



Productivity

How to get organized and improve your time management skills to be more productive



WWW.GO4WRD.COM



What is productivity?

Definition:

It is a way to measure our efficiency. Our wellbeing is closely tied to what we do and especially, what we are able — or not able — to accomplish. It's about working smarter, not harder.

Tangible Benefits of Increasing Productivity



You get more done in less time



Your confidence grows



You have greater work-life balance



Everything you need to do & that you're doing feels like it comes together easily & with less effort



Your stress is reduced



Your well-being increases



Additional opportunities come your way!

3 Simple Ways to Get More Organized

1

Declutter

2

Develop an organization system

3

Create a digital filing system

Use Your Time More Wisely

Increasing productivity is like magically finding more hours in the day!

- Make a schedule & stick to it
- Delegate appropriately
- Limit decisions
- Ask for help
- Manage interruptions
- Don't micromanage

Secrets of Proactive Prioritization & Time Management

Acknowledge that we are procrastinating...proactively

Recognize we must still practice self-discipline

Set strategic priorities

Reward yourself for a job well done

Embrace delegating - let qualified "others" help

Take advantage of activation energy

Use the productivity-boosting power of task chunking & time blocking

Bonus Time Management Methods

Task Chunking

Breaking big projects into smaller, simpler to digest and manage, “chunks” that make it easier to get started.

Time Blocking

Blocking your day into pre-scheduled blocks where certain tasks are performed and/or problems are addressed.

Productivity & Goals

Question 1: What goals could you accomplish if you could be more productive? What do you think you could do or be if you were more productive?

Productivity

Question 2: Where are you wasting time? What are some ways that you waste time and harm or diminish productivity?

Productivity

Question 3: What is one thing you learned today that you will commit to doing to improve your productivity?



Thank You!

We hope you found this workbook on productivity helpful. We'd love to hear how this has helped! Come tell us about your experience via the contact details below.

@4WRDGOALS

WWW.GO4WRD.COM

TEAM@4WRD.COM