

4 FAST STEPS TO MORE PRODUCTIVITY!

Get Laser Clear on Your Goals



When you know what you really want and focus on it every day, the Universe hears you...the right people and resources show up

- Define what you want into three primary goals
- Ensure goals are crystal clear
- Create S.M.A.R.T. goals
- Write them down
- Put them where you see them every day
- Apply the 80/20 rule to where you devote your time

Limit Interruptions



Interruptions and distractions are the number one productivity killer we have today...They steal your time!

- Remove notifications - text, email, apps
- Set up "Do Not Disturb" features on your phone
- Define a set amount of time for email...and keep it
- Define a set amount of time on Social Media...and keep it
- Set expectations with your family, friends, or team for response time to text and email
- Block "work" time - go somewhere to avoid interruptions if needed

Create Routines and Rituals



Things you do regularly create who you are and what you become

- Set up routines that will keep you focused
- Create rituals that help to separate work, family and "you" time
- Have an organized workspace, it will save you precious time
- Automate activities where possible
- Plan for tomorrow at the end of today, it increases productivity

Rest and Refresh



You cannot be creative and effectively run your life or business if you are burnt out!

- Take time to play...It kickstarts your creative juices
- Rest - nap
- Get 8 hours of sleep
- Take time to daydream
- Be in nature
- Do things you love and that energize you

Find out more about the "Go Further Faster" Series
It takes you deeper into each of these areas.
There are experiences and exercises to define your
ultimate productivity plan creating lifelong habits
so you continually get more out of every day, achieve
your goals faster and with more ease