



The #1 Thing You Need To Be Productive

How To Be Productive Working From Home
SERIES

Here is your free checklist!

Productivity is about establishing the right habits.

I have put this checklist together for you so that you can easily have a reminder of the do's & dont's and start saving time!



Isabel



Without goals you cannot be productive

DEFINE YOUR GOALS. Answer the following questions:

- ☐ Where do I want/need to get?
- ☐ What do I ultimately want to achieve?
- ☐ What drives me? What is my purpose?
- ☐ Why is this my goal? Why am I doing this?

TRAIN YOURSELF TO THINK BEFORE SAYING "YES" (STEP 1)

When something pops up that could add to all the things you are already doing:

- ☐ Wait... don't say "yes" yet!
- ☐ Listen to your brain already whispering to you..
"but you have to do it...", "it sounds great if I did this too...", "too good an opportunity to let go...", "I'll find somehow the time, I have to say "yes"..."
- ☐ Take a deep breath, pause and *THINK FIRST*, before you commit to doing it

REFER TO YOUR GOALS & LEARN TO SAY "NO" (STEP 2)

REFER TO YOUR GOALS DAILY when deciding your activities. Ask yourself:

- ☐ Why am I doing this now in relation to my goals?
- ☐ If this truly getting me closer to achieving my goals?
- ☐ Would this activity move the needle?
- ☐ Am I drifting into 'stuff' that keeps me busy but doesn't get closer to my goals?
- ☐ Could I be doing something else that gets me closer to my goals?

SET YOUR POSITIVE FEEDBACK LOOP TO CHANGE YOUR HABITS

- ☐ Set your "ACCOUNTABILITY JAR" on your desk
Put money in a jar daily when you use your goals to prioritise. Use the money for a treat with someone each month.
- ☐ Get an accountability buddy, who knows & benefits from the money in the jar!





You can do this!!! Start with small step changes and start saving time!

Drop me a line and let me know how this checklist has helped you!

Isabel

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