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Elon Musk sent an email to the staff at Tesla with his 6 rules for productivity.

Unsurprisingly, it leaked.

Here they are:



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1) Avoid large meetings

Large meetings waste valuable time and energy.

- They discourage debate
- People are more guarded than open
- There's not enough time for everyone to contribute

Don't schedule large meetings unless you're certain they provide value to everyone.



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2) Leave a meeting if you're not contributing

If a meeting doesn't require your:

- Input
- Value
- Decisions

Your presence is useless.

It's not rude to leave a meeting.

But it's rude to waste people's time.



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3) Forget the chain of command

Communicate with colleagues directly.

Not through supervisors or managers.

Fast communicators make fast decisions.

Fast decisions = competitive advantage.



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4) Be clear, not clever

Avoid nonsense words and technical jargon.

It slows down communication.

Choose words that are:

- Concise
- To the point
- Easy to understand

Don't sound smart. Be efficient.



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5) Ditch frequent meetings

There's no better way to waste everyone's time.

Use meetings to:

- Collaborate
- Attack issues head-on
- Solve urgent problems

But once you resolve the issue, frequent meetings are no longer necessary.



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You can resolve most issues
without a meeting.

Instead of meetings:

- Send a text
- Send an email
- Communicate on a discord or
slack channel

Don't interrupt your team's
workflow if it's unnecessary.



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6) Use common sense

If a company rule doesn't:

- Make sense
- Contribute to progress
- Apply to your specific situation

Avoid following the rule with your eyes closed.

Don't follow rules. Follow principles.




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Elon Musk's 6 rules for insane productivity:

- 1) Avoid large meetings
- 2) Leave a meeting if you're not contributing
- 3) Forget the chain of command
- 4) Be clear, not clever
- 5) Ditch frequent meetings
- 6) Use common sense



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scaling a business.