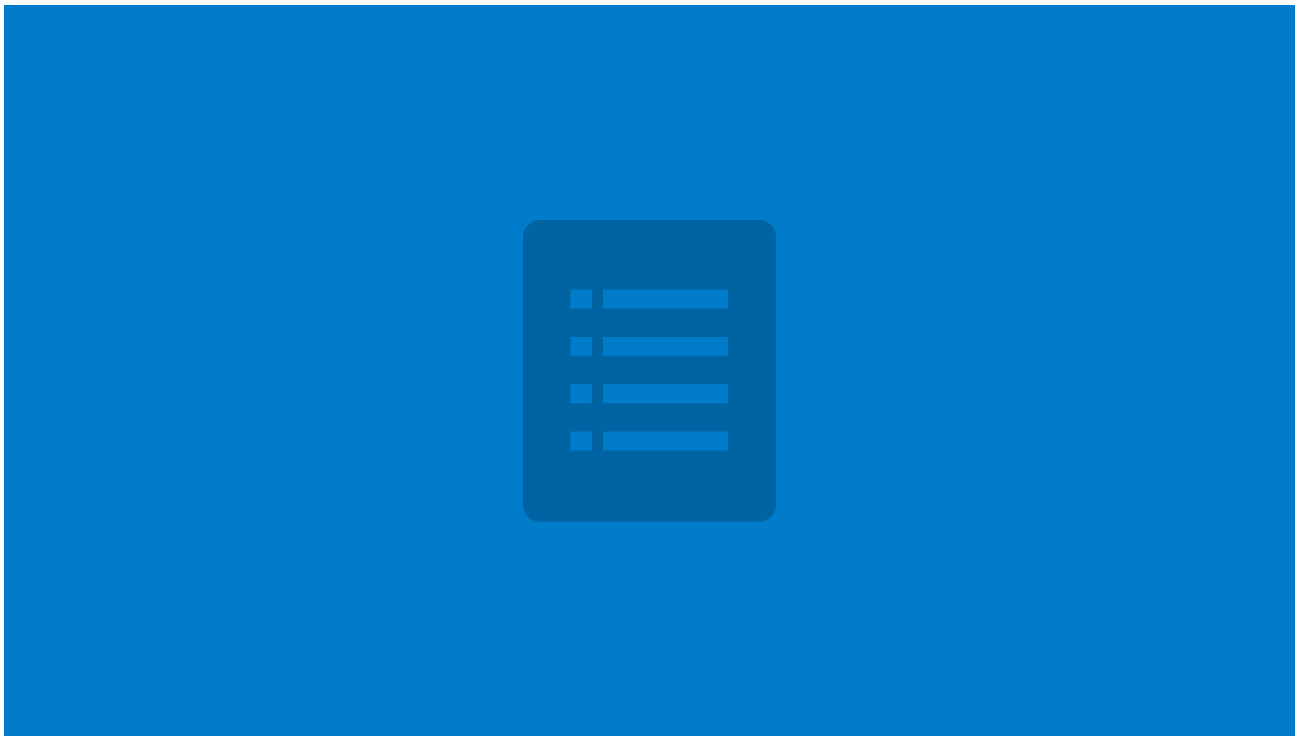
10 Productivity Tricks We Can All Use



Create systems, not goals

- [ ] Commit to a process that leads to a goal—focus on what you will do. Not on what you want to happen.

Make temptations hard to reach

- [ ] Convenience is the mother Of distraction.

Chunk "housekeeping tasks" together

- [ ] Collect those little •to dos- throughout the day and knock them out together in preplanned blocks or time.

Just say no

- [ ] Say it at least as often as you say "yes"

Start small

- [ ] Whenever vou want to create a new habit. start small so you will actually start—and stick with it through that tough early time when habits are hard to form.

Follow the 2-minute rule

- [ ] Here's one from Getting Things Done: when something takes less than 2 minutes, don't schedule it. don't set a reminder—just do it. Now. Then it's done.

Eat a healthy lunch

- [ ] See lunch as fuel for your afternoon. Plan io eat a portion of protein that fits in your palm. plus a couple fruits or vegetables. Bonus: pack your lunch and save the time ii takes to go get it.

Turn off alerts

- [ ] Every alert sucks up attention. Turn them all off and check in once an hour to see what you've missed.

Be inspired by small successes

- [ ] Success is motivating and creates an awesome feedback loop that will motivate you to do another small thing really well.

Count your blessings before bed

- [ ] Odds are. you have a lot to be thankful for. Count your blessings every night and you'll start the next day in a much more positive way.

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