

READY FOR ANYTHING

52 Productivity Principles For Work & Life

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MAIN IDEA

Maximum productivity means making something good happen with the minimum effort possible. Since things don't always go to plan, however, improving productivity often means being more flexible and able to deal effectively with any barriers which eventuate. In other words, to be more effective, be prepared to deal with anything that gets thrown at you. That way you can stay in stride and working towards your goals irrespective of any and all distractions, hindrances or roadblocks.

To get more done consistently, focus on four major areas of productivity:

The Four Major Areas of Productive Behavior	1	Completion	Before attempting something new, clear your mind first by completing your current tasks
	2	Focus	To achieve more, forget all the side issues and focus on what really counts in your projects
	3	Structure	Put effective systems in place which are capable of handling the growth you're going after
	4	Action	Instead of waiting until conditions are perfect, get into action – the polish can come later

Completion

Structure

- 1 Clean up current projects before starting new ones
- 2 Get into the habit of writing everything down
- 3 Make better choices by tracking your commitments
- 4 To achieve your goals, know your current realities
- 5 Visualize positive results and act constructively
- 6 Avoid conflicting commitments
- 7 Inventory all your open projects on paper
- 8 Generate more energy by closing open loops
- 9 If it's on your mind, it won't be getting done
- 10 For creative thinking, you have to make space
- 11 Set up your life for expansion, not contraction
- 12 Periodically review where you're heading
- 13 Be the master of your work, not its slave

- 27 Stability in one area opens creative thinking in another
- 28 Match form and function for productivity
- 29 Develop a reminder system your mind will trust
- 30 The more responsive your system is, the better
- 31 Realize a system is only as good as its weakest link
- 32 Create a smooth running, silent system
- 33 Always run a weekly review session
- 34 Define what it means to win the game of business
- 35 Make one person responsible for each outcome
- 36 Set principles, not policies
- 37 Think about your work, not of your work
- 38 Your thoughts are more valuable than you realize
- 39 The bigger the gap, the more you have to plan

Focus

Action

- 14 For greater clarity, shift your focus to a higher plane
- 15 To start seeing patterns, visualize the outcome first
- 16 Do what's most important, not what's easiest
- 17 Your energy will always follow your thoughts
- 18 The clearer your thinking, the better you will perform
- 19 Aim to be the best at whatever you do
- 20 To get different results in life, change your focus
- 21 Learn how to bootstrap your thinking
- 22 Think clearly about where you need to be
- 23 Trust your system
- 24 Efficiency requires certainty of direction
- 25 To get "in the zone", focus on one thing at a time
- 26 The real value of a goal is the change it fosters

- 40 Strive to be ready for anything
- 41 Too much control is just as bad as too little
- 42 Trust your hunches on how you use your time
- 43 Practice multilevel self-management
- 44 To be most effective, eliminate stress and relax
- 45 Integrate surprises as part of your plan
- 46 Have a very long time horizon
- 47 Speed up by slowing down
- 48 You can't do a project – you do action steps
- 49 Small things, done repeatedly, have a major impact
- 50 The best way to really know something is to do it
- 51 If you feel overwhelmed, take the helm
- 52 Big successes will come from the most failures

