Productivity Checklist

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To Don’t List: Write down things that aren’t worth your time.

Assistant: Hire an administrative assistant.

Chunking: Chunk actions that take similar brainpower.

Be Lazy: Don’t work as many hours and you will be forced to make the time you do work extra efficient. People that work over 49 hours a week have decreasing productivity.

File Everything Right: Organize so you know where things are.

Declutter: Tidy your space.

Kill Phone: Turn off all distractions.

Forward the Important: Forward important e-mails to your text. Turn off e-mail on phone.

HVT: Assign yourself high value targets at the start of every day.

Three item meeting: Keep meetings short and only focus on three things or less.

Sleep on Job: Take nap during day.

Pay Attention to Your Brain: When you are feeling your best do high concentration activities, when you are not work on mindless and routine tasks.

Sleep: Get 7.76 hours.

Motivate: With clear expectations and positive feedback.

Complain: Present your beef but always follow it up with solutions for improvement.

Exercise: Atleast 20 minutes every day.

Seek Sun: It increases productivity.