

Michael V. Newman – Podcast – Episode 002

**Five Keys to Increase Your Productivity**

All too often we find ourselves distracted from the tasks that we are working on. We have competing priorities. So how do we deal with this, by having a system for productivity.

1. Know your \_\_\_\_\_\_\_\_\_\_\_\_\_: The long view about what you want to accomplish
	1. What is your \_\_\_\_\_\_\_\_\_\_\_\_\_?
	2. What are your monthly goals?
	3. What are your \_\_\_\_\_\_\_\_\_\_\_\_\_strategies?
	4. What are your daily \_\_\_\_\_\_\_\_\_\_\_\_\_?
2. Determine how your priorities \_\_\_\_\_\_\_\_\_\_\_\_\_each day.
	1. Ask yourself, “If the tasks on my list don’t align to my vision, goals and strategies, why are they on my list?
	2. Who in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can do them 80% as well as I can?
3. Delegate: (See previous question)
	1. Why don’t you \_\_\_\_\_\_\_\_\_\_\_\_\_?
		1. If your answer is, it’s easier to do \_\_\_\_\_\_\_\_\_\_\_\_\_.
		2. I don’t have the \_\_\_\_\_ to show someone else, so it is easier to do myself.
		3. I don’t want to bother other people, so it is easier to do myself.
	2. When you delegate, \_\_\_\_\_\_\_\_\_\_\_\_\_with purpose to grow the person.
	3. Communicate your \_\_\_\_\_\_\_\_\_\_\_\_\_!
4. \_\_\_\_\_\_\_\_\_\_\_\_\_your team:
	1. Develop trust by creating \_\_\_\_\_\_\_\_\_\_\_\_\_ to grow, share responsibility, and lead a project.
	2. The wisdom and knowledge to solve the problem is probably in the \_\_\_\_\_\_\_\_\_\_.
	3. Don’t put a cap on their\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Run everything through a \_\_\_\_\_\_\_\_\_\_\_\_\_ or filter. Do you have systems to keep yourself organized?
	1. The 3 R’s (John Maxwell’s system for Priorities)
		1. \_\_\_\_\_\_\_\_\_\_\_\_\_: What is required of me.
		2. \_\_\_\_\_\_\_\_\_\_\_\_\_: What give me my greatest return
		3. \_\_\_\_\_\_\_\_\_\_\_\_\_: What gives me my greatest reward

**Application:**

1. If you don’t have a system to establish your priorities or you’re feeling that you need to improve, try the vision, monthly goals, weekly strategies, and daily tasks for a month at see if you are more effective.
	1. **Vision**
	2. **Monthly goals**
		1.
		2.
	3. **Weekly strategies**
		1.
		2.
		3.
	4. **Daily Tasks**
		1.
		2.
		3.
2. Determine what is required of you that only you can and should do.
3. Identify where you get your greatest return from the time invested.
4. Identify how you like to be rewarded for the success you achieve. (What you like to do?)

Resources:

* Michael Hyatt – Full Focus Planner
* John Maxwell Team - Goal Getter Action Planner

Answers: Priorities, vision, weekly, tasks, align, organization, Delegate, myself, time, delegate, Why, Trust, opportunities, room, capacity. System, Required, Return, Reward.