

7 Essential Life Skills

Part 4 – Productivity Skills

Accelerating Excellence with Del Gilbert
Podcast Episode #66 - Resource Guide

"The world makes way for a person who knows where they are going."

- Ralph Waldo Emerson

10 PRACTICES OF EXCEPTIONALLY PRODUCTIVE PEOPLE

1. Keep a Master Task List.

Get all of your tasks out of your head and down in one central location.

2. Separate Important from Routine Work

Successful people have an eye for the essential. They think through what tasks make the most difference and ensure that priorities, not trivia, drive their day.

3. Plan Each Day

Planning your day and prioritizing your tasks is the difference between a proactive day and a reactive day. Never begin your day until it is finished on paper.

4. Triage Interruptions

Don't give interruptions more attention they deserve. Poor time managers tend to react to everything immediately whether it merits their attention or not. Evaluate interruptions based on your priorities.

5. Don't Be A Slave to Email

If you respond immediately to every email you receive, your attention will be diffused, and you will not accomplish great work. Batch your emails for certain times of the day.

6. Answer All Emails Within 24 Hours

People should not expect an immediate answer, but they do deserve a timely response. Build a reputation for getting back to others.

7. Use the Word 'No'

You have a finite amount of time and saying yes to something means saying no to something else. Make commitments slowly and take commitments seriously.

8. Overcome Procrastination

If you work on tasks only when you feel like it, you won't get much done. Develop the self-discipline to do the things you need to do even when you don't feel like doing them.

9. Give Yourself Margin

Leave white space in your schedule. If you schedule every minute of your day, you will set yourself up for failure. There will inevitably be interruptions and things usually take longer than planned.

10. Be a Finisher

Many people are good starters. There is a big difference between activity and accomplishment. Personal effectiveness is about execution, taking action, and delivering results.

