

Cheat Sheet:

10 Top Productivity Tips For Outstanding Business Growth {Without The Dreaded Overwhelm}

1. Remember your Big Why

It keeps you motivated and gives you clarity over which actions matter most.

2. Stop Multi-Tasking

Get back here, now, and become a secret completer-finisher.

3. Touch everything only once

Do it. Ditch it. Done. Make your 'holdover' pile a thing of the past.

4. Stop Checking Your Email

The world rarely comes to an end if you only check it twice a day - freeing up time.

5. Get Your MIT Done First

Just imagine a year of your MIT being done each day!

6. Set up tomorrow today

The extra few minutes at the end of today could save hours of distractions tomorrow.

7. Don't forget to breathe

Feed your brain the oxygen it loves and be rewarded with clarity & concentration.

8. Fire off some endorphins

Smile! Sixty seconds. Even better: laugh. Endorphins = feel good = productivity up.

9. Take a break

Shake off the sluggishness, get some air, and return refreshed and revitalised.

10. Watch your mind talk

Stop the 'not enough time' stories. Instead: "I am grateful for the time I have."

Bonus: Spend Your Time Like Money

And spend your energy even more carefully. Practice consciously choosing.