

47 1/2 of the BEST Productivity Tips You'll Ever Find

A complete guide to working smarter and getting WAY more done in WAY less time (and yes, I will give you exactly 47 ½ tips)

Choose the strategies that resonate most with what you need, the ones that can truly solve some of the challenges you are facing in your work and life. Most people struggle with getting the most out of their days on a consistent basis and increasing productivity is the simplest way to reduce this.

Feeling productive often means taking the actions that are the most difficult or that “move the needle” on your project in the most distinct way, but how that is done varies for different lifestyles, temperaments, and personalities.

The important thing is that you find the tools that work for you to create the ease, organization, and focus you need to achieve amazing results.

Entrepreneurs are particularly prone to overwhelm, distraction, undirected busyness, procrastination, and “chasing squirrels” in many directions at once.

While we cannot actually control time, we can manage the decisions and choices we make throughout the day and have more power over our results.

So, take a look at these proven ideas for taking control of your days (and your future), try some out (not all at once), and track your progress. If one you try isn't for you, there are plenty of other options.

Find your flow and then your freedom with these liberating productivity habits.

- 1. Plan your actions and work your plan.** Identify where your plans and daily activities can live. Spend time creating a calendar that meets your needs and is easily accessible. I prefer both a digital calendar system and an agenda that I can write in. There is some crossover, but the paper calendar allows flexibility and ad hoc “to do” additions, notes, and other reminders on the fly. The paper in front of me also keeps me focused. The digital calendar provides alerts and automated engagement with those with whom I have appointments.



Picture by Cottonbro from Pexels

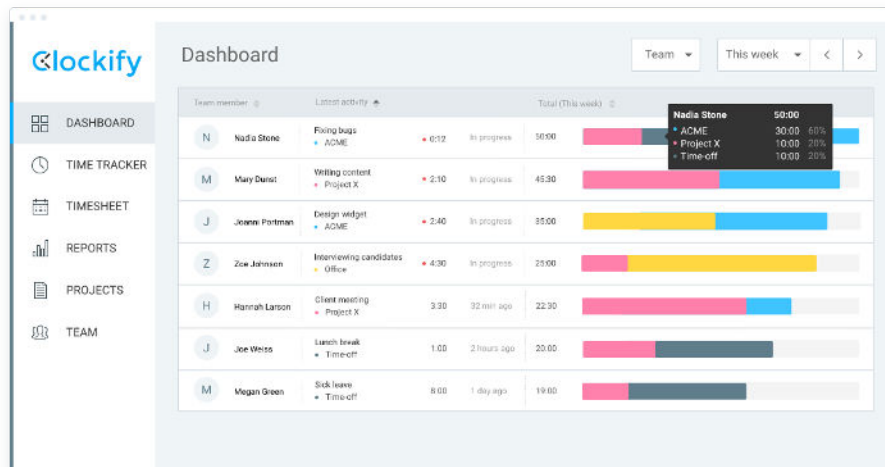
2. **Give activities their time.** All activities and “to do’s” must have a place on the calendar. If they do not, there may very well not be time for them. Make sure everything you want to do is added to the calendar with a date and time, or put it off until there is, in fact, room on your schedule for the task.

3. **Brain dump Wednesdays.** Every week, take an hour and spill all your to-do’s, ideas and project tasks onto a document that will help you release the stress of carrying information in your head and hoping not to forget anything. Using a google sheet or another type of spreadsheet will allow you to have a main page with all your projects (current and future) on it. You can set up tabs for each project that allows you to list the task details as well. Move the most pressing projects to the top of the page and acknowledge where your focus needs to be for the upcoming week. All other projects and their specifics will be there for the future (whether that is next week or a year from now).

Create your own or brain dump using [this google sheet](#). Make a copy and rename it for your personal use.

	A	B	C	D	E	F
	Timestamp	Category	Action or Task	Time Frame	Due Date	Importance Level
3	8/5/2018 20:38:34	Career	Call the director of Company X	Short term		4
3	8/5/2018 20:37:05	Education, Personal Growth and Development	Register for a language course	Immediate	2019-09-30	5
4	8/18/2018 12:31:06	Family	Buy a gift for mom's birthday	Short term	10/1/2018	4
5	8/18/2018 12:38:52	Health	Add 30 minutes of exercise to my day	Medium term		3

4. **Track time.** The busier we are, the less we may know about our time and how we are spending it. It's an important exercise to track how you actually spend your time. It's very similar to tracking money or food. We have preconceived ideas about what we are eating or spending, but tracking it often reveals new information. Take 2 weeks and literally track what you do in 15 or 30-minute increments (it could be longer or shorter depending on your occupation). You can do this digitally or on paper, whatever will facilitate you being able to document your activities. This helps you to see how your time is actually spent and informs you how long tasks really take, valuable information for future planning and scheduling.



Try [Clockify](#) me, it helps track time on projects and across teams!

5. **Delegate where possible.** Once you have tracked your time, study your findings to see if you are spending time in the “right” places. There are things that are your “zone of genius” as Gay Hendricks discusses in “The Big Leap.” Those activities are best done by you! There are likely other aspects of your work that, if delegated, would free you up to spend more time in your “zone” and may also be

done better by someone else (they might be that person’s “zone of genius).” Track the tasks you should be doing and those someone else should do. List everything you are doing, as well as what you would like to do, and ask yourself - “Does it have to be me?”

Try [Upwork](#) to find help.

6. **Time block.** Segment your calendar and create blocks for recurring and similar tasks. For example, if you need to make sales calls each week, identify the times for those calls and block out those times. You can make these recurring blocks at appropriate intervals (weekly for example). When planning your weeks, block the time for your planned activities and stick to what is indicated in your time block. An open calendar is an invitation to confusion and distraction. You can create recurring and unique time blocks each week. You will begin to know over time that at certain times, you are blocked out to take care of certain activities, and this will develop into a routine and guide your overall scheduling, ensuring that the most important tasks are always addressed.

Mon 16	Tue 17	Wed 18	Thu 19	Fri 20
Follow-up day	OSD day	Meeting day	Prioritization day	Planning day
Breakfast Reading time 7 - 8am	Breakfast Reading time 7 - 8am	Breakfast Reading time 7 - 8am	Breakfast Reading time 7 - 8am	Breakfast Reading time 7 - 8am
Travel Commute Exercise 8 - 9am	Travel Commute Exercise 8 - 9am	Travel Commute Exercise 8 - 9am	Travel Commute Exercise 8 - 9am	Travel Commute Exercise 8 - 9am
Emails Follow-ups 9 - 11am	Work OSD block - Growth things 9 - 10:30am	Weekly team meeting: Theme 2 9 - 10am	Personal OSD block 9 - 10am	Block for small tasks 9 - 11am
Calls 11am - 12pm	Work OSD Block Team things 10:30am - 12pm	Walk Coffee break, 10am	Top-priority tasks 10am - 12pm	Reflect on this week 11am - 12pm
Lunch break Relax 12 - 1pm	Lunch break Relax 12 - 1pm	Lunch break Relax 12 - 1pm	Lunch break Relax 12 - 1pm	Lunch break Relax 12 - 1pm
Calls 1 - 2pm	Work OSD block - Management things 1 - 3:30pm	Weekly team meeting: Theme 2 1 - 2pm	Easy tasks 1 - 2:30pm	Prep for next week 1 - 2pm
Walk Coffee break 2 - 2pm	Wild card Free block 2:30 - 4:30pm	Offsite meeting 2 - 4:30pm	Wild card Free block 2:30 - 4:30pm	Celebrate \$10K 3 - 4:30pm
Block for tasks you don't want to do 2:30 - 4:30pm	Wild card Free block 2:30 - 4:30pm	Wild card Free block 2:30 - 4:30pm	Wild card Free block 2:30 - 4:30pm	Wild card Free block 2:30 - 4:30pm
Wrap up 4:30pm	Wrap up 4:30pm	Wrap up 4:30pm	Wrap up 4:30pm	Wrap up 4:30pm

Photo from <https://dansilvestre.com/time-blocking/>

- Pomodoro technique.** This is a well-known system for focusing intently for short bursts of time. The technique recommends 25 minute timed intervals where you focus on a specific activity. You can repeat the process for additional intervals or you can move on after one or more intervals, depending on your goals and available time. If you find yourself distractible or procrastinating on important tasks, this is a proven method to get started and then work through tasks that may be difficult, boring, or require you to stay focused to complete.



Picture by: <https://dev.to/moesmp/pomodoro-a-technique-to-rescue-your-eyes-as-a-software-developer-4865>

This [video](#) will give you the brief “how-to” for this productivity gem.

- Batch-like energy tasks.** When you put similar tasks together, you are able to stay in the same energy of those tasks. For example, client-facing tasks require that you look presentable and “be on” so schedule those on the same day if possible to establish and maintain that energy. When you have deep work to do, that focused energy is different, and you’ll be more productive if you stay there for a longer period of time. Even personal tasks require a different focus, so it’s less productive to fit them in between other responsibilities, than to schedule a batch of personal errands or tasks together for a block of time. Think about the

types of activities you perform. Can you bunch them together into a few categories that require similar energy on your part? Schedule those together on specific days.

- 9. Morning routine.** Setting up and maintaining a morning routine will alter the course of your day. If you can wake up to some activities that set you up for productivity and positivity, your day will be calmer, more directed, and ultimately more productive. Avoid looking at your emails, other communications, or media of any kind until after your morning routine has been completed. You decide what works best for you - my preference is coffee, journaling, meditation, and setting intentions for the day as well as taking in my vision statement and “why” before starting my work. The grounding that you achieve by setting up your routine first thing will have a lasting impact throughout the day and help you handle anything that may come up.



Picture by Cup of Couple from Pexels

- 10. Calendar review at the end of day and Sunday night.** If possible, beginning and ending your day with a quick review of your calendar is essential. How often have you meticulously set up your calendar for the following week, and then neglected to check it on a particular day and missed something? It's not enough to put items in the calendar, you must also check it on a daily basis (at least). If you review your schedule as a day-end wrap up, you can move specific tasks over to other days, create awareness of what's planned for the next day and the rest of the week and make any updates. It will improve your productivity to go to sleep knowing what is on the agenda for the next day. Sunday night is a great night to review the upcoming week and make any necessary adjustments. This is very basic and requires minimal time but it packs a punch and is a wise habit to

adopt.

- 11. Completion is a success habit.** One of the big achievement pitfalls is getting excited about ideas, working hard, and staying motivated through a good percentage of a project, but then slowing down and finding it difficult to finish. Has this happened to you? Prepare for the challenges of completion. Find your motivation to sprint to the end by time blocking, focusing, and not allowing newer, fresher projects (or anything else) to sabotage your completion. Business is not productive. Completion is! It has intrinsic value and consequently motivation.
- 12. Use the 80/20 rule.** If 20% of the activity you do is creating 80% of your results, what are the 20% you should work on consistently to achieve success? This is a crucial question to ask yourself over and over. There are certain activities that will bring you closer to your goals (move the needle) in very tangible ways. Most activities play some positive role, but you may not be choosing the **best** ones that are the most impactful. A great deal of psychology goes into our decisions about how to spend our time. Be very cognizant of the decisions you are making, as many will be based more on habit, comfort, and other reasons that don't push you toward your greater self. Go back to your "time tracking" exercise to see what you are actually doing all day! Dig in, find the 20% and time block those activities.



Picture by: <https://www.salesforce.com/ca/blog/2016/09/80-20-rule.html>

- 13. Prioritize daily.** If you are like most people, you have more on your to-do list each day than you can accomplish. Each day, prioritize 1 to 3 activities that are the most important. They may be prioritized because of how they align with your

top 20% and your “zone of genius.” Sometimes there will be a time element (such as a deadline) that dictates their priority status. I like to consider if nothing else happens today but these 1- 3 items, will I feel like my day was productive? Write down the priorities and schedule them first, so they will not get pushed out by other emergencies or unexpected events. You’ll also be working on the top items when you’re most free of other concerns if you work on them first. Think of the payoff, not the work. Like a run, the endorphins show up toward the end. Push yourself to tackle the priorities first and you will be rewarded with the feeling of completion and accomplishment, as well as the freedom to move on.

- 14. Create the environment for focus.** How is your work environment? Have you noticed what type of environment is most conducive to your focus? What does your particular occupation require of you in terms of environment? For some, with a computer and phone, they can work anywhere, but others may be tied to a work center (for example, a chef needs to be in a kitchen). Regardless of the freedom or lack thereof, your particular environment may have aspects that aren’t conducive to working well. A few basic elements to look at are clutter, noise, and comfort. Others include the people or pets in your environment, technology, light, temperature, and beauty. If you are regularly tolerating uncomfortable aspects of your work environment, you may be sacrificing focus and productivity. Fix your work environment, even with small tweaks over time and see how much more enjoyable work can be. You may try different environments for different tasks. Test out new places and evaluate what works best for you.



Photo by Homegrounds.co from Pexels

- 15. Reduce stress or possibly increase it.** Stress is - well, we all know what stress is, and how it affects our bodies, minds and productivity. There’s the “good stress” that a presentation or deadline might create, that can be more akin to a positive adrenaline rush as we complete something or get out of our comfort zone. The less productive version of stress creates anxiety and lessens

productivity. A couple of areas found to alleviate unhealthy stress at work are being more authentic (inauthenticity creates anxiety) and using rituals as grounding mechanisms. Here's an article that helps explain how your stress at work may be too little or too much, and how both can reduce productivity. Strive for a balance that is motivating but not debilitating.

[Are you too stressed?](#)

- 16. Plan thinking time.** Time to just think sounds like a luxury, but it should be a planned part of your week. If you're only finding time to think in the shower, then it's no wonder that's where ideas and answers are coming to you. It's not the water, but the time you're spending where your mind can be free to wander and ponder questions such as: What do I want? How can I change my career or business so that it works for me? How can I make more money or change my lifestyle? How can I make a bigger difference in the world? These types of bigger-picture questions require something we rarely schedule in our lives—dedicated non-work time to think about our career.

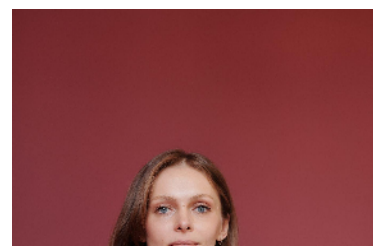
So, incorporate “thinking time” into your calendar (you might call it CEO time or give it a name that inspires you). If you can give yourself an hour a week that's dedicated to just thinking, asking yourself questions and allowing ideas to come to you (which you'll want to write down) you'll likely get hooked.

No one wants to spin their wheels, working hard on the same things that don't change the game. This is where “thinking time” is designed to bring about higher level visions, missions, ideas and actions that allow you to “level up.”

All you need for this is an inspiring, quiet place, a pad of paper, and your favorite pen. I suggest you find a place that is not your office, but you'll have a sense of what's right for you.

- 17. Don't chase squirrels.** Eliminate the distraction of new ideas and projects. Imagine running after more than one squirrel, even two will send you all over, but four or five will have you running in multiple directions without ever capturing a single squirrel. If you're focused on one thing at a time, you can complete it and move on. If you have a few projects going on at once, you can decide how to spend your time and have a plan for each project. But if you allow the enthusiasm for a new “brilliant” idea to derail you while trying to complete current projects, you'll only be distracted from what is immediately at hand. This is a productivity killer. Stick with your priority goals and put the new idea on the back burner until the current project is finished.

- 18. Dress like you're working.** Just as your morning routine is



important, putting on clothes and operating as if you've fully prepared for a day of work makes a significant difference as well. How you're put together is part of your work environment and an important aspect of your work setting. It doesn't matter if you're not dressed like you're going into your office, putting yourself together in the morning is another ritual that indicates it's time to go into productive work mode. Many people feel that they're equally productive in their pajamas. If that's you, fine, just experiment with doing something in the morning that shifts you into work mode - it can be different for different people. Martha Stewart always said that she'd never start her day without dressing up and doing her hair and make-up because that jump-started her productive workday. It can also be true that the day you don't do this, is the one day you're out and meet someone for whom you wish you had put on something presentable!

Photo by Edmon Dantes from Pexels.

Read more about the [Research](#) found regarding work clothes and being more competent.

- 19. Create structure.** Creating structure is key to success in almost anything. Take going to the gym randomly, when you can, versus following a regimen each week. For entrepreneurs especially, no one is creating structure for you, so it's up to you to figure out and set up a schedule for work that incorporates your required activities, desired activities, space for what might come up and personal and family time. If you go back to "chasing squirrels," a lack of structure will allow that "chasing" to happen because there aren't boundaries in place. Come up with a structure for your days, weeks and months and test it out. There will be changes as new activities come up and also tweaks as you determine what is and isn't working. Try re-evaluating your structure regularly to optimize it.

- 20. Accountability.** Doing what you say you'll do is key to feeling confident and productive. You begin to trust yourself and that mindset will keep you on task and moving toward your goals. Accountability is a key success factor. You can hold yourself accountable in certain situations, but often the best approach is using another person or even technology to hold you accountable. Your clients certainly hold you accountable, as do employees. Coaching groups, private coaches and other support groups are designed to help in a number of ways, accountability being one very valuable one. It's much easier to let ourselves down than to disappoint others. The "pomodoro technique" is another way to hold yourself accountable to focused time for a short period. Learn to see the difference and treat yourself as you would a client. Operate in integrity with tools that help and you'll build momentum on your results. This will fuel your bigger visions as well. If you can't trust yourself to accomplish the goals you set, limit your goals to fit what you believe your capabilities are. Use accountability to show yourself what your potential is and then expand your goals to fit.

Look at Forbes 13 Accountability Apps listed [here](#).

- 21. Organization.** This term has a variety of meanings depending on the person. Give some thought to what organization means to you. We all benefit from being organized and yet allow it to be a “back burner” task. We often wait until the right time to organize **everything**, creating a daunting task that we rarely find time for. Decide what most needs to be organized to create more flow in your work. Tackle small organizational tasks regularly (daily). At some point each week, take an hour to organize what’s around you so you do not lose track or become overwhelmed. Anything you can do to organize paper, files, online documents, emails, tasks and meetings will benefit you. Notice how much of your time is spent looking for information to get an idea of what areas need the most attention. What types of information are you searching for? Is it email addresses, client files, sales-related information, financial data - those are the areas to set up better systems, one by one.



Picture by Anete Lusina from Pexels

- 22. Music to focus by.** If you’re suffering from some distractibility, as most are in today’s world, you can put yourself in a focused state more easily with music designed to help your brain stay on task. Search google for “music to focus by” and you’ll be provided a variety of types of music that are excellent to assist you in staying focused and putting you in the “zone” where you can complete projects. It’s great for writing projects and other quieter, deeper work. It is also calming and can be used very effectively along with the Pomodoro technique (see above).



Photo by Cottonbro from Pexels

Look at this [playlist](#). Lo-Fi music helps with concentration. Read more about ADHD and focus from this [study](#) done at Stockholm University.

- 23. Worksitter.** The company [Worksitter.com](#) provides virtual assistants who will work right along with you, keeping you on task (you declare the tasks you want to accomplish with them and the amount of time you want to assign to each task and they help you “do what you say you need to do” and assist where needed). It’s amazing how focused you are when your worksitter is there with you, holding you accountable and timing your progress. People report higher revenues and significantly increased productivity with a “worksitter.” You can work with them one hour per week up to full time.

Get Ready To Rock Your World

Zero Stress. 100% Success

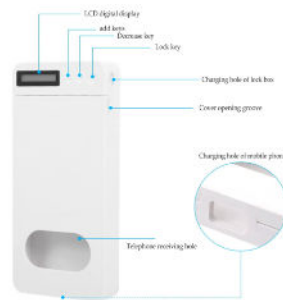


Focus Coaching | Accountability | Expert VAs

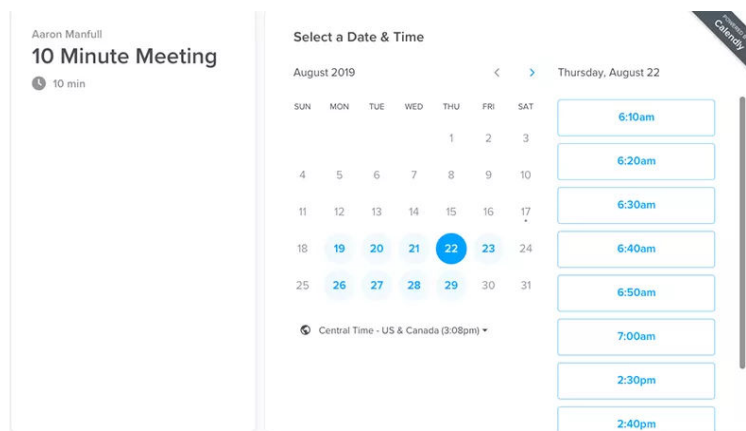
- 24. Rules for email and cell phone use.** Admittedly, this is a difficult one. Scheduling times that you’ll check your email and cell phone creates more productivity for most people. There are exceptions for some professions, but for the majority of people, there is no need to check emails and other communications as often as we do. There is software that will automatically

respond to people's emails with a reply that states the time they can expect a response, you've most likely received one yourself. You might also put a message in your email signature that alerts people to the approximate time they can expect to receive a response ("I reply to emails within 48 hours, for example"). It's worth creating systems for how you will communicate with people and when. Otherwise, we're potentially checking five or more sites or platforms to communicate with people who may be connecting with us in a variety of ways (email, social media, voicemail, text, etc.). This becomes overwhelming to manage and leads to possibly missing important communications. Devise a system for checking whatever you need to check at certain designated times during the day and if at all possible, not at night or during your specific "off" times.

Use these [nifty apps](#) or [buy](#) a cellphone box lock.



- 25. Use an automated scheduler.** It's very helpful to have an automated way that people can schedule a time to speak with you and that connects to your calendar to avoid manually having to go back and forth regarding appointment times. Automated calendar systems can be free (ex. *You Can Book Me*) or they may charge minimal monthly fees for more robust features. *Calendly* and *Acuity* are popular and integrate with google suite, zoom and other commonly used software systems. The automated scheduling systems require a little set-up initially but will save time and free your mind once set up.



Take a look at: [Calendly](#) or [Acuity Scheduling](#).

- 26. Stop doing the unimportant out of habit.** As you may recall, Steven Covey made famous the idea of identifying what is urgent and important vs. urgent and unimportant. When he wrote about this, social media didn't exist and he was referring to the ringing phone as something that might be considered urgent and unimportant. Today, that Instagram message might be an example of urgent and not important. Obviously, a kitchen fire would be both urgent and important. Writing that blog might be nonurgent but very important, yet the urgent matters (of both types) are interfering with your plans to write. When productivity seems to be diminished, it can be the result of not accomplishing the more important and yet not urgent feeling tasks. Prioritize the important work and pay attention to what "urgent" interruptions are derailing you from completing those tasks. If you are in the habit of jumping to address urgent and unimportant matters, end that pattern. Productivity happens when the important work gets done - the work that "moves the needle" on your business.
- 27. Don't overcommit.** Successful leaders (Warren Buffett included) are outspoken about how often they say "no" to commitments. It is important to say "yes" to new opportunities, especially the ones that stretch you and pull you out of your comfort zone. But, in order to say "yes" to the game-changing opportunities, you must say "no" often to create space and time for them. You also must say "no" to stay focused on completing what you've started or to dream up and begin new projects. If you're overcommitting and perhaps underestimating the time that the commitments take, you'll sabotage your efforts to scale, grow or enjoy your business. Find your specific criteria that might lead to a "yes" decision. For example, this opportunity is perfectly aligned with my business mission, and I have time. The criteria in this case were "fit" and availability. I help people understand how they want to feel in their work, what their values are and what the vision for their business is. If a project or request does not align with any of those, it's a definite "no." Over time, it'll become easier to see which commitments are serving you and which are not. If you tend to "people please" this will require immediate attention!
- 28. Get physical.** There's no real need for another narrative around the importance of movement and physical activity to help with focus, concentration and improved mental acuity. However, while you may understand it, are you incorporating **enough movement into your day?** Let this be a reminder of something you already know but are possibly not prioritizing. Remember, movement enhances productivity. If you're serious about increasing your productive time, take the time away to exercise in whichever way you choose.



Photo by Li Sun from Pexels

- 29. Follow your heart.** We often overlook our feelings in business and instead use intellect and rational thinking to make decisions. Determine the words that best describe the feelings you want from your work, business and life and use those feelings as guideposts to help you make decisions. Will a particular decision lead you closer to or farther from your desired feelings? We're **ultimately after goals or goods for the feelings** that achieving them elicits. We can go after the feelings directly and create goals that align with them. While there is a more extensive process to uncover the specific and best feeling words, you may use the concept as "food for thought" to highlight the fact that feelings do play a role in business decisions and that we should learn to engage them in our decision process.
- 30. Get clarity.** When you're in touch with your big "why," it's much easier to motivate yourself and stay on purpose. Why is it so important that you succeed in your business? What's riding on that success? Is it the need for the service or product and how it helps people? What are your most personal reasons for doing what you do? Did you suffer in some way and come out of it wanting to help others going through similar experiences? Are you talented in a way that simply demands you must share your gifts with others? Do you want a certain level of flexibility and financial prosperity that you believe your business can bring you to take care of your family, travel, or contribute? When you're **clear on WHY** you're doing your work, you can connect to your deeper reasons as a way to stay focused and on task. You'll remind yourself of what's riding on the results.
- 31. Detail projects.** When not accountable, we do the easy thing first. When you have your projects prioritized and the specific actions laid out in sequential order, you don't have to wonder where to spend your time. Eliminating the confusion about what you should be working on is a key to focusing hard on what matters and feeling productive at the end of the day. Choose 1-3 projects for a time period (a quarter of the year, for example) and break down the steps you need to complete to move forward on them. Keep that list in front of you and stay with it

to meet a stated deadline. When you wake up in the morning, your directions are clear. Be vigilant to stay focused on those projects and actions. If others are participating, note who will be working on each step.

- 32. Align your support.** Get away from the naysayers, don't stay small to make others comfortable. Your changes will make them uncomfortable, but those invested in your happiness will support your growth and evolution. You may also want to find others who will cheer for you at a new level. You'll remain more focused when you feel supported. Align your relationships, your schedule, your strategy and your actions with who you want to be. Act "as if" when you aren't quite feeling the confidence. If you're questioning a decision, ask yourself "what would _____ do?" This blank might be filled with someone you admire or a situation you are aiming for. For example, "what would Oprah do?" Or, "what would a million \$\$ business owner do?"
- 33. Handle fear.** How is fear affecting you? Do you avoid certain tasks because they make you afraid? Recognizing this feeling and the excuses you may be making because of it is key to staying on track. When you become aware of procrastination due to fear, notice it and accept fear as a natural reaction to doing new things or exposing yourself in some way. Examine the fear to understand whether there is real danger, and if not, push yourself to do "the thing" and then celebrate the success of doing it. You'll be less afraid of that activity the next time and soon won't even flinch, until you try that next bold move.



Picture by Tirachard Kumtanom from Pexels

- 34. Perfect vs. done.** I may never have launched my business if one of my very first coaches hadn't pushed me to put together and send out my newsletter before I felt it was good enough. The message she gave me, that "done is better than perfect", has proven to be a gamechanger. This can be the antidote to the earlier mentioned fears that are causing procrastination. You'll have to put material into the world - content, advice, marketing, etc. that might not be everything you'd

hoped it could be. Not doing so is holding you back and potentially keeping someone who needs your product or service from receiving its benefits.

- 35. Let go of what's not working.** While resilience is touted as a great virtue in business and life, sometimes we continue to perpetuate strategies or take actions that just aren't working. We keep on keeping on because we believe that it'll eventually hit the right audience at the right time and we'll reap the expected benefits. Maybe it's actions that impact our productivity, like always getting too little sleep, or maybe even entire business models. Regularly examine what you're doing and whether you're making the best choices for yourself and your business. Let go of what doesn't work or fit anymore to allow space for new and better actions.
- 36. Visualization.** The practice of visualizing yourself experiencing what you want from your business and life has been proven to help bring it about. Visualize yourself in the future when you achieve your goals. Envision all the details, including what you're doing, where you are, how you're dressed, what you're eating, who you're with etc. Have fun with this, but be serious about imagining the successes you want to happen. Seeing what that looks like in your mind is often considered the precursor to experiencing it in reality.



Picture by Conttonbro from Pexels

Take a look at this [book](#).

- 37. Chunk down goals.** When you have big but vague goals, they can be thrilling and daunting at the same time. The answer is usually to take the big goals and “chunk down” so you can tackle the big dream one bite at a time. Reverse engineer the goal, working with its end in mind. You know what you want, but you

must map out the steps to achieve it, and working backward is often the best way. Steven Covey often talks about “working with the end in mind.” It keeps you motivated and directed. Once you have the chunks, you can create the project lists discussed in #31.

- 38. Decide based on values.** Values are great to live your life by and also as a filtering tool for decisions. Working on projects/tasks that aren't congruent with your values is likely **not** where you should be spending your time. First, know your values, then make sure as you schedule your days that where you're putting your energy is aligned with your values. If it's not, ask yourself why it makes sense to do that task or project and reject it if it doesn't support the values you consider important, or that guide your business. Sometimes, you need to delegate those tasks that are good for your business overall, but don't rank highly in your personal values system.
- 39. Ask for help, build community.** Nobody knows everything and it's never a weakness to ask questions or to reach out for help. We speak today much more of collaboration than competition and when you build a community with others, great opportunities emerge to work together or gain referrals. Communicating openly about and witnessing how others manage their time and work lives will help you to be more productive on your own.

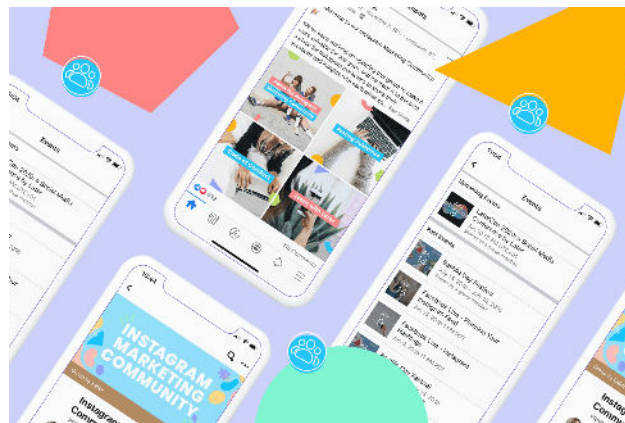


Photo from <https://later.com/blog/facebook-groups/>

- 40. Create a vision board.** Creating a visual of what you want will help to clarify your goals and dreams. Regularly seeing your life as you want it in front of you, reinforces your reasons for staying focused and projects your desires into the universe where unseen forces can assist with meeting your goals. The vision board is primarily a representation of how you want to feel because if you're aware of the feelings you want in your life, you can display the material things, experiences or words that'll help you feel them in your future. Make your positive vision board, close your eyes, imagine the manifestation of the images and show

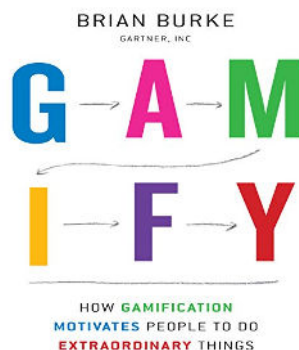
gratitude in advance. Don't fall into a negative pattern of using the vision board to berate yourself for not being where you want to be. It's meant to be another tool or visual roadmap that helps in the creation of your new reality.



Photo by [Leon](#) on [Unsplash](#)

- 41. Gamify.** Give points and emergency passes for good habits. For many people, creating a game or contest is motivating. Each day, week or month, you might give yourself points and rewards for actions that you deem worthy. Decide which actions to reward yourself for and how many points will result in a prize you give to yourself. One proven way that people stick to habits is to actually give themselves “emergency passes.” If you want to make daily sales calls for example, and have two emergency passes that you can use if something comes up, you're more likely to stick to the plan. If there are no exceptions to the rule, you're more likely to give up or get off track.

Check out this [book](#):



- 42. Immediate action.** Do something, one thing, as soon as you can when you have an idea. Even the most exciting idea will fade, sometimes very quickly. To keep it alive, do something with it, even if that's only to put it on a future project list and document your thoughts on it. So, when you think of something that could make a difference in your work or life, evaluate it in the moment, and if you decide you want to keep it alive, think of something you can do right away to put it in motion.

- 43. Daily disciplines transform.** Even if you crave variety, daily disciplines can make a world of difference. I prepare my morning coffee nightly before I go to sleep. It's become a ritual to the point where I'm uncomfortable if I don't. It only saves a few minutes in the morning, but it gets my day off to a routine start and makes the morning easier overall. Disciplines like checking your bank balance daily, exercising, meeting with employees and writing are examples of habits that'll transform how you feel, relate to money, manage employees and move forward with your marketing. Daily disciplines allow you to build habits, eliminate resistance and foster confidence. Pick a couple of daily, repetitive actions that become routine. Add more as desired.
- 44. Bombard yourself with “go-getter” thoughts.** Your thoughts are crucial! Many would say, you'll become your thoughts! There are “go-getter” thoughts and there are defeatist thoughts, and I'll bet you already know the difference. Mostly, you feel the difference. Learn first to observe your thoughts throughout the day (trust me, this will be a little crazy-making, but very worthwhile). Do this without judgment, just to see how you think, what bothers you and what makes you happy. Which habitual thoughts serve you well and which ones don't? Try to find some thoughts that propel you toward what you want and verbalize those to yourself as often as possible. Use mantras, affirmations or whatever helps you. Allow the other thoughts to come along when they do, but attempt to think about what you want as often as possible.
- 45. Hardest things first.** Most days have a few items on the schedule that are more difficult than others. The natural tendency is to do the easier and seemingly faster tasks first to make way for the “big things.” While it'd be nice to have all the smaller, nagging items done so you can tackle a more complex task with a clear mind, it often just delays the start of a bigger activity and allows distractions and interruptions to push it to another day, possibly one with an already full schedule. If you do the most challenging and rewarding tasks first, then whatever else happens, you'll still feel productive and on top, even if it's the only thing you do that day. It's a strategy that'll move the needle and often allow you to work less because you're achieving the highest value tasks.
- 46. Model people you admire.** Surround yourself with people you want to be like or at least think highly of. If you have a plan for your future, put yourself in the places where the people of your future gather and hang out. Watch their beliefs and actions and observe how they operate in their lives. You can learn from them, get to know them and develop more comfort in their presence while up-leveling your perspective of yourself as part of the world you want to engage in. What has made them successful? Can you model some of their habits?

Ideally, you want to get to know people in person, but there are apps like *Clubhouse* that'll allow you to be in rooms with some of the people you admire and hear their stories and ask them questions.

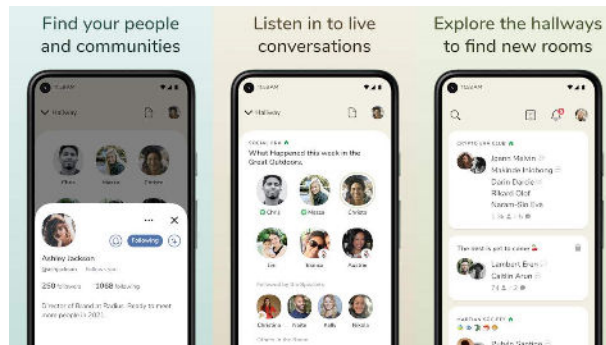


Photo from <https://www.slashgear.com/clubhouse-will-be-available-to-the-general-public-soon-31675291/>

47. Simplify where you can. Oftentimes, we overcomplicate our own businesses and lives. We create processes, strategies, methods and even teams that are more complex than they need to be. Keep an eye on where you can simplify your life and work. Businesses often have many needs due to structural complexity rather than actual demand for their products or services. Where can you simplify and get the same results or better? This'll reduce your workload and responsibilities and facilitate more productivity because with a simpler model it's simpler to be productive.

Extra 1/2. Sleep. This is ½ of a tip because only half of people will agree on its value and attempt to implement it. Some will dismiss it because they pride themselves on how much they can get done on as little sleep as possible. The idea that the more hours you can squeeze out of the day is the key to productivity is a prevailing one.

I encourage sleep and knowing how much you need. I work my day best with seven hours. In my younger years, I was immensely proud of my perceived need for only four hours of sleep. I know others for whom nine is essential. Know yourself, but **get the sleep** that'll do what sleep is designed to do, revitalize you mentally and physically so you can maintain the emotional, psychological and physical strength to live your best life and reach your goals and dreams.



Photo by Andrea Piacquadio from Pexels

Regardless of how many productivity hacks you master and how many successes you have, you want to avoid debilitating burnout and ultimately diminished productivity from putting sleep on a back burner.

The best investment is the investment we make in ourselves! When you adopt new success habits that work for you, when you're conscious, focused and learning, you'll achieve more and in a way that makes you feel great.

Note: I have no affiliation with any resources mentioned except for bookstore.org. The "mentions" are all merely suggestions or ones I've used and found helpful.

Bookstore.org takes a percentage of their proceeds and funds actual retail bookstores so they can survive and provide a place to browse books in person.

Enjoy your success!! I'd love to hear your questions and which tips are your favorites.

I'm here to support your efforts to be more productive and achieve your goals and dreams. If you'd like personalized support, contact me directly at:

Michelle@limitfreelife.com

Connect with Michelle:     