

# HOW TO BE FREAKISHLY PRODUCTIVE THIS WEEK



## 01 CALENDARIZE

Still working off that "to do" list. The problem with these lists is that they are simply a list of problems with no particular priority. They are easily misplaced or simply overlooked when less important, but more visible issues arise. Instead, put action behind those items by calendarizing them. You may not need to get them all into this week, but make the decision about how much time the task will take and when it should be accomplished. Working from a calendar takes the wasted time used for constant assessment of urgency out of the equation.

## 02 TAKE BREAKS

While this may seem counter intuitive to a busy schedule the opposite couldn't be more true. Brief mental breaks are key to sharp brain awareness. Feel free to stop right now in the middle of this blog for a short walk. Up and down the stair well will work nicely or once around the building. Just don't take your phone because that is not a break. Truly let your mind wander even if only for a few minutes and you'll return to your work pleasantly refreshed.

## 03 SLEEP YOUR WAY TO THE TOP

While we're on the subject of things that you might consider a waste of time let's talk about sleep. Truly productive people maximize their energy by making self-care a priority. The biggest bang for the buck on self-care comes in the form of great sleep. Great sleep is more than a set number of hours, it also includes boundaries about electronic usage and helping your mind settle out of "work mode" hours before sleep. At the very least commit to not looking at your phone for 2 hours before bed and any screen at least one hour before.

\*Book Recommendation:  
Thrive by Arianna Huffington\*

## 04 FOCUS ON THE BEHAVIOR, NOT THE OUTCOME

Truly productive people do not procrastinate largely because they do not consume their thoughts with the outcome of the work. Instead, hone in on the actual behavior needed to take immediate action. This habit keeps you brain engaged in the present and focused on producing quality work instead of worrying about possible responses to the work which cannot be controlled.

## 05 GET REAL

Set a maximum of three tasks per day. Once you start considering 4 or more items your delegation mindset should be kicking in. If you need to accomplish more than three things you are going to need help. Consider who on your team can help you and be sure to be clear with what any delegated task would look like not just if it were done, but if it were done well. Communicating deadlines when delegating tasks also keeps things real for the person potentially helping you get more done.

\*Book Recommendation: 15 Secrets Successful People Know about Time Management by Kevin Kruse\*

## 06 JUST SAY "NO" (to traditional meetings)

A general rule of thumb is just to not have meetings. That doesn't mean collaboration and communication goes out the door. Consider instead shorter formats like stand up meetings. While standing up reduces the final time it also requires attendees to engage different. Consider setting time limits to ensure people are sharing truly relevant information and are not talking for the sake of talking. Also consider sharing the floor to avoid a monologue which tends to reduce attendee engagement. If you absolutely must have a sit down meeting be sure to start with an agreement of what needs to be accomplished in order to adjourn. This gives the meeting a fixed end whether that can be accomplished in 5 or 50 minutes.

\*Book Recommendation: Death by Meeting by Patrick Lencioni\*

## 07 KNOW THYSELF

The ancient Greek wisdom of self awareness. Understanding what you do with little energy, but do exceptionally well is a powerful tool for increasing productivity. Loading up your week with tasks that drain you are a sure way to end your days frustrated. None of us can do what we love all the time, but as we grow in awareness about what brings us energy we can more carefully delegate tasks to maximize our energy and efficiency.

\*YouTube Tedx Recommendation: <https://www.youtube.com/watch?v=IULE8PeqGOY>\*

