

Increase YOUR PERSONAL PRODUCTIVITY



CHECKLIST

Understanding Productivity and Finding Your Why

- ☐ Being able to complete tasks to attain your goals
 - Discovering your why
 - Choosing goals that are close to your heart
 - Prioritizing them above others
- ☐ Finding Your Why
 - It's what gets you out of bed in the morning
 - It's the reason why you work hard
 - It's your motivation
 - It's your drive
 - It's your reason for wanting to get things done
- ☐ Discover Your Core Values
 - Do you value honesty?
 - What motivates you?
 - Honesty
 - Love
 - Duty
 - Money
- ☐ Determine What is Most Important to You
 - Money?
 - Security?
 - Freedom?
 - Time?
 - Comfort?

Identifying Your Goals

- ☐ What do you want most in life?
 - Successful career
 - More time for friends and family
 - Someone to share your life with
- ☐ Why do you have these goals?
 - Find ones that bring your personal happiness
 - Better health
 - Greater peace of mind
 - Greater sense of security

- Convert goals into concrete milestones
 - Need to plan where you want to see yourself
- How to achieve your goals
 - Each step should translate into productivity
- Determine if your goals have changed
 - Reevaluate your goals from time to time

Time Management and Productivity

- Time spent on tasks should move you toward your goals
 - Need to allocate your time among tasks
 - Using your time effectively and productively
- Declutter your spaces
 - Everything has a designated place
 - Everything is put back where it belongs
- Declutter your mind
 - You have to focus your mind
 - Will quickly lose motivation
 - Tired
 - Stressed
 - Overworked
 - Retrain your mind to think positively
 - Negativity is draining
 - Hinders your productivity
 - Have to consciously redirect your thoughts
 - Create mental priority list
 - Use meditation to clear your mind
- Keep a time diary
 - Keep note of all activities and time spent
 - See where you spend your time daily
- Analyze the entries
 - Help you understand activities
 - Both productive and unproductive
 - Pinpoint trivial tasks that take your time
- Create a must-do list
 - Gives you a sense of direction
 - List tasks that you must do

- ☐ Create a schedule
 - Assign separate time slots to activities on your list
- ☐ Be flexible

Snags in Increasing Productivity

- ☐ Eliminate distractions
- ☐ Avoid multitasking
- ☐ Working with a lack of confidence
- ☐ Working without breaks
- ☐ Lacking motivation and inspiration
- ☐ Trying to do too much at once
- ☐ Not acknowledging your achievements
- ☐ Not making use of your downtime
- ☐ Allowing clutter to build up

Overcoming Procrastination

- ☐ Identify the unpleasant tasks
 - Tackle these first thing in the morning
- ☐ Plan for consequences
 - Choose a consequence that will motivate you
- ☐ Get help
 - Ask a friend or colleague for help on tasks
 - They will hold you accountable
- ☐ Tell everyone your goals
 - Gives you added incentive to reach goals
- ☐ Create the right environment
 - Gather everything you need to start your tasks
 - Turn off phone alerts
 - Let everyone know that you can't be disturbed
- ☐ Make friends with go-getters