



# Personalizing Your Productivity System

Becoming more productive is something everyone wants to accomplish. It reduces stress, and makes you more successful in life. The interesting thing about it is that making productivity a priority makes productivity something you hardly think about.

Now that you know the components of a productivity system:

- Your North Star List
- Your List of Inputs
- Time-bound activities
- Task Categories

Its time to put together a system that works for you. As we've said many times, productivity is personal. No two systems are alike. You'll need to define something that works for you. We've put together a list of questions that will help you work through the creation of a process. Each question is intended to help you think about what might need to go into your productivity system. Not all questions will resonate with you right now, and that is ok. Think of these questions as a guide, not as instructions.

Congratulations on taking this step toward making productivity a priority. Here we go!

Looking at your North Star List, are there areas that you feel like you aren't giving enough attention to? What projects or tasks are not getting enough of your attention?

For each area of your North Start List, what current tasks and projects do you have going?

When looking at your list of inputs, are there any specific inputs that seem to cause you more trouble than others? Are you always forgetting to do something from one input?

Are you giving too much attention to any particular input?

As you look at your list of inputs, are there common categories that you could lump together? For example, as you determine how you will incorporate email into your system, you should consider all of your email accounts. What else can be lumped together?

When you are running on all cylinders....everything is in alignment and you feel like you've had a productive day....what went right?

How will you keep track of all of the tasks on your list that fall into the category of 'this will take time'? If we call these projects, how will you track these projects?

Do you need to track your work projects separately from your personal projects?

Can you separate projects that are a priority (important and urgent and important but not urgent) from projects that are not a priority?

What is your process for taking something from the project list and making it a current project?

What is the best way for you to track your Someday/Maybe items? What is your process for taking something from the Someday Maybe list and putting it onto your current project list?

How will you handle time-bound activities?

Layout all of the components of your system. Does it make you feel like you've got a system that will work for YOU?

#### Recommended Resources:

Back in 2016, I did my first blog post on my productivity system. [Check it out](#) and see how my system has changed since then!

For a great podcast on productivity, check out [Productivityist](#)