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17 WAYS TO MAXIMIZE YOUR PRODUCTIVITY

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A Thread



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PRODUCTIVITY TIP #1

Record your thoughts through an audio recorder

Audio captures not just the thoughts but also our emotions at that moment.

Which is super helpful, when we hear it again in the future.

Bonus: Start the voice note with "**I am recording this while I was doing...**"

Context helps.

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PRODUCTIVITY TIP #2

Pomodoro Technique

A time management technique that's proven to maximize productivity and attention.

Break your day into 25min chunks followed by a 5min break (this 30min unit is called Pomodoro) After about 4 pomodoros, take a longer break of 15-20mins.



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THE POMODORO TECHNIQUE[®]

A SIMPLE METHOD TO BALANCE FOCUS WITH DELIBERATE BREAKS



- 1 PLAN YOUR TASKS
How many pomodoros might you need?

- 2 DO 1 POMODORO
Time for 25 mins then take a 5 min break

NO SNEAKY
WORKING!

PROTECT
YOUR POMODORO!



- 3 REPEAT x 4 POMODOROS
Then take a longer break



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sketchplanations

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PRODUCTIVITY TIP #3

Set specific times to check your emails

If you check your emails as and when they arrive, you will be sucked into them!

Schedule your emails to hit your inbox only at scheduled times (I do it 4 times a day). Then use Pomodoro to go through them all in one go.



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PRODUCTIVITY TIP #4

Set app **usage limits**

Use your phone to set time limits on the app you tend to waste time on.

Use a password to unlock and ask someone in your family to set that password (you shouldn't know it!)

Similarly, use website blockers.



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PRODUCTIVITY TIP #5

Create a **self-WhatsApp** group

Create a WA group with someone.

Delete that person. Pin that group to the top.

Now you have a WA group with just yourself. Use it to record your pics, voice notes, typed notes. Basically anything! Super hack for quick recording and retrieval.

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PRODUCTIVITY TIP #6

Send **emails to yourself** in the future

You can schedule emails for a later time. Use those to be reminded of things you remember right now, but cannot pick up right now.

Be as detailed as possible.

Attach images, voice notes, links, etc.



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PRODUCTIVITY TIP #7

Put **all tasks** on your calendar

Build the habit of using a calendar.
And then put EVERYTHING on the calendar.

Not just meetings and work tasks.
Birthdays. Bills to be paid. Reminders.
Family events. Daily routine. It will add
structure to what might look like a
random day!

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PRODUCTIVITY TIP #8

Make your frequent apps hard to find

Do not place them on the home screen.
Put them in some random folder, called
something random.

In addition to time limits, the visual hurdle
to get to your app will make you spend a
LOT less time.

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PRODUCTIVITY TIP #9

The 2-min rule

If something takes less than 2-mins to get done, then get it done right away.

Postponing them only adds to the cognitive load our mind had to bear with. We think we still have a LOT to do. Feeling burdened and overwhelmed.



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PRODUCTIVITY TIP #10

Pick the **hardest things when high on energy**

Find out when is your energy at its peak.
Could be early morning, mid-day or late into the night.

Reserve the hardest things for that time.
That is when you will find the flow to get it done.

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PRODUCTIVITY TIP #11

Create a **to-do list** and check things off

Psychologically, we get a sense of progress and achievement when we check things off.

Create a small to-do list everyday, on a piece of paper (not your phone/PC)
And check them off, as you finish them.

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PRODUCTIVITY TIP #12

Reply to messages/emails when people are less likely to respond

The biggest time suck is real-time communication. It requires you to be attentive, respond and take decisions. It consumes energy.

If not needed, then avoid it.

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PRODUCTIVITY TIP #13

Schedule distraction time

Do not try to shut down distraction time.
Instead, schedule it.

You will love forward to it.

And you will be more disciplined about it.



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PRODUCTIVITY TIP #14

Do not try to remember anything

This is my magic hack!

I write everything down.

And have a way of retrieving that, when required.

Not spending your energy in remembering things, frees you up to do things!



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PRODUCTIVITY TIP #15

Listen to songs **without lyrics**

Songs with lyrics get us to hum along.
Taking our attention away.

Instead, play music known to help with
mindfulness.

Listen to your favorite songs, during your
distraction time.



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PRODUCTIVITY TIP #16

Write down your distracting thoughts

Keep a notepad handy.

As soon as you are distracted, write it down.

Writing tells your brain that it is important. The minute the brain identifies it as important, it relieves itself. Allowing you to go back to what you were doing.



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PRODUCTIVITY TIP #17

Minimize decisions

Minimize the decisions you have to take. Which starts with, being quick to take decisions too.

99% of the decisions we take are reversible. Don't spend time trying to make the right one. Just make one! Spend time on the few decisions that truly matter.

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These hacks are simple.
What's harder is the intent.

My experience tells me that forming
habits to be productive and feel
productive have massive compounding
effects.

The best time to start was in your teens.
The next best time is today!

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Productivity is
NEVER AN ACCIDENT.
It is always the result of a
commitment to excellence,
intelligent planning and
focused effort.

- Paul Meyer



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**IF YOU BEGIN
WITH JUST 5
OF THESE,
WHICH WOULD
THEY BE?**

Let me know in
the comments!

