



**PRODUCTIVITY**

**SECRETS**

**How to Be More Productive  
In Your Business and Life**

# Productivity Secrets

## How to Be More Productive in Your Business and Life

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# **Introduction**

In today's fast-paced world, **we work on deadlines and set time lines much more than ever before.**

The implementation of technology has really put employees and business workers in a much more competitive frame of mind. The bottom line depends on workers and employees who are able to get things done quickly.

This can also apply to your personal and family life as well. While it's good to be productive and make money for your corporation, business, or yourself, it is also important to remember that you are a human being and **there are some ways you can be more productive without all of the added and often unnecessary stress.**

**Managing things like your health  
and your mental well-being can do wonders for  
how much you can achieve.**

The key to being more productive is not single-fold: In fact, there are many different facets to making sure you are doing the best you can, working as efficiently as possible, and getting the results you need.

**It is truly a combination of many different factors** that contribute to both lowered stress levels and higher productivity.

You may not find that you need to follow every single one of the suggestions here, but it is important to know that all of them together will help you change your lifestyle and your mindset so you can do much better in the workplace and in life.

**Organization and planning are two major parts of the bigger production puzzle, but they are absolutely necessary for success.**

You may not think of productivity as a skill, but it truly is. It takes patience, desire, and an organized mind to be productive. Not everyone is able to do this, especially right away, so it's something you will have to perfect and practice over time.

There are many resources available today to help people be more productive. It is actually a commodity since more companies and individuals are looking for the magic key to being more productive. **Once you've achieved the ability to increase personal productivity, you will become a much more valuable asset to your company and to yourself.** You will feel better about yourself and have a real sense of satisfaction.

Learning how to deal with problems can actually help you to produce more. If you beat yourself up too much when things go wrong, you can waste a whole lot of time worrying about things. In addition, this will lower your self-esteem and eat up the time you could be spending moving on.

Some studies have shown that **aggravation can take 20% of your total time from getting things done.**

Know when it's a good time to take a breather and calm down. Do not worry about things you have no control over, and for the things that you do, simply make corrections and move on.

**Managing your time wisely and taking good care of your body and mind will also help you to work a lot more efficiently.**

Often we overlook important things in our life like making quality time with our family and taking some free personal time to relax and regroup. Without this essential aspect of our lives, we can "burn out" quite easily, which can be very dangerous for our health and our productivity.

**Planning tasks, goals, and projects well in advance and making lists** are both very good ways to help ensure you get more done with your time. Being aware of outside influences in your life can also have a strong effect on your overall productivity.

Once we realize and recognize the things holding us back, we can then move forward so we can do more.

Aside from knowing what needs to be done to be more productive both in life and at work, **you also need to know the right things to avoid.**

Sometimes we forget that there are negative balances and forces that are tipping us in the wrong direction, which can actually drain us of our productivity.

We also tend to neglect the fact that time is extremely valuable, but it's even more valuable based on how we use it.

**By developing the right tools in our lives, we can be much more productive, get more accomplished, and feel better about ourselves and about our surroundings.**

People who have goals in mind understand how time wasted is also opportunity wasted. They also understand that time is money. Most of us involved in business know that in order to get things accomplished, we must make good use of our time.

It is absolutely imperative that we stay organized and focused in order to get the most use out of our time. This mindset does not just fit in with the business aspect of life; it definitely works with family and personal life goals as well.

Being more productive can sometimes be a double-edged sword, however. While we want to do as much as we can, it's also important to bear in mind that we're human, and therefore, we cannot always do everything all at once.

**Choosing and prioritizing just how important certain tasks are and in what order they need to be performed is a real key to being successful.**

Once we know what we want and how we plan on achieving it, we should be able to see our stress levels decrease and our productivity increase.

**Setting *realistic* goals is essential to doing well  
in business and in our personal life.**

Some people tend to beat themselves up if they do not get everything done to the precise letter in a certain timeframe. It is very important that you understand that **you are human and only one person, and that only one person can do so much.**

By being realistic in what you want and setting goals that are obtainable, you will be much happier with your results. It's absolutely essential that you keep in mind that you may not be able to take on certain things simultaneously when you have too much going on at once.

Additionally, you sometimes need help and advice in order to be able to produce your best work. It is okay to ask for help when you need it. If you need help in your Internet marketing, **[John Delavera's Ping Pong Mentoring](#) can provide you with the answers you seek so that you can be productive in your online business.**

## Choose a Healthy Lifestyle

If you are a busy professional, you know that it isn't always easy to live a healthy lifestyle.

**The fact is that it's imperative that you get the nutrition and sleep that you need in order to avoid stress and to have more stamina during the day.**

Your brain will also operate better if you are eating properly and taking care of yourself. Some of these things may seem like common sense, but stress-filled lives often get in the way of doing what's right for our health.

### 1. Eat Well

Make sure you are eating a **balanced diet without a lot of fat and sugar**. Sugar can cause a quick "high" and then a BIG crash, which can lead to fatigue and forgetfulness.

Too much coffee or caffeine is also harmful. While caffeine is good in small doses and can help you stay alert, too much can cause you to crash and burn. Not getting proper nutrients can also really cause your brain to have a difficult time focusing and concentrating on the tasks at hand.

Be sure to **eat breakfast every day**, as this is what gets your metabolism going and the brain geared up and prepared to face the day.

Do not load up on fried food and foods with empty calories, as these will only slow you down.

Eating a proper diet is definitely important for both lowering stress and for being more productive.

### **If your body is healthy, your mind will follow.**

Take a multivitamin on a daily basis. This can help replenish any vitamins and nutrients your body may have lost. It will also give you more energy throughout the day and help you to feel more alert.

Replace sodas and sugary fruit drinks with water. Water helps to boost your metabolism and it clears out all of the toxins in your body.

Don't forget to eat fresh fruits and vegetables as well. They are full of good vitamins and will give you a clearer head so you can be more productive.

**If you're concerned about your current diet, see a professional nutritionist** who can help you come up with a plan for healthy-eating habits.

## **2. Exercise: Be as Active as Possible**

Studies have shown that **walking for just 30 minutes a day, three times a week, can help your body process insulin better and keep your weight regulated.**

It is also good for your heart, muscles, and lungs. Most doctors recommend that we all get about a **half an hour of exercise every other day**. It doesn't have to be anything strenuous; a simple walk will do.

If you're having problems getting or staying motivated, see if you can recruit a workout buddy who will be willing to walk or jog with you. If you get proper exercise, you will be more alert and feel much stronger.

Get co-workers together and walk around the building at lunchtime. As long as you keep moving, you are doing your mind and body a big favor.

If you don't have a gym membership, you can purchase a piece of home exercise equipment. This is actually more productive since you will save time not having to drive back and forth to the gym and you can get your workout in whenever it's convenient for you.

**A treadmill, stationary bike, and elliptical machine are all great pieces of equipment** that work your legs and get your heart rate up, which contribute to stable blood pressure and strong muscles. Plus, exercise can actually help to make you more mentally alert as well.

### **3. Get Enough Sleep**

Sleep is imperative. It is something we all need and must have each and every night. While we sleep, our cells regenerate and our mind gets "reset" for the next day.

Most people should get a **minimum of 7 to 9 hours of sleep per night**, but the fact is that working adults really typically only get about five hours per night. Most doctors will tell you this is generally unacceptable for anyone.

Sometimes, however, you might find that stress is keeping you up at night and it's difficult to fall asleep.

Fortunately, there are several solutions to sleepless nights; these include prescription medication, reading before bed, not eating late at night, keeping the television out of the room, and other relaxation techniques.

**Dedicate your bedroom to sleep** and sleep alone. Do not have a TV or computer in the room, as this can cause too much distraction and often leads to more sleepless nights.

Try to **go to bed at the same time each night**. If you do this, your body will set itself like a clock and you will keep to a set schedule. This helps to make it easier for you to fall asleep each night, since your body knows it's bedtime.

Try getting up at the same time each morning as well. If you do, you will feel less groggy and much more rested every day.

**Not getting enough sleep is a major contributor to many factors, including obesity, mood swings, depression, and many other symptoms.**

## **4. Eliminate Stress**

Millions of people claim that they feel too much stress on an almost daily basis. Stress not only has an affect on your mental well-being, but it definitely affects your physical health as well.

**Stress can cause headaches, migraines, or more serious conditions, such as heart attacks and strokes.**

It's also been shown that **stress can lower your productivity** and make you more irritable and less apt to pay attention to details, which is very important in business.

If you feel like you're too stressed out, there are methods you can use to eliminate it or at least make it feel less intense. **Yoga, meditation, and many other techniques can help you to feel less stress** on a daily basis. Taking proactive steps to prevent stress can help you feel much more calm, relaxed, and focused.

Tell yourself that you will not sweat the small stuff. Learn to live with mistakes and move forward from them. Do not be too hard on yourself or on other people.

Realize that we're all human, and as long as that large project or the big meeting turns out OK in the long run, then some snafus along the way are normal.

**Worrying too much can cause a myriad of problems;** it's also useless to worry too much if there is nothing you can do about it.

Accept the fact that nothing and no one is perfect, then try to think forward.

Another way to ensure you have little to no stress from your work or business is to make sure you are being ethical in your dealings with customers, co-workers, and partners. **[“The Honest Marketer: A Guide To Ethical Internet Marketing Practices”](#)** can aid you in **learning how to be productive and ethical at the same time.**

## **5. Get Rid of Bad Habits**

While its easy to get hooked on things that are bad for us, we also know it can make life much more difficult.

Smokers tend to smoke more when they're stressed out, which only increases bad habits.

Drinking, and even something as harsh as illegal drugs, are all bad habits that we should be cutting out of our lives.

**When you get rid of these crutches that hold you down, you're able to focus on what's truly important, thus making you much more productive, whether it be at work, at home, or even on a more personal level.**

Don't allow destructive habits to control your life. Not only are they terrible for your health, they are also really expensive too.

After all, who has the time or money for that?

**Doing things that are harmful to the body affects the mind and the soul.** In addition, it can really take a serious toll on others around us.

Addiction affects everyone in your life, including your spouse, children, parents, and friends. Try to get rid of bad habits; if you're having a hard time with eliminating them, see a doctor. There are prescription medicines to help you quit smoking, while there are plenty of programs to help people who have drinking problems or drug addictions.

Once you're able to get rid of these bad habits completely, you will be absolutely amazed at how much your productivity will improve. You will also feel much better about yourself and about the world around you.

## **Prioritize Your Objectives**

One of the most important parts of being more productive is **learning how to prioritize tasks.**

Once we know what's truly important, we can put that at the top of our list and work our way from there. But when we don't know which items need to be scratched off our list first, it can leave us feeling confused and empty, which can lead to us bouncing from one task to the next and back again.

While in most cases all and everything we have to do is certainly important, one thing may take precedence over another. It's all about knowing how to distinguish between these and then **knowing which ones to take action on first.**

Aside from knowing what tasks need to be completed earlier than other tasks, we also need to decide whether or not these items will be done in their entirety all at once or if they can be worked on for a short time, put aside, and then finished later. Knowing how much things need to be worked on initially is a big step.

Let's say you have a major report and spreadsheet due on Monday afternoon. Aside from that, you have accounting registers and a letter that needs to be typewritten and sent. Deciding which of these three things is the most important can be tough, but it must be done. Otherwise, you might start working on the report, then move on to the register, and then begin typing the letter.

While it's good to start working on everything you need to do, moving from one task to another too quickly can cause it to be unpolished and rife with mistakes.

What should occur is that **you make a firm "to do" list and then stick to it.**

You can always add more items to the list as time goes on, but be sure the most imperative item is at the top. Write the deadline or due date next to each item so you can keep track. Then, **work on the first and most important thing first.**

Do NOT move to another task until your most important one is 100% complete. This will help you to be more productive and avoid mistakes in the long run.

For Internet marketers, one of the most daunting, but most important, tasks is creating a professional website that will enable them to be successful at marketing online.

Many times, it seems that building a professional website is a monumental task, and because of the difficulty and the time it takes to build a quality website, you want to stop working on it and move onto something easier.

However, as mentioned above, you want to work on and complete your most important item first before moving onto the next item.

**Fortunately, the [ContePass](#) software will enable you to churn out professional websites quickly and easily** so you no longer have to feel like you have to move onto an easier task without having your website completed.

Productivity tends to go down when we worry about little things like vacuuming the living room and forgetting about the more pressing things like a school essay or a business proposal. Don't forget to distinguish between what's very important and what can wait a little while longer.

There are certain things that might seem important at the time, but in reality, they're not. This can include more trivial things like cleaning out a closet or seeing that movie you've been waiting to see at the theater.

**Use these "less important" items as more of a reward you can do once you've completed some of your more serious and important tasks.**

Prioritizing really is an essential way to get things done much more effectively and swiftly with far fewer problems.

It's also helpful to make two separate lists of things to do. **One list should be for business or work-related tasks and the other should be for items of a more personal nature.**

If you mix the two, you could find that you end up neglecting one aspect of your life for the other.

Of course, multitasking is not always a bad thing. You can call a friend or family member and work on that long overdue report at the same time; just be sure you do it correctly and read it over to make certain there are no mistakes.

There is a caveat when it comes to making lists: **First and foremost, you need to remember to actually use and look at it!**

It's easy to write down all of the things you need to do, then put them in order of importance, but it's another thing to actually use the list on a regular basis. Whatever format you have to use that works best for you is the one that will be the most effective.

In other words, you can choose to **write things on a calendar on the refrigerator, write it all in your Day Planner, or use your PC and a software program to manage your lists.**

However you actually make and keep the list is up to you. Just be sure it's something you will be looking at on a normal and fairly steady basis.

While some people feel it's best to separate tasks between work and personal life, others feel it's best to be able to integrate them. Coming up with a way to have both work hand-in-hand can sometimes be to your benefit. If you feel you can easily balance between the two and keep them in an order where the most important and vital tasks can get accomplished in a timely fashion, then by all means, mix the two together.

It really is all about balance and the tasks at hand and how important they are is ultimately up to you.

Aside from a simple "to do" list, **you can actually categorize each thing into their own separate sub-category.**

For example, if you have things you need to buy, put them into a shopping to-do list. If you have something you need to write or create in terms of work, categorize them into another separated category.

Even movies and television shows you have been planning to watch or that opera or trip to the museum you've been thinking about can be added to an entertainment category.

**By separating the things that need to be done by types of activities, you can much more effectively prioritize them in order of importance.**

Use your computer to help you along. There are great websites and programs that allow you to create a virtual organizer with reminders and a calendar that lets you add notes to each day.

Motivation is another important factor that can help you to prioritize. For example, **don't be afraid to reward yourself whenever you finish a task.**

Decide in advance that when you complete that big project, you're going out to dinner or you will finally take that weekend getaway you've been thinking about.

Incentive helps to get people moving in the right direction, so don't hesitate to tell yourself you will reap some kind of reward once you've gotten the job done. Even if it means buying that nice pair of shoes you've had your eye on, do whatever you can to keep yourself inspired.

Understanding your schedule and realizing how essential your duties are can really give you a better perspective of how to prioritize them. By getting the grasp of each thing that needs to be done and how to get it done more quickly, correctly, and efficiently, you can achieve much more.

Remember that time is very valuable; by managing it properly, you will definitely be much more productive and see results.

Do NOT focus too much energy or time on things that can be put off until later, but instead, **put your main focus on the things on your list that are extremely essential and have attached deadlines.**

## **Take Time to Plan and Prepare**

Knowing how to prioritize is a main element to being productive.

There are tools you can use to help gear yourself up to getting things done faster. Fortunately, these tools can help you understand your tasks at hand, as well as understand how important it is that they be accomplished.

**Using tools will be a springboard towards getting you to focus better and be much more productive.**

As previously mentioned, a to-do list is very helpful.

The main purpose and function of these lists is to help ensure you don't forget things and so that you can prioritize them in an order that will help you to ensure they get done in order of importance.

It's very easy for people to say to themselves, "Yes, I know I need to get that done this week," get sidetracked, and then totally forget about it.

When this happens, your tasks tend to pile up and it can definitely backfire on you.

This is why having a list is very helpful. Otherwise, if you forget to do or finish something this week and then remember it the next week when you have ten new things to do, you can really shoot yourself in the foot.

Perhaps you've already created and organized your to-do list and you've prioritized how important the items are that you need to do.

What about time limits? Just because you have one huge project looming overhead doesn't mean you won't have to save some time for other things. What you can do is **break up each day and decide ahead of time just how much of your time you plan to dedicate to each task.**

For example, you might deliberate or dedicate about two hours of time to writing a report, one hour to answering calls and emails, and one hour to cleaning the house or grocery shopping. If you do this every single day, you'll be able to train yourself to break up your day in a way that will be most efficient.

If you do give certain tasks a certain predetermined amount of time, **a timer is a great tool to help you make sure you don't stray too far from your time limit.**

Use a kitchen timer when you're at home to help alert you when time is up. These timers can be very helpful in reminding us when we've spent more than enough straight time on one particular task.

At the same time, they can help us stay focused on the task at hand because we've already decided we will dedicate this much time to it. By having the timer, it's like we've reserved this chunk of time specifically for doing what we decided we would do.

If you do not have a timer or prefer not to use a kitchen timer, you can opt for a stopwatch or even your own alarm clock.

There are also websites with virtual stopwatches and timers on them that you can use. Another method is to have someone you can rely on to call you within an hour or two after you've begun working on your task. Not only will their phone call remind you it's time to stop, it will also encourage you to take a break and a breather.

**Don't just think of organizing as creating to-do lists and using timers.** Think about it in other ways.

For example, if you have a clean and organized workspace, you will be more productive. If you're spending five minutes searching for that red pen, that's five minutes you just wasted that could be used doing other things. Buy some folder organizers, small plastic boxes, and drawer trays to help you make a place for everything and put everything in its place.

Once you have a nice little system on your desk, you will find it's much more convenient and saves more time.

In Internet marketing, one of the main keys to success is to be organized in all facets of your business.

This includes having a central place or site where you can learn more about Internet marketing and access resources that you can learn from and profit from.

After all, if you have to go to ten different Internet marketing sites just to get the information and/or resources you need to succeed online, this will take more time to do than if you just have to go to one site, thereby making you less productive.

**John Delavera's [Turbo Membership](#) site can provide you with the information, resources, and contacts to be successful at Internet marketing, all in one place so that you can be more organized and productive in your business.**

Doing things all on your own can be rewarding, but it can also be very challenging. Much like people who use spotters at the gym or workout partners, you can **recruit someone to be your accountability partner**. This person should understand in advance that it is their job to make absolutely sure that you are doing your job effectively.

Your accountability partner can really be anyone you choose: a co-worker, spouse, parent, friend, or sibling. No matter whom you choose, make sure they are reliable and trustworthy. It is the job of your accountability partner to make sure you're staying on task.

**It may be a good idea to choose an accountability partner who also has a stake in whatever it is you're doing.**

For example, study buddies in college usually have the same classes together; even if they do not, they both have their college education at stake.

Find someone you work with who is mature and dedicated and you can help each other out. Follow up with your partner to make sure you are doing your job and that they are doing theirs. Reward each other with things like lunches or a cup of coffee. Motivation to do a good job and to be productive really does go a long way.

While an accountability partner can be really helpful, remember that ultimately what happens to you and how well you produce your work is up to you. It is merely their job to help follow up with you and remind you of important details. You must always be ready and willing to take full responsibility for your actions and any shortcomings.

In addition to having an accountability partner, another good idea to increase your own productivity is to model yourself after successful people who have already achieved the success and profits you want to achieve.

This includes listening to the information they provide and essentially “copying” the techniques and strategies they’ve used to become successful. **One useful resource you can use to learn the strategies and methods of many successful Internet marketers is [“The Business Building Strategies: On Demand Mentoring In A Box.”](#)**

Time management is truly the key to real productivity. You can **purchase some software that will help you manage your time better**. This software contains calendars that pop up with alarms on your screen whenever you have a meeting or you need to focus your

attention elsewhere. Some of the software can actually lock you out of the Internet or your email if you are in it for too long.

While this may sound strange, many people admit that they have overlooked important tasks because they got easily sidetracked with the Internet. Browsing for research purposes or for fun is OK to an extent, but when it becomes distracting, it can really knock you off-task.

This time management software is invaluable for people who need a little nudge in the right direction. You can set the settings for the time limits or web pages that you don't want to visit and then undo these settings as you see fit. The object of this type of software is to help give you the motivation you need to keep working on the task at hand.

**Staying completely focused is how we remain productive and get things accomplished.**

It is so easy today to get our attention off of what we're working on and directed towards something else. Having a guide can really help keep our minds sharp and our eyes on the ball.

It is often easier to remain focused, and thereby, productive when we have tools that can help us achieve our objectives more easily.

For Internet marketers, a common challenge is being able to manage all the elements of an online business, including the following items:

- Keeping track of all of your subscribers, affiliates, and JV partners.
- Keeping track of who needs to pay what amounts and when the payments are due.
- Keeping track of any refund requests.
- Sending download links to customers who have paid for products and canceling access to those who ask for refunds.
- Protecting the download areas of your products.
- Etc.

**John Delavera's [JVManager 2 Fantasos](#) is the software management solution that can handle all these elements and more** so that you can stay focused on providing more value to your customers and increasing the reputation of your business.

While it's common sense that we want to be productive, sometimes it is much easier said than done. This is why making a commitment is so important.

**If you have a large project or deadline you're set on, it's important that you uphold that commitment.**

Whether the commitment is to your clients, your boss, or even your family, holding true to your promise is essential.

Not only will you remain trustworthy and look professional, it also opens the door for more opportunities in the future.

If you decide to commit to something, try to **get it to the other party in writing.**

This will give them confidence in your abilities to meet the deadline and it will also help to motivate you to stick with it as well.

You don't necessarily have to submit a signed contract or sign anything in blood, but just knowing you will do what you say you will do makes a huge difference. You can also ask someone else like a third party to witness you giving someone this commitment so that it almost "forces" you to hold to it. Verbal commitments are also good. **Making a public commitment in front of other people can really make a huge difference** as well, since many people are witnessing your promise firsthand.

# Planning Your Productivity in Advance

## 1. To-Do Lists

To-do lists are essential if you want to be productive. No matter how you write them or organize them, they are an absolute must for anyone with several things to accomplish. If you plan ahead of time, you can be much more productive and can get a lot more done.

**Poor planning often results in failure to accomplish or achieve goals or it results in jobs that tend to be less than stellar.** It also leaves much more room for error, which can take up time later on when you have to go back and make corrections.

Poor planning can also lead to an online business failing before it even has a chance to establish itself as a successful online venture. **To avoid the early demise of your online business and ensure that you give your business the proper planning it needs to succeed, check out [“How To Build An Online Business – Not A Money Maker.”](#)**

Errors can also be costly. People who really, consistently plan ahead of time tend to do a better job and a more thorough one as well. There are different ways you can break down your to-do lists. Not everyone needs to create one on a day-to-day basis, while others may feel the need to jot down things they need to do as they come into their minds. It all depends on your workload and how busy your personal life is.

A to-do list should be processed much like you process emails or voice mails. **Jot down the crucial information, get it done, and then toss it when you're finished.**

A good idea if you don't want to place everything on one list is to have two boxes on your desk. One will be for new ideas, goals, or tasks that need to be achieved. This can be your inbox. The other box will be a completed box, and each time an item on one piece of paper is done, you can transfer it over. This serves as a good motivator and it helps you watch your progress. Not only that, you can always turn back to the things you finished and move them back over to the inbox if they are not completely done.

Try to cut out as many things as you add to your daily list of tasks. This way, everything is on a more even keel and you don't feel like there is too much to do and not enough has already been accomplished. It is very important to maintain a balance.

### **a. How to Create Monthly Goal and To-Do Lists:**

Your goals, both personal and professional, are extremely important, so think of them a little more long-term versus short-term.

**Come up with some monthly goals and write them down first, since this will be the "light at the end of the tunnel."**

Once you do this, it will make the jobs or tasks at hand seem a little more important and more tangible.

By writing down the monthly to-do list, you can see what your final product should be in advance. Include goals, not just the things to do.

By having goals, you set your sights higher and you get a better picture of what you will be doing once all is said and done.

Even though monthly goals might seem a little long-term, a month can fly by pretty quickly. The monthly goals are basically your main tasks, once all of the little ones have been completed. You should include all of your goals and tasks for the month at the beginning and end of each month.

As things change, you can always edit or remove them once they're done, but **make sure you indicate that the task is something that either needs to be finished on a recurring MONTHLY basis or at the beginning or end of that particular month.**

Break up the monthly goals you set for yourself if need be. You can do this in weekly increments or even bi-weekly increments. Choose the same day or days for each month so you can distinguish these between daily and weekly goals. Setting monthly goals makes you look at the long term a bit closer.

In fact, some people even have yearly goals where they decide on what they need to get done within the next year, whether it is fiscal or just personal.

## **b. How to Create Weekly Goal and To-Do Lists:**

A weekly to-do list is very common, since many businesses run their accounting and/or payroll schedules on a week-end basis. Be sure you remember what tasks you need to do each specific day of the week.

For example, if you need to do payroll on a Monday, enter this information into an online calendar or software and make it recurring for every single Monday of every single week. Use this same procedure for other tasks on other days of the week as well.

**Once you get in the habit of making these weekly to-do lists, you should have no problems remembering what needs to be done each week.**

If the tasks are just something for one particular week, organize your thoughts and come up with a game plan to make the most out of your week. **Delegate one task for each weekday** so that you don't overload yourself on any one day. Thorough planning ahead of time will help the weekly goals to be achieved.

Remember that long-term goals are just as important as short-term goals. Think about your month in weekly increments and then organize the to-do list by week.

Begin your tasks for the week on Monday and then shoot to get them all finished by that following Friday or Sunday, depending on how you like to end the week. This can help you to see a bigger picture, and by breaking the monthly to-do items into weekly chunks, it can really help you get them done faster.

### **c. How to Create Daily To-Do Lists**

The most common and widely used to-do lists are the ones we write down on a daily basis. These lists provide us a little "bite-sized chunk" of what needs to be done.

You can **use a notepad that is specially designed for to-do lists** and then just write them out line by line. These notepads are very helpful for remembering things that need to be done in smaller increments. If you need to purchase an item, for example, you would include that on your daily to-do list. If there's something you've been working on that absolutely must be finished on a certain day, include that as well.

These daily to-do lists can be very helpful when you're tying up loose ends for a bigger project. They also serve as a handy reminder to do other, perhaps less imperative, things that still need to be done. The daily to-do list is also handy for mixing business and personal items.

**Before you go to bed each night, sit down and write a new to-do list for the next day.**

Be sure you carry over anything you may have not been able to finish for the current day. You can assign a time slot to each task if it helps. Some people do not like this method because it can get to be too tedious, but **placing everything in a separate time slot throughout the day can really help you to prioritize what you need to do.**

Make sure that you write the daily to-do list on a piece of paper or in a day planner that can easily be carried with you so you have it at all times. Scratch items off as you go. Use a PDA or laptop to create your daily to-do list if you prefer.

You can even use several different email services that allow you to email yourself at a future date and time. This service will let you create

an email as a to-do item and then set the date and time you should be emailed. That way, when the time arrives, you receive the email immediately.

**It's very important to try and accomplish everything you list on the daily to-do lists each day.**

If you are unable to scratch absolutely everything off your list, be sure you carry the unfinished item on to the next day's list so they can get finished and you won't forget. By tracking everything that needs to be done on a daily basis, you can be much more productive.

You can even assign breaks and lunch, dinner, etc. on the to-do list in the time slots. Many PDAs and other electronic organizers allow you to create a daily to-do list, and if they are not deleted or marked as completed, they will carry over to the next day.

**Keeping track of daily things that need to be done will free you up for more time to get the larger weekly and monthly projects completed.**

## **2. Planning Ahead to Save Time**

You may be familiar with the phrase, "You didn't plan to fail, you just failed to plan." This is absolutely true when it comes to saving time and avoiding issues or problems later down the road. Good planning not only helps you to accomplish your goals, it also helps you save loads of time, which can free you up for more time to get important tasks finished.

Little things make a huge difference when it comes to planning in advance. For example, **come up with a menu for all of your meals for the week, then go to the grocery store and buy everything you need in advance.**

Make your meals and freeze them for the week on Sunday or Monday. Then, you have all of your pre-prepared foods ready to go. Cooking takes up tons of time, so having it all done at one will really free you up to do other things.

You can **pack your children's lunch (and your lunch) the night before.** Make sandwiches, pack bags of chips and fruit all in one bag, and place it in the refrigerator. This way, you don't have to include making lunches for everyone as part of your routine.

The early morning rush can cause the kids to be late to school and you to be late for work. By having food for the day prepared ahead of time, you will take a huge chunk of time out of your morning that can be utilized for other things. Plus, it allows you to relax in the evening once you've gotten this task finished.

If you have a coffee pot with a pre-set timer, **make your coffee the night before and set it to turn on and make a pot first thing in the morning.** When you wake up, you'll have a fresh pot already brewed, which can also save you time, both in making the pot of coffee and in waiting for it to brew.

Planning weekly meals out saves you time shopping and can also save you money. Only buy the things you need for the meals, and then you

can **make large batches (such as spaghetti sauce, chili, or other dishes) and freeze them.** When you're ready to eat, thaw them and heat them up for dinner. Buying easy breakfast meals such as cereal, frozen waffles, and instant oatmeal are also healthy and time-saving.

**Food preparation can be very time-consuming, so by getting it ready in advance, you're chopping off lots of time that can be used for other things.**

Aside from meals, **plan your car's maintenance in advance.** If you need an oil change or an inspection, do it by appointment so you can drop your vehicle off and pick it up when it's ready. This frees up your day to do other things and you won't have to sit at the mechanic's shop all day waiting for your car to be ready. This applies to getting gasoline as well. Fill up your tank instead of just getting what you need. That way, you don't have to make extra trips to the gas station throughout the week.

It can be stressful running a household and trying to do what needs to be done for your business or at your workplace. **Assign different tasks to members of the household** and have everyone do them on certain days of the week.

For instance, have one child vacuum on Wednesdays and another child do laundry on Thursdays. Use a white board with dry erase markers so you can change up everyone's duties and remind people of their turn to do things on certain days of the week.

**If you get your family to follow a pattern and a plan, your house can be organized, clean, and everyone will get into a "groove" of sorts.**

Eventually your house should run like a well-oiled machine with everyone doing their part to keep things organized. **Making sure everyone chips in can take a lot off of you** so that you have a few moments to focus on other priorities.

Stocking up on items like paper towels, bottled water, and other common items can save you lots of time as well. Decide on a day of the week or month to **do bulk shopping if possible**. Buying items in bulk allows you to get everything you need for a month at a time, which eliminates extra trips to the store. Find out about local stores in your area that provide memberships to these clubs where you can buy in bulk. It also saves money.

**If you have a fairly long commute to and from work each day, try to make the most of it.**

If there's a book you've been meaning to read, get it on audio book format instead. Then you can listen to a little bit each day when you're driving to work. Or, catch up on the news by listening to talk radio.

Try not to use the drive to and from work as a time to catch up on phone calls, since using a cell phone while driving is extremely dangerous. You can make a commute a positive experience by taking this time to be alone and enjoy not having to do anything but drive. Remember to buckle up!

Cable companies are now offering something called DVR service, otherwise known as Digital Video Recording. This service allows you to **record all of your favorite television shows and watch them when it's convenient for you.** Another great feature of DVR is that you can skip the commercials! Skipping over the commercials alone can save about 15 minutes per one hour of television time. Not only that, you can then schedule a time when you're free to actually sit down and watch that movie, episode, or live performance you've been wanting to watch.

Pets can be very time consuming. **Make time each day to walk your dog and incorporate this as part of your workout routine.** This way, both you and Fido are getting your exercise at the same time. You can opt to walk the dog (or jog) in the mornings before work or after you come home. It's up to you. Either way, it's a great way to give your pet the walk they need while you get your walk in too. Invite the whole family to join in so you can all spend quality time together and get your proper exercise as well.

When it comes to your home, you don't want an unexpected issue to arise that can cost you both time and money. **As the season changes, make a checklist of things you need to do to weatherproof your house.**

Seal up any cracks so that cold air can't come in and hot air will stay in during the winter and your air conditioning stays inside during the summer. Plan a day to **check your roof for any leaks and do a thorough check of your heating and air conditioning system to be sure it's working properly.** You might also want to do a thorough

once-over of all major appliances. By doing a "health check-up" of your home once each season, you can save loads of time and money on repairing problems later.

**Just like your home, your computer needs to be checked and cleaned on a regular basis.**

Have a **virus scan software run automatically every so often** to check for any bugs. This will absolutely save you from a lot of heartache and pain later on down the line. The last thing you need is a virus attacking your computer and deleting that huge file you've been working on for months on end. You should also **check your Internet browsing history and eliminate any unwanted files or emails.** Having a fine-tuned computer means it will run faster, which obviously will help you to be more productive.

Use the Internet to your advantage when it comes to saving time as well. Many websites now offer daily email newsletters with tips, news, or even recipes all delivered directly to your inbox. This daily email can be a real help when you're constantly on your PC and rely on it for new information. Take advantage of the many wonderful features that the Internet has to offer. **There are thousands upon thousands of helpful websites, RSS feeds, email lists, and other things you can use to give you much needed information automatically.** Create keyboard shortcuts and macros to help you along as well.

During the holidays, start shopping as soon as possible. If you see something for a bargain that's truly a good deal and you have in mind for someone, purchase it and put it away for Christmas Day.

This way, you'll be able to already scratch someone off your list early. Get holiday cards written up or purchased in advance and write down everyone's birthdays on your calendar yearly so you can better prepare for celebrations and gift giving.

**When you prepare for events and festivities ahead of time, it's much easier to relax. You can also be more productive because you can focus on other things.**

# Pace Yourself to Eliminate Stress

## 1. Slow Down

When aiming to be as productive as possible, it's very easy to get stressed out and feel rushed. We are often our own worst critics. As your to-do list accumulates, you might start to feel a little bit overwhelmed and this can make you feel overcome with anxiety. Sometimes those **huge lists of things to do can make a person feel like it's almost humanly impossible to finish everything** that needs to be done.

When you overload your mind and your body with stress and too much to do, it can make things worse. Try to stay as focused as you can without getting sidetracked.

**Take one item on your list at a time, and if something cannot be finished for the day, try to put it aside and just tell yourself that it's ok; it can be done another day.**

Some people decide to put the absolutely most important thing on their list first and to make sure they finish it before moving onto something else. It's a good way to, at minimum, ensure that the number one goal gets done. There is a caveat, however: You have to know which thing it is that you consider the most important.

Sometimes this can be hard to discern if you have a lot going on at once. No matter which item you choose, remember to do it at a pace that suits you and ensures you get it done properly without having to go back and correct mistakes later on down the line.

Pacing yourself, paying attention to detail, and taking your time is integral when it comes to being truly productive. **Rushing through tasks not only causes you to feel stressed, but it can also encourage accidental mistakes, which in the long run, will harm overall productivity.**

Focus on one thing at a time and try to take your time when doing it. If you rush through something, odds are that you will miss things, which could be very important.

In addition, feeling rushed can give you feelings of stress and worry, which in reality, will make the task all that more difficult. Try to use the tips discussed earlier about using timers. The timers can help you "break up your day" and pace yourself for each item accordingly.

When we take a step back and take a deep breath, we often find that things might not be as difficult as they originally seemed. Try to **take breaks throughout your day and remember to take your time.**

A good, thorough job is always better in the long run than a job that has been rushed through without much thought. If you have ideas that come to you while working on a project or you think of more things to add to your to-do list, simply jot them down and keep going with the task at hand.

**While deadlines are certainly important, feeling frantic and rushed can do much more harm than good.**

## **2. Take a Break**

Studies have shown that workers and employees who take regular breaks are much happier, and therefore, much more productive. This can apply to your personal and business life as well. When you're getting overwhelmed, don't forget to take breaks. Breaks should be taken regularly, not just once per day.

**Try to stand up and stretch and get some fresh air every few hours at minimum.**

If you sit in one place for too long staring at the computer screen, you may end up making some errors. By taking a breather, you can regroup, calm down, and remind yourself that everything will get done in due time.

Breaks, such as getting a cup of coffee, stretching, or just standing up for a few minutes can be taken daily. **Sitting at a desk can wreak havoc on your back and neck**, so definitely try to give yourself some time for breaks.

On a weekly basis, try to plan something fun to do in the middle of the week, like seeing a movie or scheduling an hour lunch out with a friend. These weekly breaks can really do wonders for your overall productivity.

No matter how important your tasks seem to be at the time, it's always essential to take time out for yourself as well so you can relax and enjoy life.

In Europe, almost all workers living there have several weeks' worth of vacation each year. They also take teatime, and in some countries, afternoon naps. While naps might not be your thing, vacations should be. Everyone runs the risk of burning out if they don't take a step back and re-think their agenda.

**A good vacation is a wonderful way to relieve stress, have fun, and be in a different environment.**

Sometimes, **a different area or place can help us to forget our worries and get our minds occupied with other things.** It's essential to take a vacation, even if it's just a weekend getaway at a local bed and breakfast, every once in a while.

Taking breaks really does increase your productivity levels. By allowing ourselves to maintain sanity through a moment of relief from work, we can actually do more when we *are* working. **Remember to stand up and stretch, take deep breaths, get fresh air and sunshine, and spend some fun times with family and those you love on vacations.**

Doing this on a fairly regular basis will allow you the peace of mind and stability you need to do much more when it comes to getting work done, reaching goals, or accomplishing tasks.

### **3. Focus**

Sometimes, it can seem impossible to focus. However, it is absolutely essential to remain as focused as possible when you're trying to get things done.

**If you lose focus and get too distracted, you can unintentionally try to work on less important things that can prevent you from achieving your goals.**

Not staying focused can also cause you to forget the things you were supposed to originally get done. If you get sidetracked, it's not difficult to move your thought process over to something less important, and then the main goal never gets finished.

A very important step in maintaining your focus is to try and **completely avoid unnecessary distractions**. The list of possible distractions is endless. Anything from a blaring television or radio to loud music outside from cars can get in the way of allowing you the opportunity to focus. Kids in the room or pets can also be really distracting. Even your neighbor outside mowing the lawn can cause you to lose focus. There are so many different annoyances that can cause you to get off-track.

Aside from others making noise, you could actually be the source of your own distraction. Surfing the Internet needlessly is very easy to do. For example, if you see a news headline that interests you, it's so easy to click on it and start reading, and then get lost on a wave of Internet surfing.

Or you may tell yourself you're just planning on checking your personal email. Once you log in, you see an email from a good friend and decide to make a "pit stop" and respond. By doing this, you've officially distracted yourself from the task at hand.

By the time you're done doing these things, **the interest in getting your job done might be lost.** Or, you've wasted so much time that you can no longer accomplish what you set out to do since you now have to focus on other things.

Fortunately, there are ways to stay focused that are fairly simple. First, be sure you have a **room dedicated in your home to getting work done**, such as a study or computer room. If you don't have a home office, but do have your own office at work, let co-workers know you need to focus on some things and close your door. Ask the secretary to take messages so you can actually get something done.

If at home, let your spouse and children know you need to dedicate some quiet time to getting things done. **Turn off the TV and your cell phone and be sure it's quiet inside and outside.**

It is also a good idea to completely close out your email program while you're working. Otherwise, you can be easily distracted as emails come pouring in.

**A quiet environment really helps you to focus better on what is right in front of you.**

Determine what time of day will be the most accessible to you to get tasks finished, such as early in the morning before everyone in the house gets up or later at night when the kids have gone to bed. You may have to play around with this schedule until you find the right time of day or evening that will allow you to sit down in silence and get things done.

If your children are insistent upon playing or being loud, it's very important to lay down the law as soon as possible so everyone is on the same page and understands that you need "quiet time." **You can designate this as quiet time for everyone** and have the kids read a book or work on homework so everyone is able to get something done at the same time. This can also help you to be more productive since the kids are getting things done as well.

Noise-reducing headphones can help you to stay focused and keep everything around you quiet. But it's not always the noise or other people that can cause distractions.

**Self-discipline is needed as well so that you don't get easily sidetracked.**

Taking phone calls and using the Internet for personal things like email or shopping can really get you off of the tasks at hand.

Once you train yourself and your family to work on these times of quiet and focus, you'll be amazed at how much more you will be able to get done.

## **Choose a Positive Environment**

If you're going to be productive, **a positive attitude is absolutely essential.**

This includes the people around you as well as your own way of thinking. If you surround yourself with people who are negative, it can definitely have a bad impact on you, your work, and your overall productivity.

Not only that, certain people can actually reduce your ability to do good work because they are time wasters or because they harbor too much negativity. This bad vibe can wear off on you and others around you, so you want to **steer clear of people who can bring you down instead of build you up.**

These negative people are also known as "Dream-Squashers," people who can squash or kill the dreams you are working towards, either intentionally or unintentionally.

It's very important to keep "Dream-Squashers" from wrecking your dreams, and "[Inside The Internet Millionaire Mind](#)" by **Jo Han Mok can help make sure that you remain positive in your thinking, which can greatly help you achieve your dreams.**

A positive environment both at home and at work are important to ensuring that you get things done that you need to.

Obviously, it's almost impossible for all of us to think positively and be shiny, happy people all of the time. But an **overall good environment helps us to focus, feel good about ourselves, and motivate us to do better.**

If one person at the office is having a bad day, positive people can help to build them back up and boost their morale. But if this person is already surrounded by negative people, it just makes the problem worse and hinders their ability to do a good and effective job.

Some people are known as "**energy vampires.**" These people can literally drain your productivity. The reason for this is because they like to stall, ask questions about things that have little to no importance, or like to use their time very unwisely.

People like these **spend time gossiping, take frequent breaks, and often rely on you to do most of their workload for them.** In most cases, these people mean well and often do not realize what they are doing. This can put you into a really difficult position, since sparing people's feelings is important.

A lot of energy vampires will complain a lot and say that they have a headache or generally don't feel good. They complain of being tired and spend the entire day mentioning how awful they feel.

Instead of just bringing it up to others in passing and then carrying on about their day, they opt to let everyone around them know just how miserable they are.

**This horrible attitude can definitely rub off on others and immediately make productivity go downhill.**

The energy vampires most likely don't realize what they are doing. In their eyes, this is probably normal behavior, but to the motivated person or worker, it is not. People like this can also make you feel tired and not motivated to do more with your time.

**Just a simple conversation with someone like this can often make people feel that they have no reason to move forward with their goals or tasks for the day.** Some people refer to this personality type as "energy parasites" because they tend to feed off of the positive energy of others and turn it into negative energy.

**Another personality type that can really hinder your positive environment are the "drama queens" (or kings).** These people are very emotional and have a very hard time taking criticism. If they are corrected, they tend to get very defensive or very hurt.

Drama queens often cry at the drop of a hat and cause people to stop what they're doing to worry about the emotional well being of the drama queen. They love to gossip to create more drama, which can often lead to hurt feelings.

**Gossip is one of the most destructive forces in an office, business, or personal environment.**

Drama queens like to make mountains out of molehills, which can cause people to get distracted and lose their focus on the tasks at

hand. When a drama queen is crying, sighing, whining, or yelling, it makes people stop and take notice. This is exactly what they want: Attention! The best thing you can possibly do when dealing with drama queens is to **simply ignore their pleas for attention and stay focused on what you're doing**. Otherwise, you may get suckered into their problems, stop working, and start worrying.

What may be surprising is that personalities at the other end of the spectrum can also be destructive and cut down on productivity. People who are perfectionists are a good example of this.

**While the perfectionist thinks he's doing what he does for the greater good of the business, in reality, he is most likely nit-picking small, tiny issues that have very little repercussions when it comes to the bigger picture.**

Those who are perfectionists can micro manage someone to death, which can cause resentment. While in their mind they most likely have the company's best interests in mind, what they are doing is counterproductive.

It's a no-brainer that every task or project you turn in or finish should be done as well as you can possibly do it, with as few mistakes as possible. You also know that your work is a reflection of you and you obviously want it to be done right.

The perfectionist, however, **will worry about issues with something that may not even exist.**

He finds errors that aren't really there and edits and changes things so many times it becomes unrecognizable.

The problems with this are actually multi-faceted. First off, this can cause the person he is correcting to get frustrated and angry, leading to him throwing his hands up in the air and giving up on a project.

In addition, the perfectionist will make people feel uncomfortable, as if they cannot do anything right. **This causes a drop in morale and self-esteem, which in turn lowers productivity.**

There is nothing wrong with wanting to do a good job, but when it becomes too cumbersome or burdensome, and more time is taken to correct small problems (that most likely don't really exist), it can take a huge chunk out of good, productive work. Don't forget that **different personality types in our personal lives can affect productivity as well.** If we surround ourselves with friends who have too many problems or are too negative, it can bring us down.

**Try to surround yourself with people who want to see you do well, who are doing well for themselves, and who project an overall air of positive energy.**

It can be hard to control an environment when there are several or many different dynamic people around. If you find it difficult to work with a certain someone, **try your best to handle the situation with tact and professionalism.** Being rude or unprofessional just makes the situation worse and often leads to more problems that can escalate. If you're not the boss, talk to someone in charge and express

your concerns. **Sometimes something as simple as just moving your desk can help you work better and smarter** without having to be too close to people that exude a feeling of negativity.

There is no way to predict what people will say or do, so it's very important to remember that only you can control the things you say and do.

Understanding that we are all different and that everyone will do the things that he/she wants is a part of life. What you do with your time and how you project yourself is really all that matters.

**Do not let bad feelings or negativity get in the way of you being as productive as you can be.**

Some say that competition in the workplace is a good way to boost productivity. This might work sometimes, but in some cases, it causes resentment and shifts the focus from getting the job done to who's doing better than whom.

A little bit of friendly competition can get people to prioritize and meet deadlines, but it sometimes makes for a hostile work environment. The best motivator should be from within. Only you can decide how you will delegate your time and how you will get the job finished.

Talking with others at work is actually a good thing. **Don't feel like you have to shut others out** and keep them away from your daily life when you are at work.

Having some down time and getting to know others or chatting really does make things easier on everyone. It creates a spirit of teamwork and friendship and it's been proven time and time again that a happy work environment is a productive work environment.

**The more people can relate to each other and have a real feeling of kinship, the more they will pull together to dedicate themselves to the common cause of the success of the business.**

## **Conclusion**

Being productive in our work lives and personal lives is very important.

It allows us to feel like we've truly accomplished something (which we have), and gives us the much-needed encouragement we often need in order to move onto a new task.

**Getting things done on time and professionally is how businesses make money, how people stay employed, and how companies flourish.**

As an individual, it is very important to know the right things to do in order to improve and increase your own personal level of productivity. You can do this several ways, and really, most of them are through the easy tips you've just read about.

Remember that **taking care of yourself both physically and mentally** is an essential part of doing well and being productive. If your health is not up to par, your work will not be either. Neither will your level of accomplishments or the quality of your life.

By getting enough sleep, proper exercise, and cutting out bad habits, you can feel better about yourself and have more energy. All of these things will increase your productivity and motivate you to do better.

It is absolutely imperative to understand that the mind and body are connected and work together. Therefore, the health of the body is just as important as the health of the mind.

Goals are important to have, but these **goals need to be included and implemented in your physical health overview as well.**

Being realistic and setting some real standards is very important when it comes to being productive. Understand that you most likely will not get to scratch every single little thing off of your to-do list each and every day. But if you accomplish at least a portion of it, you are well on your way to making the most of your time.

**Ask yourself the question every day, "What am I doing right now to be more productive?" or "Am I making the absolute most of my time?"**

By reminding yourself that efficiency is the key to getting things done, you will have a nice motivator that keeps you moving in the right direction.

Try to organize and prioritize. This goes for your family and personal life as well as your work life. **By knowing what's important, you can better organize tasks that can help you to save time.** Time is money and time gives you more opportunity to do other things.

Don't forget to make extra time for those you love. By taking breaks and even planning the occasional vacation, you're allowing yourself the chance to regroup and relax.

This is essential to eliminating stress, which can really take a huge toll on productivity. Use techniques to help you feel calm and confident.

**Come up with new and creative ways to help you save more time so you can dedicate that precious time to achieving your goals.**

There are lots of great ways to consolidate trips, save money, and plan ahead that will shave loads of time off of your schedule so that you can use that time for other things. By saving time, you're **giving yourself room to work and more space on your schedule to do other things you need to accomplish.** Making the things you implement a common standard in your life and in your family's life will allow things to run much more smoothly.

It is very common for people to set high standards and goals for themselves. While this is great, it's also important to keep in mind that we need to be realistic. We also need to remember to play as a team with others. Sometimes, just one person cannot accomplish certain things.

**Working well with others and pulling together through teamwork can be a huge asset and contribute to doing more.**

You will find that teamwork flourishes in a more positive environment. Get rid of negative feelings and bad aura or else you will see productivity plummet to new lows.

**Do not forget to prioritize your tasks in business and in your own life** so that you can make the most out of each and every day. You'll find that once you get into a set pattern each day, you will be able to make much better use of your time.

In addition, doing things efficiently and planning ahead can also save you money! By being thorough and thinking things through, you can actually save yourself money.

**Poor planning is a huge contributor to low production levels, so be sure you take some of that precious time to plan for the future.**

It seems to be more difficult these days to get everything we need to get done all at once. Don't beat yourself up if you cannot finish every little thing on your list every day.

Remember to give yourself room to breathe and allow for some mistakes. Don't overload yourself or else you will regret it later on. Only take on what you can handle. By doing this, you will have more realistic goals and will not set the bar so high you'll never get there.

**Understand that you're human and that things take time to be completed no matter how sophisticated your equipment is, how much money you have, or how smart you are.**

There is always more sense in being as productive as possible when it comes to your job or your business. You want to produce things and create things that will make a profit or create new business relationships.

In addition, getting things done in your own life is also very important. It's necessary to feel like we're a part of something, and by achieving goals big or small, we get a better sense of self-satisfaction.

## ***Productivity Secrets: How to Be More Productive in Your Business and Life***

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This happiness translates into our lives in other ways and carries over into our professional life.

By learning the tips and tricks to being more productive, such as organization, planning, prioritizing, and getting rid of the negativity, you'll be thrilled with the things you can achieve.

**John Delavera and *{--your-full-name--}***