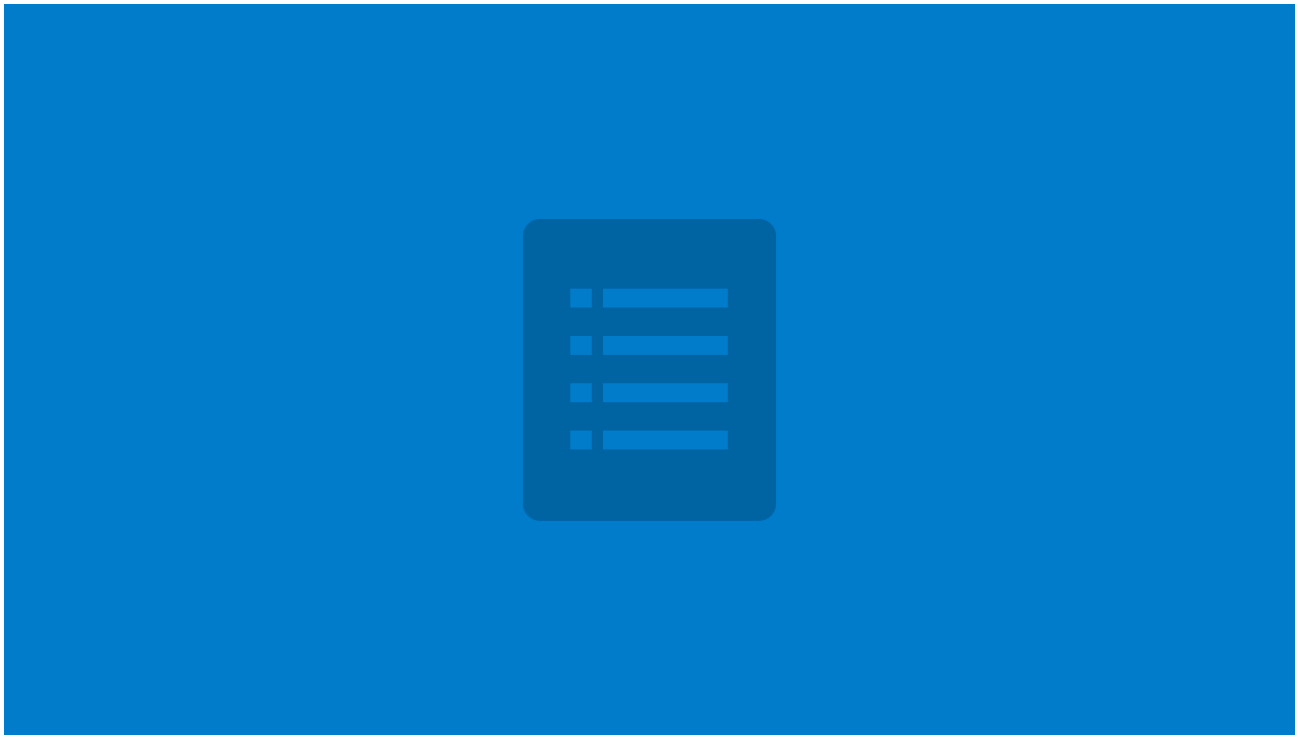
The GSD Diaries

7 Productivity Secrets



- [ ] How to Be Insanely Productive While Working from Home (even if your to-do list is a mile long, you don't have a huge team, and you often feel lazy and unmotivated)

DITCH THE "RULES"

- [ ] Everyone is productive in different ways, so forget all the prescriptive advice you've heard about "dressing up" to work from home or putting in a certain # of hours per day.

WORK WITH YOUR RHYTHM

- [ ] Everyone has a different rhythm and different energy levels throughout the day. Create your work schedule based around your own natural rhythms and energy shifts.

PRIORITIZE BETTER

- [ ] Every day, create a list of 2-3 big tasks that are your top priorities for that day. These tasks should either be things that are urgent or that will move the needle in your biz.

USE A CALENDAR

- [ ] Instead of creating a physical to-do list every day, use a tool like Asana to create a calendar that houses all of your work-related tasks for every single day of the month.

DESIGNATED WORK SPACE

- [ ] Separate your "work life” from your “personal life” by having a designated space in your home where you work However, if your creativity get stifled, switch it up sometimes!

OUTSOURCE OFTEN

- [ ] Work within your zone of genius as much as possible. Outsource as many tasks as possible that aren't your cup of tea or that don't require your personal touch.

WORK UNTIL THE WORK IS DONE

- [ ] Whether you work 40 hours a week, 20 hours a week, or 60 hours a week — it doesn't matter as long as all of your work gets done and you use every hour of your workday intelligently and productively.

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