

TYPES OF PRODUCTIVITY

Some people are calendar people, planning every minute of their day.

Others are time block people, carving out chunks of time in their day to accomplish certain projects.

Other people are task-driven, planning their to-do list first and working their way down the list of things to be done in whatever time frame they happen to accomplish them.

There is nothing wrong with keeping a to-do list, it just can't be the only thing you do.

Given the role that time plays in our lives, it would make sense to focus on managing our time instead of managing our tasks.

The problem with to-do lists is that they don't account for time.

We tend to gravitate toward the easiest & quickest task to accomplish because it gives us a false sense of productivity.

Research from the company iDoneThis indicates that 41% of all to-do list items are never actually completed

There's a reason the calendar has been the preferred method of task management for decades for CEOs, heads of state and billionaires lounging on islands.

Millionaires don't use to do lists. If something truly matters to you, put it on your calendar.

- Doctors appointments - YOU PUT THEM ON YOUR CALENDAR
- Birthdays & anniversaries - MARKED ON YOUR CALENDAR
- Project due dates - ALWAYS ON THE CALENDAR

If you're not managing your agenda, someone else will happily create an agenda for you based on their needs.

HOW TO CREATE YOUR IDEAL WORK-WEEK

1. Figure out the things that are the most important to you - BLOCK TIME OUT FOR THESE THINGS FIRST (ex: calendar planning, gym time, date night, quiet time etc.)

If we deprive ourselves of all the things that really matter the most to us, we end up being less productive in the end. Tired, burnt out brains just don't think and work as effectively as well rested and energized brains.

2. Figure out how you operate best, when you're most alert & focused, and set your schedule around these times - ex: if you are a zombie after lunch, schedule a task/activity that doesn't require you to be the most alert.

PERSONAL EXAMPLE - I am most alert & focused in the morning and late in the evening.

3. Eliminate distractions and set aside time for specific tasks (ex: don't check your email all day everyday, instead, block out 3x's a day where you will check it and catch up)

A schedule enables flexibility.

I know that sounds like an oxymoron, but when you set aside time for specific tasks, your brain gets fired up to accomplish what it knows it coming, therefore you are more productive when it's time to work, and free yourself up for activities later.

**AN IDEAL WORK-WEEK IS NOT THE END ALL BE ALL*

YOU WILL NOT DIE IF YOU FIND YOURSELF FINISHING A TASK EARLIER OR LATER THAN

*YOU HAVE SCHEDULED** it is simply a way for you to get a visual representation of the time you have to accomplish what you have to accomplish in any given day.