

MOST EFFECTIVE PRODUCTIVITY **HACKS AND SECRETS**

A HANDBOOK FOR A MORE
PRODUCTIVE AND
SUCCESSFUL LIFE



Murray Whitcombe

© Copyright 2023 by Murray Whitcombe
All rights reserved.

This document is geared towards providing exact and reliable information in regards to the topic and issue covered.

The publication is sold with the idea that the publisher is not required to render accounting, officially permitted, or otherwise, qualified services.

If advice is necessary, legal or professional, a practiced individual in the profession should be ordered.

From a Declaration of Principles which was accepted and approved equally by a Committee of the American Bar Association and a Committee of Publishers and Associations.

In no way is it legal to reproduce, duplicate, or transmit any part of this document in either electronic means or in printed format.

Recording of this publication is strictly prohibited and any storage of this document is not allowed unless with written permission from the publisher.

All rights reserved.

The information provided herein is stated to be truthful and consistent, in that any liability, in terms of inattention or otherwise, by any usage or abuse of any policies, processes, or directions contained within is the solitary and utter responsibility of the recipient reader.

Under no circumstances will any legal responsibility or blame be held against the publisher for any reparation, damages, or monetary loss due to the information herein, either directly or indirectly.

Respective authors own all copyrights not held by the publisher.

The information herein is offered for informational purposes solely and is universal as such.

The presentation of the information is without a contract or any type of guarantee assurance.

The trademarks that are used are without any consent, and the publication of the trademark is without permission or backing by the trademark owner.

All trademarks and brands within this book are for clarifying purposes only and are owned by the owners themselves, not affiliated with this document.

Table of Contents

- 1** Create a Conducive Work Environment
- 2** Write things down
- 3** Focus on one thing at a time
- 4** Follow the 80/20 Rule
- 5** Let Go of Perfectionism
- 6** Automate
- 7** Delegate
- 8** Say No To Most Things
- 9** Exercise
- 10** Take A Break



Introduction

“Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort.”

Paul J. Meyer

We are living in an age where we get easily distracted by a plethora of mundane things, like social media notifications, text messages from friends, and other things that do not deserve our immediate attention and our precious energy.

They take so much of our time that the quality of our work starts to suffer.

At this point, things really need to change.

All of us have the same amount of time to get things done.

We only have 24 hours each day to finish all the things that we need for our work and our personal lives.

Some people are great at managing their time, while some struggle with how to get things done.

If you are one of those individuals who are struggling to accomplish their tasks, worry no more because this book will help you from start to finish.

Before you read this book, I want you to have an open mind and ponder deeply about the things that we are going to discuss.

I also want you to think about how you can apply those things in your personal life.

If you have a highlighter or colored pens with you, I highly encourage you to use them when you read certain things that you find useful.

Like a refresher, it would allow you to read the book faster the next time you pick it up.

Finally, I wish you all the very best, and I hope you find more than a few ideas, that MASSIVELY improve your life.

Chapter 1:

CREATE A CONDUCTIVE WORK ENVIRONMENT



Create a Conducive Work Environment

“You are a product of your environment.

**So choose an environment that will best develop you
toward your objective.**

Analyze your life in terms of its environment.

**Are the things around you helping you toward success -
or are they holding you back?”**

- W Clement Stone

A conducive environment makes us more efficient and more productive when doing our work.

It reduces the possible distractions annoying sounds, extremely hot temperatures, and clutter and helps us focus solely on the work at hand.

If you work from home, it is important that your workspace is separate from your bedroom as much as possible.

Because when you are working near your bed, your mind somehow thinks that you are there to rest.

It associates the pictures of the bed, pillow, and blanket to a place where you can relax and disconnect.

Therefore, when you need to work, it makes it hard for you to focus solely on the things that you need to accomplish.

In the words of Andrian Layman from his research in 1995, “People who are unhappy with temperature, water, quality lighting and noise conditions in their offices, are more likely to say that this affects their concentration at work.”

If you want to accomplish more with your limited time, it would be extremely beneficial for you, if you avoid these distractions as much as possible.

When you do not have a separate room where you can do your work, you can use a simple space divider like a small cabinet or a plain cloth that would separate your working space and your sleeping area.

In your working space, you can place certain objects - like a calendar, clock, and a planner that would inspire you to work.

On your wall, you can also post your favorite quotes from your real-life idols.

These things don't cost that much money, but it can have a huge impact on your productivity level.

In addition to this, you can also add some indoor plants to your working space.

According to Dr. Chris Knight from the University of Exeter, adding at least 1 plant per square meter of space can increase productivity by around 15%. His study on this topic was published in 2014.

Not only that, in a separate study from the University of Technology - Sydney in 2010, a group of researchers found out that the introduction of plants in the workplace resulted in a 37% reduction in reported tension and anxiety; a 38% decreased in fatigue; a 44% reduction in anger and hostility; and a 38% decreased in depression.



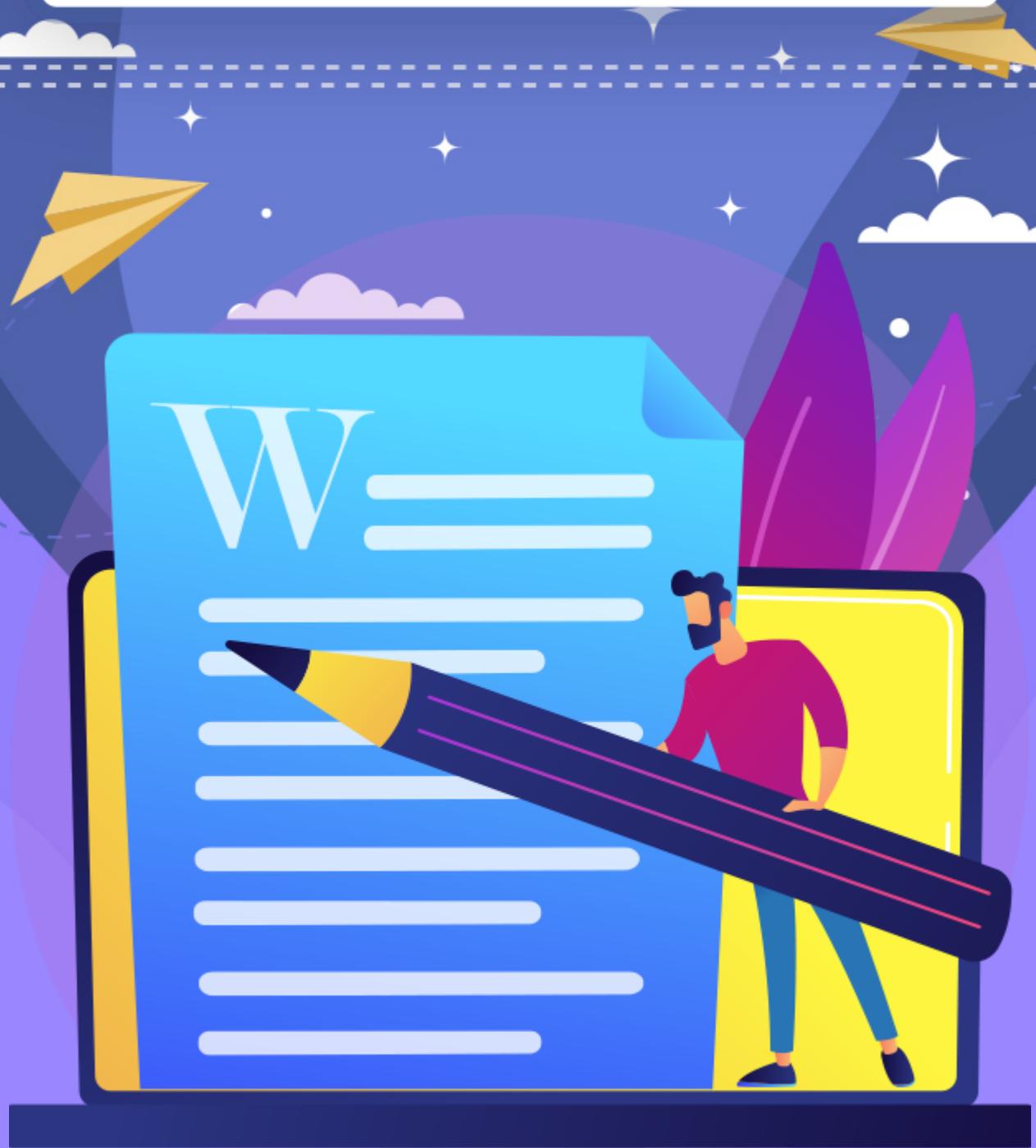
Finally, you might want to invest in good quality office lights.

The natural light coming from the sun is the best for maximum productivity. However, not all working spaces have access to natural lighting that's why it is important for most people to choose LED lights that mimic the sun's natural lighting.

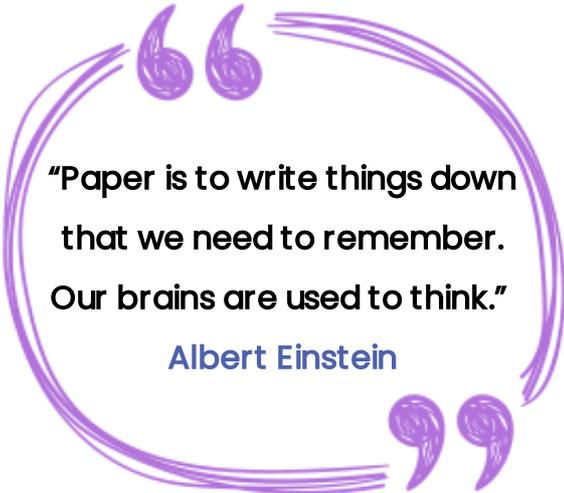
You can achieve this by choosing a light with a color temperature of 5,000 K or higher. Just mention this number to the hardware store of your choice and you'll easily have it. These are the things that you might want to consider when building your office space. You can also play with all these things to match your preferences.

Chapter 2:

WRITE THINGS DOWN



Write Things Down



**"Paper is to write things down
that we need to remember.
Our brains are used to think."**

Albert Einstein

It might seem obvious, but not everyone likes to jot down their to-do list on a piece of paper.

Some individuals prefer to store their to-do list inside their heads, neglecting the idea of getting a pen and a piece of paper, and writing things down.

They simply find it unnecessary and wasteful of their time.

As a result, they often forget their tasks as they go through their normal routine.

Five minutes of their time could have saved them from this trouble.

When you write things down, you are making a promise to yourself.

You are creating tangible proof, a contract-like paper that you set for yourself.

And through that contract, you are more likely to actually do the things you negotiated with none other than yourself.

Also, think of your brain like a computer. It can hold only enough information. And after a certain point, it just can't accept more data.

It starts to slow down which makes it less functional. So, when you write things down, you are transferring the data from your brain to the piece of paper in front of you.

Once the information is transferred, you can now use your remaining brainpower to accomplish the tasks at hand.

You are allowing your mind to unload some information and process things effectively.

Writing things down can also help you remember the tasks that you want to accomplish.

It gives your brain a visual reference which helps you remember the tasks more effectively.

Before you sleep at night, it would be advisable for you to place a pen and paper near your bed.

Write all the things that you want to accomplish the next day, and how you are going to execute the plan. You can use the example below as your reference.

Date: August 27, 2020 (Thursday)

Finish Chapter 3 of the book "How to Win Friends and Influence People"

 *Highlight the key ideas and put your comments on the side of the pages*



Do a 10-minute cardio exercise

 *Perform jumping jacks*  *Perform high knees*  *Jog in place*

Reply to emails

 *Contact to client X and asked why he cancelled his orders*

 *Set a meeting date with Clients Y and Z for possible partnerships*

Prepare for tomorrow's negotiation

 *Study persuasion and negotiation techniques from Chris Voss*