

BEING PRODUCTIVE

Lessons learned, methods and discussion



@niklas_heer

“

*A person who chases
two rabbits catches
neither.*

- Confucius



@niklas_heer

LESSONS LEARNED



@niklas_heer



Doing the right things

🎯 Determine goals. Find the **why**.

💡 Plan **how** to achieve the goal.

✓ Know **what** you should do now.

Always run in the right direction.



“

*Doing LESS
but better.*

- Greg McKeown



@niklas_heer



Doing the things right



Focus on one thing.



Schedule time to do the thing.



♂ Eliminate distractions.



Done is better than perfect.



Batch similar tasks together.



“

*Saying 'yes' to one
thing means saying
'no' to another.*

- Sean Covey



@niklas_heer



Manager & Worker



You are both.



Manager - plans and estimates



Worker - executes the plans

Time is different to both.

Don't judge yourself too hard.



“

*There's no growth in
the comfort zone.*



@niklas_heer

O Holistic view

There is **no difference** between you at **work** and at **home**, regarding productivity.

Methods and mindsets apply and often build on both.

O Holistic view II

⛑ Health is the foundation.

🛏 Establish a shutdown routine.

☀ Establish a morning routine.

🧘♂ Try meditation.

🧠 Read and learn.



“

*Motivation is what
gets you started.
Habit is what keeps
you going*

- Nick Winter



@niklas_heer



Habits



Start one by one.



Track them.



Get small wins every day.



Never fail two times in a row.

Habits are the key to productivity.



@niklas_heer

“

*If there is no wind,
row.*

- Latin proverb



@niklas_heer

👌 Methods

Most Important Tasks (MITs)

Yearly Themes

Not-to-do list

5-5-5 method

1 Minute ToDo List

Most Important Task

A **Most Important Task (MIT)** is a critical task that will create the most significant results. Every day, create a list of two or three MITs, and focus on getting them done as soon as possible.

Keep this list separate from your general to-do list.



YEARLY THEME

YEAR 2016



MY THEME IS...
creating a happy, healthy lifestyle for myself and my family and maintaining consistency on the blog with bi weekly posts!

THIS YEAR'S TOP GOALS

- ♥ become a better writer
- ♥ maintain consistency
- ♥ read 2 new books per month
- ♥ prepare for baby # 2
- ♥ get fit!
- ♥ use Headspace app daily - mindfulness
- ♥ become a fantastic cook and expert healthy recipe creator

ACHIEVEMENTS

YEAR

2016

IN THE BOXES BELOW, WRITE ABOUT YOUR ACHIEVEMENTS RIGHT AFTER THEY HAPPEN. DON'T FORGET TO INCLUDE WHAT STEPS YOU TOOK TO GET THERE!

ACHIEVEMENT #1

DATE: 2/27/16

Reached 5,000 followers on the blog!

ACHIEVEMENT #2

DATE: 5/3/16

Created and published over 100 dairy free, sugar free, and gluten free recipes!

ACHIEVEMENT #3

DATE: 7/1/16

wriggled my way into my OLD size 4 jeans from COLLEGE! #hardworkpaysoff

ACHIEVEMENT #4

DATE:

ACHIEVEMENT #5

DATE:



@niklas_heer

Not-to-do list

1. Write down top 25 goals
2. Circle the 5 most important
3. Separate into two lists
 - Circled top 5 goals → Focus
 - Goals 6 to 25 → Not-to-do list



5 / 5 / 5 method

Decision making.

How would I feel about it in...

...5 minutes?

...5 months?

...5 years?

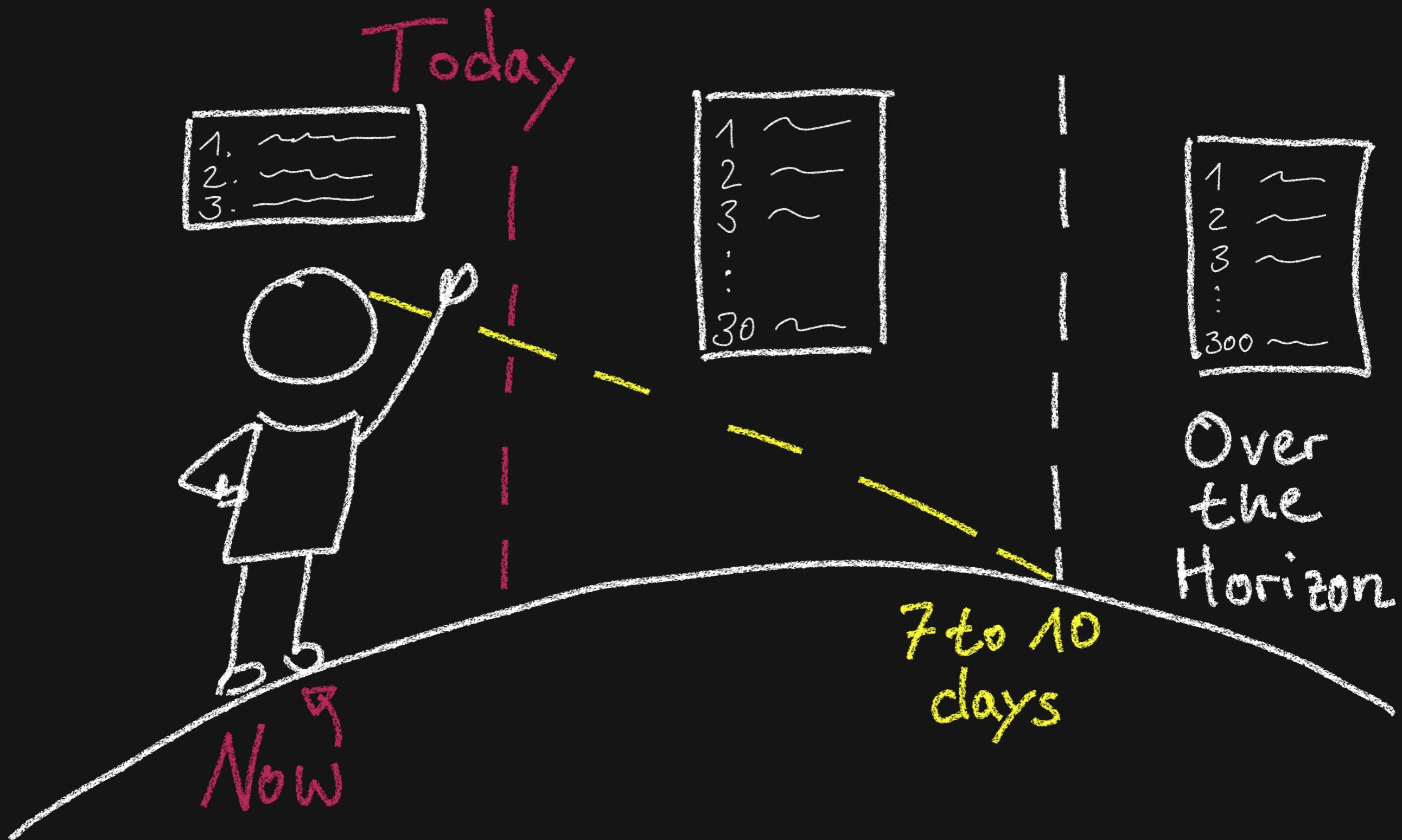


1 Minute ToDo List

- 🔴 - Critical Now, must do today
- 🟡 💪 Opportunity Now, daily review
- 🚀 Over the horizon, weekly review



1 Minute ToDo List



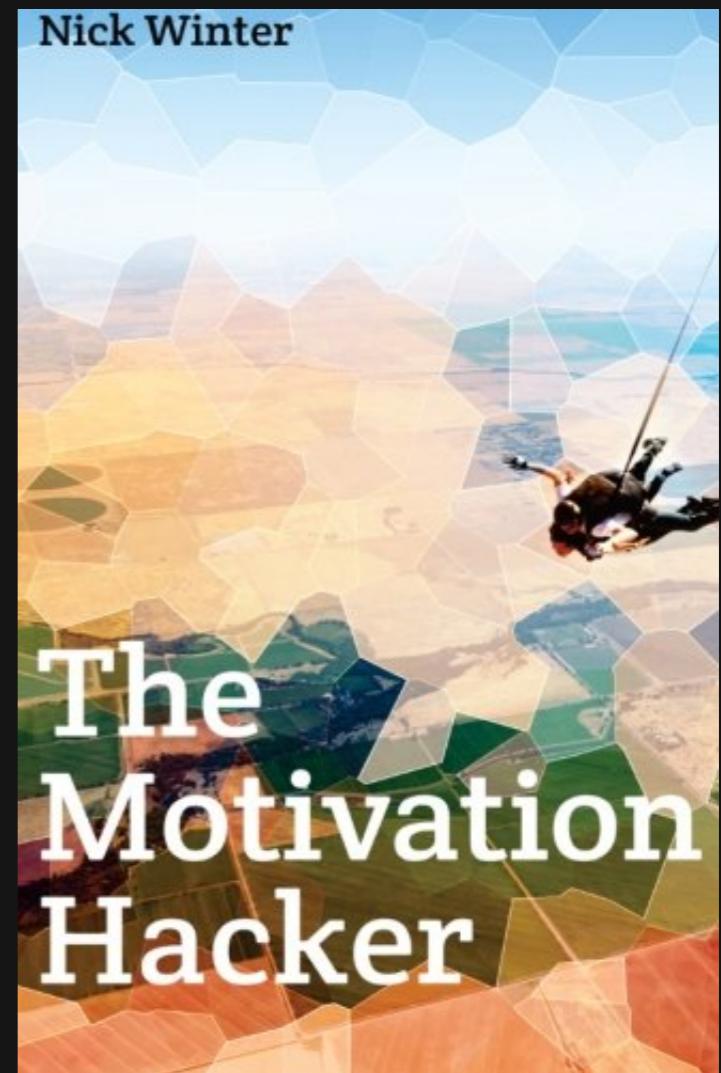
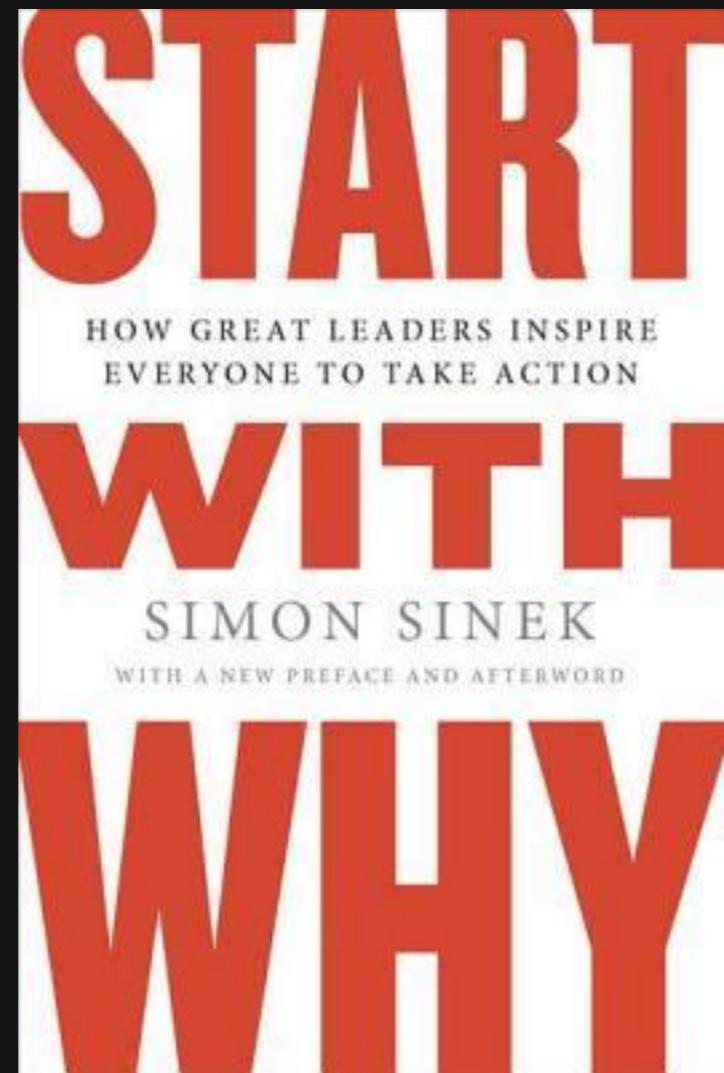
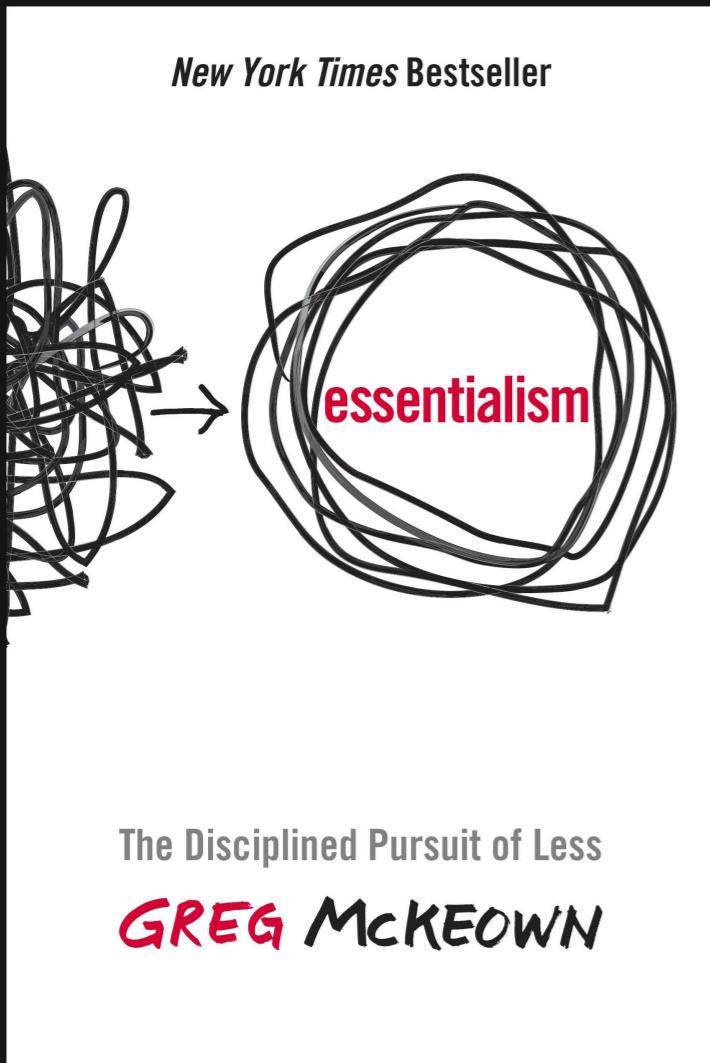
RESOURCES



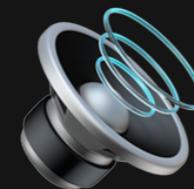
@niklas_heer



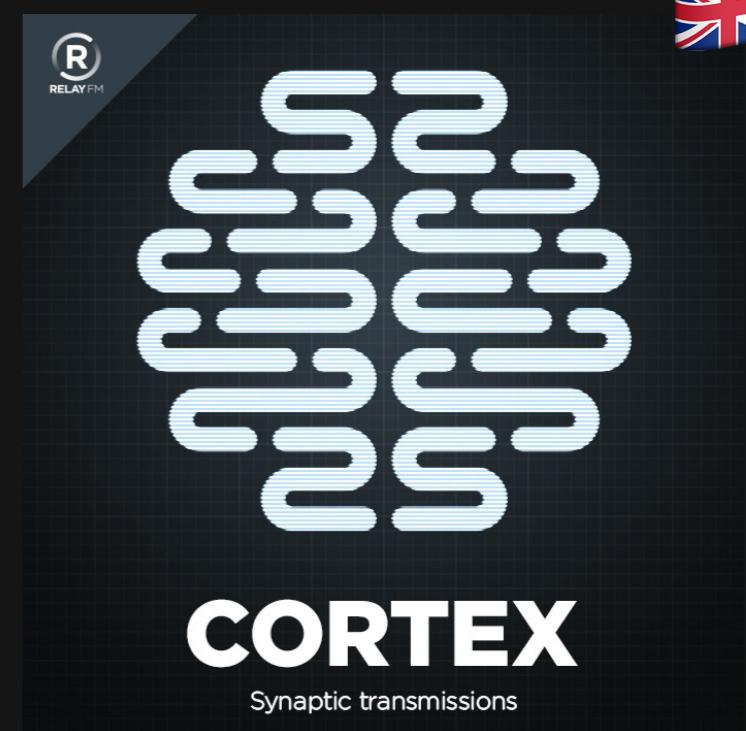
Books



@niklas_heer



Podcasts



@niklas_heer

ONE MORE THING



@niklas_heer



Bullet Journal / #bujo

Rapid Logging

- Tasks: things you have to do
 - Task incomplete
 - ✗ Task completed
 - > Task migrated to a collection
 - < Task scheduled in Future Log
 - Task irrelevant
- Notes: things you don't want to forget
- Events: Noteworthy moments in time

bulletjournal.com/learn



@niklas_heer