

Productive Day

If at the end of each day you had an extra 30 minutes to yourself, how would you spend that time?

Start each day with this vision!

Highest-Impact Tasks

- 1) Make a list of everything you're responsible for in your work.
- 2) Now with this list in hand, ask yourself: If you could do just ONE ITEM on that list all day, every day, what item would you do that would allow you to accomplish the most?
- 3) Finally, ask yourself: If you could do only TWO MORE ITEMS on your list all day, what second and third tasks would let you accomplish the most in the same amount of time?

Rule of 3


At the beginning of each day mentally fast-forward to the end of the day and ask:

When the day is over, what three things will I want to have accomplished?

Fast-forward to the end of the week and ask yourself:

When the week is over, what three things will I want to have accomplished?

Clear Your Mind of Tasks and To Do Lists

Create a real folder system for each project and add thoughts as they happen. Put the next task on a note on the front. Put the due date. Sort daily or weekly by priority.	Keep it on your phone in a note or reminder app.	Create a note file for everything (books to read, Amazon shopping list, suggested TED talks, ideas).	Put white boards up in obvious places (like the weekly meal plan on the fridge).
Put your list in your Google calendar that your spouse or partner can see (so they can help).	Carry around a notepad or journal.	Put tasks in your written calendar on the days you will do them.	Add drop dead due dates to each task.
Remove any "should" items from your lists. Focus on the "needs" and "wants".	Create a "follow up" folder for emails.	Put paper next to the bed for late-night thoughts with a light up pen.	

Review Your Hot Spots

What tasks did you accomplish this week in each of these areas? Are you balanced?

Mind | Body | Emotions | Career | Finances | Relationships | Fun | Environmental

Shift your priorities the following week as needed.

Moving Beyond Email Overwhelm

- Other people should not be in control of your time and attention.
- Set specific times to check email so you can focus on your work.
- Turn off the notifications to minimize distractions.
- Do not keep old emails in your in-box. Create archive and project folders.
- Take the time to unsubscribe or auto-junk.
- Do not start a conversation email chain. Call instead.
- Prioritize: 1) Need to do. 2) Want to do. 3) Should do.

Happiness and Success

- 3 Gratitudes
- Journaling
- Exercise
- Meditation
- Random Acts of Kindness

RESOURCES

Select Books and Videos:

The Productivity Project by Chris Bailey

Overwhelmed: Work, Love, and Play When No One Has the Time by Brigid Shulte

The How of Happiness: A New Approach to Getting the Life You Want by Sonja Lyubomirsky

The Happy Secret to Better Work by Shawn Achor:

https://www.ted.com/talks/shawn_achor_the_happy_secret_to_better_work

Multitasking Is a Myth, and to Attempt It Comes at a Neurobiological Cost By Daniel Levitin:

<https://www.youtube.com/watch?v=iM4u-7Z5URk>