

A soft-focus background showing a desk with a pen and a notebook. The text is centered over this scene.

HABITS TO GET
MORE OUT OF
YOUR DAY

Introduction

Today is a fresh opportunity to make a difference in your life. To take yourself further than you have done by taking massive, determined action.

There is so much capacity within you but that can only be harnessed when we focus our resources on mastering a single area of our lives. Because where our focus goes, our energy flows.

PUT YOUR ENERGY INTO ONE THING

We all have 24 hours and a finite amount of energy and time. Channeling that energy into many projects at once gives us little progress in lots of things but not a lot of progress in one thing.



“If there are nine rabbits on the ground, if you want to catch one, just focus on one.”

JACK MA, CHINESE BUSINESS MAGNATE,
INVESTOR AND PHILANTHROPIST

3 DEADLY TYPES OF UNPRODUCTIVITY

Many people don't achieve and even fail in life because they don't understand how to be productive to achieve more.

This can happen in three ways:

01 LACK OF SYSTEMS

Not having systems and processes in place to help you make the best use of your 24 hours can lead to half finished projects. Constantly moving from one thing to another. Displaying lack of consistency, unreliability and broken promises of action.

02 OVERLOADING YOURSELF

Taking on too much is a sure way to ensure you are not going to be effective. If you get behind it's because you have more incoming things than you're getting done.

**Both the effective and ineffective have 24 hours
The difference is the effective person gets more value out of the hours**

03 NOT FOLLOWING THROUGH

To be unproductive is to fail to follow through.

You can work all the hours in the day but if you never bring anything to fruition then you will be unproductive. This is easily done. All you need is to distract yourself constantly with new projects.

The effectiveness of a person is not by how many projects they are working on, but by how many they have brought to fruition. Effective people can handle more because they are better organised. Unproductive people put in more hours than productive people, not due to laziness but perhaps working too hard on the wrong things.

7 HABITS OF HIGHLY PRODUCTIVE PEOPLE

"The hunter who chases two rabbits catches neither."

01 THEY KNOW HOW TO SAY NO.

Time is precious and once spent cannot be given back.

Learn to think of how to use your time wisely and not just spend it. Not everything you do is a priority and needs to be on your schedule. Instead, schedule your priorities.



02 THEY UNDERSTAND LITTLE AND OFTEN

One of the major causes of procrastination is that we look at an entire project and that scares us. The best way to look at it is little and often. Take small steps on the project as often as possible. Resistance to a project builds up when we look at the whole instead of the steps and then don't take any action. The Key is to start making progress then continue.



03 THEY ASK THEMSELVES EACH DAY WHAT SHOULD I BE DOING?

Narrow your focus and be selective about what you should be doing. Don't focus on what you have to go through, focus on what it will feel like at the end when you've accomplished what you're supposed to have done.



7 HABITS OF HIGHLY PRODUCTIVE PEOPLE

04 THEY USE THE 80/20 RULE

The Pareto principle suggests that 20% of what you do will count for 80% of your results. Productive people identify the activities that will produce the biggest returns. Focus on your most important tasks.



05 THEY KNOW WHEN TO RECHARGE

Taking time off is not a luxury its a necessity. Knowing when to stop and recharge will increase productivity not diminish it. According to research, taking time off reduces stress, sparks creativity and improves your health. By the way Instagram was an idea started on holiday.



06 THEY WRITE THINGS DOWN

Whilst I love technology writing things down actually boosts your memory and improves your ability to understand concepts according to a [study in 2014](#).



07

THEY AVOID DISTRACTIONS

Productive people understand how important it is to disconnect from technology to focus on one task.

Your smartphone is a major distraction. Turn it off, put it on silent whenever you need to focus on something important.

Resist the urge to check it every 5 minutes. Consider putting it in another room.

A **study** by the University of Texas showed that people who do the whole working on a task were significantly more productive than people who had their phones sitting next to them.



“One reason so few of us achieve what we truly want is that we never direct our focus; we never concentrate our power. Most people dabble their way through life, never deciding to master anything in particular.”

– Tony Robbins



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