

Productivity Planning

5 Keys to increasing your productivity

1. Take Time to Think and Plan

Highly productive people take the time to think, plan and set priorities. They then launch quickly and strongly toward their goals and objectives. They work steadily, smoothly and continuously and seem to go through enormous amounts of work in the same time period that the average person spends socializing, wasting time and working on low value activities.

2. Develop a Sense of Urgency

One of the ways you can double your productivity is by developing a "sense of urgency." This is an inner drive and desire to get on with the job quickly and get it done fast. This inner drive is an impatience that motivates you to get going and to keep going. A sense of urgency feels very much like racing against yourself.

3. The Law of Forced Efficiency

This law says that, "There is never enough time to do everything, but there is always enough time to do the most important thing."

When you run out of time and the consequences for non-completion of a key task or project can be really serious, you always seem to find the time to get it done, often at the very last minute. You start early, you stay late and you drive yourself to complete the job rather than to face the negative consequences that would follow if you didn't get it completed within the time limit.

Rule: "There will never be enough time to do everything you have to do."

4. Prioritizing is mandatory for successful time management.

The fact is that the average person today is working at 110% to 130% of capacity. And the jobs and responsibilities just keep piling up. Everyone has stacks of reading material they still have to go through. One study concluded recently that the average executive has 300-400 hours of reading and projects backlogged at home and at the office. The key is to managing your time is to prioritize your tasks.

5. Planner:

There are hundreds of planners on the market today. The key is to use one that is simple. There are two lists that you should maintain. A daily list and a weekly list. The weekly list is created on Sunday night and outlines the items you need to complete for the upcoming week. The daily list is of items that need to be finished today. It is best to keep these in a binder.

Weekly List:	●	● Daily List:
1.		1.
2.		2.
3.		3.
4.		4.
5.	●	● 5.
6.		6.
7.		7.
8.		8.
9.		9.
10.	●	● 10.