HOW TO BE PRODUCTIVE

IMPROVED CUSTOMER SATISFACTION

LEAN MANAGEMENT

NATIONAL PRODUCTIVITY COUNCIL

TECH

- Tune out the news, nothing important happens most of the time
- Limit email reply to one per minute
- If you can't understand what an email asks, don't answer
- DO NOT ANSWER the phone, unless it's a true emergency (Emergencies are rare)
- Ctrl — Limit email reply to one per minute

CLOTHES

- Define your fashion uniform, wear it daily
- Wear Smart Fabrics
- Carry an all-occasion outfit with you
- Discard what you stop using

OUTPUT

- Visualize your end product
- Start before you get ready, Avoid Chicken-Egg
- If u have a mind block make a mind map
- Assume you are right when in doubt, Decicive is Productive
- if you can't write it down, RECORD IT
- When you read something helpful, write to the author

BODY

- Manage anxiety, work out - run, dance...
- Sleep Properly, you will get more done
- Take a nap, when running low on energy

TIME

- DO the easiest things first
- 1 — Prioritize on item a day
- Set a Daily Routine
- NO MEETINGS, unless they are decisive
- Better done than Perfect

MIND

- 80/20 — Notice the 80/20 rule, where 20% of work produces 80% of the result
- Focus on the important
- Decide the outcome before even starting

FOOD

- ROUTINIZE your diet
- Eat healthy Food
- Get delivery to save time
- Negotiate a dail deal with your trusted cafe

LEAN MANAGEMENT

- Start 'IDEA DUMP' book for genius ideas you can't work on now
- ELIMINATE trivial decisions like what to wear
- Learn to ignore, no need to reply to everything
- DO a bad first draft, you can't edit a blank page
- Treat TIME as MONEY

WASTE REDUCTION

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