

**LIKE MINDS
CREATE**

PRODUCTIVITY HACKS



As entrepreneurs, solopreneurs or small business owners (or all three!) our time is precious. Sometimes it's just us working late into the night to meet deadlines and to keep the cash flow positive.

Working smarter, not harder is the name of the game.

SUPERCHARGE YOUR PRODUCTIVITY

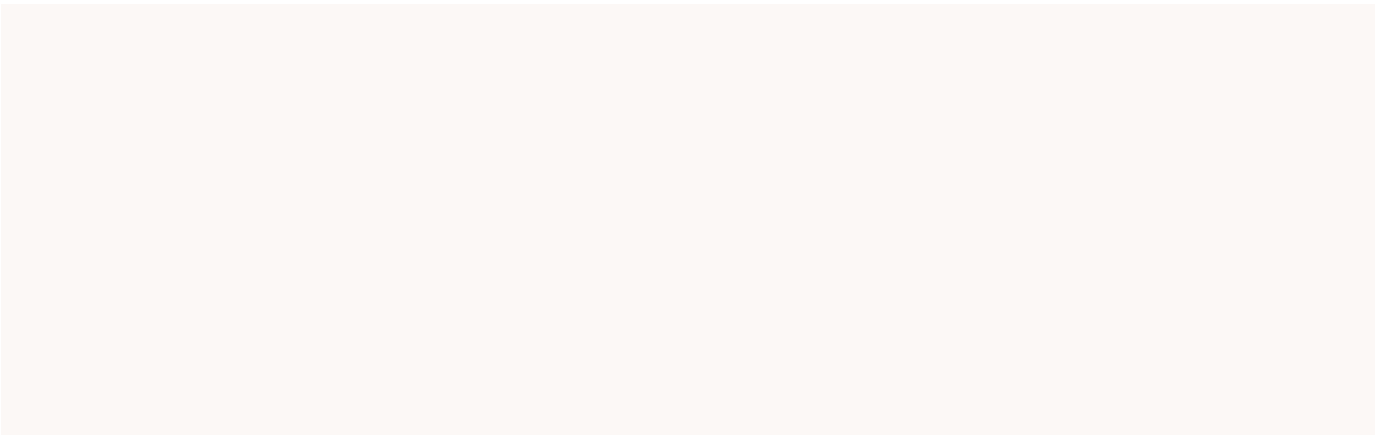
We've put together a short activity to supercharge your productivity and to make the hours you spend at work as enjoyable as they can possibly be.

Your challenge is to take 15 minutes out of your day - which could lead to you discovering a whole new level of productivity. Pick up a pen and a scrap piece of paper and work through each of the statements below.

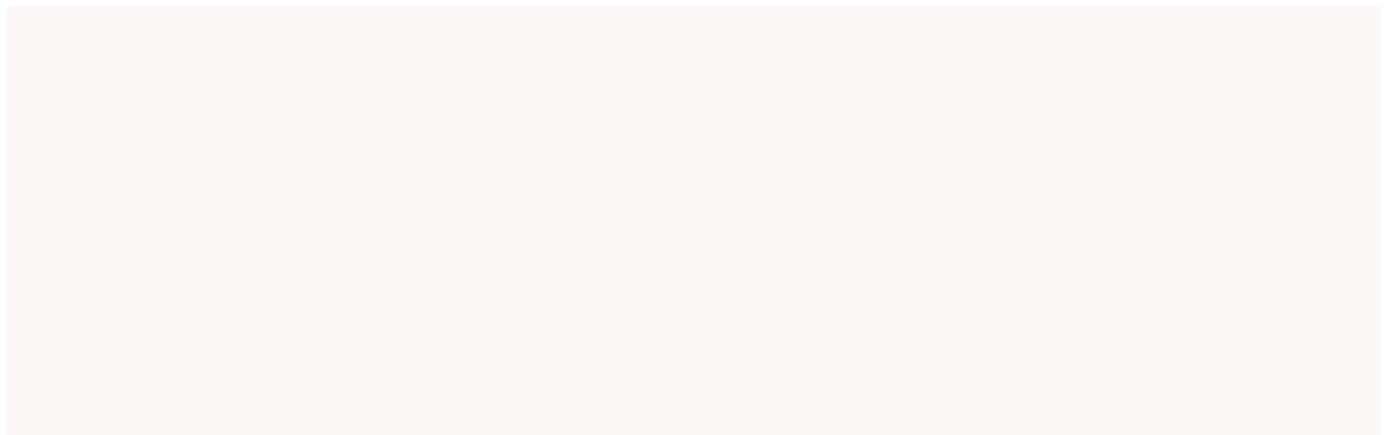
LIST 3 THINGS YOU COULD TO ADD TO YOUR WORK SPACE THAT YOU WOULD ENJOY SEEING.

eg. pot plant, painting, photos of family

LIST 3 THINGS YOU WANT TO ACHIEVE THIS MONTH.

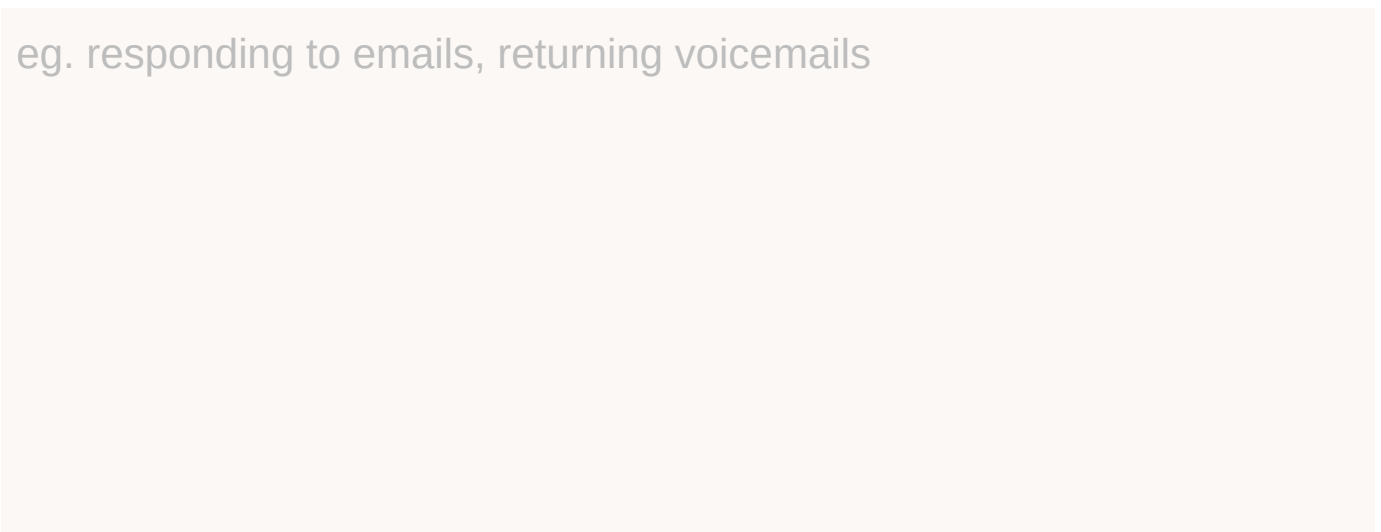


NOW SET YOURSELF A DEADLINE TO COMPLETE EACH OF THESE THINGS.



REFLECT ON TASKS WHICH YOU ARE CURRENTLY MULTI-HANDLING. THIS CAN ARISE FROM MULTI-TASKING OR NOT COMPLETING THOSE 2 MINUTE TASKS. LIST THOSE THAT AFFECT YOU MOST.

eg. responding to emails, returning voicemails



LIST YOUR 3 BIGGEST DISTRACTIONS.

eg. kids, meetings, phone calls

WHAT CAN YOU DO TO MINIMISE OR OVERCOME THE DISTRACTIONS YOU LISTED ABOVE?

LIST ANY NOTIFICATIONS THAT YOU CURRENTLY RECEIVE WHICH COULD POTENTIALLY BE TURNED OFF. EG. EMAILS, SOCIAL MEDIA, NEWS ALERTS

PLUS: TURN THEM OFF RIGHT NOW!