

WHAT TO DO WHEN THERE'S TOO MUCH TO DO

**Reduce Tasks, Increase Results,
and Save 90 Minutes a Day**

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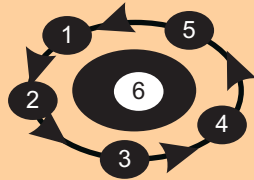
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MAIN IDEA

The real key to enhancing your personal productivity is to deliberately plan on doing less, not more.

As counterintuitive as that may sound, you'll always achieve more if you pare your commitments down to a core group of essential tasks and then focus on doing those core tasks better and ignoring everything else. This is definitely a case where less is more.

So how can you do less but achieve more? It's really a matter of reprioritizing your work and shifting your focus to the genuinely significant few. This mantra lies at the heart of the "Productivity Workflow Formula":

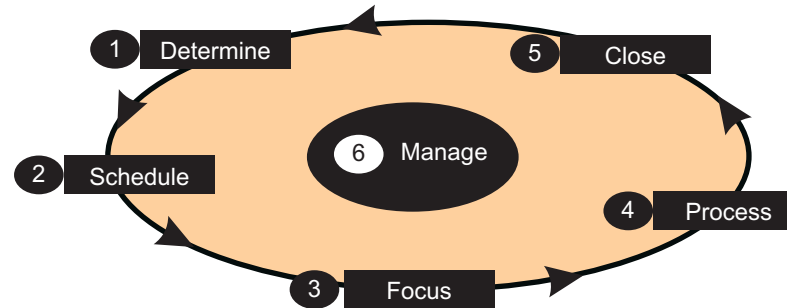


1	Determine what to do	▶	R
2	Schedule time to do it	▶	E
3	Focus your attention	▶	S
4	Process new information	▶	U
5	Close the loop	▶	L
6	Manage your capacity	▶	T
			S

"If you incorporate the PWF into your life, you really can save yourself ninety minutes a day that you can use to live your life, instead of working it away. This may sound odd if you feel shackled to your desk now, but it really is possible to get more done while doing less work. You just need to separate the valuable wheat from the nonproductive chaff."

– Laura Stack

The Productivity Workflow Formula



Step 1 – Determine what to do Page 2

The first step in becoming more productive is to determine exactly what you should be working on and then commit to doing only those tasks whenever possible. You should take your to-do list filled with 117 things and end up with just three, five or ten tasks. The key though is to cut back on the timewasters and do only what truly matters.

Step 2 – Schedule time to do it Page 3

Once you've identified the critical few tasks which add the most value, you then need to schedule appropriate time slots and durations for each task. Structure your time for maximum productivity and learn to say "No" when appropriate to use your time efficiently.

Step 3 – Focus your attention Page 4

If you've correctly identified what you need to do and scheduled time to complete it, you then must focus on completing those tasks with razor sharpness. You have to avoid interruptions and see each task through to completion come what may.

Step 4 – Process new information Pages 5 - 6

In order to complete a critical task within a specific amount of time, you must be able to efficiently retrieve the information you need to get that job done. Organize incoming information into a system so it's in the right place to be accessed when required.

Step 5 – Close the loop Page 7

Once you learn to get your time management system working smoothly, you need to tinker with your workflow until you're operating at maximum efficiency. Pay attention and consolidate everything into a single, manageable time-saving system.

Step 6 – Manage your capacity Page 8

Pay attention to all of the physical and mental factors which directly affect your capacity to be productive on an ongoing basis. Take care of yourself physically and mentally so you've got the energy to remain productive all day every day. Keep learning new and better ways to do less but accomplish more.

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