

PEAK Productivity BLUEPRINT



CHECKLIST

**How To Triple Your Productivity And
Achieve Your Personal Best**

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Peak Productivity Blueprint – How To Triple Your Productivity And Achieve Your Personal Best – A Checklist Guide

Are you ready to boost your productivity? Want to achieve your personal best at home and at work? This speedy checklist tells you what you need to know. Learn the basics here and start getting more done in less time.

Why Triple Your Productivity?

Tripling your productivity can make a huge difference in your life. The benefits are numerous. You'll get a lot more done in a lot less time. As a result, you'll have more free time to focus on the things you love and that really matter.

Tripling your productivity at home makes your life more organized. You'll feel happier and less stressed and enjoy more positive relationships. Tripling your productivity at work, meanwhile, helps you achieve greater success. You'll not only be less overworked, you'll come to the attention of your managers for all the right reasons.

Creating The Right Environment For Productivity

Tripled productivity begins with the right environment. So, how do you go about creating that environment? In the workplace, you need to:

- Remove any items which aren't essential to the task in hand.
- Make daily to-do lists.
- Color-code your files and materials so you can spot the ones you need at a glance.
- Use a timer to track how long you're spending on each task.
- Keep essentials like your phone close at hand.
- Keep your office tidy and organized.
- Brighten your workspace for better motivation.
- When working from home, choose the right setting for your workspace.
- Remove distractions like the TV.
- Set rules for others so you won't be disturbed while you're busy.

Developing A Productive Mindset

Half of the battle of becoming more productive lies in having the right frame of mind. This ensures you maximize your use of time and resources. You must be positive, open-minded, confident, persistent, motivated and curious. You must also:

- Plan your day. Whether at home or work, planning in advance ensures you don't waste time. You'll have better clarity and be able to arrange your time more effectively.
- Use the "Eat The Frog" technique. Do the least attractive task first. That way, the remainder of your day will run more smoothly and feel easier.

- Stop procrastinating. Tackle those tasks you hate head-on. If you're putting them off, determine why you're doing this. Then take action to overcome the barriers you're experiencing.

Learn How To Manage Your Time

Without good time management, you can't be more productive. Learning how to manage your day ensures you don't run out of time for essential tasks. You'll also be less anxious and stressed. This, in turn, helps you to stay motivated and productive. You can:

- Adopt the 2 minute rule. If a task can be completed in 2 minutes or less do it immediately.
- Avoid multi-tasking. Focus on just one task at a time. Multi-tasking only works if tasks require minimal concentration. Therefore, for important jobs, give it your full attention.
- Take a break. Sometimes, it's beneficial to stop work for a while and take time out. You'll recharge your batteries and return to work refreshed.
- Harness the power of your commute. You can get more done if you work on the go.

Get Rid Of Clutter From Your Life

Clutter is everywhere. Not only do you have physical clutter, you have mental and digital clutter too. If your life is cluttered, you can't focus. If you can't focus, you can't triple your productivity. You can declutter by:

- Keeping a tidy workplace. Have a place for everything and keep everything in its place.
- Being ruthless about tidiness at home. Regularly give unwanted items away or throw them out. Reuse and repurpose as much as possible.
- Eliminating digital distractions. Delete unwanted apps from your phone. Remove old emails and unneeded programs.
- Removing emotional and mental clutter by clearing your mind. Try meditating.

Adopt Healthy Routines

When you have a healthy lifestyle and adopt healthy routines, you can be more productive. Establishing personal and work-related routines keeps you on track. You'll soon be achieving your personal best.

You need to:

- Adopt healthy eating patterns. Don't eat junk foods and avoid heavy meals during the working day. Don't consume too much caffeine and stay well-hydrated.
- Get at least 7 hours of quality sleep each night. Establish sensible bedtime routines with no screen time before bed.
- Set alarms and get up early to maximize your day.
- Plan time every day when you do nothing to clear your mind.
- Plan a nap if you need one.

- Plan time to reflect on your day.
- Identify when you're most productive. Use those hours to do the most difficult jobs. Plan less complex tasks for the times you feel least productive.

Determine What You Can Delay Or Avoid

It's very common to stay busy all the time. However, being busy doesn't necessarily mean being productive. Not every task is essential. Staying productive relies on knowing what you can delay or even not do at all.

You need to:

- Work out which tasks you can ditch completely. If it's adding no value to you or your customers, find an alternative or stop doing it entirely.
- Create a do-later list. These are tasks you need to accomplish but which aren't urgent. Make sure you review these regularly so they don't get overlooked.
- Apply the 80/20 rule. Identify your top ten most important tasks and then work out which two are most vital. Focus on those first before you do anything else.

Delegate, Outsource And Utilize Tools

Being productive means you can't do it all yourself. Make use of resources and other people. This will ensure you focus on the most important tasks and get more done in less time.

You need to:

- Delegate tasks to those who are capable and have the skills to do them.

- Outsource routine tasks or those which you lack the skill to do yourself.
- Use apps, software and hardware tools that speed up your work processes.

Increase Your Productivity At Home

Productivity isn't just about the workplace. You need to be productive at home too if you want to achieve your personal best. Many of the above techniques apply in the home as well as at work. There are a few other things you can do at home to boost your productivity.

You can:

- Create an enjoyable environment so you feel more motivated. You can do this by listening to the right kind of music.
- Reward and celebrate your achievements. This is just as important on a personal level as on a work-related level. Acknowledge when you've done something well and find a way to reward yourself for that achievement. This will keep you motivated and happy. Both of these things boost your productivity.

Follow these steps and you'll find that you triple your productivity both at home and in the workplace. You'll soon be achieving your personal best in every area of your life!