The Silent Killers of Productivity

It is critical that we start by identifying what is holding us back from being as productive as we are capable of being and keeping us from getting our best results.

Increasingly we are bombarded by more and more information and distractions. If we are not careful we can get caught up in being busy without really moving forward. That is what this section is all about, identifying what is holding you back from maximizing your time each day.

In this section we cover the following productivity killers.

- Fear and Our Brain's Default Setting
- Overwhelm
- Failing to Plan
- Waiting for Things to Be Perfect
- The Myth of Multi-Tasking
- Time Leaks & Fake Breaks
- Poor Emotional and Energy Management
- Email

Notes / Insights / Actions

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Now let's take what you have learned and apply it to your specific situation. In the space below, perform a self-analysis of which silent killers impact you the most and are your biggest pitfalls.

Then, I encourage you to pick three things you learned and are committed to implement today that will help you overcome these challenges.

Self- Analysis

What are your biggest silent killers? Which hold you back the most each day?

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Application

What are three things you can implement today? Things you will either start doing, or stop doing that will eliminate these from holding you back?

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2. _____

3. _____