



5-MINUTE PRODUCTIVITY PLAN

Most people are not as productive as they could be because they waste time, do jobs inefficiently, or procrastinate on projects so that they fall behind and feel overwhelmed. Being productive means maximizing scarce resources, accomplishing what we want to accomplish, and spending time doing what we value.

Take Control

What are my top three outstanding projects right now? My life would be better if these projects were finished:

1. _____
2. _____
3. _____

Do I need help to get these done? Yes No

Do I want help to get these done? Yes No

If I had help, would they get done faster? Yes No

Who can I ask for help?

SDS

To be more effective at the important things, stop doing the things that don't matter.

(SDS = Stop Doing Stupid)

What are three things I do on a daily basis that take up time that I do not need to do?

1. _____
2. _____
3. _____

Time Vampires

We all have people, events, and the unexpected crisis that take up our time. Sometimes other people impose their timelines into our lives and they waste our time, throwing us off schedule or not completing their part of a project that impact us.

Identify who or what waste our time:

1. _____
2. _____
3. _____

Nice Ways To Stop Interruptions

I'm on deadline.

Can we please catch up later?

Thanks for stopping by. Good talking with you.

What works for me is:

1. _____
2. _____
3. _____

Do What We Do Best

We tend to gravitate toward those jobs that we like or are good at. ASK: Am I the best person to do this? Can someone else do it better or at a lower opportunity cost? If yes, consider outsourcing, or trade tasks with someone else.

I can outsource or trade:

1. _____
2. _____
3. _____

5-Minute Jobs

What can I get done today that will take less than 5 minutes? Return a call, walk the dog, do some pushups, send a card, post on social media, clear the desk, empty the trash, etc.

Quick tasks that will decrease my stress and increase my productivity:

1. _____
2. _____
3. _____