PRODUCTIVITY WITHOUT PAIN

Get More Productive While Maintaining Your Sanity

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Foreword

Being able to do little yet reap a lot is every individual's ideal work formula. Though not always possible there are some interesting ways this can be achieved to some level of satisfaction for all.

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Chapter 1:

Productivity Basics

Synopsis

Productivity is generally measure by the resulting outcome produced and if this outcome is acceptable then the productivity percentage is deemed acceptable too, therefore understanding the elements that are required are where the answer lies.

The Basics

There are several tricks that one can apply in order to be able to be more productive without the hassle or stress it is perceived to present.

The most would be to make a list of all the tasks expected of the individual and then eliminating those tasks that either don't require the individual's hand on participation or are not that urgent to start with.

This not only allows the individual to focus on only the necessary tasks but also relieves the individual from its possible distractions.

Setting daily goals with the main goal always in focus also helps in the effort to keeping things on track and in focus always. It also eliminates the tendency to waste time on processes that will not eventually positively contribute to the goal.

Identifying one's own peak times for productivity is also another important element to take advantage of. Having the energy to be productive throughout the day is not only unlikely it is also improbable; therefore there is a need to capitalize on the productivity time frame and get as much done within this frame as possible.

Being in a work conducive environment is also something that should be given due consideration as this will directly affect the producing results.

Too many distractions will take the focus of the individual away from completing the tasks according to the pre prepared schedules and thus cause the overall timeline to be disrupted. This could then cause temporary derailment from the overall work schedule towards achieving the goal.

Chapter 2:

Have A Can Do Mentality

Synopsis

For a large portion of society things don't come easy and there are no "free" hand outs at every turn, thus the needs to be strong and adopt the "can do" attitude very early on in life.

Change Your Thinking

With this positive attitude firmly in place very few obstacles can pose a problem as the individual will be able to look at it in a more positive light. Having a can do mentality takes practice and perseverance, and it is not impossible to adopt. Some of the tools to help cultivate this positive mentality are as follows:

- Always have a healthy measure of faith both in the endeavor being explored and in one's own capability. This is perhaps the most important ingredient to ensure any successful experience. This faith will see the individual through when things seem difficult and failure look possible.

- Being as knowledgeable as possible will also contribute positively to this mental go getting state of mind. When one is knowledgeable, tackling different tasks and experiences will not be daunting and have an advantage that only knowledge can provide.

- Being a go getter also means that shyness is not part of one's personality. Being shy will dampen any attempts to be open to opportunities, thus should strive to keep this particular personality trait well under control.

- Looking the part is also recommended when one is pursuing success. This does not necessarily mean dressing expensively or having expensive accessories or toys. It simply means displaying the confidence that is needed to ensure other parties are impressed enough to relax and accept one's point of view on whatever is being discussed.

- Learn how to "wow" people with your personality and knowledge without coming off boorish or pompous. This is an art that when practiced to refinement, can enable the solicitation of almost anything from anyone.

Chapter 3:

Specify Your Goals And Organize

Synopsis

There are a lot of tried and true methods that are available for the exercise of identifying and organizing goals. Being able to have a set plan in place is the first step to ensuring success in its highest percentage possible.

Therefore understanding and then creating a plan towards the eventual successful completion of a goal is a very important and advantageous exercise to embark upon. The following are just some recommendations to this end:

Get Moving

Setting out the details of the goals should be the first step to seeing its completion. When there are clear indications of all the different aspects of the exercise in place the individual is better able to organize the various exercises involved in the process.

Then there are the priority lists that should be drawn up. These would required the individual to identify and prioritize the various different aspects of the whole exercise according to its importance in relation to keeping the general flow of the endeavor smooth and on track always.

Folder management is one tool that many have found very useful when embarking on a project that requires the coordination of various connective elements.

Documenting and storing any sort of data in the relevant folders will ensure the said data is easily available and accessible to a moment's notice. Confusion and delays can easily be avoided if this method is implemented and diligently practiced.

Keep a strict monitoring of all due dates is very important, as the efficient running of any endeavor depends on this. When due dates are not taken seriously there will be a lack of urgency to have tasks completed, which in turn will upset the general flow of the project.

Having a periodical check and balance list in place, is also another way to ensure the goals are met in a well organized way. These periodical checks will help all concerned to monitor the general overall progress and address any areas that need attention immediately.

Chapter 4:

Break Your List Down Into Smaller Pieces

Synopsis

Breaking down a list of items within each progressive state of the endeavor will allow all involved to work independently and collaboratively. With smaller tasks listed the entire experience will not feel so overwhelming and unmanageable. Some of the areas that should be considered to ensure optimization of both resources as well as other contributing elements are as follows:

Break It Up

Each goal should have many sub goals which are easier to handle and produce faster results. These may unfold through the help of several contributing parties, each taking on a smaller part of the task to speed up the completion process.

Having a calendar drawn up to display the entire list of smaller tasks that would eventually lead up to the successful completion of the main task is also encouraged.

This visual aid will give all involved a definite and clear picture of the various steps that needs to be taken and how long each step should ideally take.

Time tracking is another tool that can complement the calendar way of keeping tabs on the project exercise. Besides gauging the general time line needed for completion it can also assist the individual in future projects launched through the learning experience from previous exercises.

There are several softwares in the market today that can also help to streamline efforts required within any exercise, and the use of this would be beneficial if the individual is not very experienced.

Tags and keywords are also good in assisting those involved to be able to access any given situation quickly and accurately. Having a

set list of words that can be applied to the smaller list of things will speed up the process of getting information on any particular aspect of the overall project instantly. It also helps to search for information more efficiently.
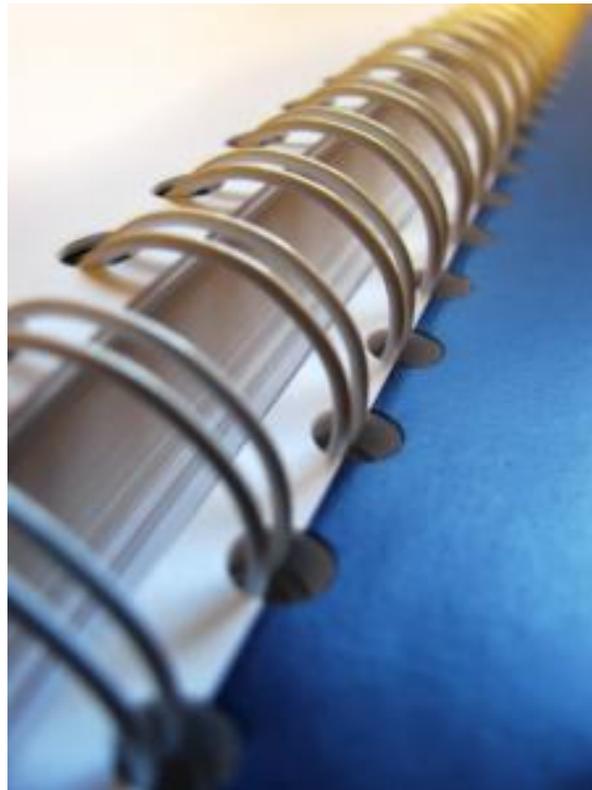
Chapter 5:

Adjust Your Timeline And Stick To It

Synopsis

Within the exercise of setting goal in various different connective sections there is also a need to address the timeline issue and provide for a suitable one. This will help to ensure all participants become aware of the time constraints and also the requirements for each section allowed.

Get On The Right Path

Letting a project run without any specific timeline firmly in place is very unwise and some would even say detrimental to the success of any project, therefore the following points are listed to help overcome this negative possibility:

Identifying one's own most productive period cycles within a working day will help to optimize the amount of productive effort put into the endeavor.

This can then be coordinated with the others involved in the project, if any, as not everyone will have the same levels of productivity at the same times. The advantage of this will give those involved a chance to identify higher priority tasks to be done during these peak cycles and leaving the lesser demanding tasks to be done during the off peak cycles. Thus optimizing the timeline always.

Allotting time within the timeline to concentrate on the project without any outside communication or distractions will also contribute to the eventual completion of the project within the timeline frame.

As distractions can cause a person to lose temporary focus, this consideration is important if not vital to the overall timeline being kept.

Within each task there should be a specific time frame allotted and adhered to without exceptions. Ensuring all efforts are focused on getting the particular task completed before work is stopped, will help to keep the designed target in place.

These mini milestones will also act as a good motivating factor because the accomplishments become visible every step of the exercise.

Chapter 6:

The Issues Behind Not Being Organized

Synopsis

Simple tasks like setting goals, making lists, creating processes that optimize productivity is almost a chore as the individual's disorganized state will effectively cause the overwhelming feeling of being totally lost.

When this happens the likelihood of giving up any endeavor before it is completed becomes a norm thus contributing to a very negative habit to indulge in. This will eventually have a direct impact on other people too, as the individual cannot be considered dependable thus effecting the relationships on many different levels.

Therefore it would be prudent for the individual to take a step back and seriously consider how the lack of being organized is affecting the various aspects of his or her life and that of those around.

Final Tips

Being disorganized may have many different connotation linked to it and finding out which ones are contributing to this negative behaviors can sometimes help to eradicate or at the very least control the urge to be disorganized.

People who are frustrated with their lives are often the one who are also very much disorganized. Linking both these factors together has been proven to produce the expected results of negativity.

Not having the moral commitment which simply equates disrespect for others, their time and their commitments is another prevalent issue behind not wanting to be more organized in one's own undertakings.

Generally people who are selfish fail to develop this moral commitment trait and continue to assume everyone will be accommodating and forgiving of their follies.

Wrapping Up

The popular saying that time waits for no man is so true and being disorganized is one way of ensuring failure at every turn. When the element of being disorganized is ever present there is little or no opportunity to be able to focus and identify needs and wants according to their priorities and thus allowing a lot of confusion into one's daily existence.