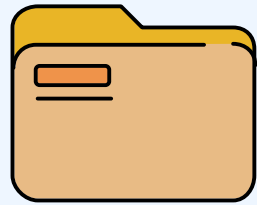


26 WAYS TO FINISH WHAT YOU START | PRODUCTIVITY TIPS



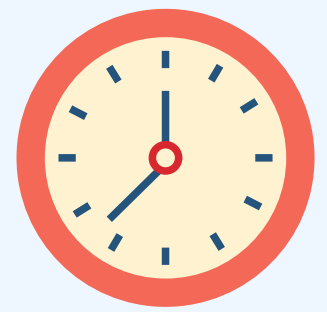
1) Make a folder for each major project you are working on and keep it on a desk that you frequently use.



2) Clean out your workstation of all unnecessary items and keep only those that have to do with specific projects, activities, and goals you are working on. Clutter causes confusion.



3) Write down the 5 major things you are working on right now, such as finishing a degree, learning a new skill, growing your business, changing jobs, etc. and make sure the majority of your time goes toward that (other than the time you spend at work).



4) If you get ideas for new projects, write them down but do not start on them until you finish one of the ones you are working on now.



5) Try to use only 1 item to stay organized, like a notepad, folder, Post-it notes, agenda, etc. The more things you use, the more clutter will be created.

6) Play a game with yourself. Write down all the things you want to achieve in a single day then cross off the items as you accomplish them. At the end of the day, you "win" if you accomplish all or most items and can give yourself a little treat!



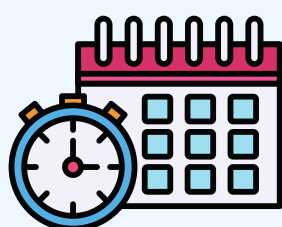
7) Use a planner and a calendar all the time to plan ahead events, and activities.

8) When working on something, keep away all distractions, even human distractions.

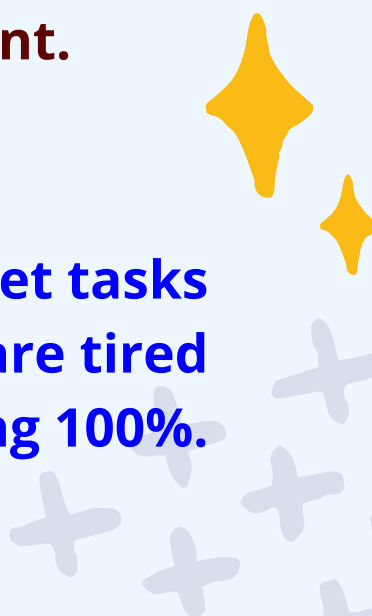
9) Keep email inbox organized and "clean." Do not be afraid to delete emails. Keep only items that require your attention then upon completion, delete or save the email in a folder.

10) Don't spend time on activities that do not add value to your overall productivity, like making fancy designs, putting colors on Excel forms, etc. Content is more important.

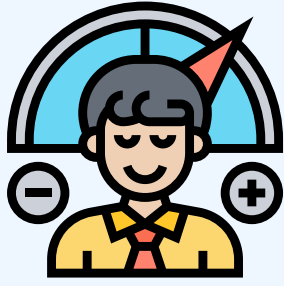
11) Put deadlines for all your activities, goals, and dreams. Having a deadline will help you to backward plan!



12) Push yourself to get tasks accomplished even if you are tired and not feeling 100%.



13) Have supplies handy and organized that you normally use for easy retrieval.



15) Trick your mind to thinking more positive, and proactive thoughts for self-motivation so you can continue to push forward throughout the day to accomplish tasks.

17) Do not take on other tasks and assignments while you are working on your main few projects, activities, and goals. Those should get all your time and attention.



19) Have set action plans or step-by-step written plans for how you are going to accomplish a major project.

This will help you break a large task into smaller parts, making it more achievable.

20) When you need to focus on something, work in a neat, organized, and uninterrupted area.



21) Try to get the most difficult and overwhelming tasks done first each day so the rest of the day can go more smoothly and with less stress.

22) Get as much help as you can get for completing tasks - don't try to do it all yourself, if you can delegate or get help to finish things.

24) Take care of your hygiene and health so you don't experience as many sick days in a year to set you back on achieving major tasks and goals.



23) Whenever you are waiting in line, riding as a passenger, sitting in a salon, try to read or use your phone to get work done to move ahead.

25) Play music that either helps you concentrate or helps you to stay energized while you accomplish things.

26) Have a large container to put all your work and your files so they can go everywhere with you, much like a rolling cart.