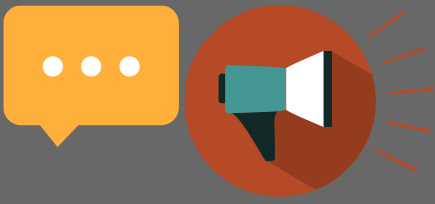




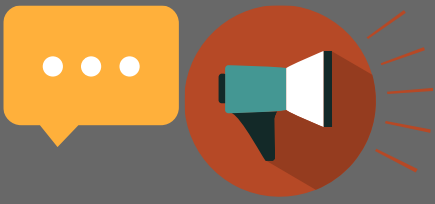
The Productivity Cheat Sheet: 15 Secrets of Productivity



1. Write it Down!

Ok, so this one is kind of obvious, but you'd be shocked at how many people actually don't write their tasks for the day down. To-do lists are an essential part of your ability to actually remember all the little things you had to do and also remember the overall 'big tasks' or projects. We will look at how to write it down a little later, but for now, just remember that you need to write down your goals each day.



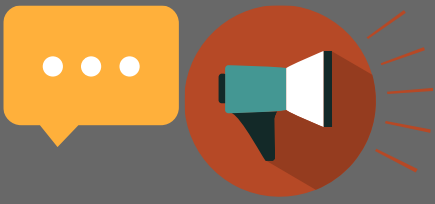


2. Cut it Down!

Ok, so now that you have written down your to-do items, it's time to get ruthless! You have to cut it down to a manageable number of items per day. The process is to first brainstorm your to-dos and then select the non-essential tasks which you can leave for another day.

Choose 1-3 BIG TASKS and 3-5 small tasks as an absolute maximum for that day. Then, get on with it and stop stressing. By doing this, you are already being more productive than 90% of people out there.

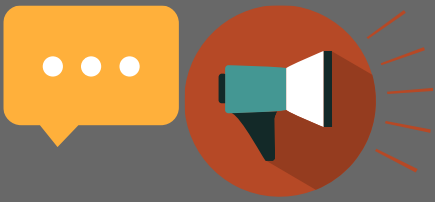




3. Multi-tasking is Mediocre

Stop multi-tasking. I´m going to say that again, “Stop Multi-tasking”! Multi-tasking is a productivity killer as it not only reduces your productivity, but according to research at the University of London, participants in a study who multitasked during cognitive tasks experienced IQ score declines that were similar to what would be expected if they had consumed marijuana or stayed up all night without sleeping. IQ reductions of 15 points for multitasking men lowered their IQ scores to the average range of an 8-year-old child.

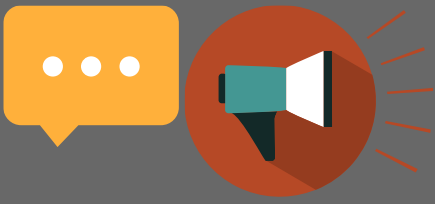




4. Switch off

Turn off your notifications on your phone and set it to silent. You should also turn off all notifications on your computer and on any other device around you. This is important. If you don't do it, you will never be able to get on with your work. Be hard, *efficiency* isn't just a pretty word, it's a life style!

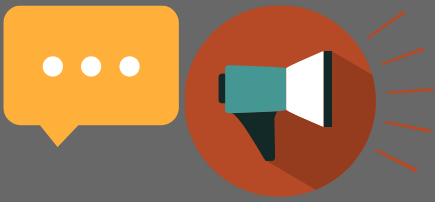




5. Workspace



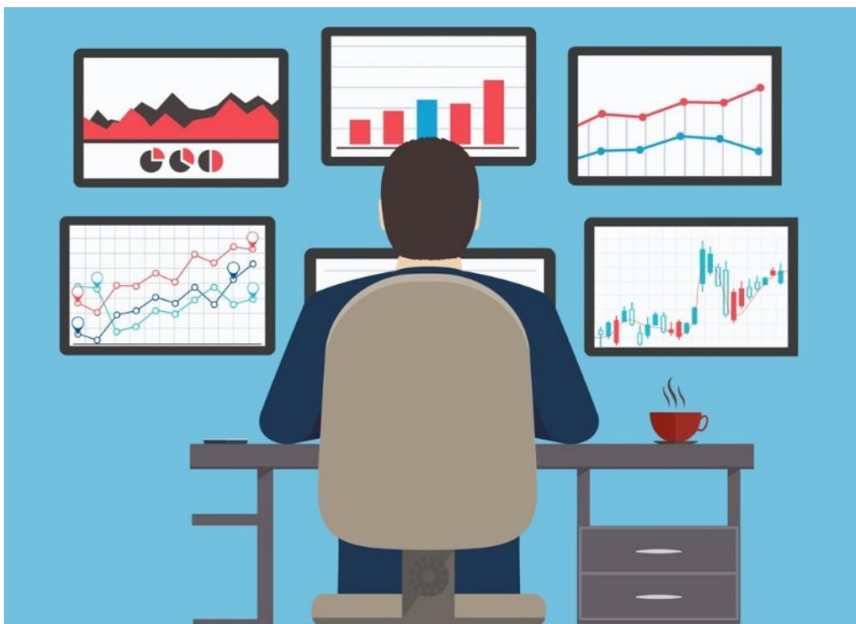
Organize your work space. Your desk space and surroundings are too important to neglect. If your desk looks exciting and pretty, you need to be more minimalist. There should be no pictures, no pretty candles, no gadgets, nothing! All you need is a computer and a desk.

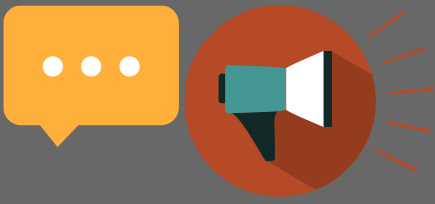


6. Track- Test- Limit

This is simple, you need to track what you are doing, how you are doing it and how long it's taking you. Then, test different ways of doing it to become more efficient. Try doing things in small short sprints and then take a short break.

It's important to limit the amount of time you spend on any given task so that you don't end up wasting time needlessly researching and carrying out menial tasks that interrupt your work flow. Are you taking breaks too often? Are you taking enough quality breaks, or are you going on Youtube instead?



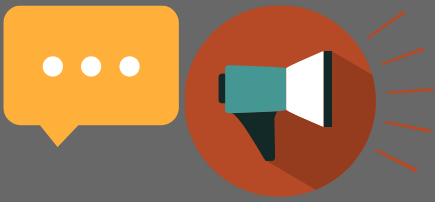


7. Embrace Technology

Successful people in all fields of work and life are productive. Your time is too valuable to waste being unproductive and slow. Technology is a wonderful thing that can make your life easier if you use it right. Research and embrace productivity tools that you think will be useful.

At the end of this e-book, under the “Productivity Tools” section, you will find a list of awesome productivity tools to help you hit some next level productivity in very little time.

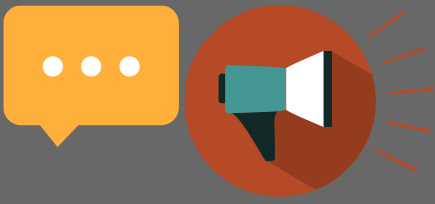




8. Set Goals

You need to set specific goals.

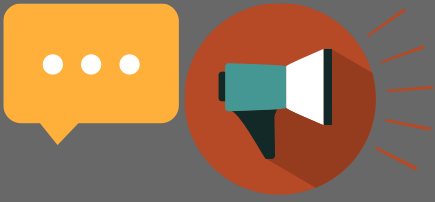




9. Surround yourself with People

Surround yourself with people who have the same mindset as you.

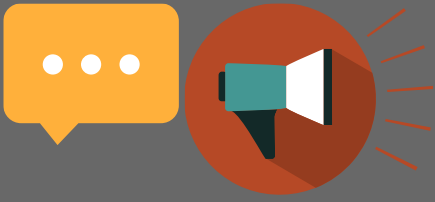




10. Immerse yourself

Immerse yourself in knowledge about your passions or objectives. Ideally you should have a job or work area that you love. This could be entrepreneurship, teaching, engineering, anything. You should immerse yourself in this world. For example, when you go for a run or when you are cooking, listen to podcasts. Read before bed if you can, you should absorb knowledge like a sponge. Learn from the experts in your field.

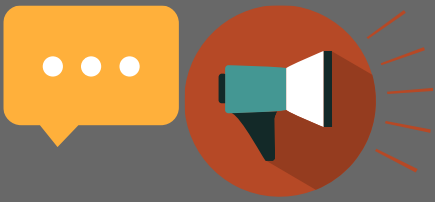




11. Say No!

Don't be a "yes man" or a "yes woman". Have you ever heard the typical safety warning before you take off on a plane "**put your own mask on before you help other people with theirs**"? Well it's true in life as well. Help other people after you have finished your own tasks. Never become a yes man or a yes woman, as you will end up bitter, stressed and angry. You will feel like people take advantage of you and it will destroy your relationships. Be smart and finish your own work first!

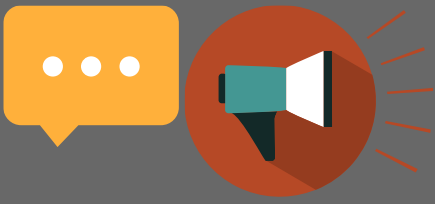
just
say no.



12. Proactive NOT Reactive

Create your plan and stick to it. Never let incoming emails throw you off your game!

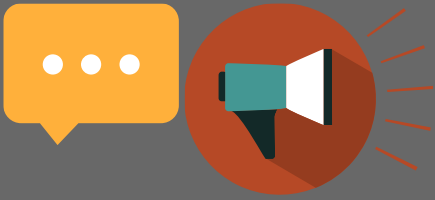




13. Meetings can sometimes be Pffffff

Minimize meetings. Meetings are the black hole of productivity and they suck the life out of your day when they are slow and unproductive. The problem with meetings is that people often use them to make small talk and go round in circles talking about petty things. In these cases, they are not work, but they are not rest either. If this is how you choose to spend your time, then you will not be productive. Meetings should be short, sharp and to the point.

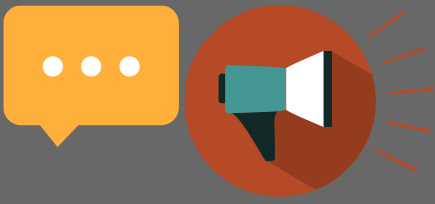




14. Results are King

Focus on results-oriented activities. This of Pareto's 80:20 Principle which states that 20% of profits come from 80% of work and 80 % of profits come from 20% of work. **Focus on working on the key 20% of tasks that will maximize your results.**





15. Take Care of Yourself

You can only be productive long term if you are taking care of yourself. You need to control your life. A balanced life includes eating the right food, exercising and keeping active, and sleeping well. If you don't do these things you will waste time and will not be at 120% when you have to work. Working for 10 hours and then sleeping and switching off properly, is far better than working for 15 hours in a day and then watching Youtube until 3 am.

