

BOOSTING PRODUCTIVITY



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Time Management – In and Out

Productivity and Time Management



Ask any successful business or individual out there, and I'm sure they will tell you higher levels of productivity are a crucial aspect in ensuring revenue growth and achieving success.

In fact, many individuals and corporations willingly invest large sums of money and effort in order to improve in this area. Higher levels of productivity in individuals (whether as part of an organization or alone) helps to bring them closer to their success targets within a shorter time period, and prevents needless wastage of time, money and effort.

The dictionary defines productivity as “the quality, state, or fact of being able to generate, create, enhance, or bring forth goods and services”. To explain it simply on a more individual level - it is just how much one can get done in a set period of time.

And when productivity is mentioned, time management is usually also brought up ; they go hand in hand. Both are strongly correlated - higher levels of productivity is usually the result of better time management.

All That You Know About Time Management Is Wrong



Yup, you got that right.

Your understanding of time management is very likely... wrong.

Time management is in fact, a misnomer. Time cannot be managed or influenced; it is something that is pretty much out of our control. All of us, despite our social or financial background, are allocated 24 hours in a day, no more or less. Once gone, there's no way we can get it back.

Our day-to-day responsibilities - be it family or work, takes up a large portion of our time. Not only that, time is fleeting and so easily robbed from our hands. Unexpected things pop up all the time. Priorities change. Things go terribly wrong. You get sick, or tired.

You can only do so much - you're only human, after all.

You can, however control YOU. And your CHOICES. Time management is more correctly, all about self-discipline and task management. It's the management of expectations as well as interruptions. It is the ability to manage your actions, habits and priorities based on the time you are given. It is understanding what matters most, making a choice to make room for that in your life, and getting rid of the unnecessary, unimportant stuff that's hogging up your valuable time.

Also, time management is not a one system fits all method. There is no perfect method. Different individuals have different styles - we're all wired differently in terms of personality type, identity and individual life circumstances. Some may find that a to-do list works for them; others may find to-do lists hard to follow and demotivating. It's all about finding your groove - different strokes for different folks.

Multitasking because you want to manage time better? Bad idea. Contrary to popular belief, faster and more is NOT always better. Multitasking is one way to destroy your productivity levels.



Sure... you *seem* to get more done this way.

However, you are probably more likely to make mistakes - which will result in you doing over things. Stick to focusing on one task at a time, and taking sufficient breaks whenever possible - you'll stand to accomplish more this way. Now, we've mentioned that juggling multiple tasks at one time is counterproductive. However, striving to complete each task no matter how long it takes is also not a wise idea when it comes to time management - another common misconception regarding time management. Restrict your time spent on a task, and schedule accordingly.

As you can see, a lot of what we know regarding time management are in fact, myths. Many of us have skewed perceptions or are misinformed when it comes to time management. These myths, over time, through the people around us or the media we consume, become deeply ingrained within our mindsets; we eventually regard them as facts and hold on to them. As a result, we are prevented from becoming truly and fully productive in any aspect of our lives.

Chapter 01: Effectiveness Vs. Efficiency



Effectiveness versus efficiency.

Both terms are adjectives that begin with the letter 'e', and are used to describe how work is done. Not only that, they sound quite similar.

It is relatively easy to mistake one for the other, or use them interchangeably (a lot of people do!). However, these terms are anything but similar - in fact, they each carry completely different meanings.

Effectiveness is all about doing the right things; it is result oriented. It is when one's objectives are in line with their main goals, and indirectly your purpose.