and after a while it will be on autopilot.

✓ **Tip #12 – Simplify And Declutter:** Did you know that it takes the average person 40% longer to tidy up and clean their house when there's a lot of stuff in it? Think about that 40% is a big chunk and a lot of time and effort.

✓ **Tip #13 – Plan Your Meals:** You can save quite a bit of time (and money) with meal planning. Plus you have the added benefit of having healthy home cooked meals to feed your loved ones.

✓ **Tip #14 – Share The Workload:** While it may seem like things only will get done right and in a timely fashion when you take of them yourself, there's a lot to be said about sharing the workload and assigning chores to the rest of your family.

✓ **Tip #15 – Take Time To Relax:** We live in a busy and hectic world with too little rest, too little quiet time, and too little sleep. And you know what happens when we don't get enough rest. We can't concentrate and even simple tasks take us longer.