
BLOGHAPPYCLUB
We make blogging easier

**PRODUCTIVITY + TIME
MANAGEMENT**

PLANNER

INTRODUCTION: PRODUCTIVITY ISN'T JUST ABOUT GETTING THINGS DONE

Productivity is defined as “the effectiveness of productive effort, especially in industry, as measured in terms of the rate of output per unit of input.” Essentially, it is a measurement of efficiency.

For some people, it's simpler to view productivity in the currency of time. There are only 24 hours in a day, 60 minutes in an hour, and 60 seconds in a minute. If you live 60 years, you will have lived 525,600 minutes.

While you can lose and gain money, esteem, friends, possessions and more, the one commodity you can never get back is time. Improving productivity in your profession helps you get more accomplished in less time, allowing you more time to go about enjoying the 525,600 minutes you have.

Productivity in blogging is not simply doing something for the sake of getting it done. It's about doing the right things at the right time to achieve maximum efficiency for your effort. Believe it or not, efficiency is sometimes about doing nothing at all. Taking a break. Recharging your batteries. Mentally preparing for what comes next.

The real key to remember is that everyone has unique needs when it comes to maximizing efficiency for optimal productivity. If your goal is to accomplish more in less time, then you need to make the following seven steps the foundation of your blogging work week.

1. Know your productivity type.
2. Discover your peak energy time.
3. Get yourself a simple kitchen timer.
4. Make friends with your calendar.
5. Batch your tasks, theme your weeks.
6. Schedule your downtime.
7. Review, reconsider, rework.

Each step is essential for helping you learn to manage your time rather than being managed by the lengthy list of items on your to do list.

You know, those never-ending lists that just grow overnight.

Doesn't it seem like you cross off one item at a time but you add 3 more items in its place?

Sigh.

I know your pain.

This kind of rat race makes it seem like you will never catch up and never have time to relax. But as you learn more about your personal productivity needs, you will find that you are not only able to improve the quantity of work you accomplish in your day, but also the quality of work you accomplish.

How does this happen? You will learn how to make small tweaks to your blogging habits to improve your mood and your productivity. We will focus on learning to do certain tasks during the hours when you are most productive, focusing your attention in short bursts of time and scheduling vital downtime on your calendar so you have an opportunity to enhance creativity, boost energy, and get a greatly improved return on investment for your time.

Take the time to learn the ins and outs of each of these seven steps so you can take your blogging further than you've previously dared to dream possible.

STEP ONE: KNOW YOUR PRODUCTIVITY TYPE

Are you the type of task-driven person who cannot stand seeing unchecked boxes on your "to do" list? Or are you driven by deadlines and can't seem to get started until a hard deadline is looming on your projects? Knowing your productivity type can help you prioritize your work so you can accomplish more in your day.

The Four Productivity Styles

There are actually four different productivity styles seen in the workplace today. One of these likely applies to you. The more you know about your own productivity style, the better able you will be to find the right cues to keep you on task and on target throughout the workday.

The Prioritizer

You prefer to stick to the facts. You like data, logic, and are exceptional at critical thinking. You are so focused on your tasks you may not invest much attention or effort on determining how the task is accomplished.

As this title implies, you are exceptionally skilled at prioritizing tasks so you are uber efficient and can easily meet deadlines. You can make decisions easily but often prefer to work alone.

On the flip side, some of your pet peeves may include: daydreaming, idle office gossip, missing or incomplete data, inefficient use of time, vague instructions, or water cooler conversations.

A Prioritizer is an exceptional worker, even in a team environment; they just don't want to be in charge of the team. Give them their directions and their deadline and let them go to town.

Prioritizers who work alone can benefit from hiring a business coach to map out a blogging plan and talk out their goals. Once those goals are set, prioritizers can focus on the smaller tasks leading to those goals.

The Planner

You are a detailed thinker who is always organized and thrives on detailed plans, lists, and order. You are well aware of deadlines and always make a to-do list at the end of your day.

Planners are not very spontaneous, however, and may struggle with creative thinking or working outside the box. They may also find it difficult to contribute in team meetings because they need a little more time to think about the topic in depth before contributing ideas or solutions. Planners also have difficulty reprioritizing tasks and don't take change well.

Once you figure out your peak energy and how to maximize your use of those hours you will be an unstoppable force. You'll know exactly what to do from your list and you'll feel empowered taking advantage of your peak work hours.

In a team setting, planners are key to finishing projects on time. They are the keepers of the work schedule and will hold the other team members accountable for meeting their deadlines.

The Arranger

You are an emotional being who thrives on working in groups, managing meetings, and creating and selling your ideas. You have a bubbly personality and would cringe at the idea of working alone; you need that personal interaction and you thrive in a group setting. You are thoughtful and encouraging to others and excel in team projects or when partnering with another person.

However, a weakness of an Arranger is easily getting distracted by chit chat and struggling to focus on your tasks. Implementing the Pomodoro technique can greatly help Arrangers

focus because they know in a short amount of time they can reward themselves by chatting with others.

In a team setting, Arrangers quickly take control of the group and assign tasks to each team member. They act as the team cheerleader by encouraging other team members and having a positive attitude about the project at hand.

Arrangers who work solo, however, tend to rely on social media for their personal interaction. They can also benefit from a shared workspace or from working in a coffee house where there is a constant hum of activity.

The Visualizer

You're the one who needs to juggle multiple projects at any given time to maintain interest in anything. You're full of ideas and energy to begin projects, but often find completing them to be difficult. You keep an office that's nearly as cluttered as your mind and you love it there. If you have 15 piles of paper on your desk, you know exactly what's in each of those 15 piles.

Visualizers are creative thinkers who are spontaneous. They can easily switch gears on a project and welcome change. Visualizers also see the big picture and tend to focus on the end result as opposed to the smaller tasks which lead to that end result.

Working on a team, Visualizers can run amok with a project if they aren't reigned in. However, they often have brilliant ideas to enhance any project and are quick to mention ideas in a meeting.

For Visualizers who work solo, batched tasks and theme weeks may help you maintain your focus without growing too bored with the scenery.

The better you understand your productivity type, the more tools you can utilize to maximize your potential and that of your blogging business.

Exercise: Identify your productivity type.

ANSWER THESE QUESTIONS			
<ul style="list-style-type: none"> ■ You like facts, data + logic ■ You're a critical thinker ■ You attack your task list like a champion ■ You don't like to waste time ■ You need firm deadlines ■ You prefer to tackle one goal at a time vs multitasking ■ You come across as rigid, controlling + competitive ■ You care more about getting the task complete rather than HOW it gets done ■ You love analyzing data 	<ul style="list-style-type: none"> ■ You are not spontaneous ■ It's difficult for you to think "outside the box" ■ You love lists ■ You are detail-oriented ■ You need to understand the sequence of tasks ■ You love calendars or project-planning tools ■ You thrive on having a schedule or action plan ■ Your emails are detailed, often with bullet points ■ You follow up with others quickly 	<ul style="list-style-type: none"> ■ You love working in groups ■ Managing meetings comes easily to you ■ You are thoughtful + encouraging to others ■ You can get distracted by small talk ■ You are a natural communicator ■ You need eye contact with others ■ You are concerned with how tasks will help or affect others ■ You often express concern for others 	<ul style="list-style-type: none"> ■ You are full of ideas + energy ■ You often have difficulty finishing projects ■ You thrive under pressure ■ You get bored handling just one project at a time ■ You are the ultimate multitasker ■ You focus more on the big picture than on small details ■ You are spontaneous ■ Your workspace is messy ■ You can easily integrate new ideas or concepts
You're a PRIORITIZER	You're a PLANNER	You're an ARRANGER	You're a VISUALIZER

STEP TWO: DISCOVER YOUR PEAK ENERGY TIME

Have you noticed that you seem to be more efficient at your job during certain hours of the day than others? Most people have times when all pistons are firing. During these times you are revved and ready to roll. You also have times when it's all you can do to keep your eyes open.

It isn't about your natural sleep cycles. Rather, it's about your peak energy times. Learning to identify those hours when you're most and least productive can help you arrange your workday so that you accomplish vital tasks when your energy is high and focus on more menial or administrative matters during hours of low efficiency.

Why are Peak Energy Times so Important?

Your primary mission, when working to improve productivity, is to identify your hours of peak performance and your hours of weak performance so you can use them both wisely. Trying to produce peak performance during hours when your energy is low and your attention divided is like trying to swim against the current. You make little forward progress and find that you're exhausted and frustrated as well.

When you learn to work with your peak energy times rather than against them, you will begin to feel as though you're moving with the flow and the current is actually carrying you through some of your tasks for the day – even tasks you might ordinarily procrastinate taking on.

How do You Identify Peaks and Valleys in Your Energy?

The first step in understanding your peak energy times of day is to observe yourself as you go about your day. During what times of the day do you feel more creative, energized, and ready to go?

Some people stumble into work in the morning in search of the nearest vat of coffee. Seriously, it takes that much to get them going while others seem to be chipper as little squirrels scurrying about. Don't you hate them?

People in the earlier group are obviously not in their peak performance patterns during this early part of the day. It may take them a little more time to get going and ready to work.

While the latter group is off to the races and ready to topple dictatorships – or the latest technological issue, whichever presents the most complex problem. Needless to say, this

group of people is operating at their peak efficiency in the morning hours. On the flip side, they are probably in a nearly comatose state once the 10:00pm news comes on television.

If you've never paid attention to these peaks and valleys before, start taking note of how you feel during certain parts of the day. Make notes in your journal or in a memo app on your phone. Also take note of how you feel after meal times because your diet can also play a part in your energy supply. After a few days of note-taking, you'll begin to notice a pattern and can learn to capitalize on those peaks.

How do You Capitalize on Your Peak Energy Hours?

Most energy spikes last approximately 90 minutes and some people will experience two or three peaks and valleys in a 24-hour period. Once you've identified your highs and lows, the key is to tackle the right tasks at the right time.

For instance, you want to tackle your most demanding tasks during the hours when you have the greatest amount of energy. Then you want to distribute tasks that require less energy during the times when your mental focus is divided and you are more easily distracted.

Arranging your tasks according to your peaks and valley will help you accomplish more in the same amount of time while also improving the quality of your work.

Exercise: Schedule your tasks according to this Action Priority Matrix

Quick Wins	Major Projects
<p>Tasks that are HIGH impact with LOW effort to complete</p> <p>Focus your efforts here! These are projects that will appeal to your audience but are easy for you to produce.</p>	<p>Projects that are HIGH impact and need HIGH energy to complete</p> <p>These projects give good returns but are time consuming to complete.</p>
Fill Ins	Thankless Tasks
<p>Tasks that are LOW impact with LOW effort to complete</p> <p>Delegate these tasks. They are not money makers.</p>	<p>Tasks that are LOW impact with HIGH effort to complete</p> <p>Avoid these tasks. Are they necessary to the success of your blog? Can you delegate them?</p>
Notes	
<p>Score your tasks <u>first</u> based on IMPACT to your audience, then by the EFFORT needed to complete them.</p>	

Exercise: Track your energy peaks + valleys during the day; find a pattern + work on your “Quick Wins” and “Major Projects” during those PEAK times

Early Morning Hours	Late Morning Hours
<p>What’s your morning routine?</p> <p>What time do you start work?</p> <p>Take note of your mood + your energy level.</p> <p>Is this a PEAK or a VALLEY? (Circle one.)</p>	<p>How do you feel after coffee?</p> <p>Do you eat breakfast or a mid-morning snack?</p> <p>Take note of your mood + energy levels.</p> <p>Is this a PEAK or a VALLEY? (Circle one.)</p>
Early Afternoon Hours	Late Afternoon Hours
<p>Did you have a healthy lunch?</p> <p>Did you meet people for lunch?</p> <p>Take note of your mood + energy levels.</p> <p>Is this a PEAK or a VALLEY? (Circle one.)</p>	<p>Do you have an afternoon slump?</p> <p>Can you focus on tasks or are you distracted?</p> <p>Take note of your mood + energy levels.</p> <p>Is this a PEAK or a VALLEY? (Circle one.)</p>
Evening Hours	
<p>Did you have a healthy dinner? Are you energized or ready for bed?</p> <p>If you’re a natural night owl, take advantage of this prime productivity time!</p> <p>Do you love your late hours or do you resent having to work now?</p>	

Productivity + Time Management Planner

Is this a PEAK or a VALLEY? (Circle one.)

STEP THREE: GET YOURSELF A SIMPLE KITCHEN TIMER

It sounds overly simplistic, doesn't it? The idea that a simple kitchen timer can help you eke out a momentous amount of added productivity in your day. It is, however, a tried and true tactic that has helped many seasoned professionals accomplish so much more in less time.

You may have heard of it. It's called the Pomodoro Technique and the philosophy behind it is sound.

You've probably heard the old riddle "How do you eat an elephant?"

The answer is, "One bite at a time."

It's meant to show that sometimes tasks seem too big to swallow in a single bite, like the elephant. The Pomodoro Technique helps you break down these monumental tasks into bite sized pieces.

Rather than attempting to eat the entire elephant in one bite – or complete the entire task in one marathon work session, you break it down into smaller pieces. Using a kitchen timer.

How can a Kitchen Timer Help Your Productivity?

If you're like the average person, you probably tend to procrastinate with projects that seem too big to tackle. You put them off until it's do or die time and then you feel like you've sprinted an entire marathon by the time you finish.

By using a kitchen timer, though, you can break down the project into short, timed intervals of focused energy. Twenty-five minutes is the recommended interval for this method.

Once you set the kitchen timer, you focus only on your project and nothing else until the timer rings. No phone, no emails, no social media. Only strict focus on the task at hand.

Then you take a break. Five minutes is perfect. It's enough time to give your brain a break but not enough that you get pulled into another distraction. Don't forget to set your timer here as well. Use this time for a bathroom break, refill your water bottle, or simply stretch your body.

Once you've completed four of these sessions, you take a longer break. Make this one a 20 to 30-minute break – long enough to recharge.

Then you begin the process again.

Why is the Pomodoro Technique so Effective?

Maintaining focus is one of the most difficult things people struggle with in the average workday. It is hard to stay focused on deep work tasks when there are so many distractions. Email, phone calls, Facebook, and Pinterest are all just a click away when you're working on the computer and any one of those things has the potential to become a giant rabbit hole you can't climb out of.

The Pomodoro Technique allows you to indulge in these things in short spurts but pulls you back into your work quickly when your mini breaks are over.

Why a Kitchen Timer and not Your Phone Timer?

Kitchen timers are small investments, many costing less than five dollars. It's well worth the price you pay to avoid the distractions that exist on your phone where you can access games, Facebook, Twitter, Instagram, and more.

The goal, after all, is to improve productivity, and not to provide an additional opportunity to embrace distractions.

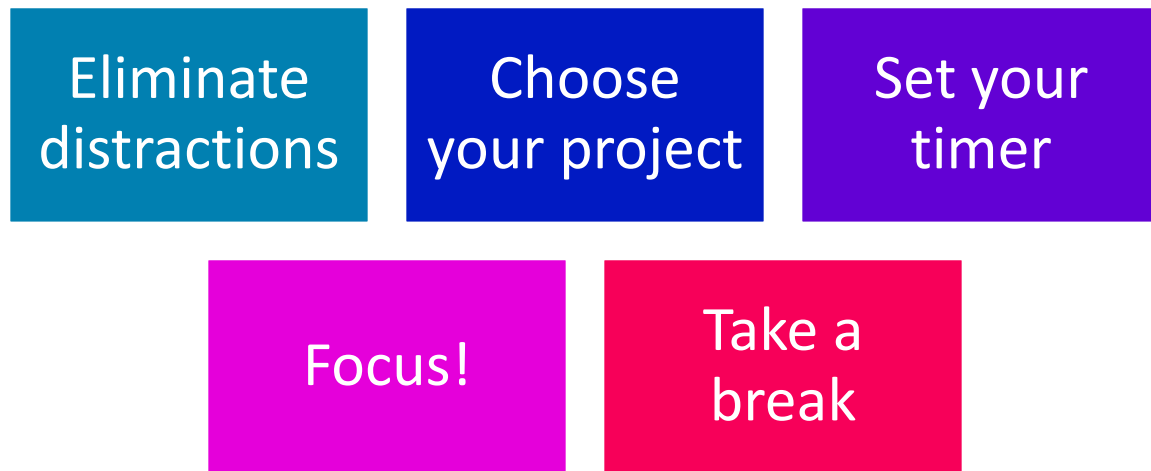
Of course, there are Pomodoro apps available for your phone which block access to your phone during your work time, thus reinforcing the need to focus on your task. One novel app is Forest, which allows you to set the timer for any interval and a tree grows while you're working. If you access your phone before the timer goes off, your tree dies; if you continue working until your break, your tree is added to your personal forest.

Don't care about growing trees? Check out the many dozens of Pomodoro apps on iTunes and the Google Play Store for Android.

Skeptical if this process can work for you?

Of course you are. Try it on for size though and see what a difference it can make for you. At worst, you have a new timer for your kitchen. At best, though, you've awakened to a whole new world of productivity possibilities...and a lot of completed projects!

Here's the Pomodoro technique in a nutshell...



Exercise: Which tasks and projects need your undivided attention? Which tasks can you delegate?

Tasks I Must Handle:	Tasks I Can Delegate:
<i>Ex: coaching clients, creating my signature product, interviews, video recordings, webinar hosting</i>	<i>Ex: email management, blog post writing, social media, customer service, personal tasks, interview bookings, research</i>
Notes:	
<i>Ex: create/brainstorm outline for my product; prepare for interviews</i>	<i>Ex: send notes to VA for this month's email newsletter; weekly status meeting with VA; send editorial calendar or blog post titles to writer</i>

Exercise: Set yourself up for success by eliminating known distractions.

If...	Then...
<ul style="list-style-type: none"> ■ You are distracted by household chores ■ You constantly pick up your phone or surf the web ■ You constantly fall into a rabbit hole while on social media ■ Your family + friends call or visit often 	<ul style="list-style-type: none"> ■ Work remotely at a coffee house or library ■ Place your phone in another room + turn off ringer + notifications ■ Create a social media plan + set a timer (+ consider hiring a social media assistant) ■ Create + enforce blogging hours

STEP FOUR: MAKE FRIENDS WITH YOUR CALENDAR

Your calendar is something you may look at every single day when working, but is it a useful tool or do you mostly take it for granted? It's something that is always there and, quite frankly, underutilized by the masses. Don't make the same mistake so many others make. It could undermine all your efforts to boost productivity and squeeze better results from your workday efforts.

Using Your Calendar More Efficiently

Greater efficiency is an important goal. It often begins with mastering the fine art of scheduling your day. That requires you to become closely acquainted with your calendar...the right way.

Unfortunately, many people go about the process all wrong and wind up viewing the calendar as more of a stumbling block rather than the efficiency boosting tool it really is. These pointers will help you get better results from your calendar efforts.

Use One Calendar

This calendar will be your lifeline for personal and professional appointments, errands, to do lists, and more. If you try to keep separate calendars for blogging and personal appointments one or the other of them will eventually become a tool for frustration.

Use a calendar that syncs with all your devices, so you never need to worry about missing an appointment. If you're worried about keeping blogging and personal appointments separate, consider color coding so you can prioritize and, when necessary, delegate. Google Calendar also allows you to sync calendars with your family members so everyone has access to each other's schedules. No more guessing about who's picking up little Suzy from school or driving your teenager to their job.

Record Appointments Immediately

Don't wait to record an appointment. Waiting increases the odds that you'll forget a key detail about the appointment or forget to record the information altogether. Besides, it's simply a good habit to get into – personally and professionally. Consider using an online appointment program where your clients can see the times you're available and book their appointments online, no matter the time of day. Very often they will book a time and then it's added straight to your main calendar.

Schedule Work Time Too

Sometimes, you simply have to pencil in time to get your work done. Otherwise your world will become one meeting after another with little time left over to work. Pencil in blocks of time each day to focus on work (take advantage of peak energy time for work and utilize lower energy time for meetings whenever possible so your best hours aren't wasted).

Make Your Calendar Public

When others in your organization see what hours you have blocked off for productive work and the hours you have available or "free" for appointments, there will be fewer conflicting events. Online project management services, such as Basecamp, allow your dream team support staff to log their vacation time or days off; likewise, they can login and see when you scheduled entire days for media interviews or client work.

Sometimes, a tool as simple as a calendar can help you establish boundaries, keep your schedule in check, and boost personal productivity and job performance.

Exercise: Which calendar is your perfect match?

Find Your Perfect Calendar...that You will USE!	
<ul style="list-style-type: none"> <input type="checkbox"/> Do you prefer paper + pen or digital? <input type="checkbox"/> Are you a Visual Learner who needs to SEE their day laid out in front of them? <input type="checkbox"/> Are you detail-oriented and need a lot of room for jotting notes or writing down goals? <input type="checkbox"/> Do you need to see the next steps of an action plan or a sequential list to prevent getting distracted from your task? <input type="checkbox"/> Are you a Critical Thinker who doesn't care about decorations and details? You just need a list of what needs to be done? 	
Digital Calendar Options	Paper Options
Google Calendar iCloud Calendar Outlook.com	Most paper planners also have a calendar so you can track your business goals along with important events and calls. Staples

Blotter (MAC)	Amazon
DigiCal (Android)	

STEP FIVE: BATCH YOUR TASKS, THEME YOUR WEEKS

Time-management masters know that to be truly efficient, batching is where it's at. Videos on Mondays, writing on Tuesdays, client calls on Wednesdays. You get the idea. But, did you know that you make one giant leap forward by adding themes to your week?

Benefits of Batching Tasks

Batching tasks allows you to focus all your attention on one specific task for the day. When you have a permanent rotation of tasks to accomplish within the workweek you'll find that you become quite efficient at each task in a day because you're not distracted by countless other tasks that must be done as well.

Combine this with the Pomodoro technique discussed in step three and you'll be zooming through your day getting more accomplished than you could have imagined just a few short steps ago.

What does it Mean to Add a Theme to Your Week?

Once you have a general productivity flow where you manage various aspects of your blogging in batches, you can take things forward another major step for focusing the time you're not devoting to the batched tasks for the day, each day of the week, to working toward the goals your theme identifies for you.

Possible themes vary but may include the following themes in your future:

Boosting traffic	Blog Maintenance
Boosting sales	SEO / Search Engine Optimization
Developing new sources of revenue	Brand building
Tax planning	Boosting engagement
Organization	Creating new products
Blog content planning + creation	Refining and improving existing products

Further learning

Each of these themes is important for the sake of your blog and can help you get a better return on investment by focusing your attention on one theme at a time rather than trying to work in countless small projects with many falling through the cracks.

Once you find a group of themes that benefit your blog, you might be wise to create a permanent rotation of themes to see how quickly this focus helps you improve your sales and grow your income.

Productivity is something all professionals strive for along with balance. Batching your tasks and theming your weeks helps you find balance in your work while boosting your productivity. Use your calendar to manage your rotation and keep you on track throughout the week as well.

Exercise: Create your weekly themes

Week 1 Theme:				
Monday	Tuesday	Wednesday	Thursday	Friday
Week 2 Theme:				
Week 3 Theme:				

Week 4 Theme:				
Brainstorming Notes:				

STEP SIX: SCHEDULE YOUR DOWN TIME

Burnout is a very real problem in every profession. No one can work efficiently if she's consistently overworked. Taking regular down time is essential for keeping pace with a productive schedule and maintaining your creativity and passion for your blog.

Down Time Restores Your Passion

It's hard to be passionate about anything when all you feel is exhausted. No matter how much pride you take in watching your blogging business grow, that excitement can quickly wane when you're having a hard time putting one foot in front of the other.

Scheduling down time helps you keep your focus on the reason you chose to create a blog in the first place. Some professionals give 180 percent to building their blogs only to lose sight of why they started their blogging businesses in the first place.

If you ask the average person why he or she went into blogging, the answer is often a search for freedom.

Freedom to have more time with family.

Financial freedom.

Freedom from being chained to a desk eight or more hours every day.

The freedom to be home with their children and still earn an income.

Whatever your reason, you probably never envisioned 10 to 12-hour days without taking breaks or having any down time at all.

Why is Down Time Essential?

What you may not realize about down time is that is time that's important for your brain to recover, regenerate, and reconnect with your inner creativity. The same creativity that is necessary to help your blog grow. Without sufficient down time in each day, you're going to quickly become stagnate and your blog will suffer as a result.

Most people understand the importance of vacations and time away from the office for helping you to recharge your batteries and get back to work. It's more difficult for people to grasp the concept that it is equally necessary to have moments of reflection during the day. These moments come in the form of regular breaks.

Getting the Down Time You Require

It's one way the Pomodoro technique, discussed in step three of this series, is so effective. Using the technique forces you to take micro breaks every 25 minutes and longer breaks every two hours. Following the technique forces you to follow through and take regular breaks.

How do you plan to work down time into your daily routine? Try it for a week and watch your blogging business soar.

Exercise: Schedule down time into your days

Daily Ideas	Long Term Ideas
<p>Morning Routine:</p> <p>Do you have the chance to enjoy peace + quiet before your family awakens?</p> <p>Do you have time to journal or read while enjoying your coffee?</p> <p>Other: _____</p>	<p>Schedule One Day Off:</p> <p>What will you do?</p> <p>Who will you see?</p> <p>Will you stay local or travel?</p> <p>Other: _____</p>

<p>During the Workday:</p> <p>Try stretching during your Pomodoro breaks</p> <p>Can you enjoy a 20 minute walk outdoors, unplugged from your phone?</p> <p>Other: _____</p>	<p>Make Plans for a Long Holiday Weekend:</p> <p>What will you do?</p> <p>Who will you see?</p> <p>Will you stay local or travel?</p> <p>Other: _____</p>
<p>Evening Routine:</p> <p>Do you have a meal planned or do you scramble every night?</p> <p>Does your family help you cook?</p> <p>Are you unplugged or still getting calls?</p> <p>Other: _____</p>	<p>Plan a Week-long Vacation</p> <p>What will you do?</p> <p>Who will you see?</p> <p>Will you stay local or travel?</p> <p>Other: _____</p>
<p>Bedtime Routine:</p> <p>Do you unplug an hour before bed?</p> <p>Do you read or meditate?</p> <p>Does warm tea or a hot bath relax you?</p> <p>Other: _____</p>	<p>Bucket List Vacation Ideas</p> <p>What's on your dream list?</p> <p>Do you want to relax or have adventure?</p> <p>Will you stay local or travel?</p> <p>Other: _____</p>

Exercise: Create a vision board (or add photos to your current vision board) of relaxing things or places you want to try.

What relaxes you?	
What takes your mind off work?	
Who or what makes you smile?	
Where do you want to live or travel?	
What's on your bucket list?	
What do you dream about?	
What are your hobbies?	
Relaxation or adventure?	

YOU'VE NEVER CREATED A VISION BOARD?

1. Find pictures from old magazines or from online and cut or print them out.
 - o Let the photos speak to you. What is your subconscious attracted to?
2. Arrange the photos on a piece of poster board and glue them down (or use tape).
3. If using online photos, arrange them on a blank document and save as your welcome screen, or a screen saver.
4. If using printed photos, hang your vision board in a prominent space where you will see it every day and gain inspiration.

STEP SEVEN: REVIEW, RECONSIDER, REWORK

Like any good system, the system you follow to improve productivity and time-management should constantly evolve as your needs change. It is essential that you take the time, at least once each year, to determine what is working for you and what is not.

Once you've made these key determinations, it is time for you to make changes designed to improve your time-management skills and boost personal and professional productivity.

Review Your Productivity Techniques

While most of the time it is best to focus on the road ahead of you, there are times when you see things more clearly in the rear-view mirror than when looking at what's ahead of you. The time to review your techniques to see what is working is one of those times.

Consider all the steps and techniques learned in these lessons as well as the ones you've developed on your own to see which ones provide the most prolific results for you. Capitalize on the techniques that deliver results time and time again.

These techniques and productivity tactics will become the foundational cornerstones of your professional life.

Reconsider What Does Not Work

If it isn't working for you, it's time to consider shaking things up and making changes. However, you don't have to abandon a technique that has not yet fully realized its potential for you on a professional level.

Examine it closely to see if, perhaps, it is not the best utilization of your resources. You may find there are other techniques for boosting productivity that match your interests and personal style better. Those may be worth trying instead of something that isn't currently delivering the desired results.

Rework Productivity Enhancements that aren't Comfortable Yet

In some cases, you simply need to rework your approach and make subtle changes designed to boost its potential for enhancing your career. Your current efforts may not be there yet, but you still feel as though you're getting somewhere.

Nothing works for every person, every time. You may need to tweak, twist, and turn the same techniques that appear to be working for everyone else to make them your own, so they work for you.

Make changes. Measure results. Don't be afraid to go back to the drawing board if necessary.

Boosting productivity is a lifelong effort for many professionals at every level. As long as you keep working towards a more productive workday, you will continue to see improvements.

Exercise: Reflect on what productivity tasks work best for you, which you need to do more often, and which ones you want to dump

Which Productivity Tasks Did You Try?
<ul style="list-style-type: none"><input type="checkbox"/> Work during your peak energy time<input type="checkbox"/> Use the Pomodoro technique + a simple kitchen timer<input type="checkbox"/> Utilize a calendar<input type="checkbox"/> Batch your tasks, theme your weeks<input type="checkbox"/> Schedule your downtime<input type="checkbox"/> Other: _____
What Worked or Didn't Work for You?
Brainstorm Ways to Improve these Techniques
Other Notes

