

On Purpose

31 Ways to Turbo-Charge Your Productivity

1 Work with, not against, your energy cycle.

Do your most important work at your peak energy times.

2 Don't wait until the last minute.

Hurry is the killer of kindness.

3 Answer all emails within 24 hours.

Others shouldn't expect an immediate answer, but they deserve a timely response.

4 Triage interruptions.

Measure incoming work against what is most important.

5 Have a daily after-action review.

Reflect on what went well and what you could do better.

6 Go dark for deep work.

Find a place where you won't be interrupted.

7 Work for a defined period of time.

Work expands to the time allotted.

8 Break down projects into small tasks.

Everything is doable when you chunk it.

9 Work in alignment with your goals.

We work best on mission.

10 Plan your day.

Nobody drifted into greatness.

11 Use the word 'no.'

Don't let your mouth overload your back.

12 Be an email batcher, not a grazer.

Turn off email notifications.

13 Write everything down.

The palest ink is stronger than the best memory.

14 Unsubscribe.

De-clutter your inbox.

15 Limit social media.

Focus on what you can influence.

16 Avoid perfectionism.

Excellence will do just fine.

17 Plan your day the day before.

In the morning you can hit the ground running.

18 Schedule important work.

Make appointments with yourself.

19 Be a finisher.

Bring everything to completion.

20 Visualize success.

Picture yourself having a strong day.

21 Get started despite feelings.

Act your way into feeling. Motion creates emotion.

22 Take commitments seriously.

Do what you say you will.

23 Be clear on your priorities.

Separate important work from busy work.

24 Take care of most emails on the spot.

If it takes less than 2 minutes, just do it.

25 Schedule down times.

Create times for recreation.

26 Have daily shutdown ritual.

Tie a nice bow to the end of the day.

27 Delegate.

Do what you do best.

28 Avoid busy work.

It's easy to drift into trivia.

29 Get back on track quickly.

Adjust, don't abandon your plan.

30 Set limits on your work.

Cut back to be more fruitful and productive.

31 Focus on results.

There is a difference between accomplishment and activity.