

7 EASY TIPS TO GETTING THINGS DONE

- ✓ GO ON A PROCRASTINATION DIET
- ✓ SAY NO, IT'S OKAY
- ✓ USE THE 2-MINUTE RULE
- ✓ USE TO-DO LISTS EFFECTIVELY
- ✓ MORE!

FREE EBOOK BY AVI MADERER

7, I mean 10 Easy Tips to Getting Things Done

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INTRODUCTION

Ok, there are really 10 tips in this eBook but who's counting!

Had I called it “10 Tips...” I was afraid that people would feel that it’s too much to take on. But don’t worry, even if you take on just one of these tips as a new day to day habit in your productivity system, you will be well on your way to... **Getting More Things Done!**

Use more than one of these tips, and you will start to shine, feel good, confident, and yes, PRODUCTIVE!

I appreciate that you’re here. In thinking about this new world reality, you know, the COVID-19 one, I put together this short list of **productivity power-tools** as a way to offer you a way to step up your productivity in an easy, non-threatening way.

Each one of these ideas and methods can easily be used and will as I said, get you well on your way to getting a lot more done than you may be used to. Each one of course will produce different results. Any two or more will work like compounded interest. The rewards will be magnificent.

I INVITE YOU TO NOTICE AS WELL THAT THE TITLE OF EACH ONE OF THE TIPS LISTED BELOW USES "ACTION LANGUAGE". IT'S ALL ABOUT TAKING ACTION.

So, enough words for now, let’s start producing!

7, I mean 10 Easy Tips to Getting Things Done

1. TAKE TWO MINUTES TO IMAGINE YOUR PRODUCTIVE DAY

While this eBook is very much about real, non-emotional or psychological strategies, I just had to start with this tip.

I have found that besides the guidelines for this “Visioning Tool”, the very act of just stopping for a couple minutes and allowing myself to control my brain, my body, and my thoughts, has taught me that I can step away. I can take control of myself and therefore directly affect my outcomes.

While you are starting your morning routine, or even better, before you even get out of bed, spend two minutes imagining the productive, peaceful day ahead of you. Imagine yourself dealing with and handling distractions easily, working in a focused way on your projects, and navigating all of your incoming messages and email to the desired state of “Inbox Zero”. Picture the end of the day with a clean desk, inbox, and to-do list, all having produced the results you planned for the day.


Oh what a feeling!

2. MAKE APPOINTMENTS WITH YOURSELF

Have you ever missed a doctor's appointment? Well, what I mean is have you ever missed several doctor appointments in a row, or even all the time? Of course not!

The point is clear, if we would not miss an important meeting with someone else, shouldn't we have the same amount of self-respect towards ourselves and the things we need to get done?

Sometimes the appointment with yourself will simply be a single hour to complete some tasks. And that's perfectly fine. The point again is to respect yourself and your time as much as you would respect anyone else you have made an appointment with and their time.



RESPECT YOURSELF AND
YOUR TIME. MAKE
APPOINTMENTS WITH
YOURSELF ON YOUR
CALENDAR, AND KEEP THEM!

And if or when you feel too pressured to “meet yourself” for that hour of productivity, don't be tempted to cancel on yourself because of someone else's emergency, or your own self-produced distractions.

So what should you do when someone interrupts you, or calls to make an appointment during a time and date already scheduled as focus time with yourself? Tell them you're busy then (or right now) and offer another time. If you feel anxious that you might lose a customer or opportunity, think of it this way; when you make an appointment with the dentist, do you tell them when you will be there and expect them to juggle their schedule. Or, do you fit your appointment into their availability? Your customer will (should) respect your time, and be happy that your time is in demand.

So please, schedule regular focus times for yourself and witness your productivity magically take off.

3. GO ON A PROCRASTINATION DIET

One of the best tricks I have used to **push my productivity forward** is to go on a "**Procrastination Diet**" for the week or month ahead. The term procrastination diet is basically what it sounds like. We **go on a "diet" from putting things off**, from procrastinating.

It's pretty straight forward.

If it's a week-long “diet”, all I do is on Sunday night (or Monday morning) I list 5 to 10 things I am absolutely **committed to getting done in the week ahead**.

Same idea for a month-long diet. Like the week-long “diet”, at the beginning of the month I list 31 things I am absolutely **committed to getting done in the month ahead**.

Each day I choose the 1 or 2 things to complete, and **DO THEM!**

That's it. No fancy systems, software, or affirmations. Just daily action. Simple common sense and a course of action that easily moves me forward.

I invite you to try this yourself and please do let me know how it goes!

4. SAY NO, IT'S OKAY

There's a 3-letter-word that sometimes gets me into so much trouble! That word is "yes"!


And there's a two-letter word, “no”, that keeps me out of so much trouble...

Some of us tend to say yes to almost any task in front of us, or requested of us, without thinking it through. If we have priorities, it is important to put them on the top of the list. When we take on too much, overestimating our abilities, we can lead ourselves right into failure.

Saying no to things is not only okay, it is one of the best ways that I know to make sure that I can say yes to the things that I need and want to do. Not only is saying no okay, it is a great way to tell others and yourself that you respect yourself and them enough to not say yes to things that you might not be able to give proper attention to, the attention that is needed in order to produce high quality outcomes.

So be sure to take the time to decide what is important to you. Think about each new project or even single task you are tempted to sign up for. Put yourself and your health, family, and career first. Choose wisely.

Again, be sure to keep in mind that every time you accept an assignment, in other



KEEP IN MIND THAT EVERY TIME YOU AGREE TO SPEND TIME ON SOMETHING, YOU ARE QUITE POSSIBLY TAKING TIME, ENERGY, FOCUS, AND QUALITY AWAY FROM OTHER CURRENT AND/OR FUTURE TASKS AND OPPORTUNITIES.

words, to spend time on something, you are quite possibly taking time, energy, focus, and quality away from other current and even future tasks and opportunities.

So go ahead and say No! You will find it to be quite liberating.

5. USE THE 2-MINUTE RULE

This strategy couldn't be easier. It is designed to help you stop procrastinating and get things done.

The rule is simple: Anything that can be done in 2 minutes or less, gets done!

The idea became popularized by David Allen in his bestselling book, *Getting Things Done*.

It's surprising how many things we put off that we could get done in two minutes or less. See the list at the end of this tip for just a few ideas of what can get done in just 2 minutes. For example, washing your dishes immediately after your meal, tossing the laundry in the washing machine, taking out the garbage, cleaning up clutter, sending that email, and so on.

I maintain an ongoing list at this address: <http://avimaderer.com/things-that-can-be-done-in-just-2-minutes/>

An added bonus of this tip is like Sir Isaac Newton realized and taught, objects at rest will stay at rest, and objects in motion will stay in motion. That is of course until some other force acts upon them. This is just as true for humans and our productivity.

The things we do or do not do are just like Newton's falling apples. The inertia of life contains within it the 2–Minute Rule as well. This applies to big and small tasks alike. Once you start doing something, it's easier to continue doing it.

I love the 2–Minute Rule because it really does make things happen. And once we get going on something, it is just so much easier to continue.

Want to become a better writer? Just write one or two sentences and you'll often find yourself writing for an hour.

Want to eat healthier? Just eat one piece of fruit and you could just find yourself inspired to make a healthy salad as well.

Want to make reading a habit? Simply read the first page of a new book and before you know it, the first three chapters have flown by.

To get you started, here are a few ideas for what can be done in just 2 minutes:

1. Appreciate what you have!
2. Check the news *(Not first thing in the morning or last thing at night).
3. Clean your glasses.
4. Delete 5 junk emails.
5. Fast walk to make blood flow into your body.
6. Make your bed.
7. Play a move of Chess.
8. Review your list of Next Actions.
9. Save a contact in your phone.
10. Tell a loved one you appreciate them.
11. Tidy up your workspace.
12. Unsubscribe to some emails.
13. Water the plants.
14. Wipe off the bathroom sink after brushing your teeth.

Here again is the link to the list I maintain online:

<http://avimaderer.com/things-that-can-be-done-in-just-2-minutes/>

6. PRIORITIZE PRIORITIZATION

Ever wonder what you should work on next? Silly question, the most important task of course! Well, not all tasks and projects are created equal. They can, and should be prioritized based on different criteria. These criteria can include urgency, the value to be derived from completing the task, the need to complete a task before another one can even be started, and many other influencing factors.

Many are familiar with the **Eisenhower Matrix** for prioritizing tasks. President Eisenhower used the following four categories to help him prioritize:

- #1. Urgent and important – things that should be done right away
- #2. Important but not urgent – do it once you have finished #1
- #3. Urgent but not important – delegate as much as possible
- #4. Not important and not urgent – perhaps not worth doing at all

He pointed out that the ideal types of tasks and projects to focus on are always from Quadrant 2, important but not urgent. Life however does not always allow us

to stay in quadrant 2, so many times we find ourselves addressing things that are Urgent and Important, which fall into Quadrant 1. And then of course taking care of items in quadrants 3 and 4, which may or may not need to be done, and can sometimes even be looked at as distractions. In short, we should strive to do as little of those as possible on our own. They are either for delegating or just getting them off the list completely.

Prioritizing our tasks and projects using Eisenhower's Matrix will save you important time and more importantly help you prioritize the things you need to take care of each day, each week, and beyond. Once you do that you will find that you start to get things done faster and more efficiently as well.

One final thought on prioritizing. I will admit that it's not always easy to use systems like the Eisenhower Matrix, so as an alternative I simply look at my list and choose the two or three items I have for the day that will provide the highest value or impact. More on this in tip #8 below on "to do lists".

7. WAKE UP AN HOUR EARLIER


It's pretty straightforward, and we have all heard about the wonderful energy and productivity that can be achieved by starting our day just an hour earlier.

Even if you don't consider yourself a "morning person," you can still become one.

By setting your alarm an hour earlier than usual (and not hitting the snooze button!), you'll be able to get in an extra hour of uninterrupted, peaceful work time. It's that simple.

There is no magic to this. It's just simple, natural laws that enable so much energy and productivity in the earlier morning hours.

If you have never done this, give it a try. Give yourself a week of Morning Glory, and see how it goes. The first few days might be difficult but once you get used to it I have a feeling you will never turn back.



EVEN IF YOU DON'T
CONSIDER YOURSELF A
"MORNING PERSON," YOU
CAN STILL BECOME ONE.

8. USE TO-DO LISTS EFFECTIVELY

Making to-do lists is probably as old as the papyrus Project / Gantt charts that created the pyramids of Egypt. Today however, and thankfully, we not only have paper and pen, we have computers and digital apps that make keeping to-do lists easy, accessible, and yet sometimes overwhelming.

This is where we can get into trouble. Our to-do lists become these huge long endless lists that can make our stomachs turn just thinking about them. So what should we do?

The way that I approach this, and that I have found to be very effective with myself as well as almost all my clients, is to keep one central repository of all the things that I need to do. Much of it along the lines of the Getting Things Done methodology by David Allen.

Knowing I have a central place where all my tasks and projects are recorded, I can start my week by choosing about 5 or 10 items that absolutely must get done that week. More on this in “**Procrastination Diet**” tip above, Tip #3.

Then each day I choose one or two items that are absolutes. That does not sound like much, does it? But when you think of it, if you get just two very important things done each day, and I'm not talking about calling your mom, which is of course very important, I'm talking about tasks that lead to the completion of projects that are important to you, that have high value. Then, if you do the math and multiply 2 items a day times the 260 or so business days a year, you **end up having done more than 500 very important items each year! That is no small amount of achievement is it?**

So by all means, do not let your to-do list scare you. Do make sure however that you make a list each day and tackle, rather, commit to, getting those one or two, okay three high value items done each day.

You will love yourself and all that you have achieved to no end.

9. FOCUS ON ONE THING AT A TIME

Ok, Ok, I know that “everyone” says that “multitasking” is the way to go. Well, here’s my apology to “everyone”.

Multitasking does not work! It is actually counterproductive. There are countless studies that have shown this.

We used to think that we get more done by multitasking, but in reality, going back and forth from task to task isn’t beneficial. Our brains use tons of energy each time we change focus. It can also take up to a minute or more to pick up speed on the 2nd task each time you switch between tasks. Trying to perform two tasks at the same time actually takes it’s toll on productivity, and as I said, time and energy.

I will admit though, that there is a way to get more than one thing done at a time, and that is **Task-Stacking**. This is done by combining two or more tasks that do not compete for your attention and brain energy. Try listening to audio-books while exercising, calling your mom while on the drive to or from work, and so on. These are just a couple great ways to leverage your time.

So, keep focused on one task at a time, and see your energy and time preserved. And see how your productivity soars!

10. MEDITATE

At the risk of repeating what I stated above, the very act of just stopping for a couple of minutes and allowing myself to control my brain, my body, and my thoughts, has taught me that I can step away. I can take control of myself and therefore dictate my outcomes.

I have found that once I started daily meditation so much has changed for the better in my life. I am able to focus more. I have more energy, and quite simply I get more done and am more relaxed throughout the day.

So for you dear reader, each day, preferably in the morning and before you do anything else, take just a few minutes to dictate to the world and to yourself exactly who is in charge of your life. You are in charge of you!

GET TO WORK!

In closing, it all comes down to taking action. I have outlined above a number of strategies that can immediately boost your productivity.

Keep moving, keep taking action. Once you have your priorities decided, and set up a regular routine, all you need to do is take action and keep things in motion. Don't worry about things that are out of your control. Focus on what you can control, and what you can complete.

Get things done. Stick to your schedule. Focus, Thrive in your the results!

To your success!

Avi

I hope that you have gained as much as I have
from this book and its life-critical tools.

Want to really take your Productivity and De-Procrastination to the next level?

I invite you to work with me FREE of charge
for a results packed, no obligation 20 minute coaching session.

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