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8 COMMON HABITS OF UNPRODUCTIVE PEOPLE

Groups of people that have similar results have similar habits. Thin people have similar habits. Overweight people have similar habits. Productive people have several habits in common. Likewise, unsuccessful people have several habits in common, too. If you're struggling with your productivity, this article is for you.

While we're all capable of doing some amazing things from time to time, it's the things we do every day that significantly influence our results in life. Therefore, it is time to review your habits and change those that no longer assist you in being more productive.

FOR YOUR BEST RESULTS, AVOID THESE HABITS OF UNSUCCESSFUL PEOPLE:

1. **You are failing to learn.** People fail to become more productive if they fail to learn and develop. Try to be the best at what you do. Learn from each day.
 - Read a book, research articles on the internet, or watch a video on productivity tips. You'll likely learn something that will help you to be more productive.
 - Productive people are continually learning things that will allow them to be more effective.
2. **You are giving in to distractions.** We have more distractions than ever before. There are a lot of distractions that are far more interesting than anything you need to do.
 - Focus on what you're supposed to be doing.
 - Remove as many distractions from the area as possible.
 - Plan time to engage in your distractions. It's easier to avoid distractions if you know that you can engage in them later.
3. **You are not taking action.** Unproductive people often like to plan and learn. Some people love the strategic side of things. However, these same people have a lot less interest in taking action. Planning has its place. Learning is great. Eventually, though, things must get done if productivity is important.
4. **You are failing to plan your day.** Unproductive people often don't know what to do. They don't have a clear vision or plan. Instead, have a plan for the day, the week, or even just the next few hours. Make a plan and follow it!

“PRODUCTIVITY is NEVER an accident;
it’s the result of a commitment to excellence,
intelligent planning and focused effort.”

Paul J. Meyer
Author

5. **You are majoring in minor things.** Many productive people are very busy and even look busy to others. But, being busy and being productive are not the same thing.
 - Focus on the most effective course of action.
 - Avoid any activities that don’t provide significant results for the amount of time required.
6. **You give up.** You can’t be productive if you give up too soon. Productivity is about what you do, how well you do it, how fast you do it, and how much time you spend doing it. You can’t get a lot done if you don’t put in the time.
7. **Worrying.** It’s OK to have concerns and then address those concerns. However, worrying is an unproductive habit. It wastes time and makes you less effective.
 - Consider the positive things you’ve accomplished by worrying. Write them all down. How many did you identify?
8. **Procrastination.** You can’t get anything accomplished if you never even get started. Procrastination is a productivity killer.
 - If you must procrastinate, at least use the time to do something else that’s productive. For example, going for a run is a better way of procrastinating than eating a hot fudge sundae.

We all have the same amount of time each day. The most productive people are also the most successful. If you have big goals and are effective in working toward those goals, you will be a highly successful person.

Eliminate the habits that are reducing your productivity, and you’ll be in the best position to start getting more things done. You’ll be surprised by how much you can accomplish!