



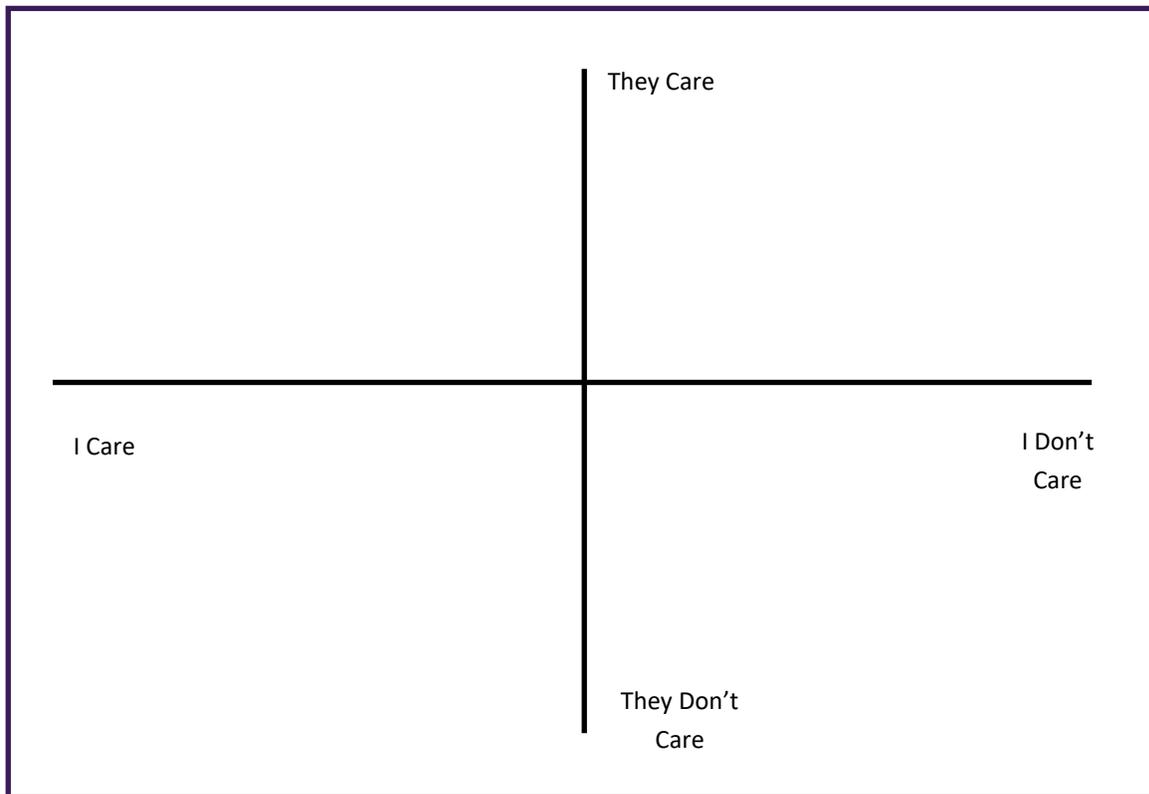
What Isn't Serving You?

Sometimes, when you aren't being as productive as you want to be, it is hard to put your finger on the reason. Here are some tips that might help you identify what may be holding you back:

What should you not be doing?

Over time, we become progressively less productive because we let a bunch of things that have become unproductive take over our time. It was probably serving a purpose when you started doing it, but over time, it lost its value and you've just kept doing it because you've always done it.

Use the matrix below to plot your tasks and determine which ones should be getting less of your attention:



Are you following your priorities?

What are the highest priorities in your life? We call this your North Star List, and you can learn more about it by listening to episode 1. If you want to be productive, you need to ensure that you are only doing things that support your priorities. As a matter of fact, we've even done an episode just about this topic: The Foundation of Productivity is Priorities (episode 37).

If you haven't got a North Star List yet, you should create one now.

List your responsibilities as they are described in your job description. Include responsibilities from your personal life that are currently happening. Don't include items that are currently only a dream ("When I have more time I'd like to learn to sail").

- 1.
- 2.
- 3.
- 4.
- 5.

Mindset

Recognize that mindset can impact your productivity. Take away the power that the thought has over you. Become aware of the mindset that is impacting your productivity.

What are you telling yourself that is impacting your mindset?

How often do you say "I don't have time to get everything done."

Catch yourself answering the question 'how's it going?' with the response 'Busy'

Recognize that how you spend your time is your choice. If you don't feel like you are getting the right things done, you have the choice to do things differently.