

# 7 Freelance Productivity Lessons from an Incurable Slacker

(printable cheatsheet)

## Lesson #1. Use interim deadlines

1. Split the project into 3 or 4 meaningful chunks.
2. Assign each chunk an interim deadline.
3. Send this schedule to the client.

## Lesson #2. Commit to ONE big thing per day

1. Single out the **MOST** important task each day.
2. Get it done before doing anything else!
3. (Optional) “Kick dicks” for the rest of the day.

## Lesson #3. The 2-minute rule

1. Define the first 2-minute chunk of a task you’re avoiding.
2. Force yourself to crush that first micro-step.

## Lesson #4. Use “anti-distracting-website” apps

1. **Cold Turkey** for day-to-day work.
2. **Cold Turkey Writer** to force yourself to write X words.

## Lesson #5. Automate your next day

This will depend a lot on the nature of your work. Basically, every day...

1. Get *everything* laid out for your **ONE** big thing the next morning.

## Lesson #6. Use procrastination for good

If resistance is high, it might be a sign that you need clarity.

1. Read the project brief (and other necessary material).
2. Take downtime (e.g. a walk) to simply think about the project.

## Lesson #7. Guilt Trip City (as a LAST resort)

1. Give in to your procrastination 100% and wallow in it.
2. Hate yourself.
3. Use the guilt to *drag* your feet back to your desk until it’s done.