

TOP 10 MOST EFFECTIVE PRODUCTIVITY

HACKS AND SECRETS

A handbook for a more productive and successful life



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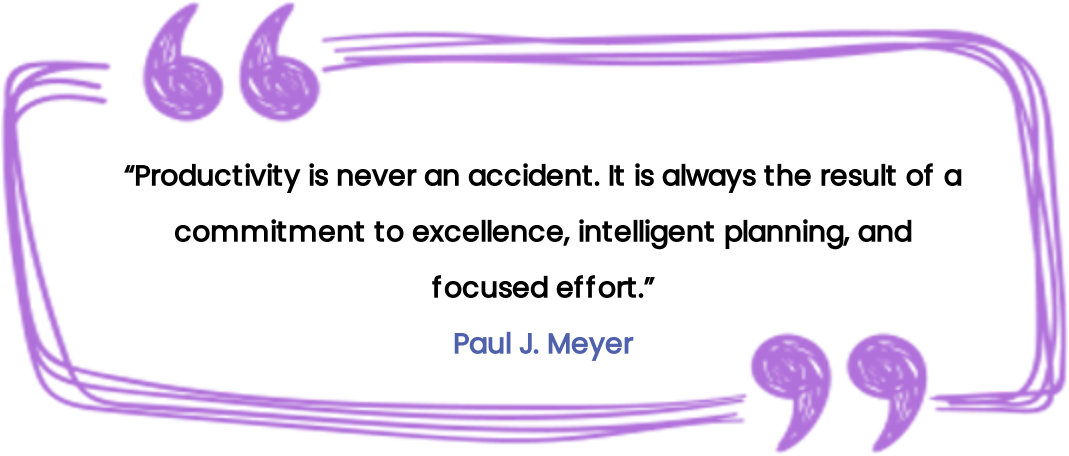
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Introduction



“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.

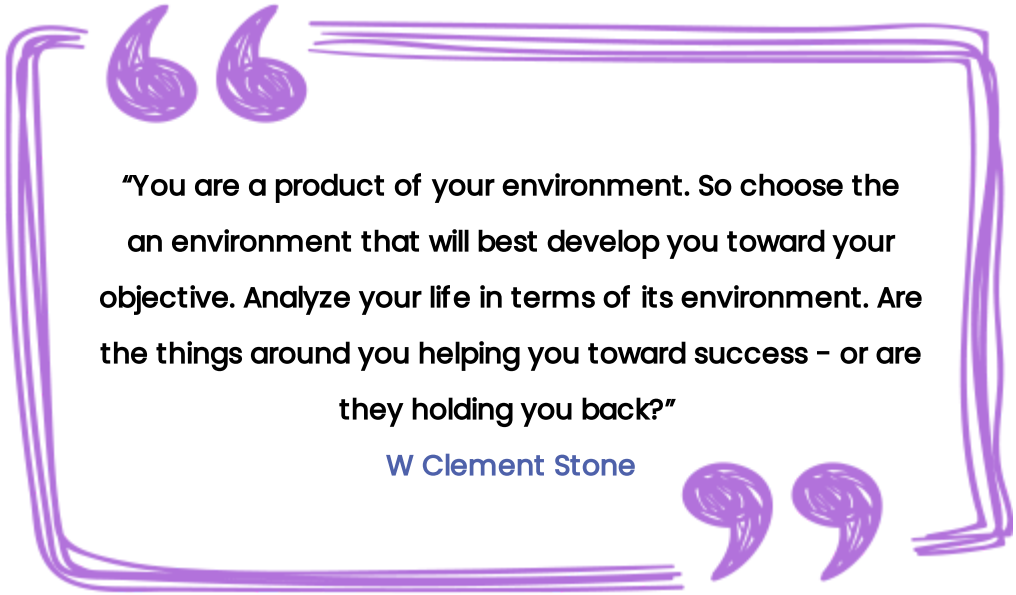
Finally, I wish you good luck and I hope you find a couple of ideas that would improve your life.

Chapter 1:

CREATE A CONDUCTIVE WORK ENVIRONMENT



Create a **Conducive** Work Environment



“You are a product of your environment. So choose the 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.



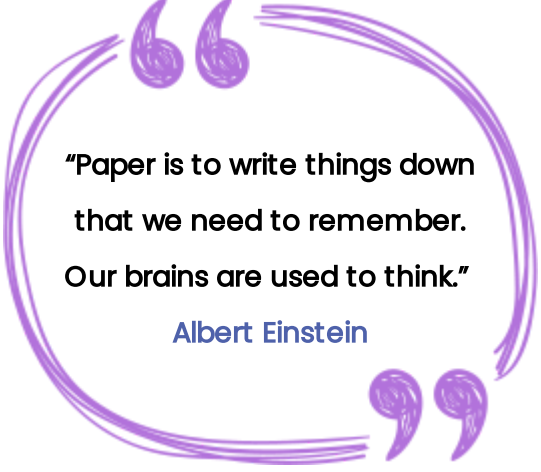
Finally, you might want to invest in good quality office lights. The natural light coming from the sun is the best for maximum productivity. However, not all working spaces have access to natural lighting that's why it is important for most people to choose LED lights that mimic the sun's natural lighting. 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 it 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 better for you to place a pen and sheet of paper near your bed bunk. 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

Chapter 3:

FOCUS ON ONE THING AT A TIME

