

# PRODUCTIVITY

# PLUS!



**HOW TO MAXIMIZE YOUR EFFICIENCY  
TO ACHIEVE MORE WITH LESS TIME!**

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# Introduction

*Our time is crucial to us, and for those of us who would like to work on ourselves, create a better life for our families, assist others, and so forth we have more and more items on our to do list day-to-day. And even the more efficient individual will find that you will be able to never finish. There will always be something else that you had better do.*

Productivity Plus!

**How to maximize your efficiency to achieve more with less time!**

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# Chapter 1:

## Learning Effective Time Management

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*Personal time management skills are crucial skills for effective individuals. Individuals who practice these strategies routinely are the highest achievers in all walks of life, from business to sport to community service. If you utilize these skills well, then you'll be able to function exceptionally well, even under acute pressure.*

*What's more, as you master these skills, you'll discover that you take charge of your workload, and say adios to the often intense stress of work overload.*

# Time Skills

At the core of time management is an crucial shift in direction:

Center on results, not on being busy

Many individuals spend their days in a fury of activity, but accomplish very little, as they're not concentrating their effort on the affairs that matter the most.

To begin managing time effectively, you require goal setting. When you understand where you're going, you are able to then work out what precisely needs to be done, in what order. Without suitable goal setting, you'll fool away your time on a disarray of conflicting precedences.

Individuals tend to disregard goal setting as it requires time and effort. What they neglect to consider is that a little time and effort injected now saves an tremendous amount of time, effort and thwarting in the future.

Prioritizing what needs to be done is particularly crucial. Without it, you might work very hard, but you won't be accomplishing the results you want as what you're working on isn't of strategical importance.

Many individuals have a "to-do" list of some form. The issue with many of these lists is they're just a accumulation of things that need to get done. There's no rhyme or reason to the list and, because of this, the work they accomplish is just as unstructured. To work with efficiency you need to work at the most crucial, highest value tasks. This way you won't get caught clambering to get something vital done as the deadline comes near.

Having a plan and recognizing how to prioritize it is one affair. The succeeding issue is recognizing what to do to minimise the disruptions you face during your day. It's widely known that managers get very little continuous time to work at their priority tasks. There are calls, data requests, queries from employees, and a whole host of issues that pop up out of the blue. Some do need to be addressed straightaway, but others need to be handled.

“I’ll get to it afterwards” has led to the ruin of many a good employee. After too many “laters” the work stacks up so high that any job seems unsurmountable. Procrastination is as enticing as it is lethal. The best way to beat it is to acknowledge that you do dillydally. Then you need to work out why. Perhaps you're afraid of bombing? When you know why you procrastinate then you are able to plan to get out of the habit. Reinforce yourself for getting jobs completed, and remind yourself on a regular basis of the ugly effects of not doing those tedious tasks!

Much of time management boils down to effective scheduling of your time. When you recognize what your goals and precedences are, you then need to understand how to go about making a schedule that keeps you on track, and protects you from tension.

This means comprehending the factors that bear upon the time you have useable for work. You not only have to schedule priority jobs, you have to leave room for disruptions, and time for those unforeseen events that otherwise bring bedlam to your schedule. By producing a rich schedule that reflects your precedences and well as backs up your personal goals, you've a victorious combination: One that will let you control your time and keep your life in equilibrium.

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# Chapter 2:

## Goal Setting Techniques

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*If you prefer to succeed, you need to set goals. Without goals you miss focus and direction. Goal setting not only lets you take charge of your life's direction; it likewise supplies you a benchmark for regulating whether you're really succeeding. Consider it: Having a million bucks in the bank is only proof of success if among your goals is to accumulate wealth. If your goal is to exercise acts of brotherly love, then keeping the income for yourself is abruptly different than how you would specify success.*



## Goal Setting Tricks

To achieve your goals, you need to know how to set them. You can not merely say, "I wish." and expect it to happen. Goal setting is a procedure that begins with deliberate consideration of what you want to accomplish, and ends with a lot of hard work to really do it. In between there are a few very well outlined steps that go past the particulars of each goal. Recognizing these steps will let you devise goals that you are able to achieve.

As you set goals for yourself, it's crucial that they propel you: This means making a point that it is something that's significant to you and there's value in accomplishing it. If you've little concern in the final result, or it's irrelevant given the bigger picture, then the probabilities of you putting in the work to make it happen are low. Motivation is keystone to accomplishing goals.

The physical act of putting down or writing a goal makes it actual and tangible. You've no self-justification for forgetting about it. As you compose, utilize the word "will" rather than "want to" or "may". For instance, "I will increase my revenue by 10% this year." Not, "I would like to increase my revenue by 10% this year." The first goal statement has mightiness and you can "see" yourself increasing revenue, the second lacks passion and gives you an out if you get sidetracked.

Making an action plan is often neglected in the procedure of goal setting. You get so centered on the result that you forget to plan all of the steps that are required along the way. By writing up the individual steps, and then crossing each one off as you finish it, you'll recognize that you're making progress toward your elemental goal. This is particularly crucial if your goal is large and demanding, or long-run.

Remember, goal setting is an "in progress" process not just a means to a finish. Establish reminders to keep you on track and think to review your goals unceasingly. Your end goal might remain quite similar over the long-run but the action plan you set for yourself along the way can alter significantly. Make certain the relevance, value, and necessity stay high.

Goal setting is much more than merely saying you wish something to happen. Unless you distinctly specify precisely what you want and comprehend why you want it the first place, your likelihood of success are substantially reduced. By following these rules you are able to set goals confidently and savor the satisfaction that comes along with knowing you accomplished what you set out to do. What will you resolve to achieve today?

# Chapter 3:

## On The Path To Correct Prioritization

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*Prioritization is the requisite skill you need to make the very best use of your efforts, and those around you.*

*It's especially crucial when time is fixed and demands are seemingly inexhaustible. It helps you to spend your time wisely, freeing people up from more insignificant tasks that can be served later.*

*With beneficial prioritization you are able to bring order to bedlam, massively cut stress, and move onward with success. Without it, you'll stagger around, drowning in competing needs.*

## Putting Things In Order

At a simple level, you are able to prioritize based on time restraints, on the possible profitability or advantage of the task you are facing, or on the pressure level you're under to complete a task:

- Prioritization established on project value or profitableness is likely the most commonly-used and intellectual basis for prioritization. Whether this is established on a subjective hypothesis at value or a advanced financial valuation, it oftentimes gives the most effective outcomes.
- Time restraints are crucial where others are depending upon you to complete a project, and especially where this undertaking is on the vital path of a significant project. Here, a little amount of your own sweat can go a very long way.
- And it's an audacious (and possibly foolish) individual who holds out on his or an upper level pressure to finish a chore, when that pressure is fair and legitimate.

Begin by writing down all of the undertakings that you need to get done, and if they're big, break them down into their component part factors. If these still appear big, break them down once more. Do this till you have named everything that you have to accomplish, and till jobs will take no more than one to two hours to get done. This might be a big and daunting list, but our next step gets in there and makes it manageable!

Following, work through these tasks apportioning priorities from A (very crucial, or very pressing) to F (insignificant, or not at all pressing). If too many jobs have a high precedence, work through the list once more and bump the more insignificant ones. Once you have done this, re-script the list in priority order.

You'll then have a accurate plan that you are able to utilize to do away with the troubles you face. You'll be able to take on these in order of importance or urgency. This allows for you to separate crucial jobs from the numerous time-consuming piddling ones!

# Chapter 4:

## Handling Disruptions

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*How many times are you disturbed in the course of a day? Probabilities are it's too many. Do you feel in command of your schedule? If the result is nope, would you like to begin to manage your disruptions?*

## **Keep It To A Minimum**

Disruptions commonly happen when there's a conflict of priorities between yourself and a fellow worker. Disruptions absorb time like a sponge. Block off conflicts and you contain the disruptions.

Are you the maker OF YOUR OWN disruptions?

Are you utilizing disruptions as an excuse to avert your work? Once you've been disturbed, it can be very enticing to use this as an excuse stop what you're doing. Note down a reminder of where you were prior to your disruption, and make certain that you come back to it straight after.

Do you begin one task before finishing the first? How would it feel if you merely finished just ONE matter before beginning another? Incompletions debilitate your energy. While accomplished work does take more time at first, it will save you time in the long-term.

Do you dillydally? Stop dillydallying and Take Action - do it at once!

Are you unhinged? Switch off the radio, close the blind if the outside world is disquieting you, and face your desk away from the door.

At the office, move out visitors chairs to discourage co-workers from making themselves comfy. At home, ask acquaintances to call before they show up - after all, you wouldn't want them to have a pointless trip!

Do you use voicemail? If so, begin using it for a few hours a day so that you are able to have continuous time to get on with your work. If your company policy demands customers to speak to a "real individual", how about asking a co-worker to take messages for you? You are able to then reciprocate when they need some calm time. Return the calls later in the day and begin assuming the habit of having a "call hour" daily. By grouping your calls together, they'll take less of your time since they're no longer disruptions. You now hold control.

Don't draw out a conversation or do anything to extend an disruption. If somebody visits your desk or calls you, stand. It's less comfy to have a conversation while standing and they tend to be shorter as a consequence.

Try to schedule some "me time" daily. This is time where you are able to close your door, post the Do Not Disturb Sign, and get along with your work. You should likewise schedule time where you're available to see people. Once you train people, they'll soon get used to the idea that you're only available between ten and twelve every day.

Here are a few words to help you to get the message across that you're busy - without insulting anybody!

- Sorry, I can't talk right this minute, but I'll be free after eleven if you'd like to ring back then?
- I'm just going out the door - can I call you back 1st thing tomorrow?
- It's been dandy speaking with you, but right now I need to finish a report. Let's speak again tomorrow / next week.

Encourage e-mail instead of perpetually being disturbed, encourage colleagues to share queries and thoughts by e-mail. You are able to then respond at a time that's handy for you..



# Chapter 5:

## Whipping Procrastination

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*If you've discovered yourself postponing crucial tasks again and again, you're not alone. Many individuals dillydally to some degree – but some are so chronically affected by procrastination that it stops them executing their potential and interrupts their careers.*

*The key to moderating this destructive habit is to realize when you begin procrastinating, comprehend why it happens and take active steps to handle your time and consequences better.*

*Follow these measures to deal with and curb procrastination.*

## Stop Putting It Off

Realize that you are dillydallying!

If you're truthful with yourself, you likely recognize when you're procrastinating. But here is a self test.

- Filling up your day with low priority jobs from your to accomplish list.
- Reading e-mails many times without beginning work on them or resolving what you're going to do with them.
- Sitting down to begin a high-priority job, and almost instantly going off to get coffee.
- Leaving an item on your list for days, even though you know it's crucial.
- Regularly stating "Yes" to insignificant jobs that other people ask you to do, and filling your time with these rather than getting on with the crucial jobs already on your list.
- Awaiting the "correct mood" or the "correct time" to tackle the crucial task impending.

Why you dillydally can depend upon both you and the job. But it's crucial to comprehend which of the 2 is relevant in a given spot, so that you are able to pick out the best approach for defeating your reluctance to get moving.

One cause for procrastination is that individuals find a certain job obnoxious, and try to avoid it because of that. Near tasks have obnoxious or dull aspects to them, and frequently the best way of dealing with these is to get them over and through with fast, so that you can center on the more gratifying aspects of the task.

A different cause is that individuals are disorganized. Organized individuals manage to fend off the enticement to dillydally, as they'll have things like prioritized to-do lists and agendas which accent how crucial the piece work is, and identify exactly when it's due. They'll likewise have planned how long a job will take to do, and will have figured out back from that point to discover when they need to get going in order to avoid it being late. Organized individuals are

likewise better placed to avoid procrastination, as they know how to break the work down into manageable “steps”.

Procrastination is a habit – a deep-rooted pattern of conduct. That means that you won't just better it overnight. Habits only quit being habits when you've persistently stopped doing them, so use as many plans of attack as possible to maximize your chances of whipping procrastination.

These general ideas will help motivate you to get started:

- Constitute your own reinforcements. For instance, promise yourself a piece of mouth-watering food at lunch if you've accomplished a certain task. And make certain you notice how good it feels to complete things!
- Ask somebody else to check on you. Peer pressure does work!
- Discover the obnoxious effects of NOT doing the job.
- Calculate the cost of your time. You are getting paid to do the things someone thinks are important, you're not returning value for money if you're not doing those things. Shame yourself into getting moving!

Remember: the longer you are able to spend without procrastinating, the bigger your chances of breaking this destructive habit permanently!

# Chapter 6:

## Learn To Schedule

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*Until now, we have looked at your priorities and your goals – these delineate what you aspire to do with your time. Scheduling is where these ambitions meet truth.*

## **What Needs To Be Done When**

Scheduling is the procedure by which you view the time available to you, and plan how you'll utilize it to achieve the goals you've identified. By utilizing a schedule correctly, you can:

- What you are able to honestly accomplish with your time;
- Plan to make the fullest use of the time useable;
- Leave enough time for matters you utterly must do;
- Maintain contingency time to address 'the unforeseen'; and
- Minimise tension by avoiding over-commitment to other people.

A well thought-through schedule lets you handle your commitments, while still leaving you time to do the matters that are crucial to you. It's consequently your most crucial artillery for beating work overload.

Scheduling is better done on a steady basis, for instance at the start of each week.

Begin by distinguishing the time you want to make usable for your work. This will depend upon the design of your job and on your personal goals in life.

Following, block in the processes you utterly must take to do a beneficial job. These will often be the matters you're evaluated against.

For instance, if you manage individuals, then you must make time usable for training, supervision, and dealing with subjects that arise. Likewise, you must allow time to communicate with your boss and key individuals around you.

Reexamine your To Do List, and schedule in the high-priority, pressing activities, likewise the all-important maintenance tasks that can't be assigned and can't be averted.

Following, block in pertinent contingency time. You'll learn how much of this you require by experience. Commonly, the more irregular your job, the more contingency time you require. The truth of many people's work is of constant

disruption: Obviously, you can't tell when disruptions will happen. But, by leaving space in your schedule, you give yourself the flexibility to rearrange your schedule to respond effectively to pressing issues.

What you now have left is your "discretionary time": the time usable to deliver your priorities and accomplish your goals. Go over your prioritised To Do List and personal goals, appraise the time required to accomplish these actions, and schedule them in.

By this time, you might find that you've little or no discretionary time usable. If this is the event, then revisit the suppositions you used in the first 4 steps. Query whether things are utterly essential, whether they can be assigned, or whether they can be done in an abridged way.

Remember that among the most crucial ways individuals learn to accomplish success is by maximising the 'leverage' they can accomplish with their time. They step-up the amount of work they can handle by delegating work to others, spending money outsourcing key jobs, or utilizing technology to automate as much of their work as conceivable. This frees them up to accomplish their goals..

# Chapter 7:

Focus

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*Focus doesn't all of the time come easy.*

## Center Yourself

There is so much to do that we commonly endeavor to multi-task and do everything at one time. If you split up your attention and everything you attempt to do will suffer. Centering on one matter at a time means you get it executed quicker AND you do a more beneficial job. What you center on grows.

Employing focus in life is not that difficult. Plan every day at the start. What is genuinely significant? What needs to be managed now? Make a separate list of only the crucial things. Remember this list had better as well include your exercise, your time with your kids, and so forth. These things are significant. It's crucial not to work this like a usual to do list and just work your way through with it. You need to in reality schedule these tasks into your day also.

Now is where centering moves into place. When you get hold of the time you set aside for a task you are able to exclusively center on the given task. You need to close down your e-mail, send the telephone straight to voicemail and obtain a quiet space. If you need to utilize the computer or net for your task it is imperative that you close every separate unnecessary open window or tab. The enticement to hit refresh and just get a look at e-mails can be overpowering. The worst distraction can be sites like Twitter or Facebook. If the tabs or windows are not open it would take a conscious decision from you to check out Twitter or your e-mails, and now you know that it would be damaging to your centering and you are able to make the correct decision. The more kempt your screen, your desk, and so forth, the easier it will be for you to apply suitable focus.

So keep it simple: what will you do, when will you do it, and just switch off any distractions as much as you can. Once you first do this you might find you are enticed to check your voicemails, look at e-mail, and so forth. But every time you go to do it, block yourself, remember the power of centering, and go back to the task close at hand. I guarantee you'll get faster and better at everything you do. And when you get more done in less time you'll create more free time to do what you wish to do.



## **Wrapping Up**

***This book teaches you personal time management skills as well as many other crucial skills. These are the easy, practical strategies that have helped the leading individuals reach the tops of their careers and lives.***

***The skills we have explained can help you get to be extremely effective, by showing you how to distinguish and center on the activities that give you the biggest returns. Vesting in these time management activities will in reality save you time, helping you work smarter, not harder. What's more, these same strategies help you beat work overburden – a key source of tension.***