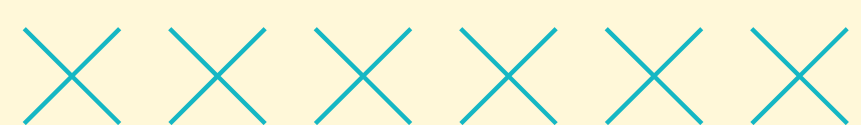
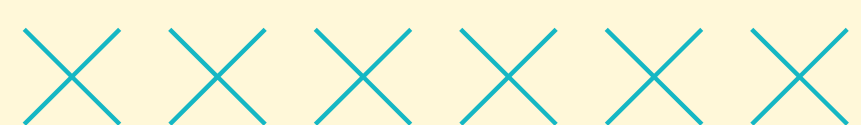


STEPS TO IMPROVE YOUR PRODUCTIVITY  
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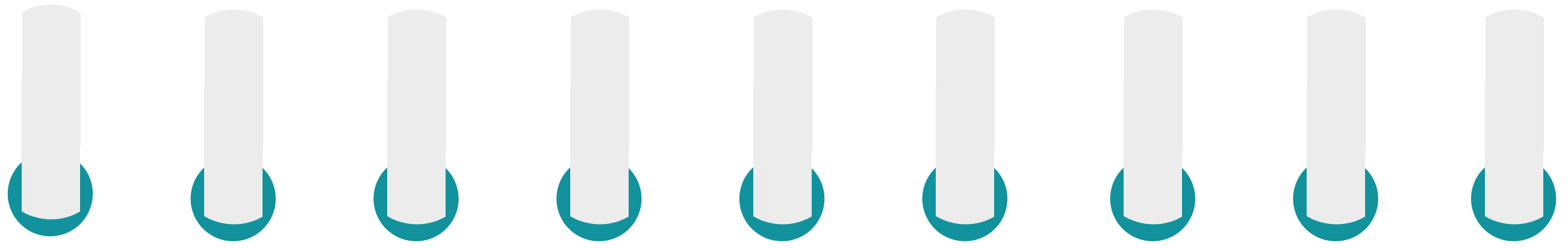
# 5 KEY STEPS TO IMPROVE YOUR PRODUCTIVITY



PRODUCTIVITY IS A MARATHON...NOT A SPRINT!

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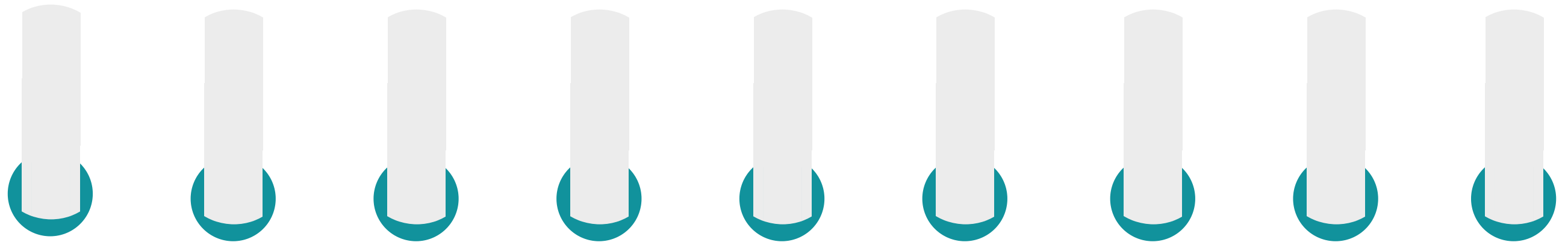
## **Step 1: Admit it. Do you have a Productivity Problem?**

**Let's admit it!** We all struggle with different areas of our personal and professional life, as it relates to managing our time and our focus, so that we can produce good to great results and achieve our goals, balance our lives or run our businesses.

Let's talk about a few things and practices that are critical to improving our productivity.

### **1. Admit it! - Acknowledge if you have a Productivity/Time Management Problem!**

The first step is to acknowledge if you have a Productivity or Time Management Problem and then gain your own commitment to doing something about it. :-). Now let's be honest. Sometimes the problem is staring us in our face and we refuse to admit that there is a problem. However, if you don't, even the remedies and solutions you try to apply to the situation may be limited and not address the "REAL" problem at hand. So go ahead and have a little conversation with yourself. It is called honest feedback :-)



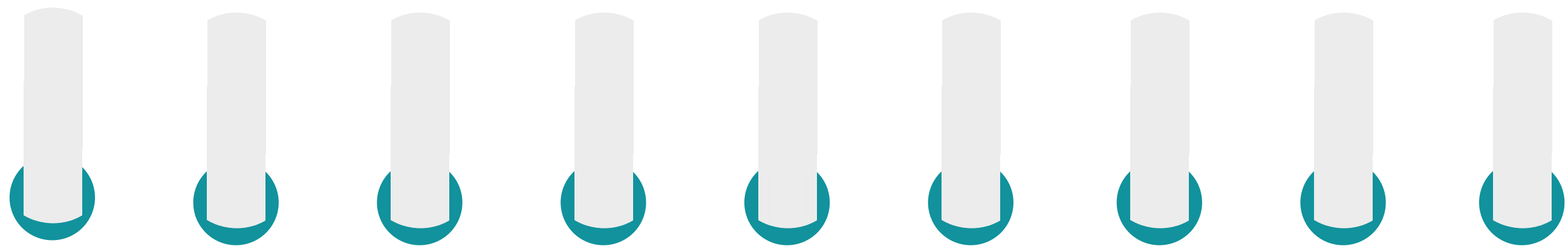
## **Step 2: Which Habits are harming your Productivity?**

**2. Do you know which habits are harming your productivity?**

a. Often times there are some underlying habits that impact your performance, daily routine and hence your productivity.

These could be: *waking up late, starting to complete tasks late, wasting time on social media, not using the right tools or trying new methods.*

Do you know your unproductive habits? **Take 10mins and complete a list of them so you can move forward**



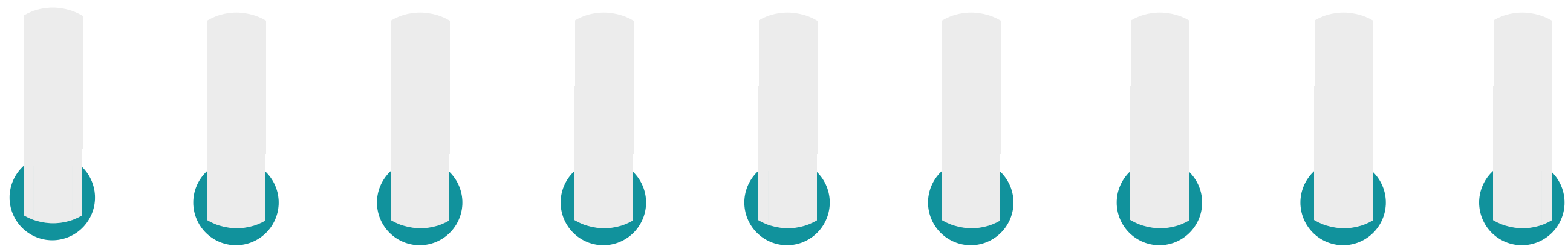
## **Step 3: Keep a list of Things to Do**

### **3. Keep a TO DO LIST daily and Write everything Down!**

a. How many times have you had an idea or a thought and within moments you forgot exactly what you were thinking to accomplish? Writing Down your tasks or plans benefits you in these three (3) simple ways:

- i. It helps us NOT TO FORGET about our tasks
- ii. It keeps your brain free from remembering all the things that are being stored in the brain
- iii. It acts as a guide or compass to executing our daily plans

b) Get a Personal Notebook/Planner that is dedicated to only your tasks and TO DO's. Ensure that you use only one notebook to capture your TO DO's



## **Step 4: Focus on one task at a time**

### **4. Finish what you Start.**

Finish it completely. Then move onto the next one.

If you are wondering how to increase your productivity, this is one that you need to keep in mind! It's an incredibly simple productivity hack that, when used, makes a huge difference in what you're able to get done.

Next time you set out on a task, make sure you finish it before doing something else. If you don't, you are basically just piling up laundry in your head.

Multi-tasking is an old story and it is eating away your productivity so we do not recommend it.



## **Step 5: GET INTO A ROUTINE THAT WORKS**

### **5. PRODUCTIVITY NEEDS A ROUTINE TO SUPPORT IT**

**a) Your Productivity needs a routine and a daily process to support it as well as other key factors**

Productivity is actually a Marathon and not a sprint and so you will need discipline, structures and routines to support it.

When I started my productivity journey years ago, this was a key fundamental area that I had to focus on and had to implement, in order to reap the benefits of being productive and achieving high levels of success.

**Good Luck on your Productivity Journey!**

**Contact us at Blazing Beyond**

**Your Productivity Coach - Althea Walters**

***(E: [althea@beyondbananas.net](mailto:althea@beyondbananas.net) or [www.blazingbeyond.com](http://www.blazingbeyond.com) to support you on your Productivity Journey. Learn about how we can help you maximize your time and boost your levels of productivity!***

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