

Triple Your Productivity

7 Simple Strategies to Triple Your Productivity



by Kirstin O'Donovan

INTRODUCTION

Hi,

Congratulations on signing up and taking the first step to improving your productivity. As time becomes more and more scarce, learning how to manage the time you have becomes essential in order to lead a balanced life.

- How productive are you right now?
- Do you have the feeling that you can achieve more than you currently do, but you just don't know how?

Feeling this way too often can cause you to feel unproductive, frustrated and stressed.

There may be many reasons why you are not as productive as you would like to be, and for whatever those reasons are, being committed to change and learning how to become more productive are the first steps in taking control of your time.

It's important that you are in the right mindset to make the changes you want and that you fully understand how your current situation is not helping you. You must have a burning desire to achieve the results you want and be committed to making it happen.

Taking on new tasks which are not habitual for you takes dedication and commitment to see it through. It is said that creating a new habit takes at least 21-28 days of consecutively performing that action, until it becomes second nature. In this e-book you will learn powerful strategies that when applied consistently, will bring you results you never knew were possible, with such small investment.

Remember that there will be days when you feel less motivated. It's important that when you are having one of those down-days you are able to put yourself in the right mindset to still make the changes you need and progress forward. Think about the end result and remind yourself of what you want to achieve: focus and learn to motivate yourself when needed most. Put results before comfort!

Change is never easy but it is the only way you will get different results in your life. If you keep doing what you are doing now, you will always have the same results. Take responsibility for your life and your results, then what you want to achieve will be yours!

Below are the 7 Simple Strategies to Triple Your Productivity. Each one of these strategies is essential to implement if you want to triple your productivity and achieve TOP Results.

1. First step to achieving more
2. The 3 P's – Plan, Prioritize and Perform
3. Using technology to leverage your time
4. Procrastination – How to identify and Get Past it
5. Time-Management mistakes, what not to do!
6. Essential ingredients for Productivity
7. Thoughts equal results

If you are struggling with any of these concepts, need some guidance or clarity, please don't hesitate to contact me.

To your success!

Your Productivity Coach

Kirstin O'Donovan

SETTING GOALS

WHY?

If you want to achieve more than you are right now, you need to start working with goals on a regular basis. Goals guide us to achieve what we want in life.

Did you know... *Only 5% of the world population sets goals consistently? They are among the top 5% wealthiest people in the world.*

You often come across people saying that they woke up with the horrible realization that the last ten years of their life had flown by, and they haven't accomplish any of their dreams. If you keep setting goals and work towards achieving them, you will accomplish more in just a few months than many people ever do.



Getting clear on your goals

Don't rush this part. Spend all the time you need thinking about what you really want. Your goals need to inspire and motivate you every day; they should light you up and make your heart beat faster just by thinking about achieving them. Setting your goals is about thinking of the kind of future you would love to have.

If you are not clear about what you want, ask yourself – what makes me happy? What would I love to achieve in my life that if I don't I would regret?

Here are some common categories you can use to help you when setting your goals for different areas of your life: Partner/Romance – Family/Friends – Career – Finances – Health – Home – Free time – Personal Growth and Self-development

SMART GUIDELINE

Now, it is time for you to write out your goals using the **SMART Guideline** and remember to review them regularly.

The objective of the SMART guideline is to maximize the chances you have of achieving your goals, ensuring they are Specific, Measurable, Achievable, Realistic and Time-bound.

First, write out your goals and then write the steps you will take to achieve them on a piece of paper. Writing out your goals helps you to strengthen your beliefs of what is possible and it also puts you in a state of expectation. You will notice that you naturally start to adjust your time and resources to achieve your goals.

S – Specific

This is the who, what, when, why, which and where.

- Who People involved in your goal
- What The goal you want to achieve
- When Deadlines for your actions
- Why Reasons for accomplishing and benefits
- Which Requirements and constraints
- Where Location

Take a look at this example: “I want to lose weight”.

This is not a specific goal and you will not be successful trying to accomplish it. You have to set your goal in a much more specific way.

What about this?

“I want to lose 30 pounds in 6 months by joining a health club and working out 3 times a week.

M – Measurable

How will you know when your goal is accomplished? And what will be different? You need to be able to say “I have accomplished my goal” as easily as possible. You need numbers, dates, and figures, anything that can give you direct measurement of the completion of your objectives.

A – Achievable

Is your goal attainable?

If your goals are too wide, break them down into smaller goals. Look at your final goal and ask yourself what you need to do to achieve it, then write out the necessary steps to take and these will be your short term goals.

R – Realistic

You must consider the availability of your resources, knowledge and time. Ask yourself:

What resources do I currently have? What do I still need?

What do I need to learn and/or when do I have the time?

T – Time Bound

Write out one date that you aim to achieve your goal by. This date can be adjusted if when getting closer to your goal you feel it is not realistic, but it's important to set a date. Having a deadline will increase your motivation to get you into action.

ESSENTIAL QUESTIONS TO ASK YOURSELF

- What might I need to give up in order to achieve this goal?
- What are the possible obstacles or challenges I will face?
- How will I prepare myself for this?

Once you are clear on your goals, keep them somewhere visible in order to give you targeted direction and keep you on track. [Download your free 'Goal Achievement Sheet'](#) to list all your goals and rewards and review them regularly.

I hope that you enjoyed thinking about what you want in your life and you have set your goals to achieve them, in the short and long term.

Did you know... *80% of the reasons preventing people from achieving their goals are internal, while only 20% are external! You must identify your perceived obstacles, both internal and external and create a plan to overcome them.*

3 P'S OF PRODUCTIVITY: PLAN, PRIORITIZE & PERFORM

If you want to be more productive, you need to start planning your days, prioritizing your actions and performing them efficiently, **this simple process can actually add hours to your week.**

Have you ever found yourself feeling completely overwhelmed when you think of all the things you have to do, or find that you just can't manage all your work? Here are 3 ways you can start to get more done and feel more productive immediately.

PLANNING

"By failing to plan, you are planning to fail"

If you are not planning, you are wasting time and you are undermining the results you could potentially be having. If you don't plan, you won't know everything you need to do to make a project successful, besides adding a lot of unnecessary stress as well. You might be inadequately prepared, face unexpected problems, miss deadlines and as a result, your reputation and performance are at stake.

Start now... here's how...

Write everything that you need to do on a piece of paper; don't keep anything in your head. Put it all down on a piece of paper, an Excel spreadsheet, whatever works best for you.

Next to each item, put an estimation of how long it will take you to complete the task.

At the end of the day, keep at least 15 minutes for yourself to plan for the next day. This way, you will wake up with a clear sense of what needs to be done and you will feel less overwhelmed and stressed, and more focused and organized.

When planning, remember:

Include your routine tasks in your daily planning, like checking email or meetings, etc

Allocate a specific amount of time for a particular task and how long you think it will take, but be realistic, as we tend to underestimate the time involved in the simple and repetitive tasks in our daily lives.

Don't plan more than 75% of your time, there are always unforeseen crises or tasks that come up every day.

Keep your actions bite-sized, and limit actions to a single activity. Completing the entire newsletter is too broad, so... will you be working on the layout, design or the content? You need to consider each activity, not the outcome.

So now you have written down everything you need to do and you have allocated the time needed for it. What's next? Which tasks do you complete first? There are only a certain amount of hours in the day and in order to be more productive, you need to plan for and do the tasks that will provide you the most value. That means you need to prioritize and understand which tasks require action and prioritize sensibly.

PRIORITIZING

Ask yourself... *“if I could choose one thing on my list, which would be the most important?”, or, “which tasks would give me the most return on my investment of time?”*

Once you have identified the most important tasks, look for the second most important, third, and so on, taking into account time allocation for each task. Grouping your tasks into different categories helps you to prioritize, and take note that most of your time should be spent on the most important categories, covered in categories 1 & 2:

Categories

- **Important and urgent:** These tasks expect a response in a short period of time. You need to complete these tasks because they are urgent, but if you keep putting out fires you will not be able to progress in any other task.
- **Important but not urgent:** These require action, and while they do not need to be done right now, they need to be done sooner than later. This category is where you should be spending most of your time.
- **Urgent but not important:** These tasks require immediate action, but are not high priority. You accumulate this type of tasks when you find yourself saying YES to too many things for other people, or you find yourself being interrupted.
- **Neither urgent nor important:** These are probably worth doing at some point but are often instances of busy work, often diversionary such as cleaning your emails, cleaning your desk, and other distractions. These tasks give you the feeling of being busy but do not provide value to your activities.

- **Wasted time:** Is your time better spent somewhere else? Is it worth doing this task? Can it be delegated?

Another technique you could use is to simply look at your list of things to do, then choose 4 or 6 high priority items from them, mark them with a star, and make sure they get done. You can also choose 3 or 4 lower priority items to do if you have extra time.

Use whichever system is easier for you, but the main objective is that you must be able to prioritize easily and effectively. You should be able to easily identify and differentiate between tasks that will bring you a return on your time invested, or tasks which make you feel busy but you are actually wasting your time with.

PERFORMING

Once you have planned and prioritized, you have to perform!

This means that you have to concentrate on one task until it is 100% complete. You have to complete it with no distraction or diversion at all. Turn off your mobile device and close your email; remove those distractions that you know you normally have. This will increase your productivity, and both the quality and the quantity of your work.

If you focus on completing one task at a time, you will be surprised at how much you can get done. Also, don't forget to follow your energy (how you feel) and do important tasks when you are most energetic and alert.

Remember that Planning, Prioritizing and Performing are the keys to success! If you can't find more time, change the way you use the time you already have. If you need a weekly planner, [download your free copy here](#). I trust once applied, you will immediately feel less stressed, more productive, motivated and you will definitely achieve more every day!

USING TECHNOLOGY TO LEVERAGE YOUR TIME!

There are a number of new applications being developed every day that are truly amazing and really support you to be more productive and leverage your time. Whatever problem you find yourself facing, there is most likely a tool or application out there to solve it.

Below are 5 great ZERO COST applications which you can start to use immediately. Take advantage of technology to make your life easier now. Whatever your productivity problem, I am sure there is an app out there for you!



- **Struggling to stay focused and concentrate on tasks?**

One of the ways to increase your productivity is to develop the habit of concentrating when you are working. If you are working half heartedly and if your thoughts are somewhere else, it will show up in your work. If you find it difficult to focus, try this free app – [Focus Booster](#)

- **Would it help to have everything in place?**

Another key to productivity is to consolidate all your ideas, notes and reminders together so that when you need to access them, it is not a complicated task. – check out [Evernote](#)

- **Would you like to be more organized with your workload?**

If you find it difficult to manage all your tasks, to work with your to-do lists and to organize your goals, you must check out [MyLifeOrganized \(MLO\)](#)

- **Do you know where all your time goes?**

[RescueTime](#) shows you how you spend your time on the computer and helps to make you more productive. Sometimes it is difficult to pin point our time thieves, it doesn't need to be anymore!

- **Wasting time with menial tasks?**

After attending a business or networking meeting, a lot of time can be spent capturing information of the contacts you have just met - easily convert business cards into address book contacts now with [Cardmunch](#)

PROCRASTINATION

The next strategy to implement is your strategy to overcome your procrastination; it might be holding you back from implementing the changes you need. Procrastination is one of the biggest productivity killers. It is important for you to know how to identify why you procrastinate in order to finally conquer this limiting behaviour.

For whatever reason you are procrastinating, this habit probably results in you feeling stressed, having a sense of guilt and crisis and/or a severe loss of personal productivity, as well as social disapproval for not meeting responsibilities or commitments. These feelings combined may promote further procrastination.

While it is regarded as normal for people to procrastinate to some degree, it becomes a problem when it impedes normal functioning. Procrastination is one of the main reasons people are not as productive, so why do we procrastinate if we know that it is not helping us?

There are actually a few reasons and we will take a quick look at the top five to get you started.



REASONS WHY WE PROCRASTINATE

1. Positive Emotional Impact:

You do things because they make you feel good, they have a positive emotional impact on you and it's normal to want to feel good rather than bad. So when you are procrastinating, it is a good exercise to find out what is the positive emotional impact that the negative behavior has on you. In other words, what is the "payoff" for continuing to avoid solving a certain problem or task?

Think about the positive emotions you feel when you procrastinate; it could be that you sense a feeling of safety by not making changes you need, or maybe staying in your comfort zone feels much better than the unknown. Or perhaps the payoff is that you won't have to deal with failure if you don't succeed.

Maybe you have to face a difficult and requiring task, but you keep checking your emails, cleaning your desk or filing your papers to avoid completing the task and the consequences that go with it. You feel a sense of instant gratification when you complete many and easy

tasks, this makes you feel better than tasks which you will only feel the benefit in the long term.

- What are you afraid will happen if you progress?
- What are you not ready for?
- What are you not owning up to?

2. Being told what to do

A lot of us don't like being told what to do, so you might find that you actually put off, delay and procrastinate doing those specific tasks you have been told to do. When some people feel that their independence and autonomy is taken away from them, they rebel. Being told what to do can also make you feel the same way as when you were a child; powerless at times. If you had a negative experience, you were told what to do by authority figures; you could rebel and subconsciously procrastinate with that task.

3. Self-sabotage

So many people know that performing a task and introducing some specific changes in their lives will benefit them, but they still keep on finding every reason under the sun not to do it. This is self-sabotage.

Maybe you are less successful, less healthy or even less wealthy than you should objectively be. This could be because you are self-sabotaging your success. Normally you don't even realize you are sabotaging your own success.

Sometimes we fear being successful, standing in our own light, or how our lives will change if we succeed. If you tend to use a lot of modal verbs, "I should do this...", "I need to do that...", then try to identify what your actual fear about doing that task is.

4. Fear of failure

This could be thought of as one of the main reasons we procrastinate. If you have to do a given task and you don't feel confident in your ability to do it, or you are afraid of something, isn't it natural to want to put it off and delay it until you feel confident? The only solution for this is to work out and discover exactly what you fear.

Once you have discovered what you fear, ask yourself what the **worst thing** that can happen is. Write down everything you can think of. Then ask yourself the opposite question; **what is the best thing that can happen?** Write these answers down, and compare both lists. 90% of the time, the advantages outweighs by far the worst case scenario. Now you

can realize that you are holding yourself back and it is because of your perspective of the situation, which you can control. Change your perspective and conquer your fears!

5. I don't feel like doing it!

Lack of motivation is a common reason for not wanting to do a certain task. Most of the people who experience this type of procrastination feel that there is something wrong with them because they don't feel like doing the task. This is not true at all; when you are not motivated it is normal to have less energy to feel like doing any task. Sometimes, you just have to start the task, the motivation will come afterwards, more often than not, starting the task will give you the motivation to keep going.

If you don't feel motivated at all, you need to find the value in what you are doing and motivate yourself to do it. Remind yourself of why you are doing the task, thus, the benefits. Find the benefits, and you will have found the reasons!

Take time out to identify tasks you are procrastinating with and try to identify the reasons why. If you want more information on why you might be procrastinating and how you can overcome procrastination successfully, [watch my video here](#). Good luck!

TIME MANAGEMENT THIEVES

This topic is also really important as we all would like to have more time and it's the one excuse we all use on a regular basis: **"I just don't have enough time!"**

There are many tips and techniques to improve your time-management skills; today we will cover a few of the most important. We will go through the 10 most typical Time-Management mistakes. Avoid some of these common mistakes and you will have more time to do what you want!



1. **Lack of clarity:** Regarding what actually needs to be done or how much work the task actually entails. Not being sure of what exactly is expected of you could make you waste a lot of time. You could be performing tasks you don't have to, or not including tasks and having to repeat the process to include them. Before starting any task, spend a few moments reviewing exactly what it consists of and what the outcome you want is.
2. **Attempting to do too much:** Do you always say YES? You need to be assertive and not take on more than what you can because you are too scared to say NO! If you know that your schedule is tight and you cannot take on more work, don't do it! Most of the time we don't know how to be assertive and say NO, so we suffer the consequences alone.
3. **Not planning and doing whatever grabs you next:** This makes you unproductive and prevents you from focusing. You always going from one task to the next, often not completing the task or taking much longer to complete it, if you do at all! Again, have a list of things you want to accomplish, once you have finished your list, then you have time to do whatever else you wish, but if you start the other way round, you will be wasting a lot of time going from one task to the next.
4. **Underestimating how long tasks take you:** This is a big time killer, for example, allocating fifteen minutes to a task where in reality it will take you an hour. Allocating time realistically is essential when planning your day. If you are not sure, keep time logs of estimated time and actual time spent on previous tasks and you will start to develop the habit of estimating tasks effectively.

5. **Not being flexible:** You cannot plan every minute of the day and you must be open and flexible to change. Emergencies happen, tasks which have not been planned for can suddenly become top priority for the day. Be open and flexible to change, if not, a change in your day could throw you off course; you will lose concentration or become stressed and overwhelmed.
6. **Spend time doing unnecessary things:** that are easy, interesting or fun, but don't really add value to your project. This could be because you don't know how to prioritize or you are putting tasks off because of some underlying reasons. If you still find yourself doing this, read again the emails on procrastination and prioritizing. Spending time on tasks that bring us little value but make us feel like we are accomplishing something can be a huge time waster.
7. **Keeping everything in your head:** This is a typical time waster. Not writing things down leads to you forgetting them and then spending more time doing error correction than on the tasks needed. By keeping everything in your head, you will feel less creative, as your conscious mind keeps preoccupied with the list of things you have to do, and not actually doing the tasks themselves.
8. **Not delegating when necessary:** and trying to do everything yourself. If you can delegate it, do it! You will be amazed by how much extra time you will have when you spend time doing tasks that you need to do alone and not on tasks that other people can help you with. Remember, if you delegate, it's extremely important to ensure the other person understands fully what the requirements for the task at hand are.
9. **Incorrect environment to focus in and too many distractions around?** If your desk is a complete mess and you have papers everywhere, files in different folders, etc, then you will spend more time navigating through it than working. Having a clean and tidy environment makes it easier to be productive and gives you a sense of efficiency. Identify the things in your working environment that distract you easily, including colleagues, social networks, etc. Find a way to separate yourself from these when needed.
10. **Spending too much time perfecting tasks that should have already been finalized.** This is perfectionism and can really stand in our way of productivity when we spend extra time trying to do something better when it will never be better anyway. Stop comparing yourself to others, don't doubt yourself and get out of the mindset of perfectionism.

The bottom-line for today is simple: Identify what wastes most of your time and take corrective actions to improve your time management skills. This way you will accomplish more in less time.

If you are an entrepreneur struggling with time management and organization, then you definitely want to see ['The Entrepreneur's Guide to Time-Management'](#).

Remember... *if you are not managing your time, you are not managing your business as effectively as you could!*

TWO ESSENTIAL INGREDIENTS

MOTIVATION

Motivation is the foundation of productivity, and therefore, of the success of any individual.

Motivation plays a tremendous role in the productivity level of any organization, for the simple reason that motivated individuals are more likely to be diligent, focused and efficient.



Productivity suffers greatly when any individual is unmotivated to perform well. Every action or effect is produced by a cause, and in the case of performance, the cause is the reason for doing something. If the reason driving your actions is a good one, you will perform better than those who do not have a good reason or motivation. Find the reason and the motivation in what you do.

All great success in any endeavor requires high levels of diligence.

DILIGENCE

Diligence is about planning something thoroughly to start with, then thinking it through and analyzing your planning for effectiveness. Diligence is essential to be more productive and it allows you to achieve exceptional outcomes.

Human nature is to follow the instant gratification and lazy way of doing things. All of us feel lazy at times and if you don't make continuous efforts, you can get into the habit of laziness and it can start to take over your life. This makes diligence essential to your success in life and being productive. You must learn to be diligent to achieve extraordinary outcomes in your life.

Remember... *you only have one life, make the best of yours!*

Download 98 motivational quotes to uplift and inspire you when you need it most!

OUR THOUGHTS EQUAL OUR RESULTS

There are many reasons why thinking negatively has a very harmful and direct impact on your life and productivity level. We will start by looking at where our thoughts come from and how you can change limiting thoughts for thoughts that will support you in being more productive. You want to take ownership of your thinking and behavior!

When you think negatively, this is normally followed by emotions that make you feel bad, then you react to these emotions and those are the results you bring about.

Let's look at it like this:



Programmes & Beliefs = Thoughts = Feelings = Actions = Results

Programmes & Beliefs = Results

If you want to change the results you get, you need to change your programmes, and your way of thinking! Your Programmes or Subconscious mind is made up of a collection of past experiences, events, situations, what you have heard, seen and felt and been taught. Your brain works like a computer, it programmes all of your experiences and emotions into your subconscious mind to refer to later on.

WHAT ARE OUR PROGRAMMES?

Each event/situation will have a certain programme linked to it. These are your neural pathways, which were developed over time. When you have an experience, your mind immediately searches for the same or similar experiences that have happened before to know how to react to this one.

Imagine Google, you write in a topic, search and you obtain a list of related items. Your programmes work the same way, you see money, and you have a million thoughts related to money and then depending how you feel about these thoughts, you take certain actions and your actions give you the results you have.

Good Programmes

Good programmes help you, for example, when you see a hot stove, you don't touch it because either you burnt yourself before or you were told in the past not to touch hot stoves because they are dangerous. If your mind wasn't programmed, you would forget and every time you are in the kitchen cooking, you may probably keep touching the hot stove. These are your good programmes, held in your subconscious mind, you don't need to remind yourself to breathe or just imagine learning how to drive a car again every day!

Bad Programmes

Let's look at how a bad programme can work against you. For example; your boss informs you of an unexpected meeting in 5 minutes, you hate attending meetings because you are bad at speaking (**programme**), so then you think that it is going to be a disaster as you are not prepared (**thoughts**), which makes you panic and start to feel anxious (**feeling**), which then makes you react abruptly with colleagues as you try your best to prepare (**actions**), eroding your relationship with your colleagues, and being unprepared and in the wrong mindset for the meeting.

A further result could be that you don't participate in the meeting and an image is then portrayed which could affect your chances of promotion.....I'm sure you can think of many more.

If your thoughts are negative, you need to look at what your belief is around that thought. If your beliefs are holding you back, you need to change the way you think about something. It is a belief, not a fact, so it is therefore our opinion, right? This is not the truth but how we see something. The good news is we can change our beliefs for ones that empower us! New neural patterns begin to form but only after they've been repeated enough times, something referred to as 'neuroplasticity'.

Remember... *The only limits on your life are the ones you set yourself!*

A NOTE FROM THE AUTHOR

You have finally reached the end of the e-book, congratulations! I hope you will implement the strategies and take action, not just put the book aside. You will only see results if you put them into action, only reading them will not help at all.

If you need support, guidance or motivation in making the changes you so deeply desire but you just can't do it by yourself, why not consider partnering with a coach to make the changes you want. Coaching support can help you identify your blind spots, hold you accountable, give you targeted direction and help you to stretch past your comfort zone!

[Contact me for a zero cost session to see how I can help you achieve your goals](#), or [check out my programs and products here](#)

ABOUT THE AUTHOR

Kirstin O'Donovan – Founder of TopResultsCoaching and author of 'The Entrepreneur's Guide to Time Management'. Kirstin is a Productivity Coach who specializes in Time Management and Productivity for Entrepreneurs.

Her past experience included working as a Project Manager for a company specializing in the field of Personal Development, Self-Improvement and Goal Setting, where she honed her personal development skills and in which field she has been furthering her studies over the last decade.

Kirstin also has extensive experience in Office Management where she developed and refined the skills of Time Management, Business Organization and Productivity.

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