Home

## Personal Management

## College Education School Planning

## Action

/export

## Learning

## PARA Method

--- start-multi-column: ID\_yp22

Number of Columns: 2  
Largest Column: standard  
Copy

## Productivity is NOT…

* ❌Boring chores and drudgery
* ❌Working harder and longer
* ❌Random hacks and silver bullets
* ❌Always staying busy and beating yourself up for wasting time
* ❌Ticking off all tasks on your to-do list

--- column-break ---

## Productivity is…

* ✅Your ability to take a vision in your head and manifest it in the real world, to make your ideas happen
* ✅Working efficiently, which means minimizing waste (think wasted time, effort, energy, potential, imagination, ideas, or relationships)
* ✅A system that you can rely on and that gives you the confidence to handle anything life throws at you
* ✅Having the self-awareness to pause and recognize what’s going on so you never have to force yourself to do more than your body and mind allows
* ✅Creating the clarity and focus to work on the right priorities that create the life you want

--- end-multi-column