

3 SIMPLE PRODUCTIVITY TIPS

Okay, okay. I get it – you want to get more done in less time.

So do I.

I've been coaching full-time for the last ten years and I spend 4 hrs/day on average at my workspace and 6 hrs/day on the phone/webinars coaching.

Let me be honest: working online is NOT always fun.

I find the countless hours on the computer frustrating and boring.

I keep myself inspired to do the boring work by focusing on the time I enjoy most. (The time with my private clients and webinars).

I love communication and interacting with other people.

Like most people I procrastinate with the mundane, boring tasks....

Life is full of distractions.

As someone who is no less susceptible to distractions than you, I've struggled a lot to find effective productivity tips.

The good news is, thanks to my mentors I have three killer ones that I'm ready to share with you.

If you're someone who's looking to get more things done in less time, then this is for you. You'll discover five of my productivity tips that you can use to boost your productivity almost instantly.

Curious? Let's jump right in.

1: NIGHTLY ROUTINE

Before you go on holidays we prepare by planning your trip, right?

Then why do so many people ignore the value in preparing for the morning the night before?

I believe because no one is talking about it. All the noise in the productivity world is all about the morning routine. Yet no one is talking about the night before routine. Here are a few easy to follow steps for your night before. This is just a start, if you want to get even more productive drop me a line.

Lets get into it....

1.1: Before you go to bed prepare yourself for the morning by preparing your gym bag, exercise clothes, running shoes, work clothes, breakfast bowl, coffee cup and anything else you usually scatter around for in the morning. "I even get my underwear ready". The point of this exercise is to save you time, distractions and anxiety in the mornings. Think about everything you do in the mornings that you can prepare the night before. Every second you can save in the morning makes a huge difference to your day.

1.2: Place your journal (notepad) and your diary (your calendar system) next to your bed. I prefer a digital diary called [Google Calendar](#), so I do my diary management in bed on my mobile phone.

1.3: Choose a book to read in bed and place it next to your bed now. I suggest a self-help book. something that will help you be better in some way. I'm currently reading (The Definitive Book Of

Body Language) “Barbara & Alan Pease”. I have studied body language for years and it has helped me in all forms of the “In person communications”. What do you want to learn?

1.4: Set your alarms for 15min earlier than usual.

1.5: Have a shower with the last few seconds as cold as possible. (This will help you sleep).

1.6: Now jump into bed and grab your journal (notepad) and diary.

1.7: Brain dump all the To Do items that come to mind. Don't worry about when you will do them yet. Just let your mind dump everything down. I get so many items in my brain dump process that are for a few days, weeks and even months away.

1.8: Now prioritize all the items from 1 to 100. Think about the item's importance and urgency. Focus only on the top 3 items on your list. Do not add more unless you feel you can complete them easily. Most people limit their productivity by adding too much to their day.

1.9: Look at item no 1 on your list and give it a time frame (how long) that you think it will need to get the activity completed. Think in 15 min blocks. I suggest at this stage you add an extra 5min to every 15min block. You will be surprised how much stress and anxiety this can remove from your day. You will get more done by the end of the day and most likely a much better quality.

1.10: Then look at your calendar and find the best time you can take action and complete this activity.

Eg: Brain Dump List Item No 1: Wash Cat

Time: 30min (20min to catch it & 10min to wash it)

When: 9am-9:30am

1.11: Now add this into your diary. Remember that if you think it will take 30min to complete, add another 10min to it. (5min for every 15min block).

1.12: Finally repeat the process with item number 2 then 3 and how many more you need to add. Remember the top 3 is the priority. The rest are only ok if they are important and can be done easily. Do not create stress when possible. More is not always Better....

Ok, that's it for your Nightly routine for now. There are more secret steps I can share with you if you like. Just [click here](#) to book in a free 15min call with me and I'll show you more.

2: NOT TO DO LIST

More important than a To Do List is a “not to do list”.

This exercise will help you find out what you should NOT be spending time on.

What things do you spend time on that don't serve your wealth, health, growth, empowerment, family or business/career?

There are 3 parts to the Not To Do List Process:

1. Automate
2. Delegate
3. Eliminate

Write down all the things that come to mind (brain dump) that you spend time on. All the productive and not so productive things. Even the 15min every day you spend on plucking your eyebrows or your nose hairs. Everything and anything at this stage. Then give each item one of the 3 steps if possible.

Eg: List of things you spend time on:

1. Long unconstructed phone calls
2. Ironing clothes
3. Washing car
4. Paying bills

Circle one of the following:

- Automate – Delegate – Eliminate
Automate – Delegate – Eliminate
Automate – Delegate – Eliminate
Automate – Delegate – Eliminate

Now ask yourself these 2 questions. Below are my answers as examples. Take your time and think about these questions before answering them.

Q.1: What are the top 3 actions you do that excite you most?

- A.1: When I'm coaching a client past their current abilities and they get so excited they laugh or cry.
A.2: Spending time with my 2 grandsons.
A.3: My flying lessons.

Q.2: What are the top 3 things you must eliminate first?

- A.1: Long unconstructed/unproductive phone calls.
A.2: All social media during my productive hours.
A.3: Eating sugar

Now get out your dairy and Automated, Delegated or Eliminated as many items as you can.

The Not To Do List has created more time for my clients and I than anything else I have ever found.....

3: 2-MINUTE RULE

How much can you accomplish in two minutes, you might wonder? Well, the surprising answer is quite a LOT!

Did you know that 9 out of 10 people never finish their daily to-do lists because they include a lot of mundane tasks?

That's why you need a failsafe system to tackle your to-do list the right way, and that's where the 2-minute rule comes into play.

The 2-minute rule helps you get rid of a ton of unimportant things from your to-do list so you can focus your time on finishing the most important ones.

There are two parts to the 2-minute rule:

1. If something can be done in two minutes, just do it.
2. If something takes more than two minutes, then start it.

Let's talk about the two parts in detail so you can understand just how effective it is.

1: If something can be done in two minutes, just do it.

Basically, if a task takes less than two minutes of your time, do it right away. Don't add it to your to-do list. Don't put it aside for later. Don't delegate it to someone else.

Just do it. Then forget it.

Tasks that spring to mind that fit this profile: answer an email, retweet winning content, come up with a few blog ideas, and send an update to a colleague.

There are a ton of tiny, seemingly trivial tasks that take less than two minutes yet need to be done EVERY DAY.

Ticking them off will help you build and maintain momentum in your workday. Never underestimate the sense of accomplishment that comes with just getting things done.

Adopting the 2-minute principle will help you manage your daily to-do lists more effectively by micro-managing unimportant tasks.

2: If something takes more than two minutes, then start it.

You may ask, "But how can I get BIGGER tasks done in under two minutes? We're talking tasks that usually take hours to days to weeks to complete!"

I hear you. Have you heard of Newton's first law of motion: *an object at rest stays at rest and an object in motion stays in motion?*

Once you take an action on any 2-minute task, you will feel better equipped to work on even bigger tasks because of the sense of momentum you've built. That's the reason why the 2-minute rule is so effective.

Let's break it down:

- Want to write a 1000 words every day? Write 50 words in the next two minutes.
 - Want to meditate for 20 minutes a day? Meditate for two minutes.
 - Want to exercise for one hour a day? Dance for two minutes.
- You get the idea. Once you start taking immediate action on your goals by using the 2-minute rule, you are bound to move onto bigger tasks. Once you start you will keep going.

Remember to treat time like money if you want to lead a productive life. Focus on your next step and keep moving forward.

So what are your thoughts on productivity tips? Do you have any tips to boost productivity?

4: CELEBRATE YOUR SMALL SUCCESSES

A very common mistake most people make while working on their goals is that they are so focused on achieving the big goal they ignore the small successes.

You don't have to wait until you get to the top of the mountain before you reward yourself for achieving all the levels you have already successfully climbed.

Celebrate the baby successes if you want to stay motivated and get things done.

Divide your BIG goal into smaller goals.

And ask yourself, *"What's the next step that I can achieve today that takes me closer to my end goal that I can stop to celebrate about once I achieve it?"*

Avoid dreaming about the big goal. Focus on small and fast wins.

That's how you enjoy the journey to achieving your big goals over time.

For example, let's say you want to write a book.

Your book will consist of around 250 pages. That means you need to write 62,500+ words (taking 250 words per page as average).

Instead of waiting until you complete the entire book before you celebrate your success, think about how you will celebrate when you have written your first 100 words TODAY.
Then how will you celebrate after writing another 100 words and so on.
Make it a habit of celebrating every 100 words and you will end up enjoying writing 500 words every day.
You will hit your goal of writing a 250+ page book in 4 months.
Wow what an achievement. Now you can celebrate big time.

That's the magic of celebrating the small wins.

Remember to treat time like money if you want to lead a productive life. Focus on your next step and keep moving forward.

Over to you.....

I'll end here by leaving you with this inspiring Universal Law.

THE LAW OF DIMINISHING INTENT

“The longer you wait to do something you should do now, the greater the odds that you will never actually do it.”