

# 14 Simple Ways to Be Incredibly Productive: Part 2

*Adapted from an article by Jeff Haden published June 14 on LinkedIn. Haden is a speaker and a contributing editor for Inc. Magazine.*

And there is more.

## **8. Rework your morning routine.**

“Then make sure you can get to that task as smoothly as possible. Pretend you’re an Olympic sprinter and your morning routine is like the warm-up for a race. Don’t dawdle, don’t ease your way into your morning, and don’t make sure you get some ‘me’ time.”

## **9. Refine one repetitive task.**

“Think of a task you do on a regular basis.”

“Now deconstruct it. Make it faster. Or improve the quality. Pick something you do that has become automatic and actively work to make it better.”

## **10. Eat one meal differently.**

“Eating can take up a lot of time, especially if you eat [in restaurants].”

“Pick one meal to eat efficiently. Turn 30 to 60 minutes of dead time into 10 minutes of refueling and recharging. Bring something healthy you can eat at your desk like a salad or fruit. Use that meal to fuel up in a healthy way. Then move instantly on to doing something productive.”

“You’ll feel better. And you’ll get more done.”

## **11. Outsource one task.**

“I was raised to think that any job I could do myself was a job I should do myself.”

“Then I realized the kid down the street could cut my grass. He could use the money. I could use the time.”

## **12. Fix that one thing you tend to screw up.**

“I’m terrible about putting meetings and phone calls on my calendar. I figure I’ll get to it later ... and then I never do. Then I spend way too much time, often in a panic, trying to figure out when and where and who.”

“All that time is wasted time. So I committed to a process, not a goal. I immediately enter every appointment into my calendar the moment I make it — regardless of what else I might be doing.”

## **13. Take advantage of your commute.**

“Make it productive instead. Review your to-do list and think of the best way to knock off those

tasks. Listen to a podcast or audiobook.”

#### **14. Pick one task during which you won't multitask.**

“Plenty of research says multitasking doesn't work.”

“I feel sure there is at least one thing you do that is so important you should never allow a distraction or a loss of focus.”

“Choose an important task and when you perform it, turn everything else off.”

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## **14 Simple Ways to Be Incredibly Productive: Part 1**

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Let's get right to it.

### **1. Eliminate one ego commitment.**

“We all do things that have more to do with ego than results. Maybe you serve on a committee because you like how it looks on your CV. Maybe you teach at a local college because you like the words ‘adjunct professor.’”

“The things you do mostly for ego are mostly a waste of time. Think about something you do mainly because it makes you look important, smart or cool. If it provides no other ‘value,’ drop it.”

### **2. Create a happy self.**

“When I'm happy, I do better work. You will too.”

### **3. Stop looking for that (meaningless) extra 10 percent.**

“When I start to do something, within a short period of time I start wanting to do it better than other people.”

“Take cycling. I'm faster, fitter ... than the average person. But compared to the fast guys, I'm nothing. That makes me ride more and train more and spend tons of hours on a bike — and for what? So I can hang with them for a couple more miles?”

“At that point the improvement to my overall health is incremental at best. And in the meantime I spend hours on cycling that I could spend on working towards more important goals. Or I could just

spend more time with my family, the most important goal of all.”

“Weigh the input with the outcome.”

#### **4. Rehearse how you’ll say no.**

“It’s important to know, with grace and tact, how to say no.”

“Most of us default to ‘yes’ because we don’t want to seem rude or unfriendly or unhelpful. That also means we default to taking on more than we want or can handle.”

“Maybe your response will be as simple as ... ‘I’m sorry, but I just don’t have time.’”

“Whatever you decide to say, rehearse so it comes naturally.”

#### **5. Eliminate one “fun” commitment.**

“I played fantasy Premier League soccer. When I thought about it, though, I had no idea why. I could rationalize that it created a nice break. I could rationalize it was like a ‘mental health’ activity that let me step aside from the stress and strain of business life. ... But that wasn’t true.”

“If you wouldn’t do something while you were on vacation, there’s no good reason to do it when you’re not.”

#### **6. Set limits.**

“Deadlines and time frames establish parameters, but typically not in a good way. ... Tasks should only take as long as they need to take — or as long as you decide they should take.”

“Pick a task, set a time limit and stick to that time limit. Necessity, even artificial necessity, is the mother of creativity. You’ll figure out how to make it work.”

#### **7. Rework your nighttime routine.**

“Every day the first thing you do is the most important thing you will do. It sets the tone for the rest of the day.”

“Prepare for it the night before. Make a list. Make a few notes. Review information. Prime yourself to hit the ground at an all-out sprint the next day. A body in super-fast motion tends to stay in super-fast motion.”

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