5 Great Productivity Hacks
How to Accomplish More, Better, Faster.

"I've got 18 hours available each day. I'm not going to waste any of them.
  If you need more than 6 hours of sleep, learn to sleep faster."
     --Arnold Schwarzenegger

The Top 5 Productivity Hacks:

1. **Everything needs a goal and a plan.**
    a. Know your outcome in advance and build a plan.
        i. There is no greater waste of time than working on something that is not a priority.
2. **Use The Rule of 3's.**
    a. The human brain likes things grouped in 3's.
    b. 3 major goals, 3 outcomes for the month, week, and today.
3. **Create systems / habits for everything possible.**
    a. Systems are by far the best way to accomplish more, better, faster.
    b. Once the system is optimized do it
        i. 'The same way every time, all the time, no exceptions.'
            1. This is what makes it into a habit.
    c. Create and use checklists.
4. **Chunking – Group similar items into blocks, then do the block.**
    a. Ideally by system.
    b. This is VERY efficient and helps avoid multi-tasking which is very inefficient.
5. **Compress deadlines to avoid 'time creep'.**
    a. A task expands to consume all the time available.
    b. Avoid this by setting tight deadlines and using a timer to keep on schedule.

Bonus Hacks:
6. **Envision in advance how your plan will play out. Adjust as necessary.**
7. **Debrief you own productivity daily and seek ways to improve.**
8. **Use a project management tool like Trello.**

Summary:
- Personal and professional productivity is the key to optimizing your business and life.
    o It improves output, quality, and sense of satisfaction.
- Highly productive companies do more, better, faster and earn significantly greater profits.

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Helping Companies to Optimize Their Systems and Build Exceptionally Profitable Businesses.
We Are In The Business Success Business.
Contact me today and let's discuss how we can help your company grow & make more money.
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