

Productivity Unleashed

26 Ways To Achieve More In Less Time

Clint Salter - June 2024



Best Lessons From The Top 9 Productivity Books

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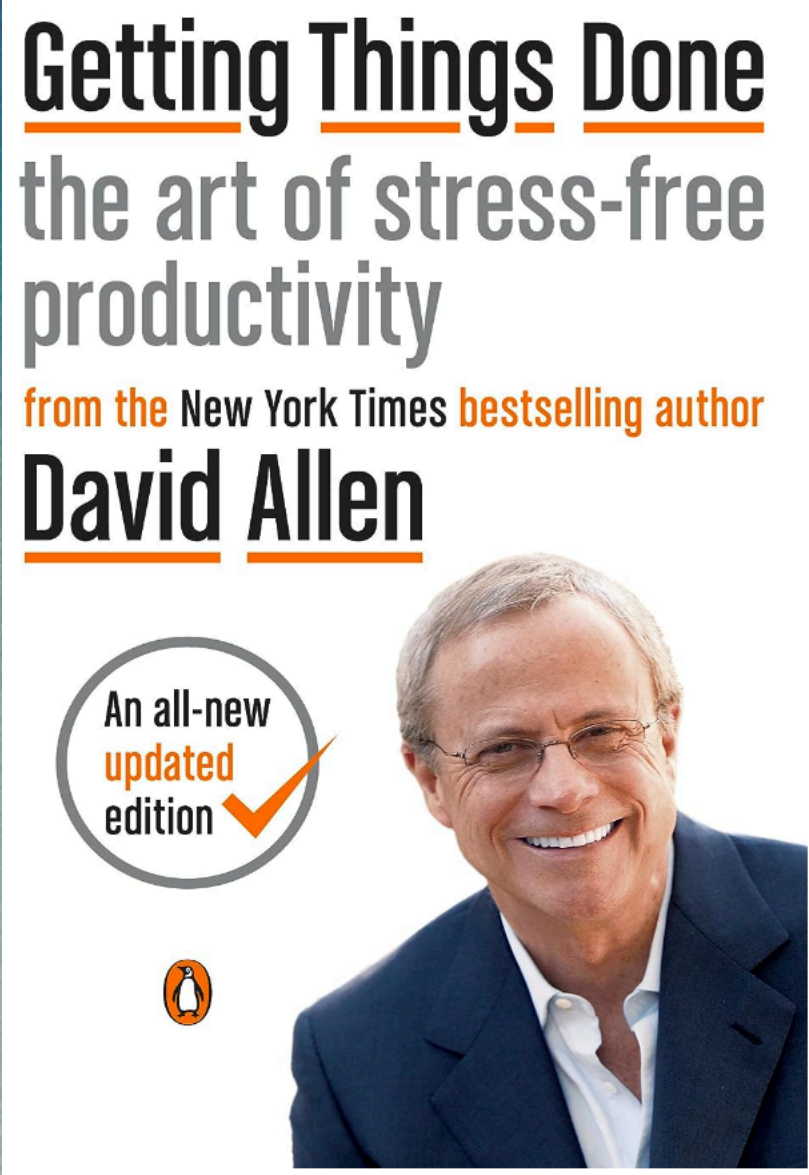
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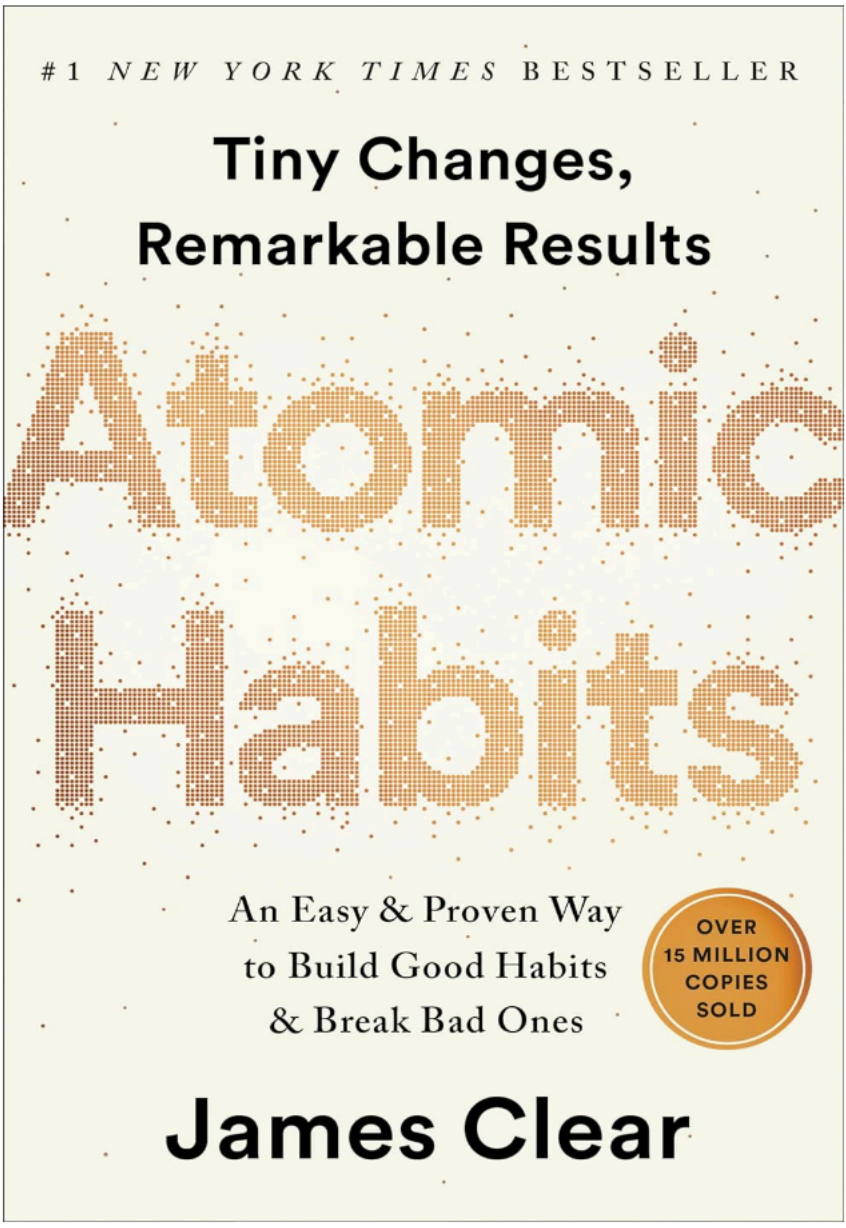
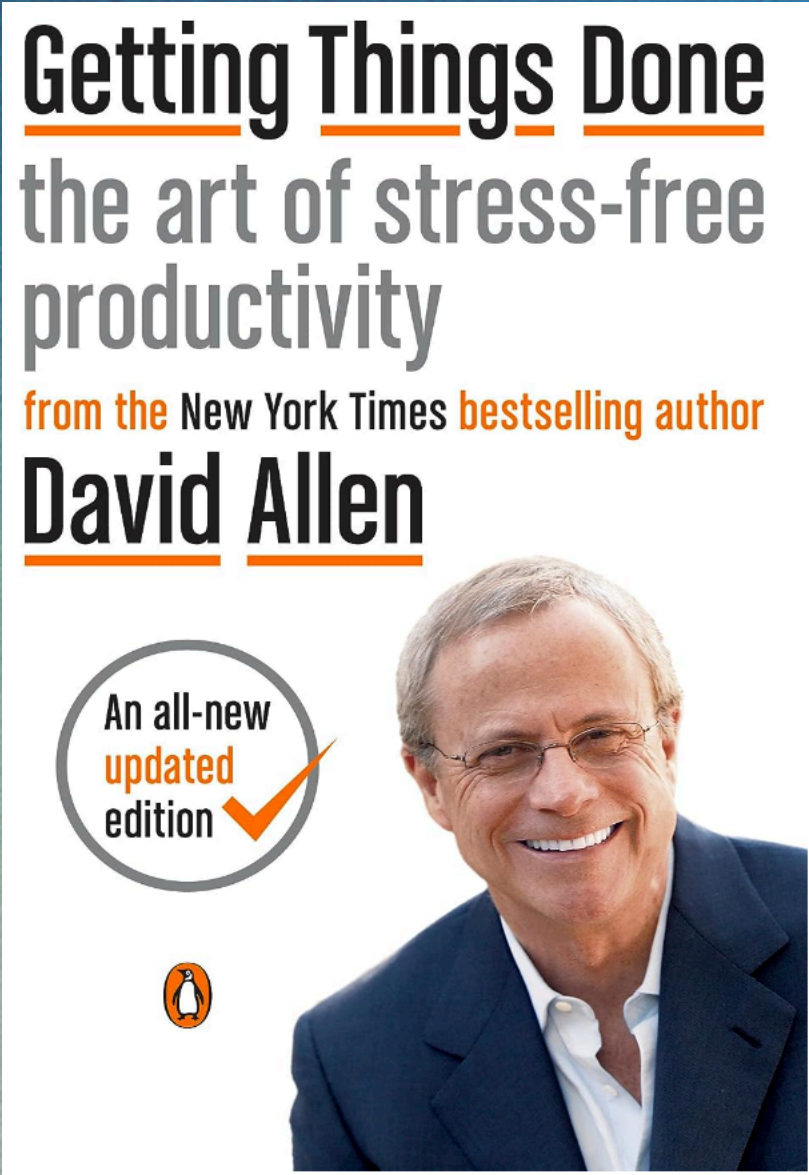
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1. Getting Things Done by David Allen

- 1. Capture everything in trusted systems:** Write down all tasks, ideas, and reminders in a reliable system to free your mind from holding information.
- 2. Clarify what each task entails:** Determine the specific actions required for each task to move it forward.
- 3. Review and update regularly:** Frequently review your task lists and projects to keep them current and relevant.



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2. Atomic Habits by James Clear

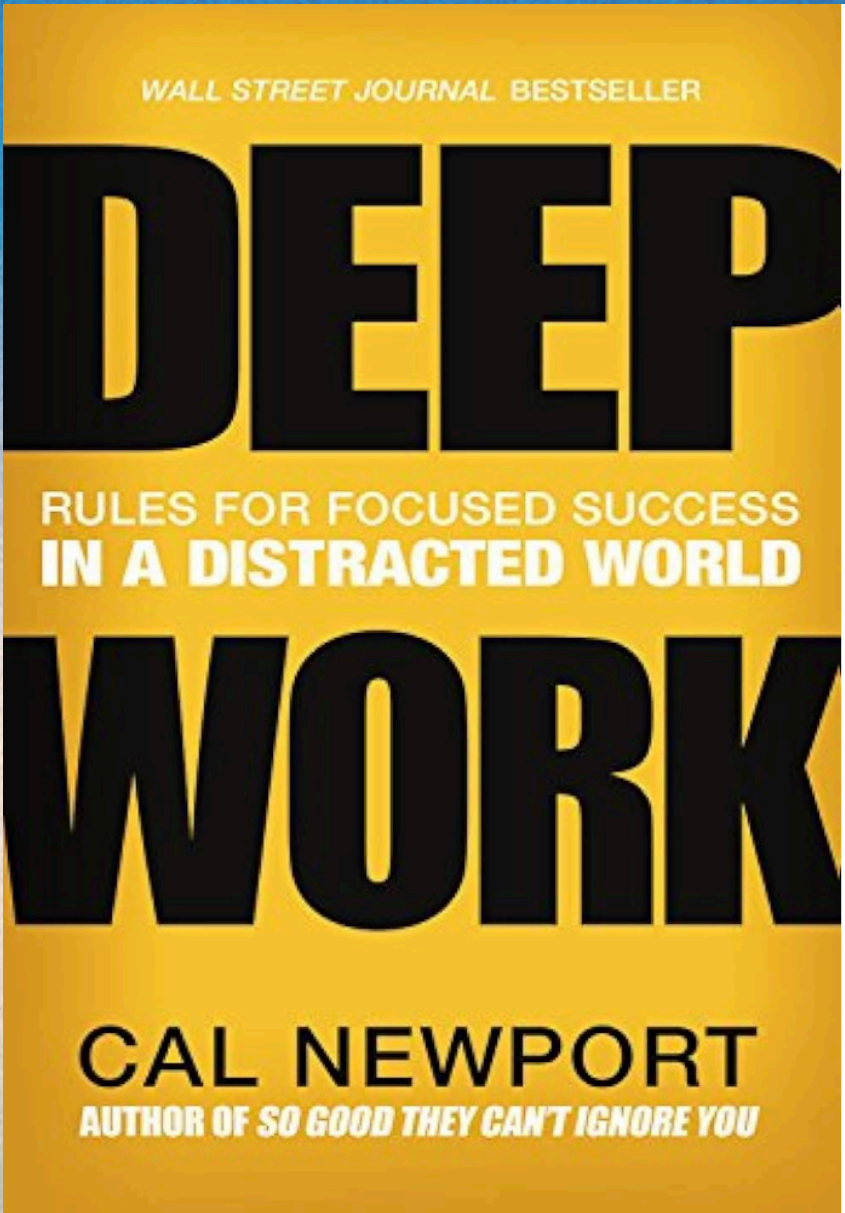
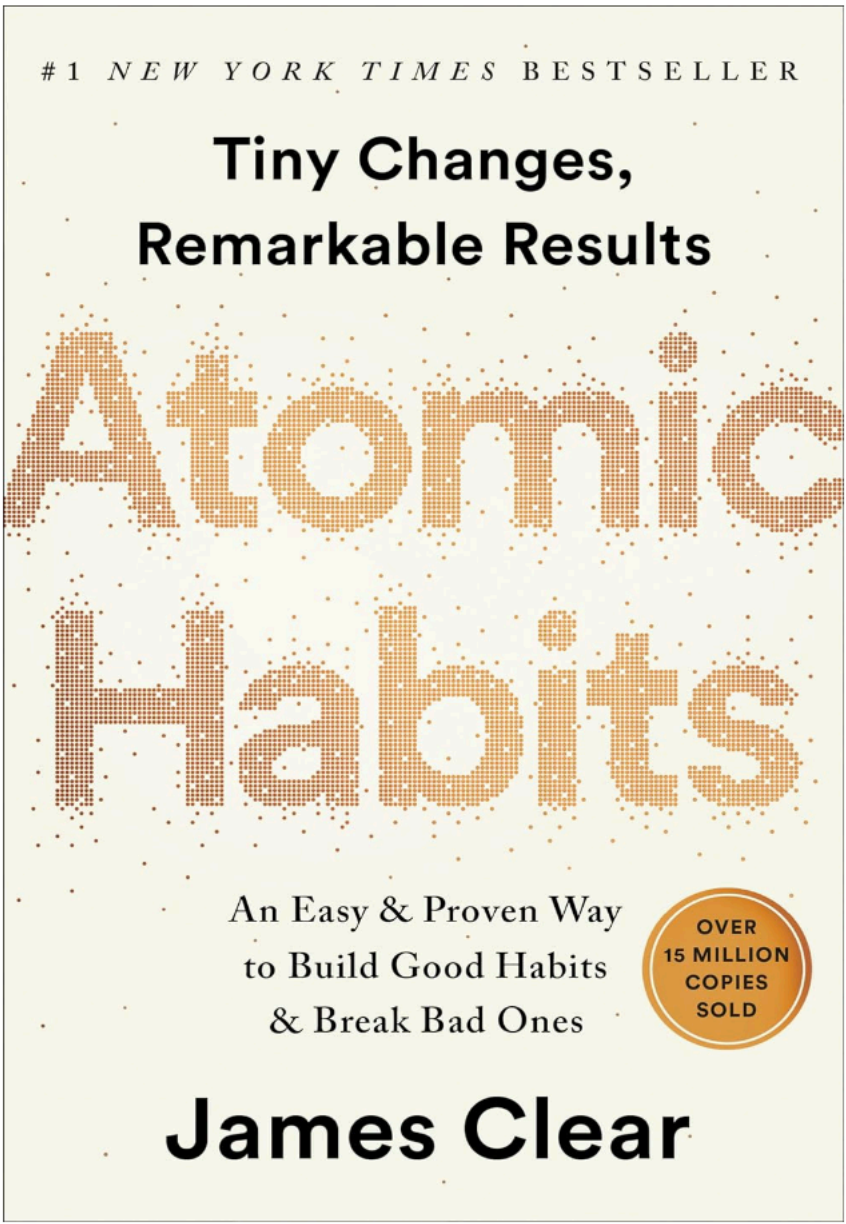
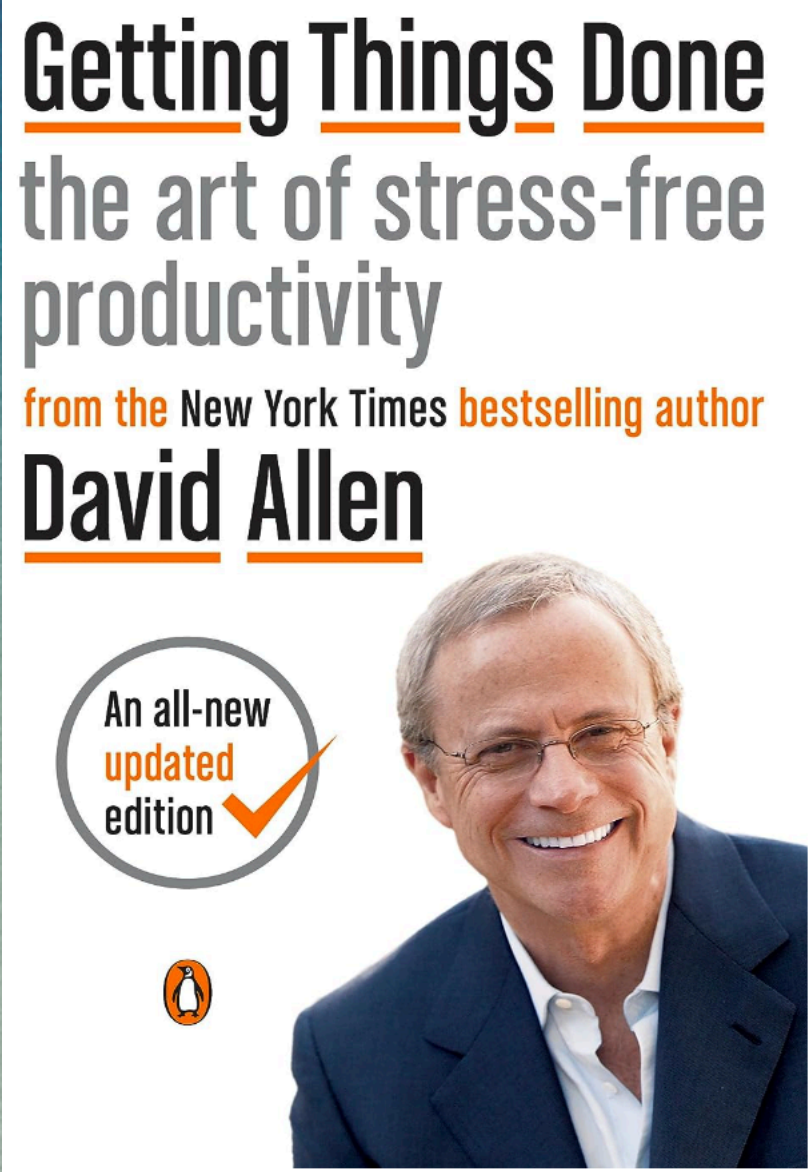
4. Focus on small, incremental improvements: Make tiny changes consistently to achieve significant results over time.

5. Make habits obvious, attractive, easy, and satisfying: Use cues to trigger habits, make them appealing, simplify the process, and provide rewards to reinforce them.

6. Employ habit stacking to link new habits to existing ones: Attach a new habit to an already established routine to create a seamless transition.



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3. Deep Work by Cal Newport

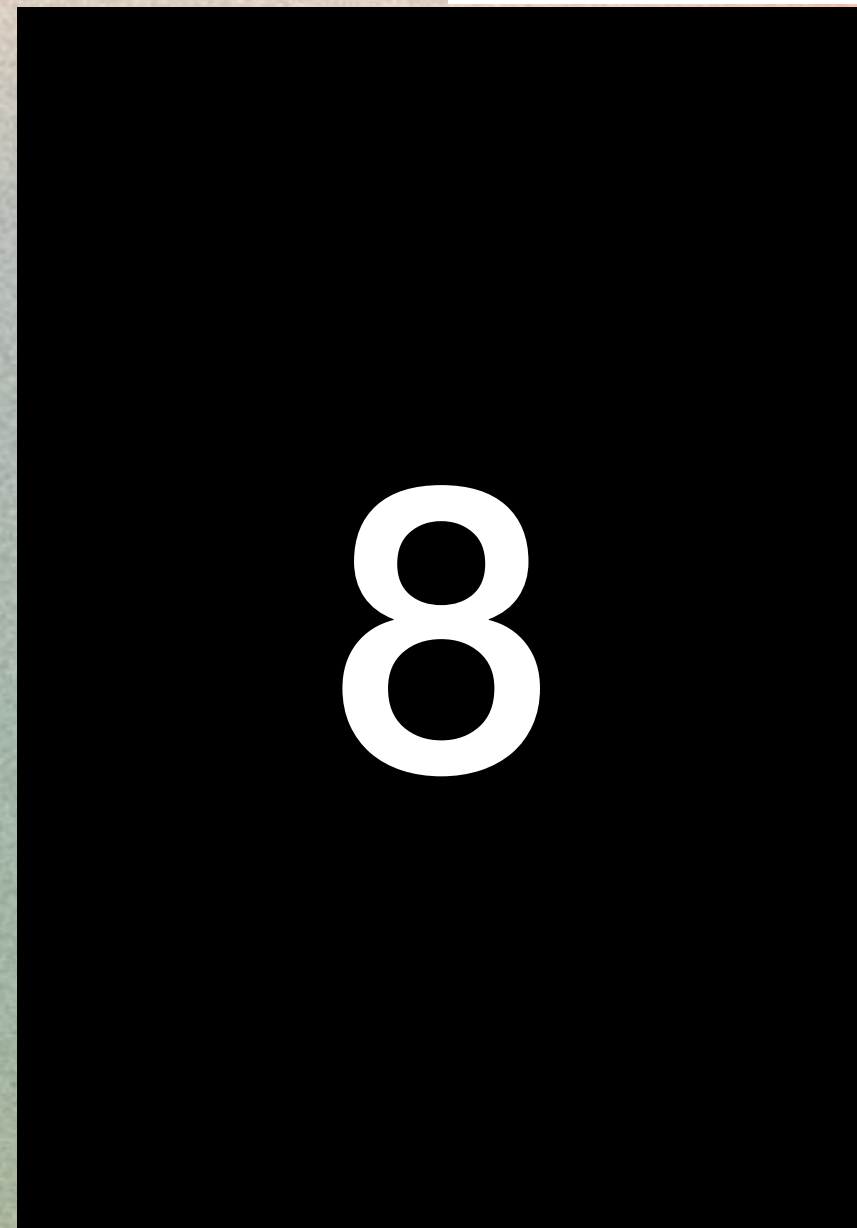
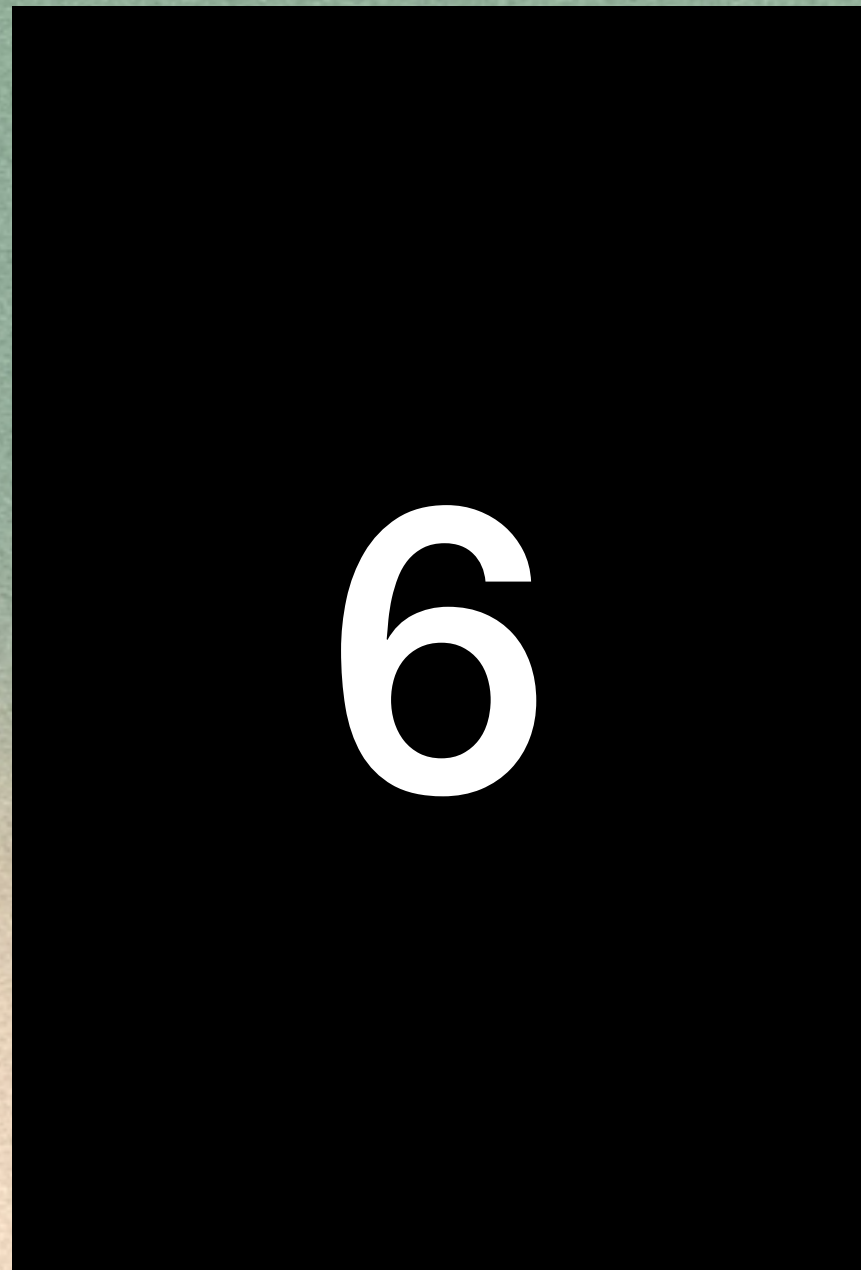
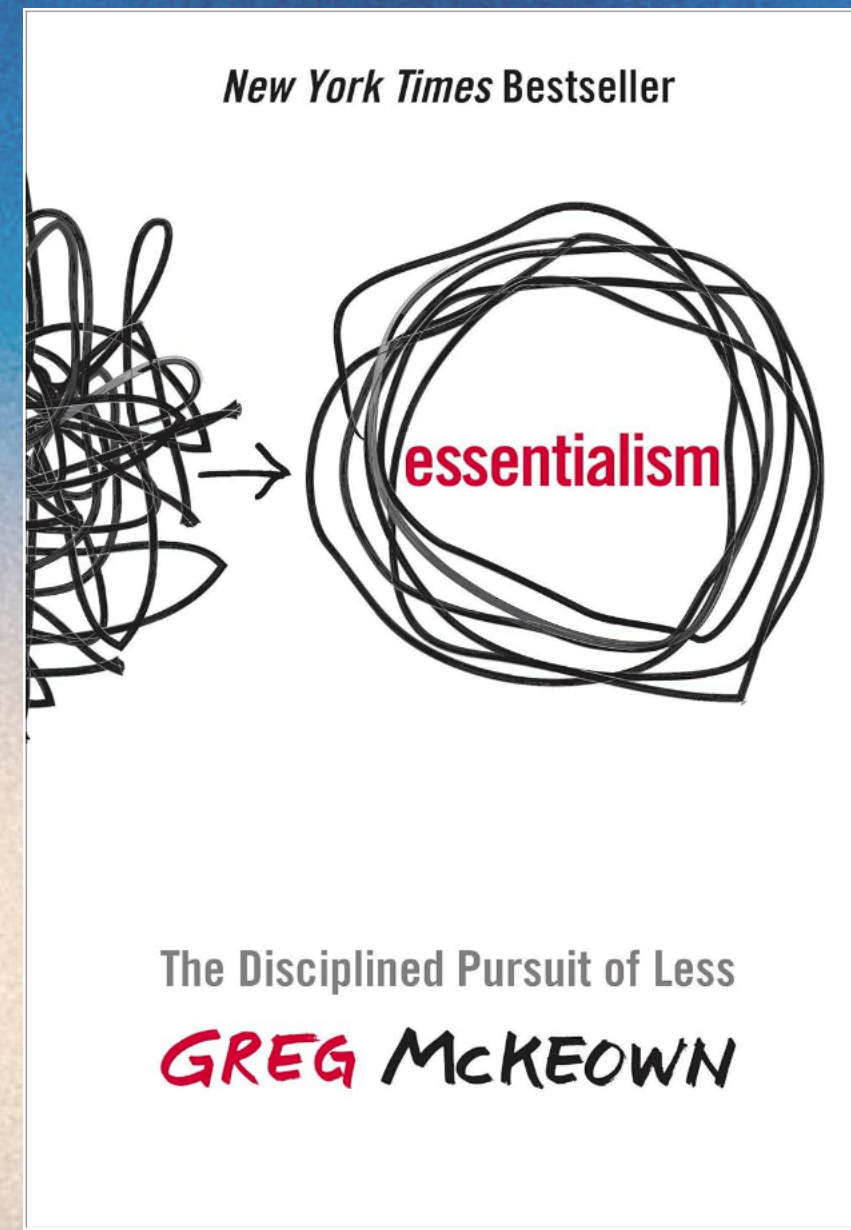
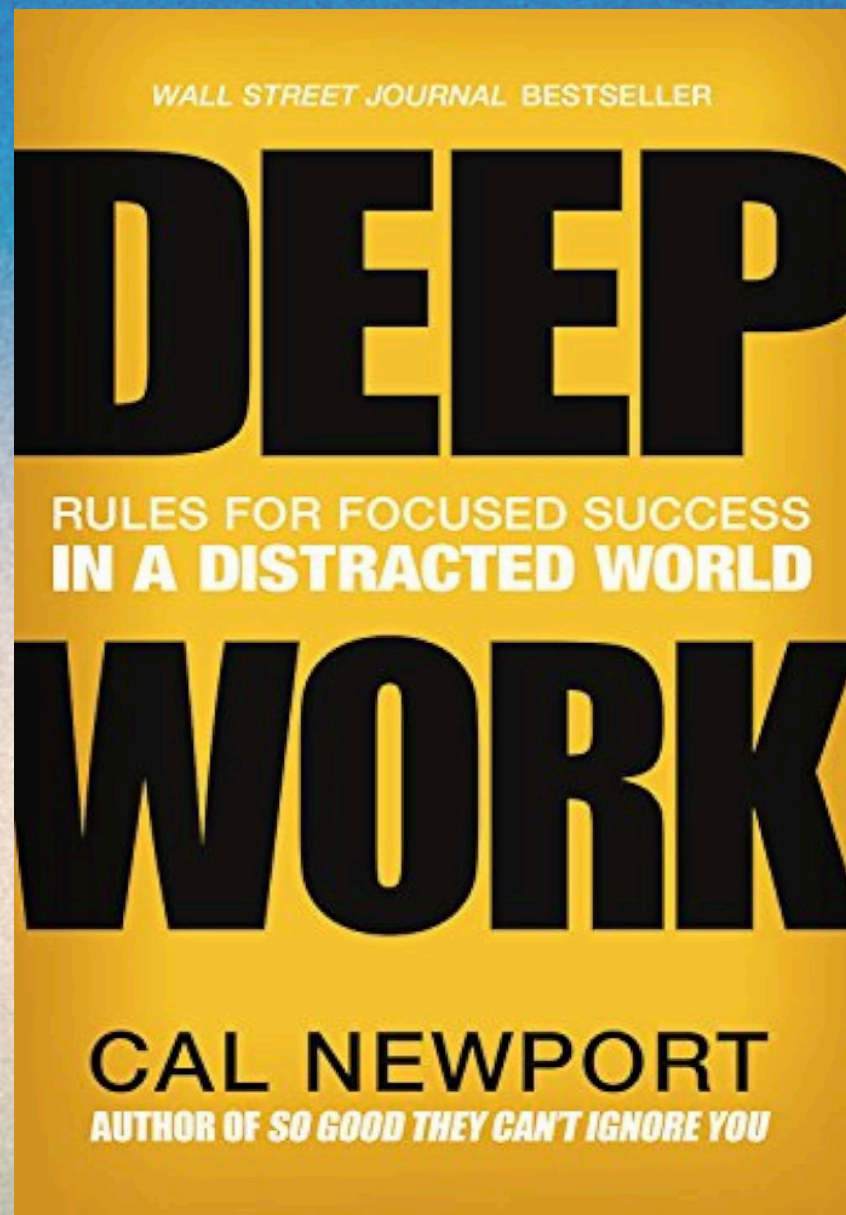
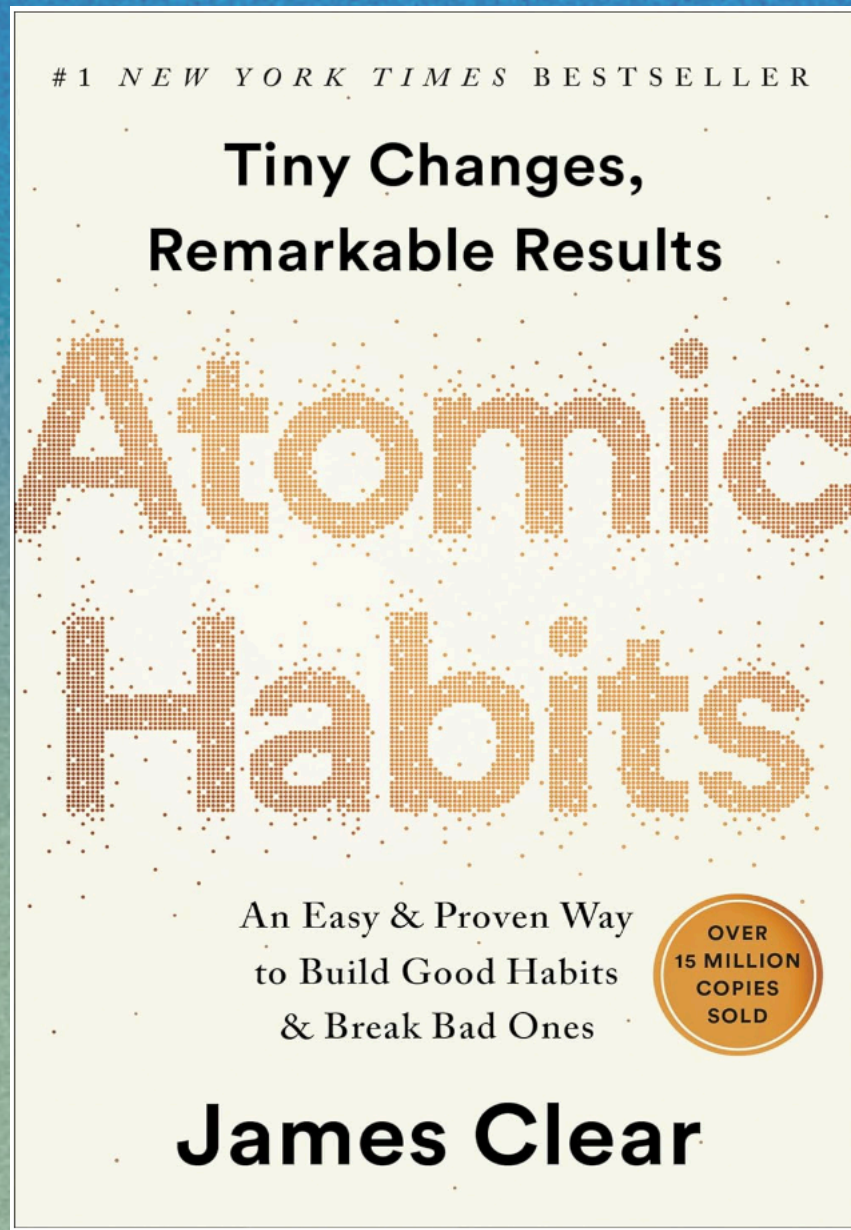
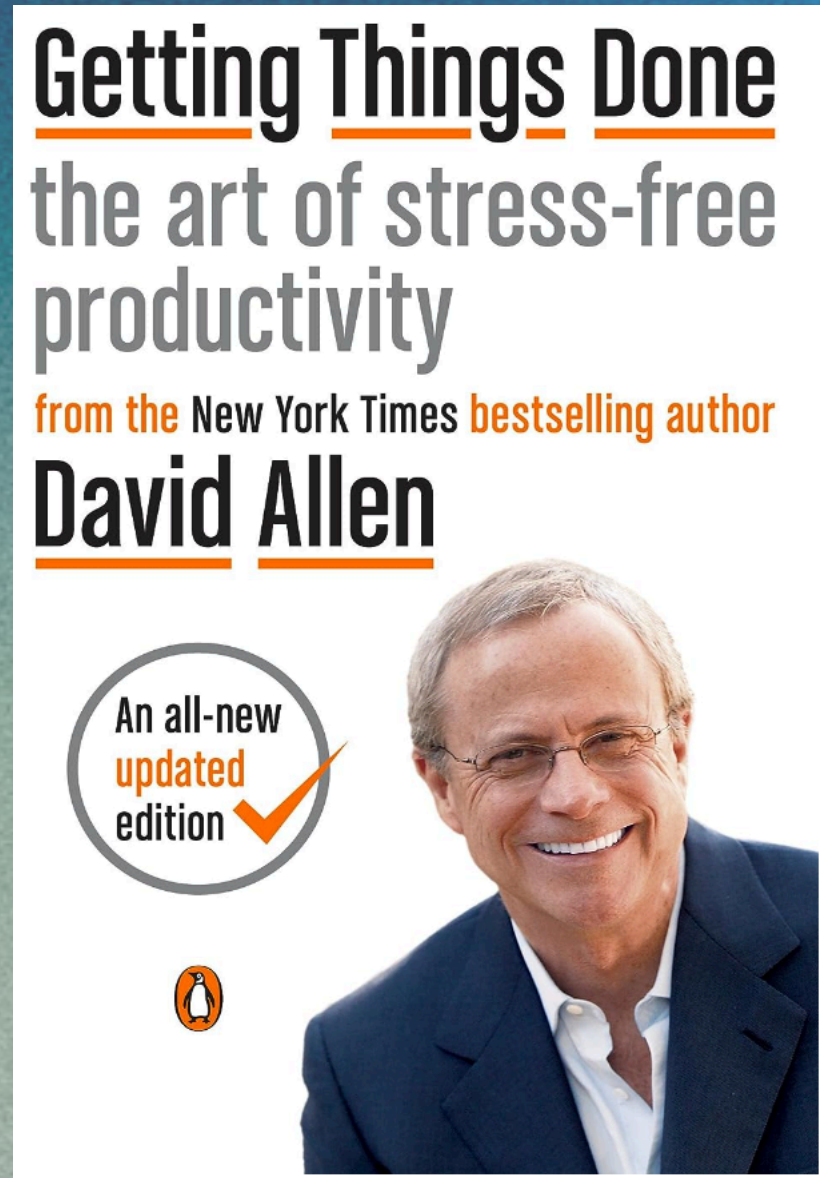
7. Schedule uninterrupted blocks of time for deep work: Allocate dedicated time periods to work on complex, high-value tasks without interruptions.

8. Minimize distractions and interruptions: Create an environment conducive to focus by reducing noise, notifications, and other potential distractions.

9. Cultivate the ability to concentrate intensely: Train your brain to focus deeply through practice and eliminating shallow, distracting activities.



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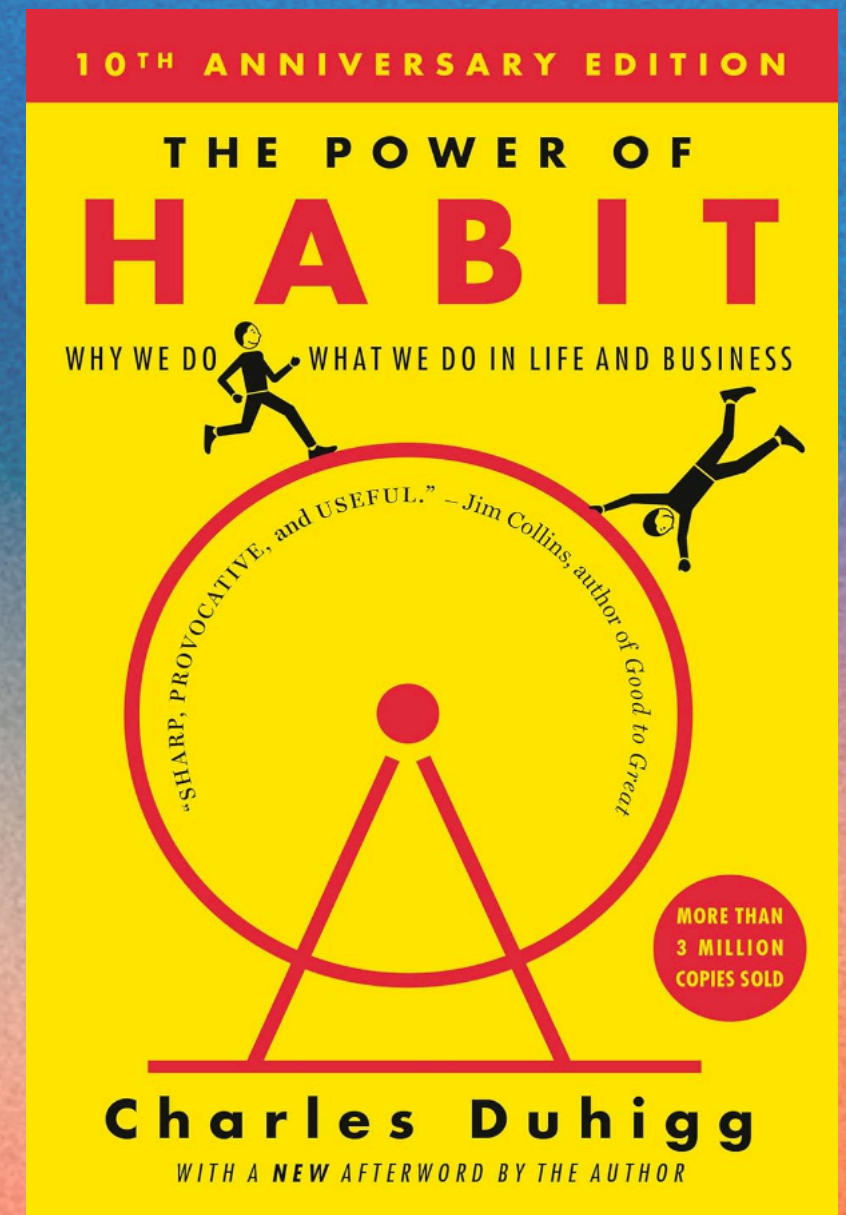
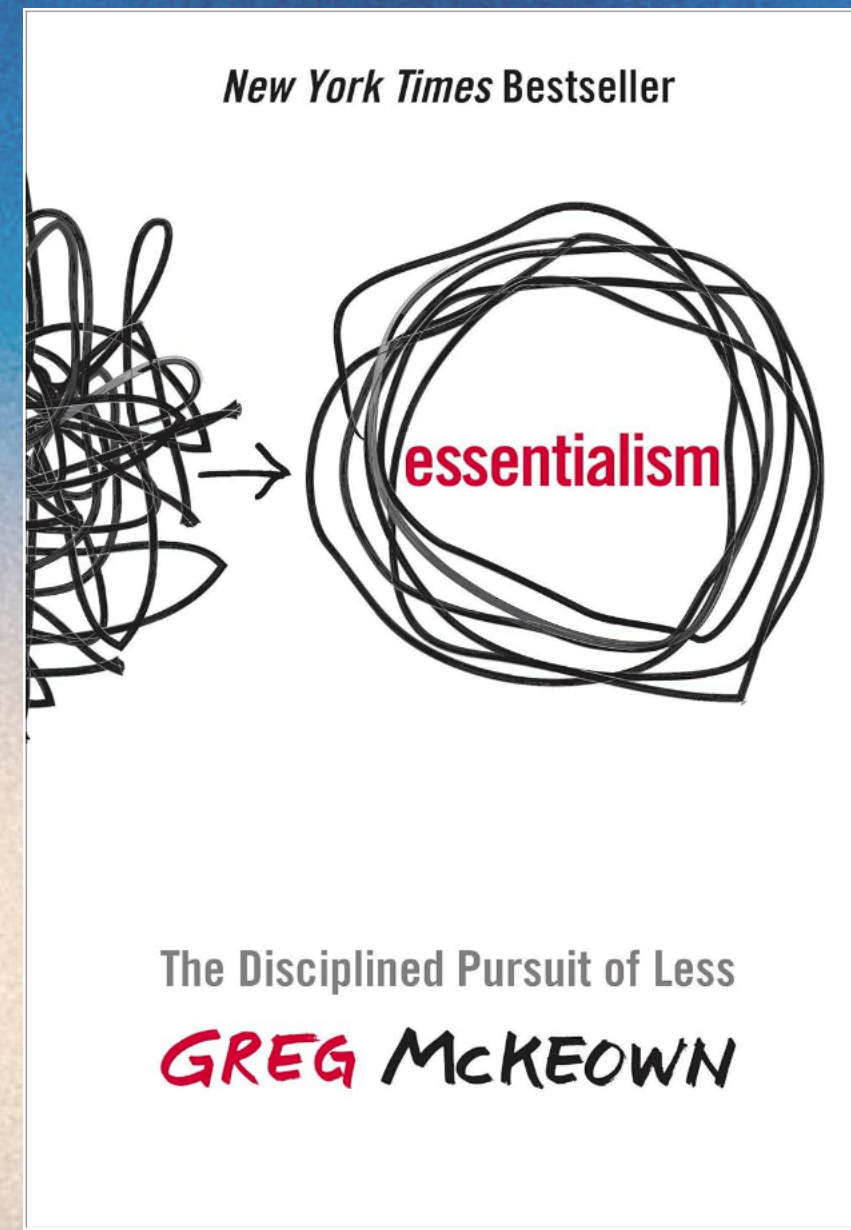
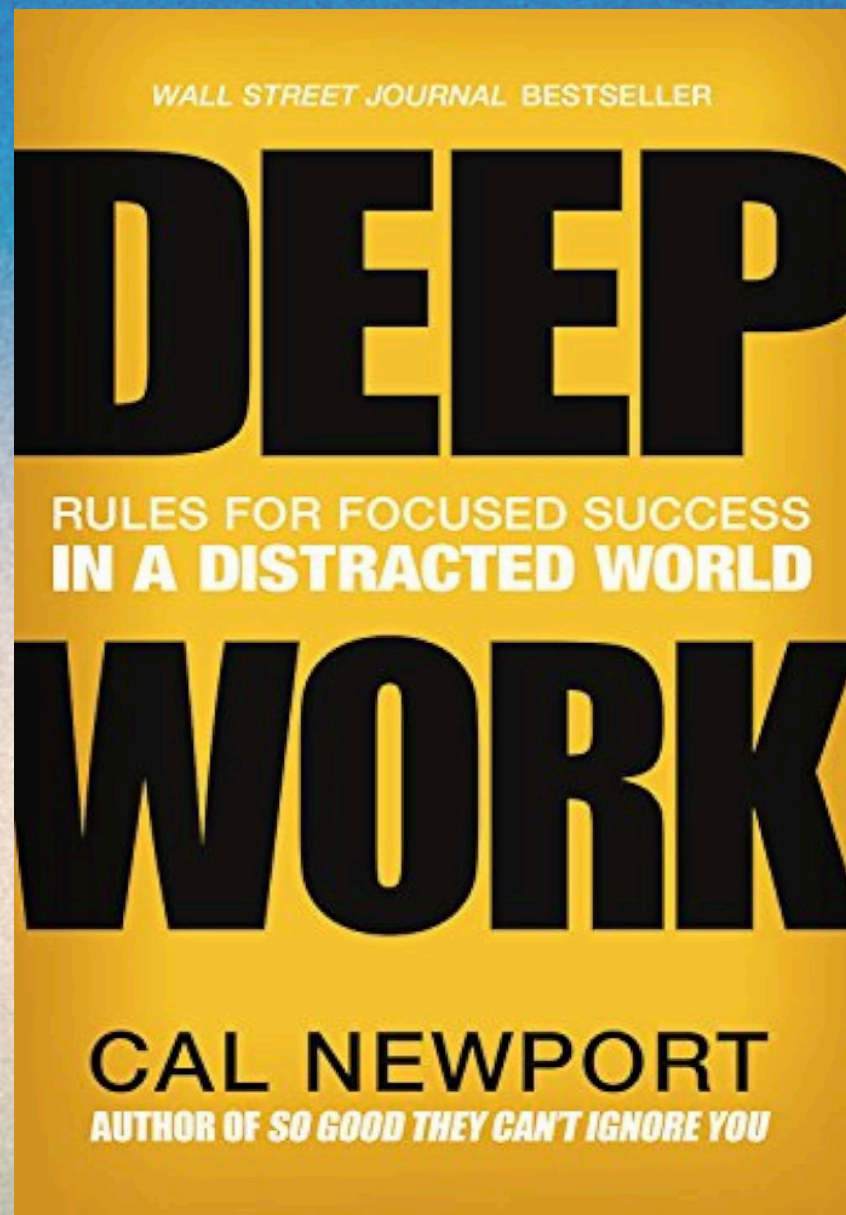
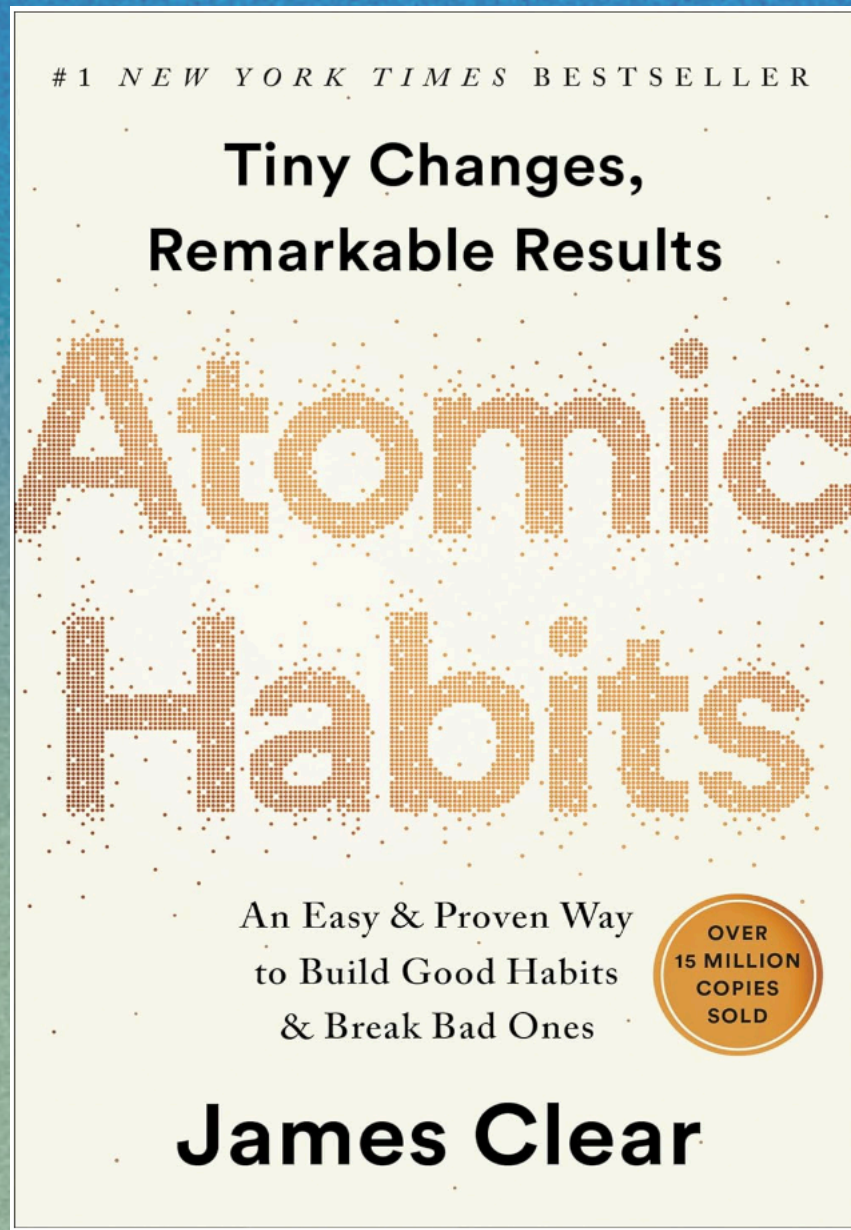
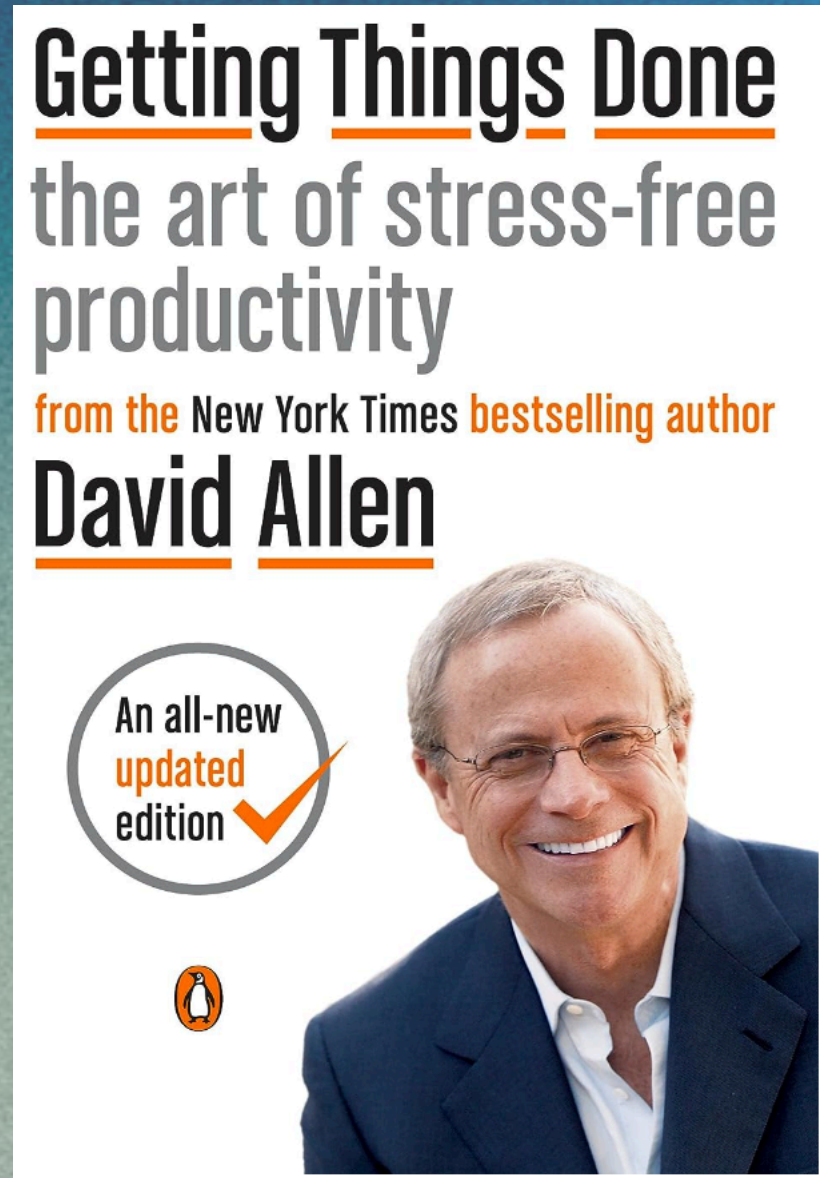


4. Essentialism by Greg McKeown

- 10. Identify and focus on what truly matters:** Determine the most important tasks and eliminate the rest to concentrate on what yields the highest value.
- 11. Say no to non-essential tasks or commitments:** Protect your time and resources by declining opportunities that don't align with your priorities.
- 12. Allocate time and energy intentionally:** Plan your day and allocate resources to the tasks that align with your essential goals.



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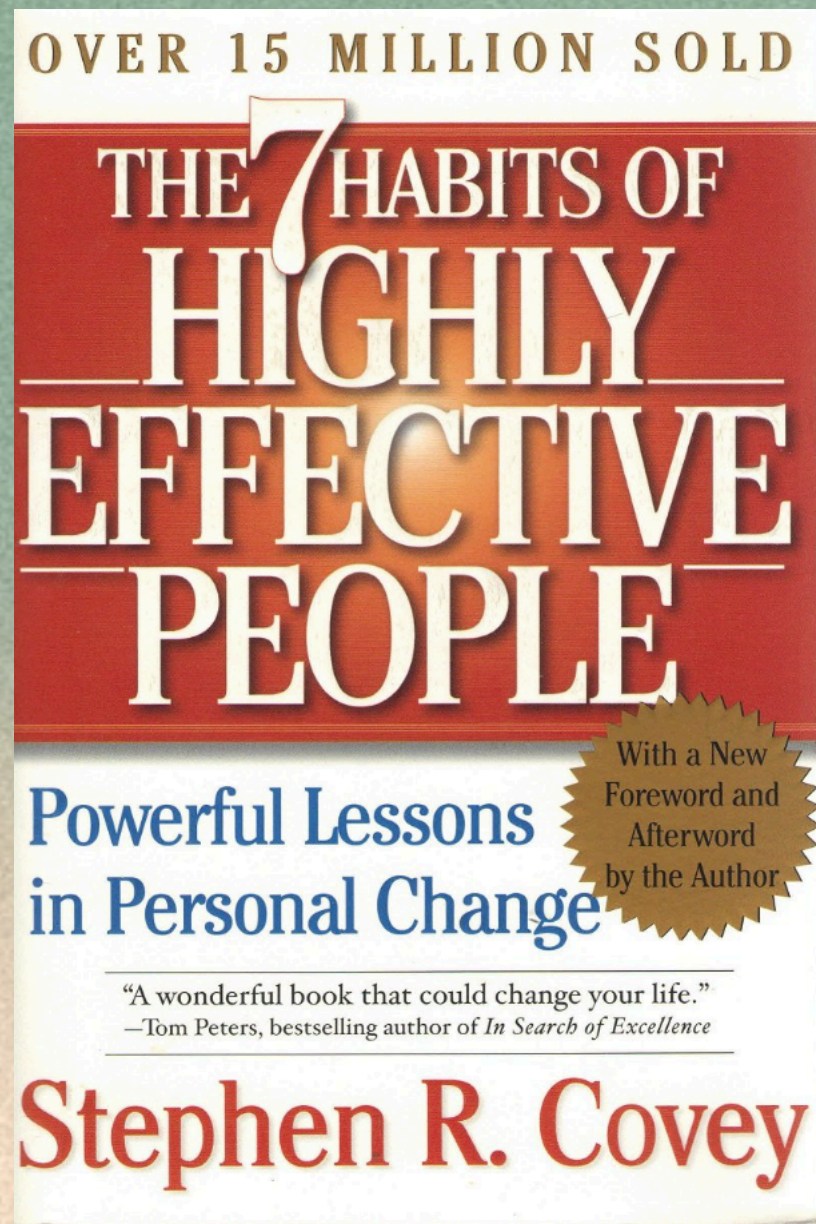
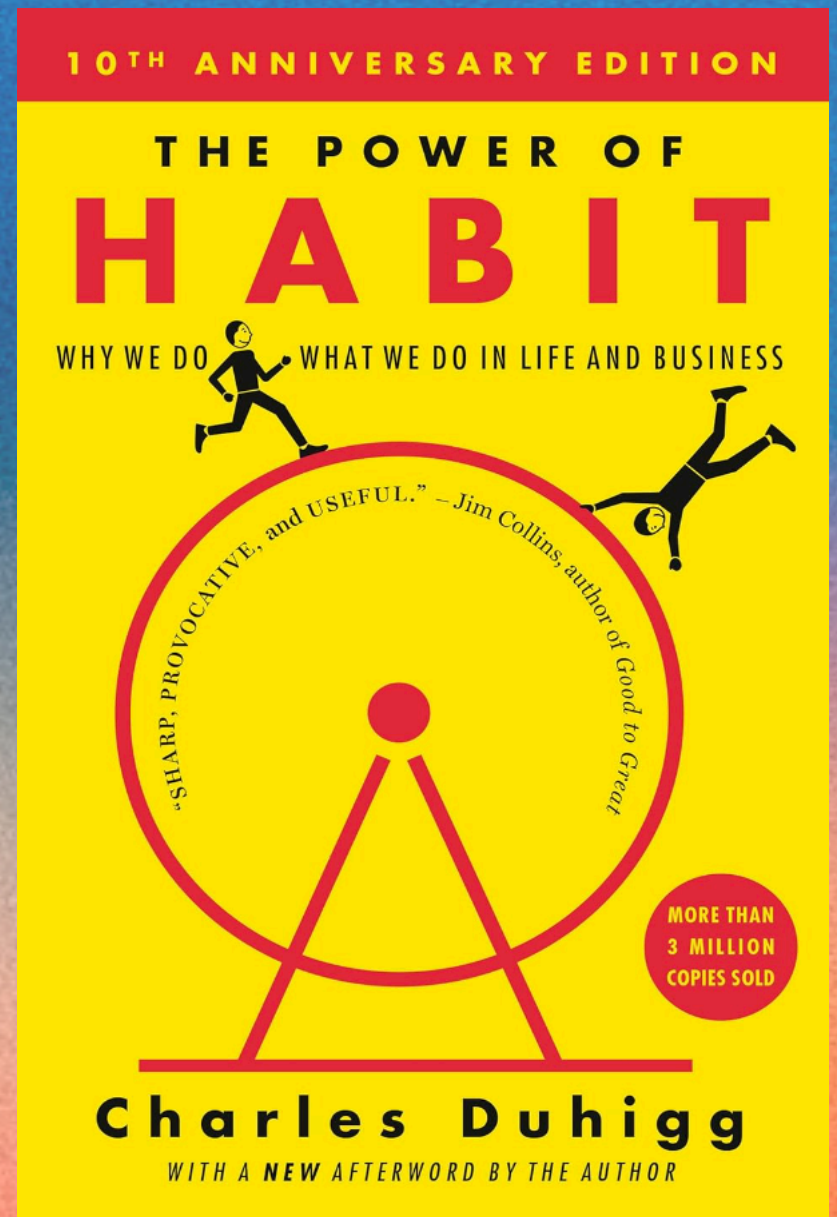
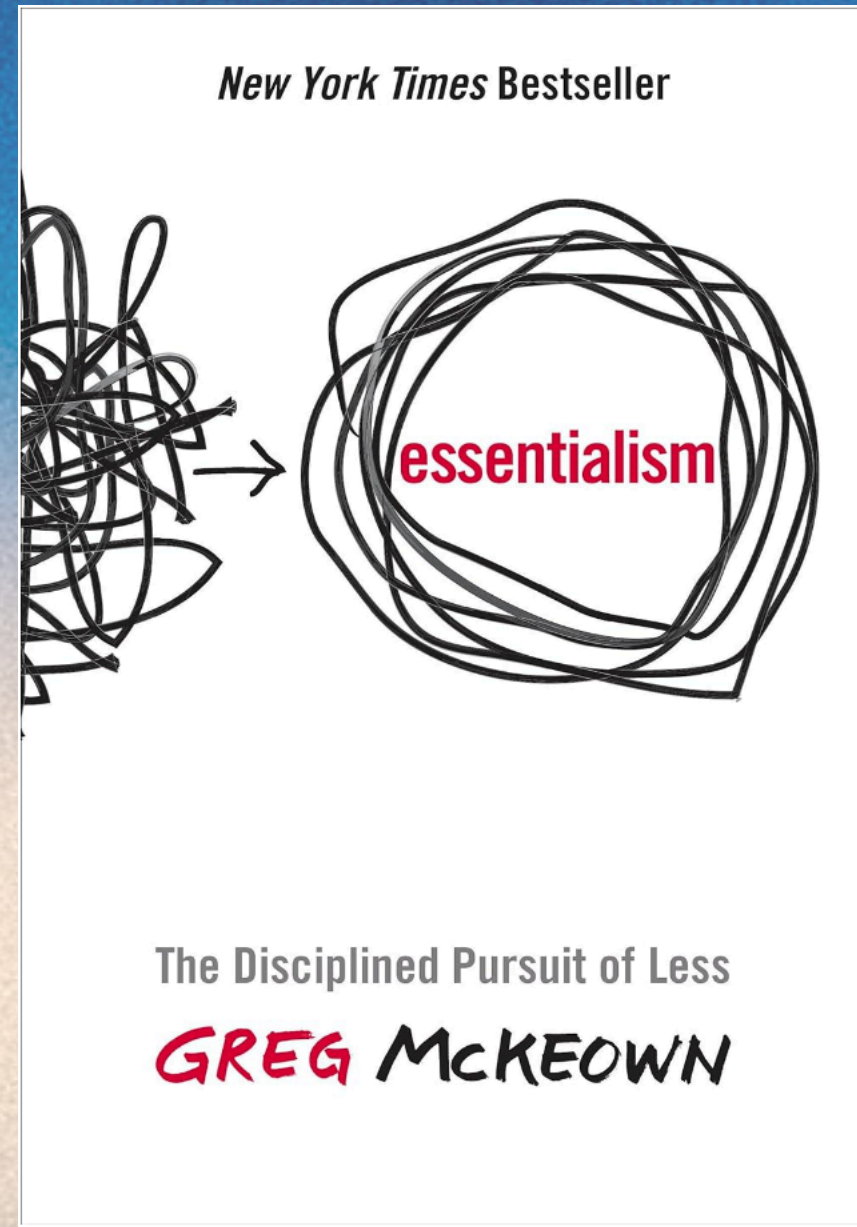
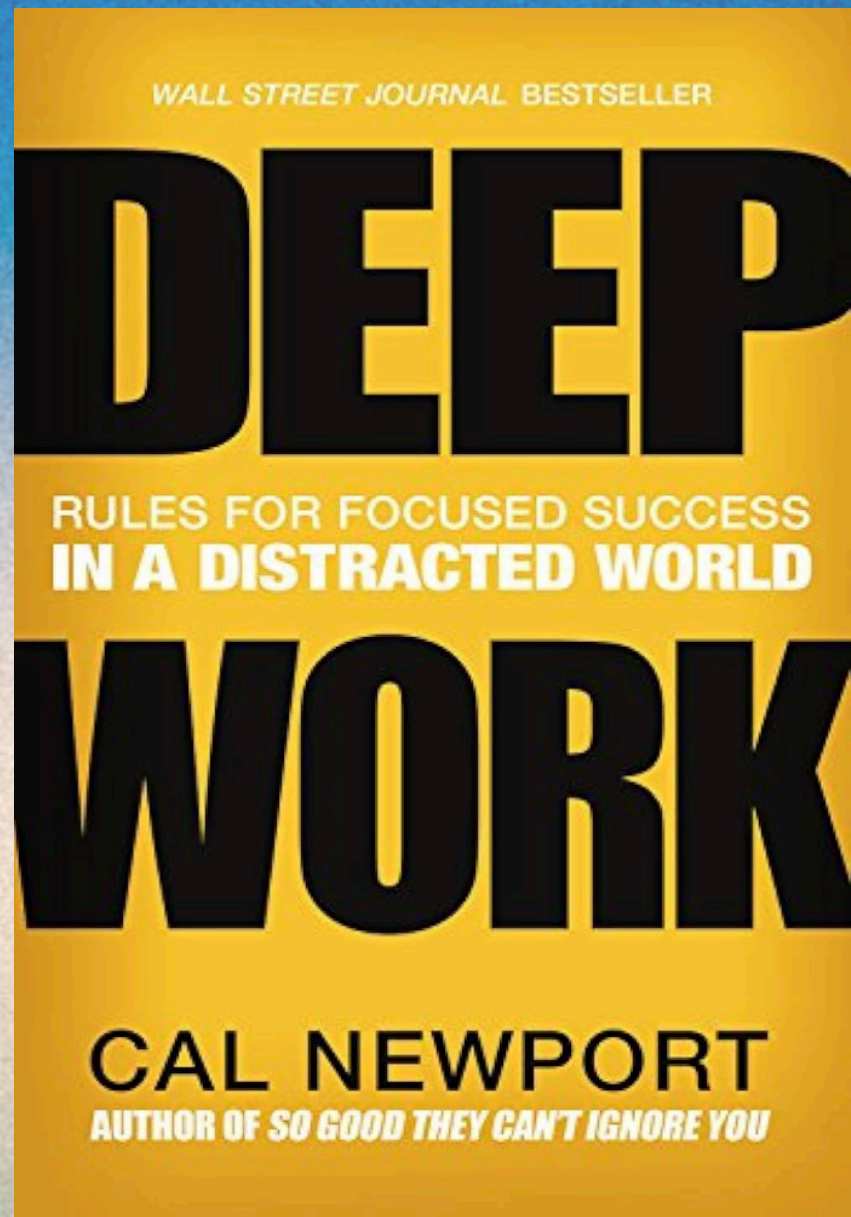
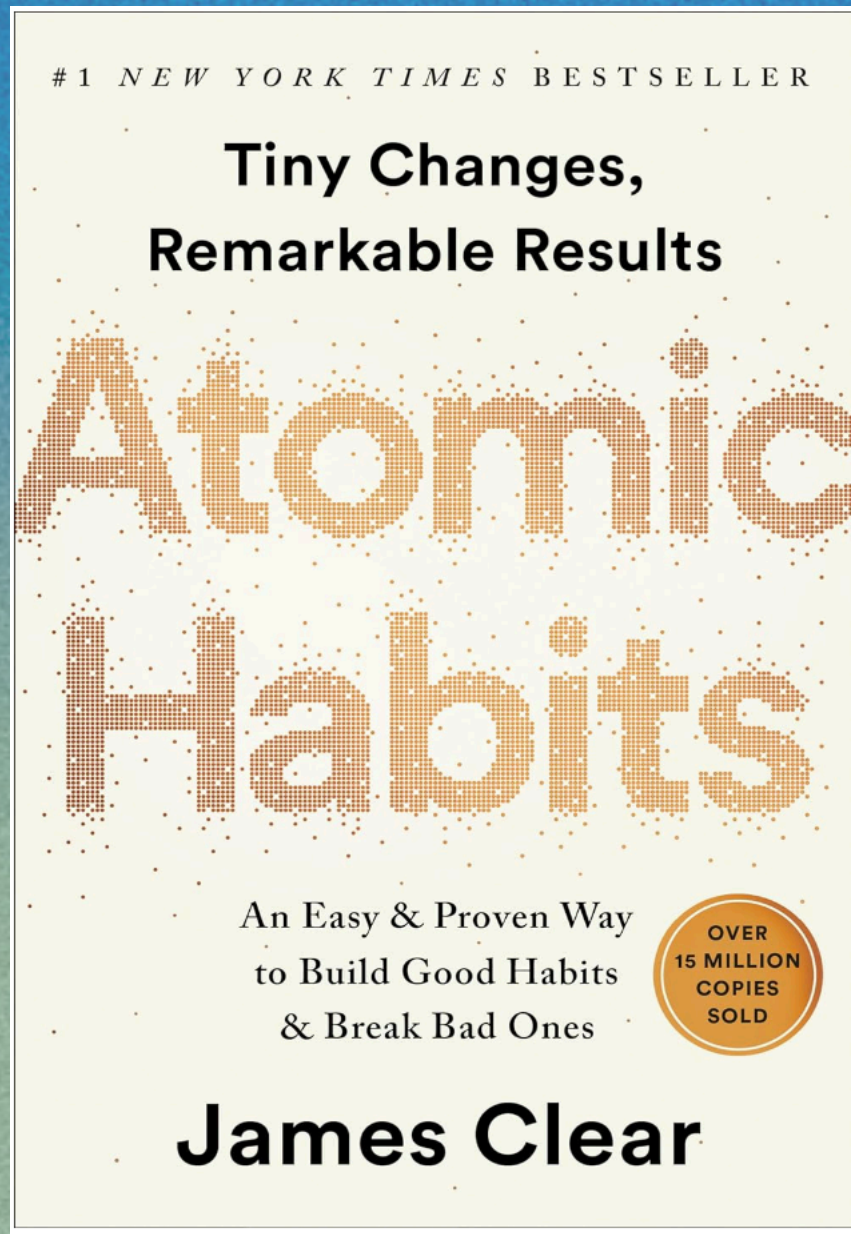
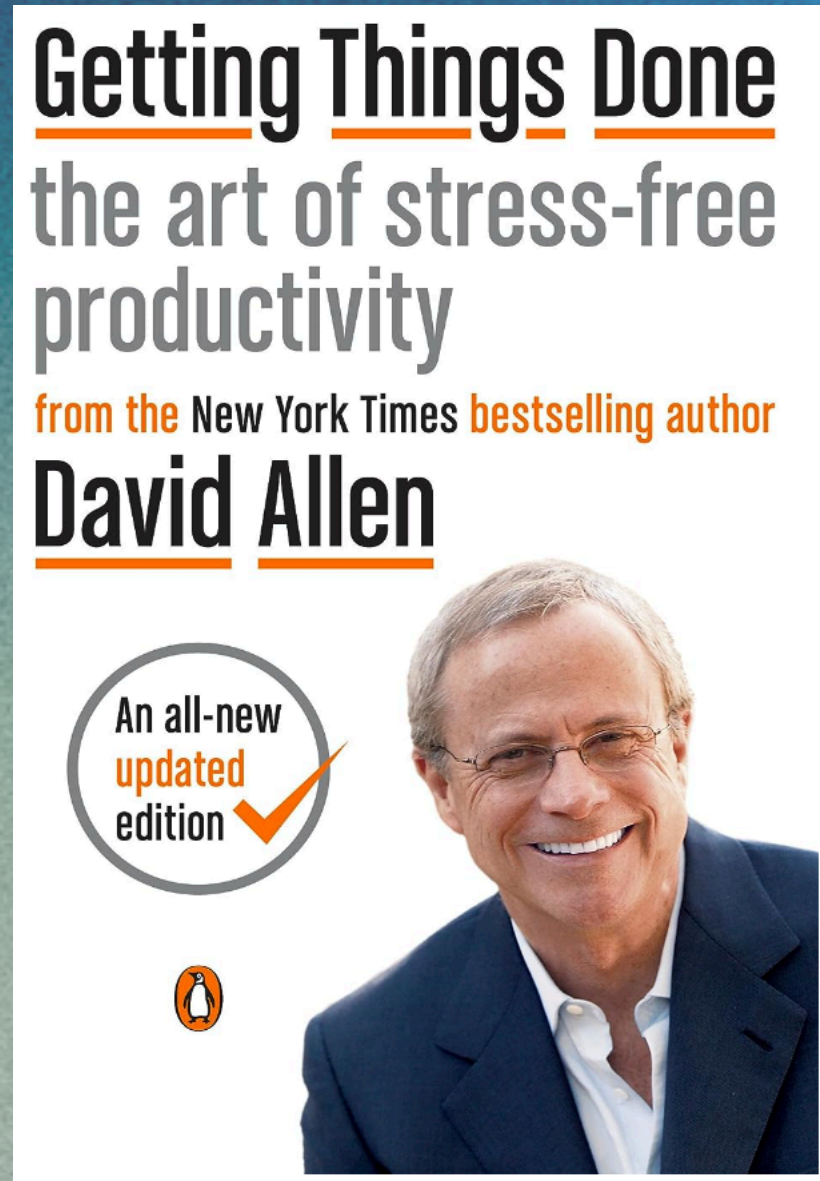
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5. The Power of Habit by Charles Duhigg

- 13. Understand the habit loop: cue, routine, reward:** Identify the trigger for a habit, the routine you follow, and the reward you receive to understand and change habits.
- 14. Use keystone habits to trigger positive change in other areas:** Focus on key habits that have a ripple effect on other behaviors and areas of your life.
- 15. Replace negative habits with positive ones:** Swap out detrimental habits for beneficial ones by altering the routine while keeping the same cue and reward.



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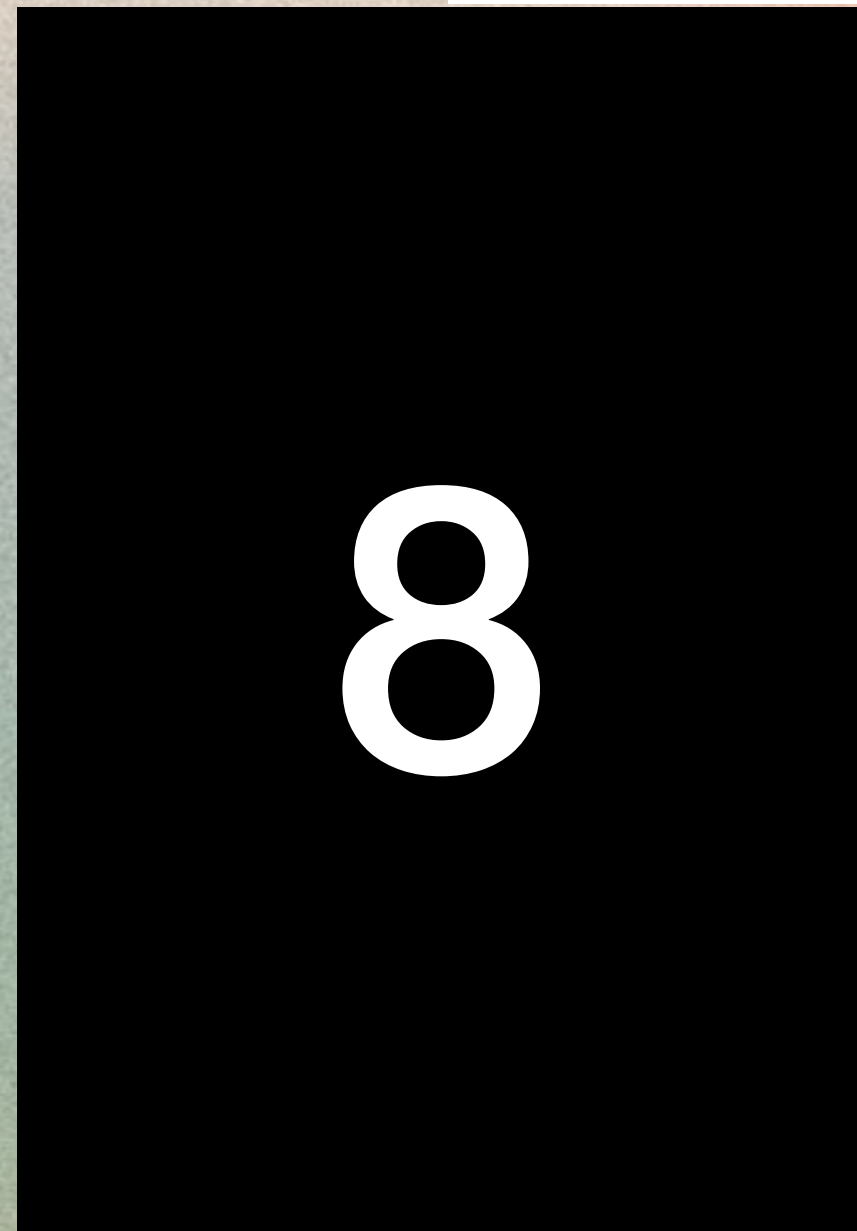
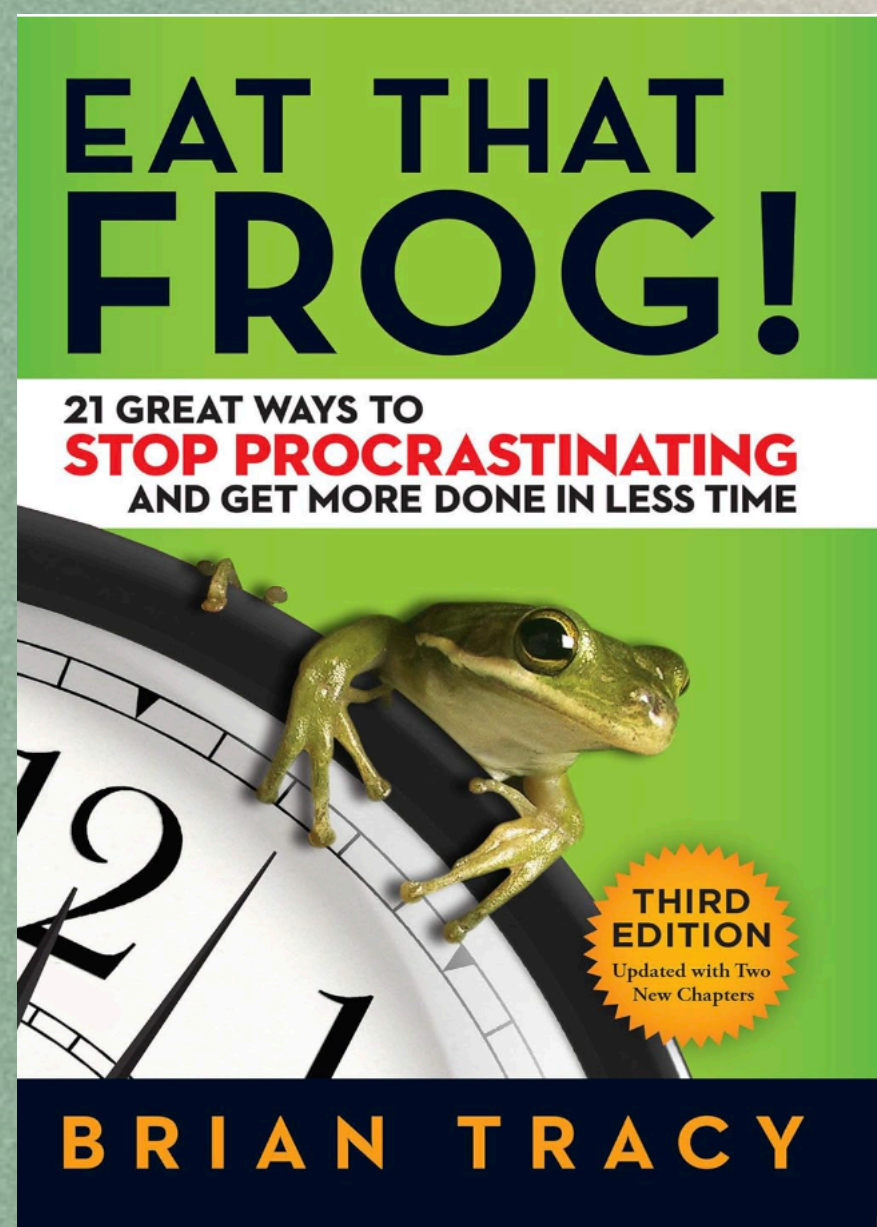
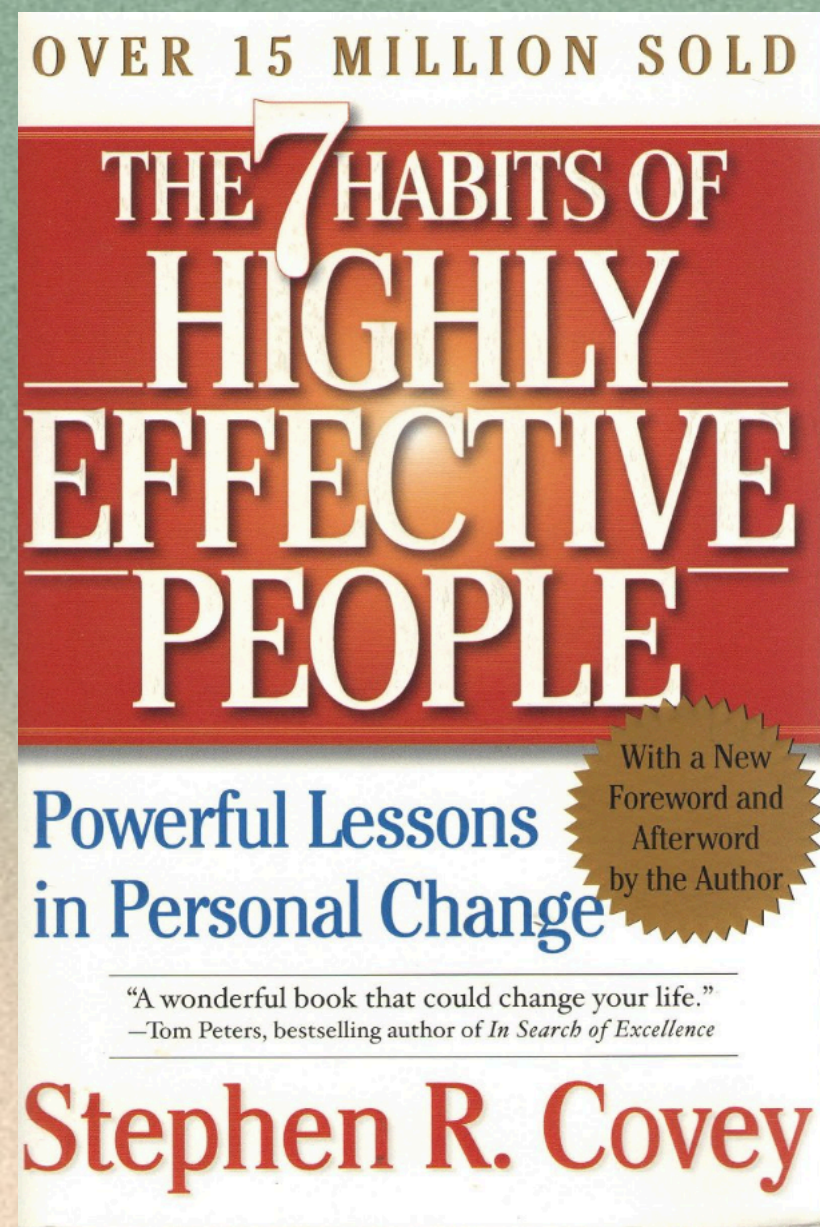
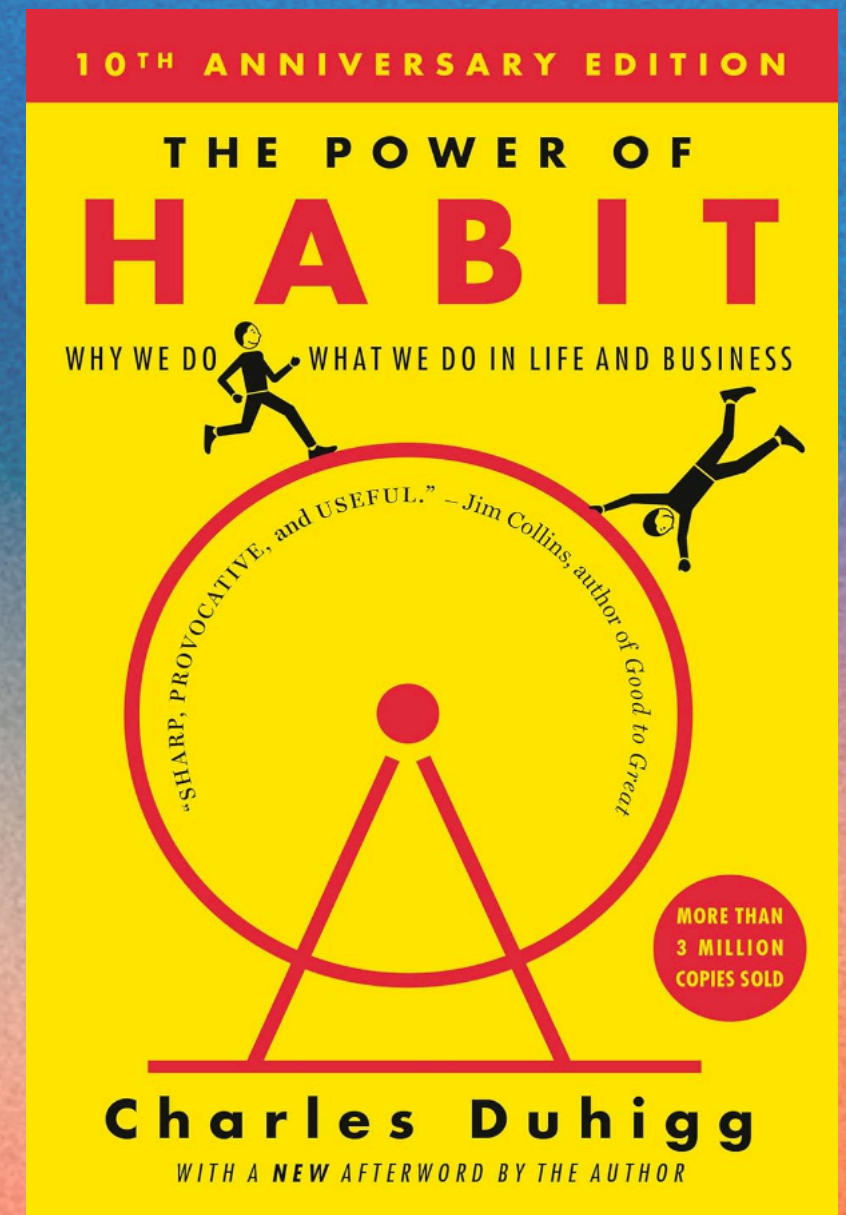
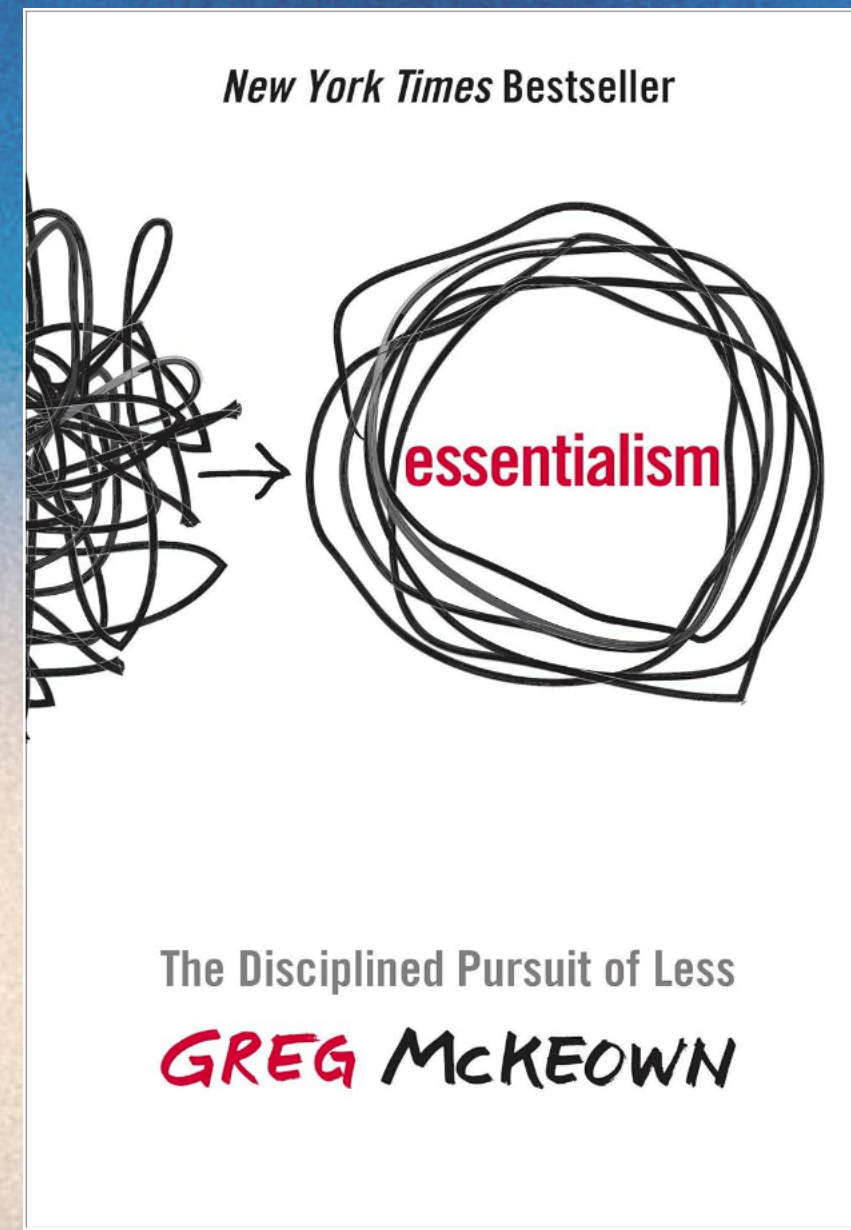
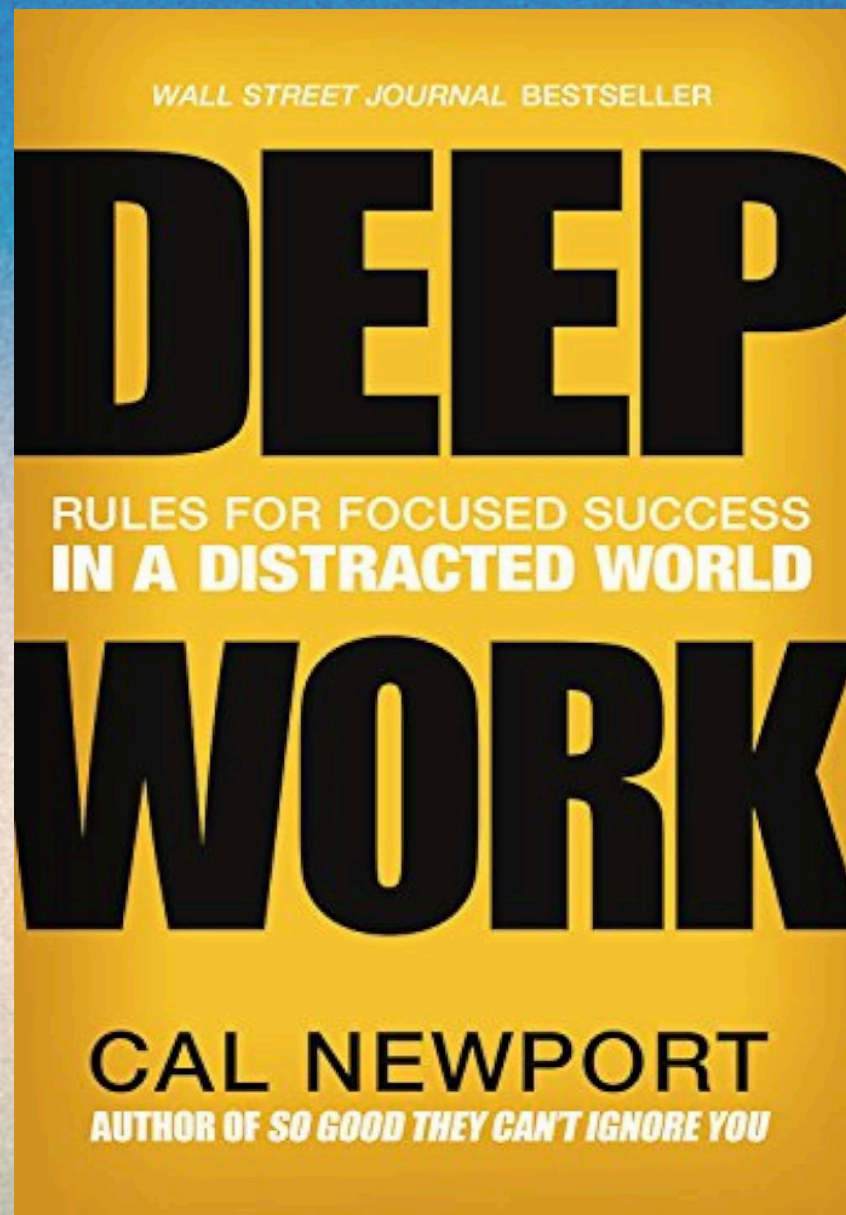
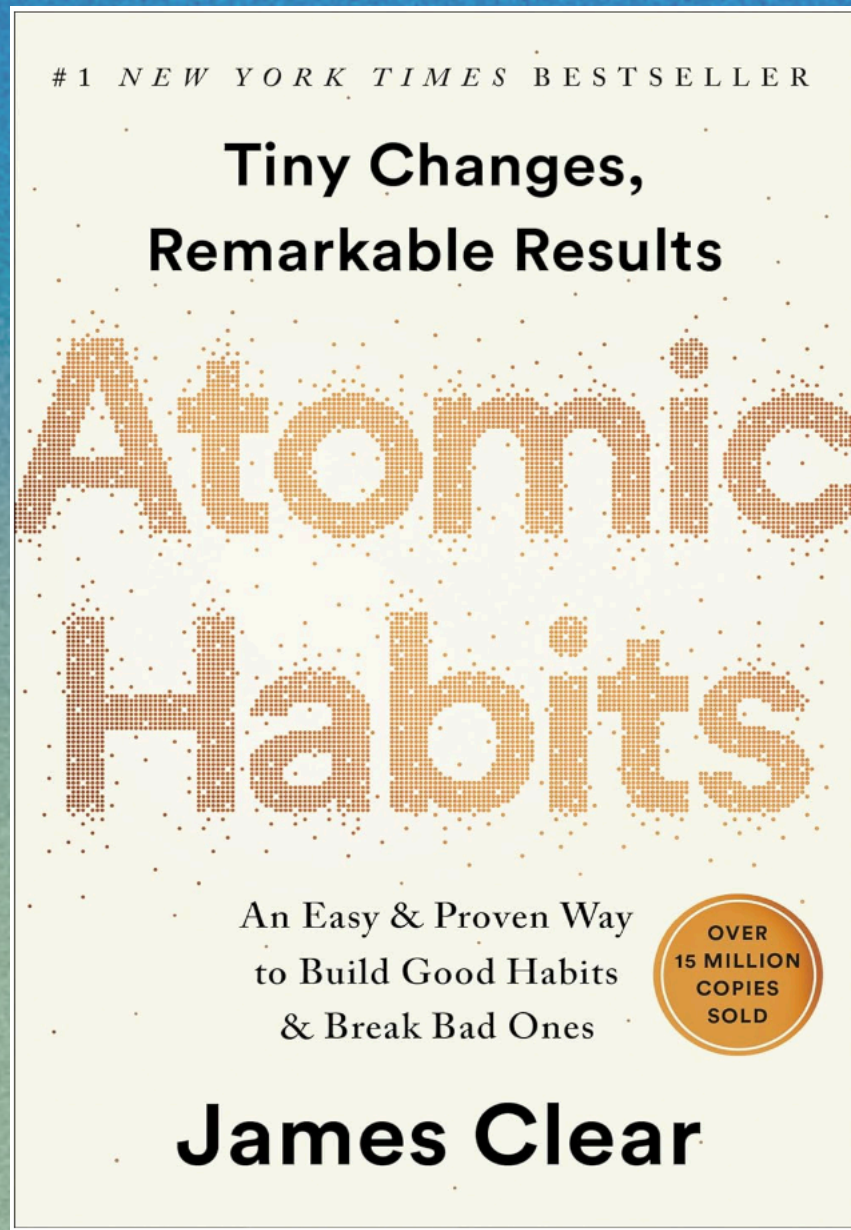
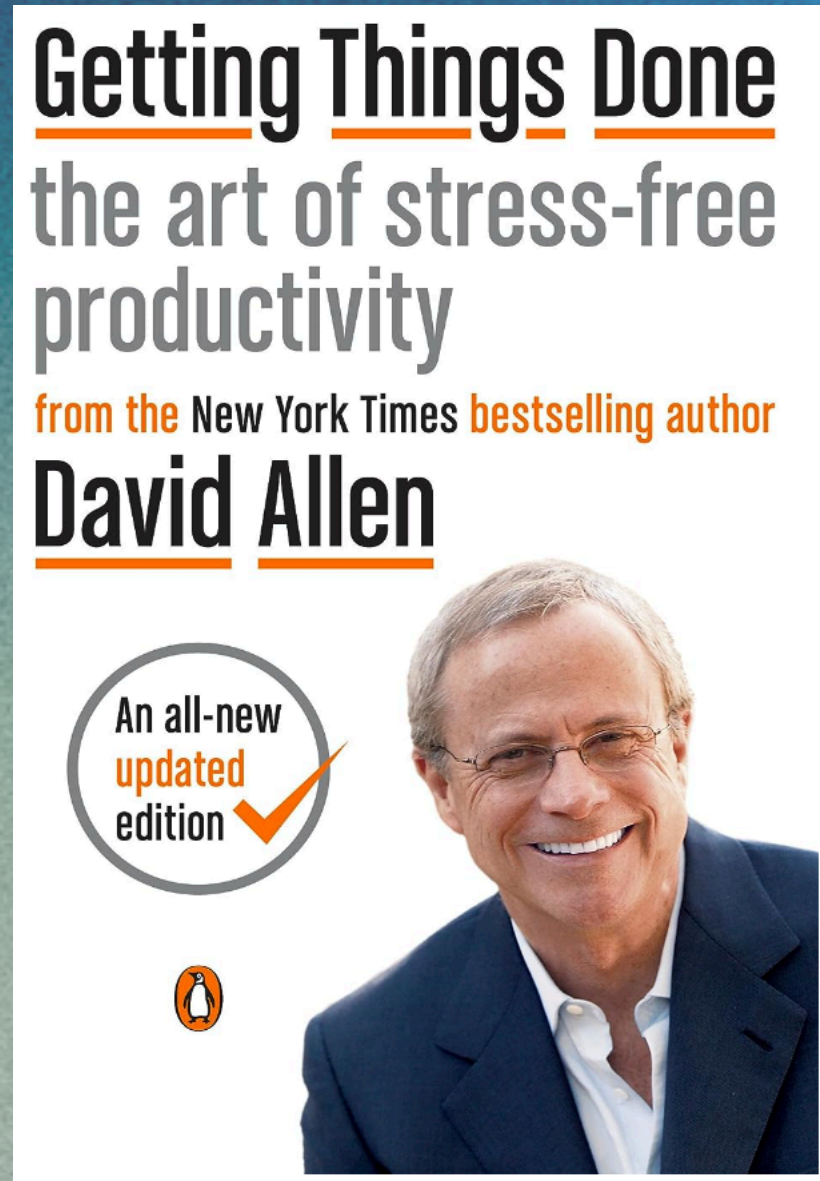
6. The 7 Habits of Highly Effective People by Stephen R. Covey

16. Be proactive and take initiative: Take responsibility for your actions and choices, and actively work towards your goals rather than reacting passively.

17. Begin with the end in mind; visualize goals: Clearly define your desired outcomes and plan steps to achieve them.



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7. Eat That Frog! by Brian Tracy

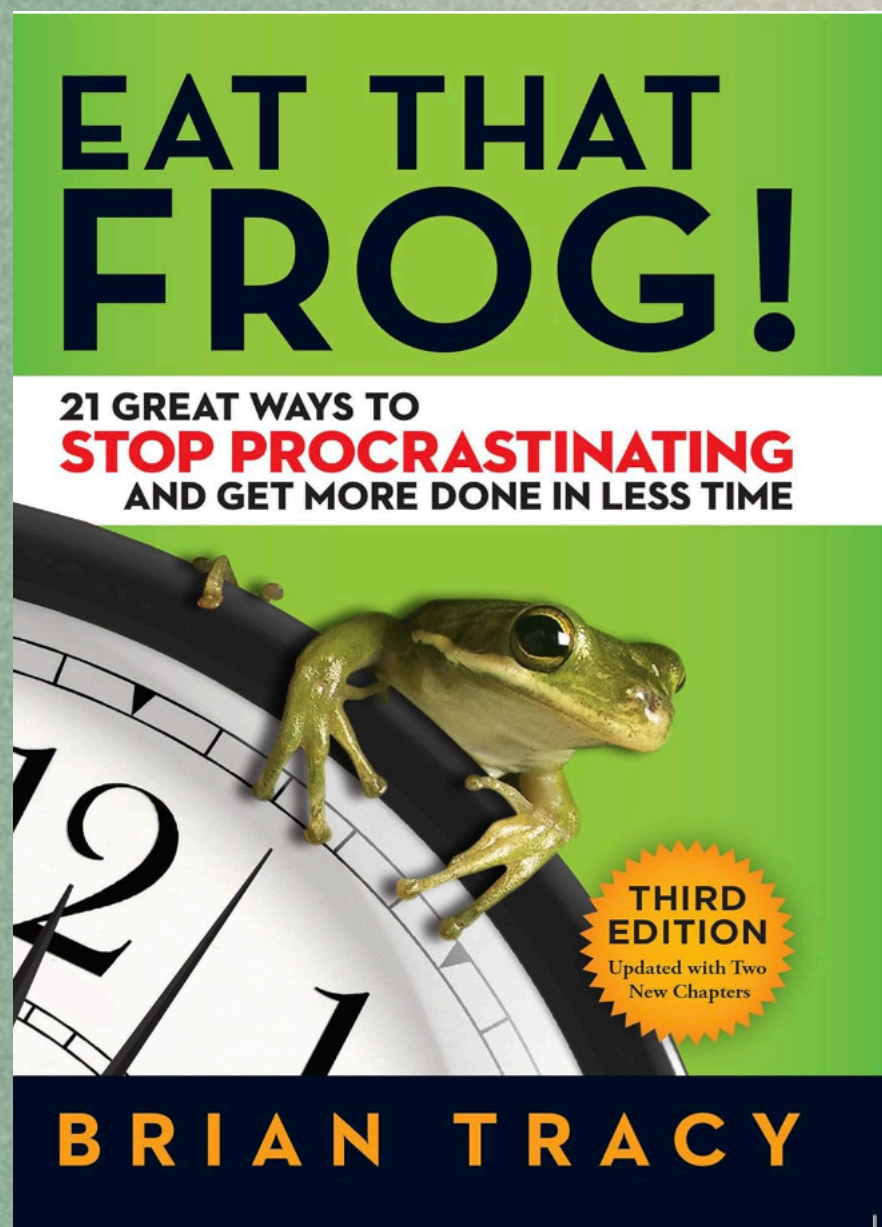
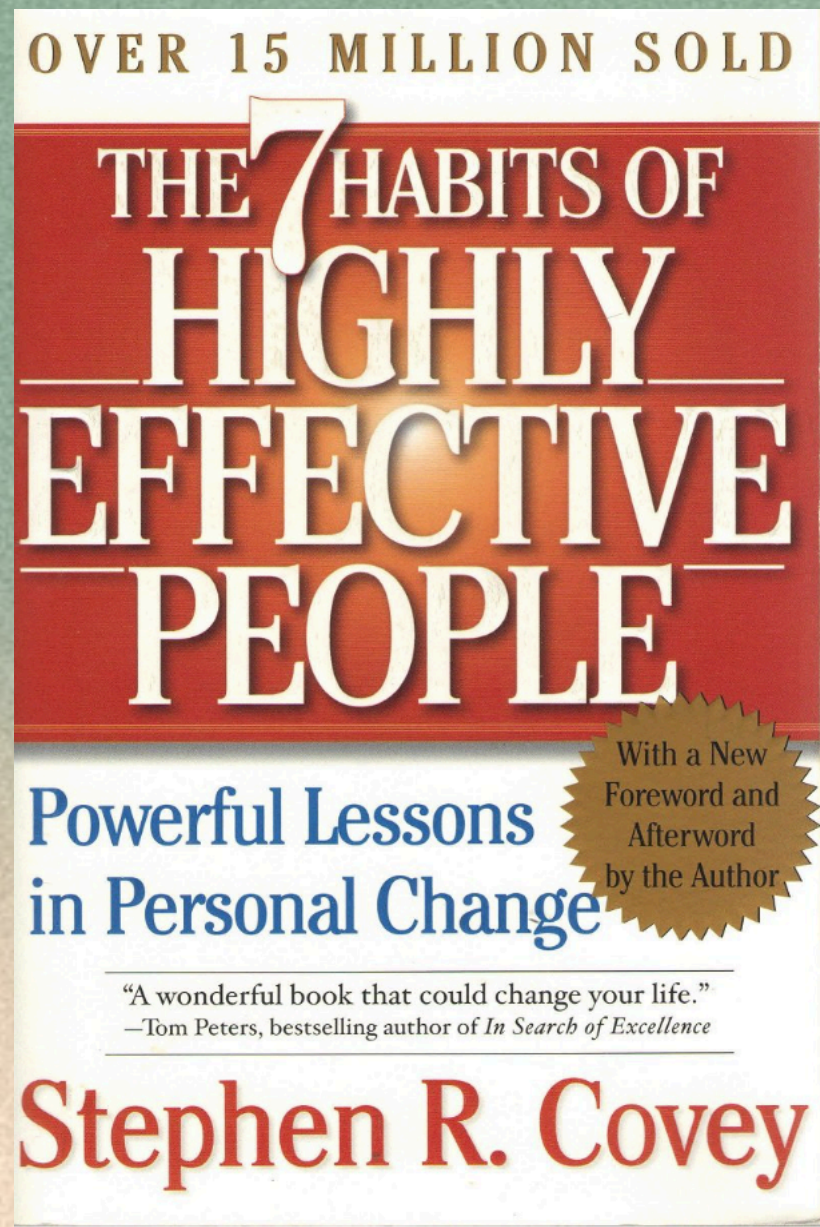
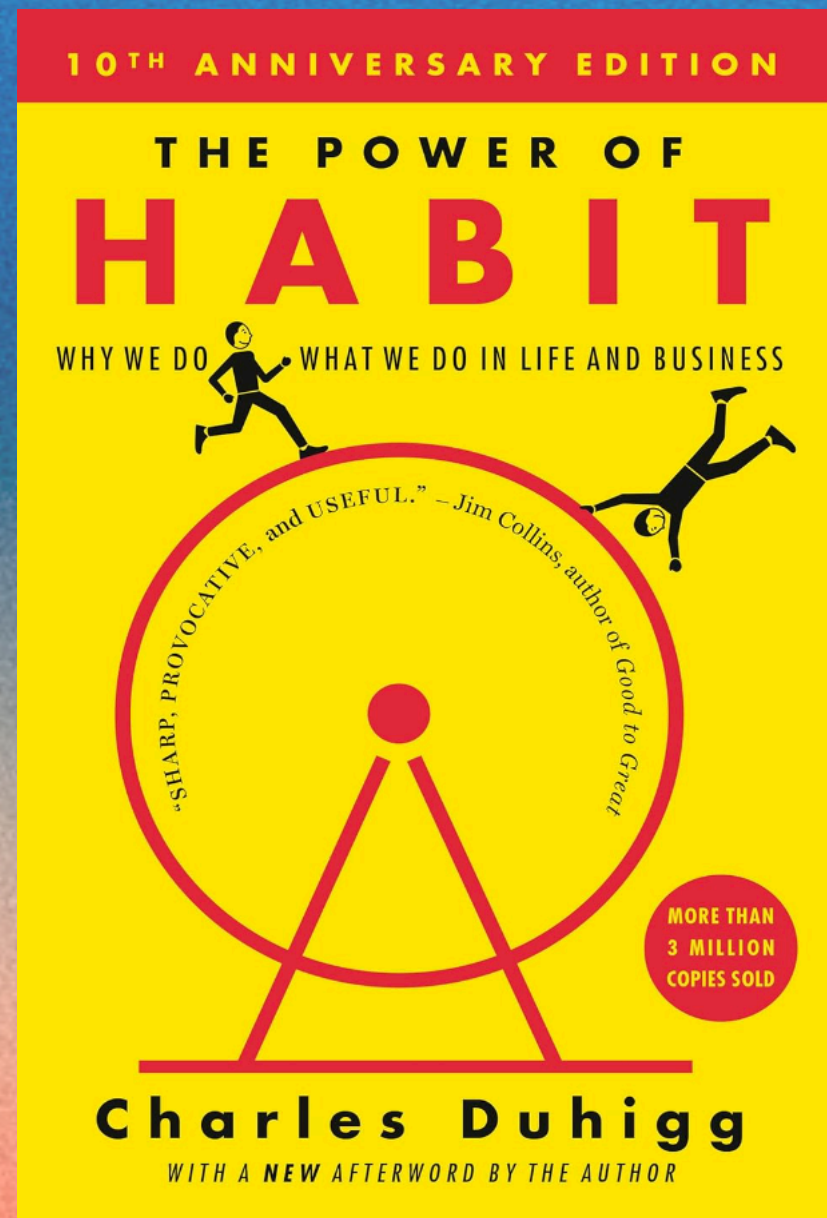
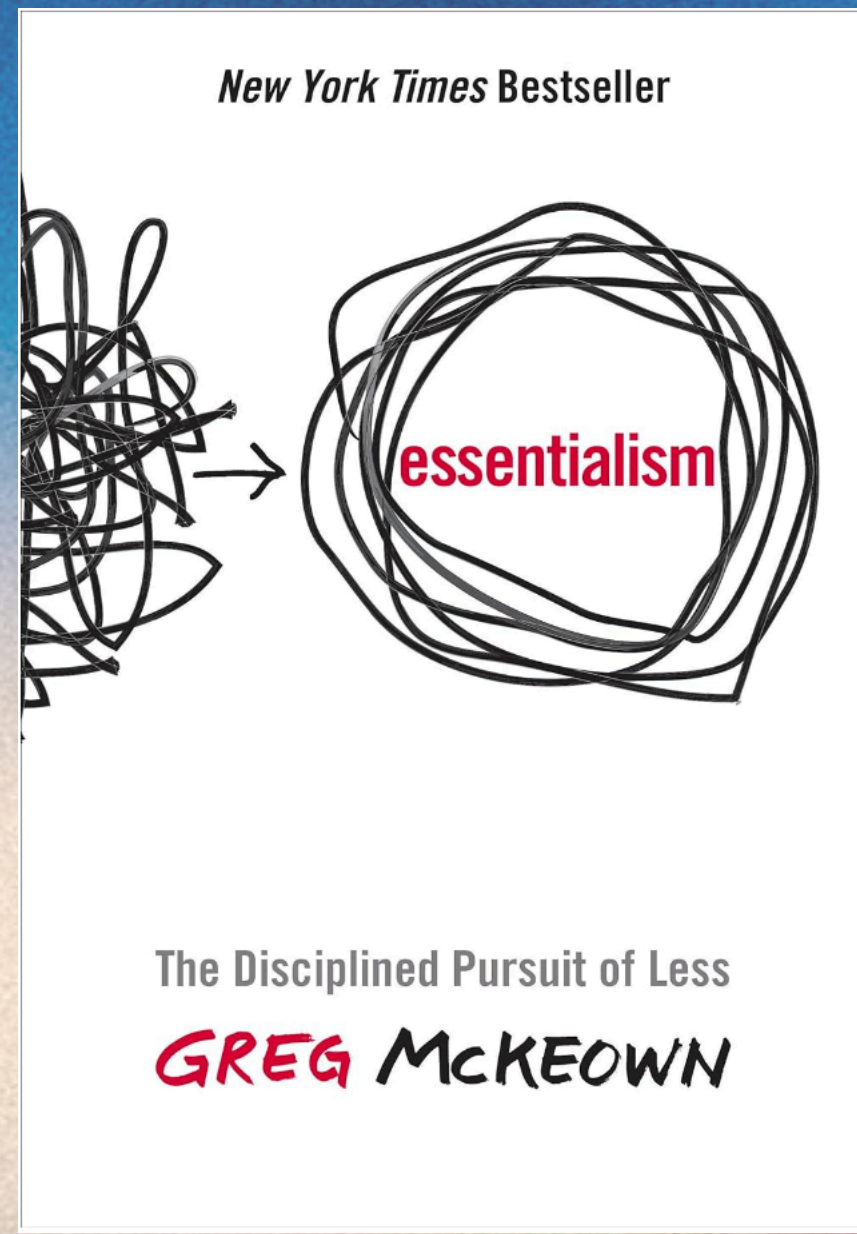
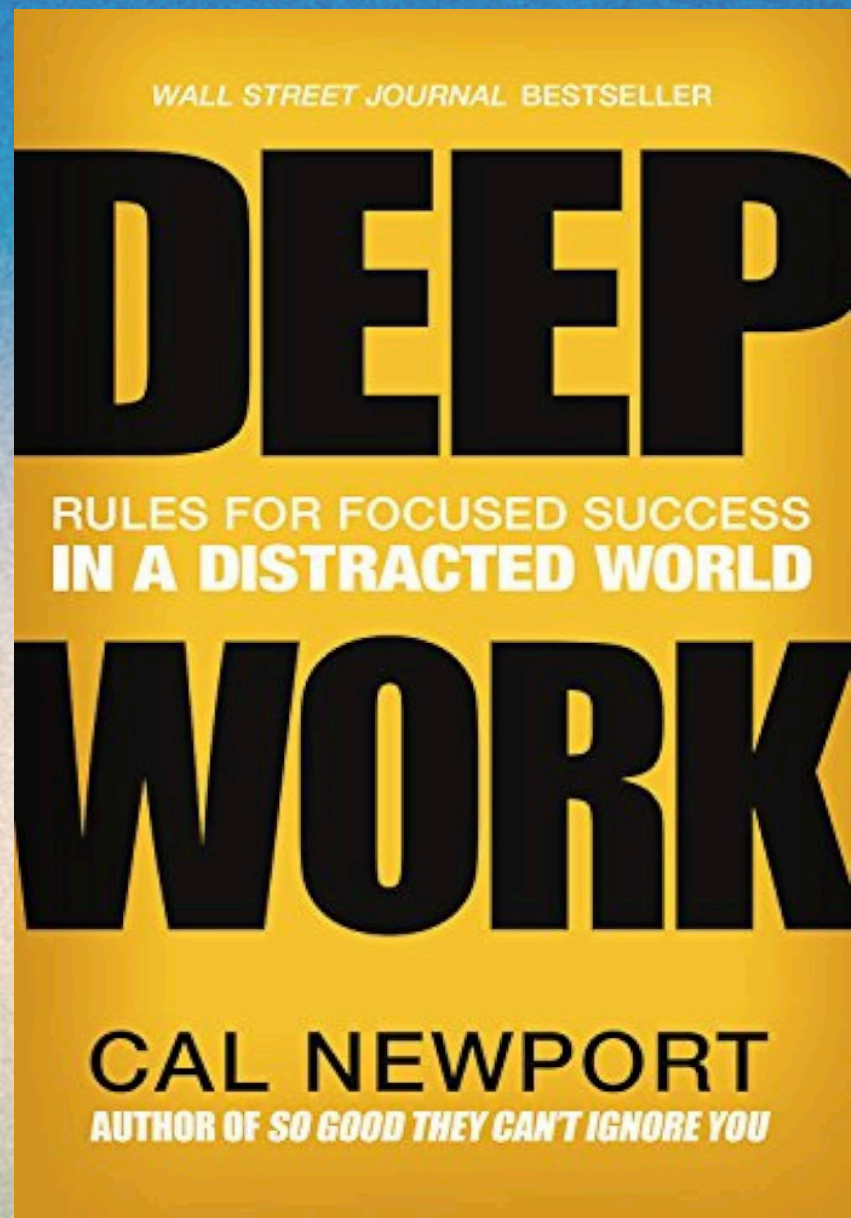
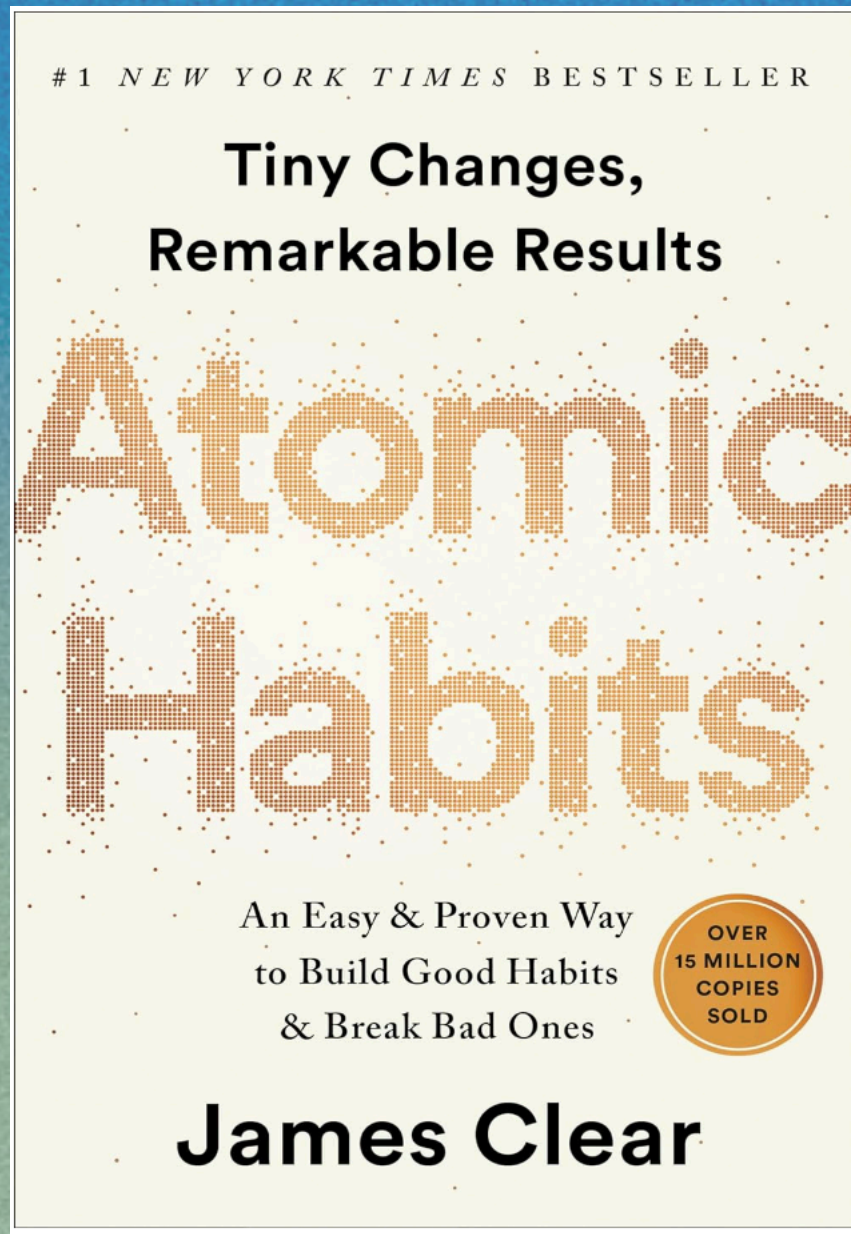
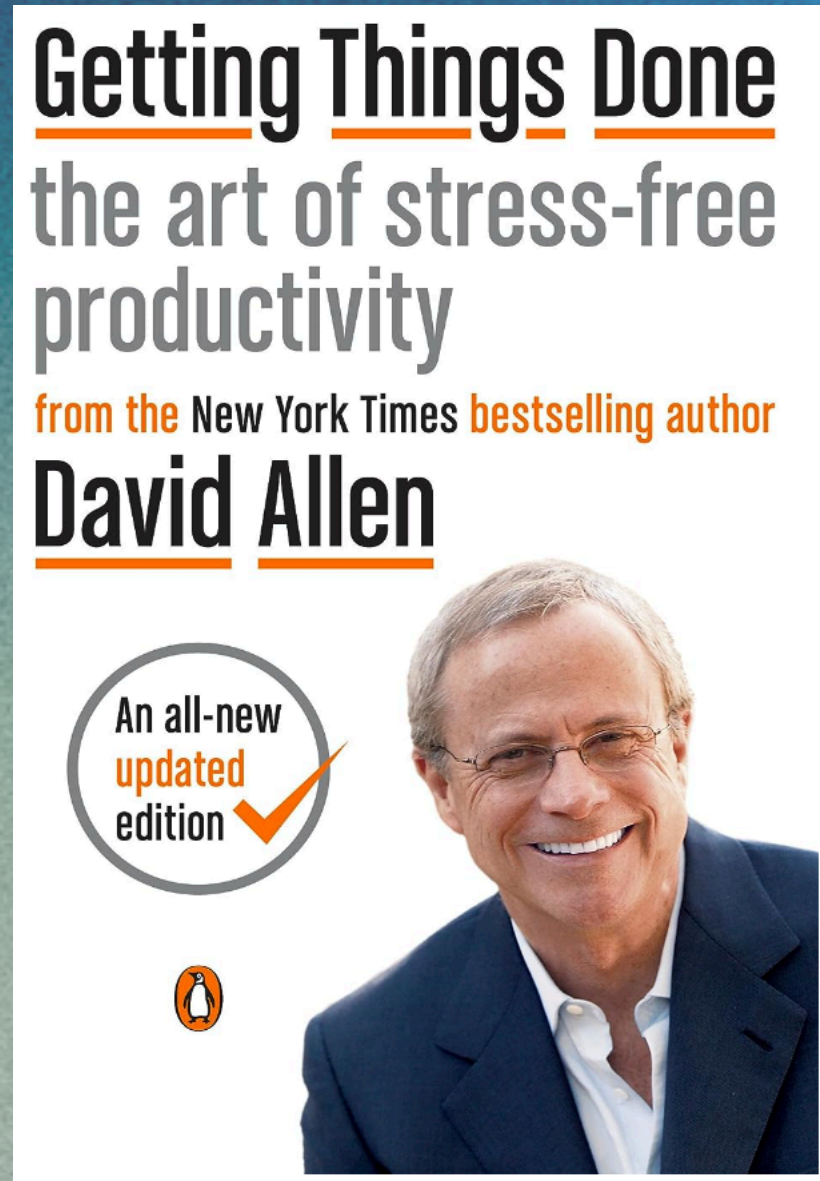
18. Tackle the most challenging task first: Start your day by completing the most difficult and important task to build momentum and boost productivity.

19. Break tasks into smaller, manageable chunks: Divide large tasks into smaller steps to make them more approachable and less overwhelming.

20. Practice discipline and focus to overcome procrastination: Develop habits of self-discipline and concentration to consistently complete tasks.



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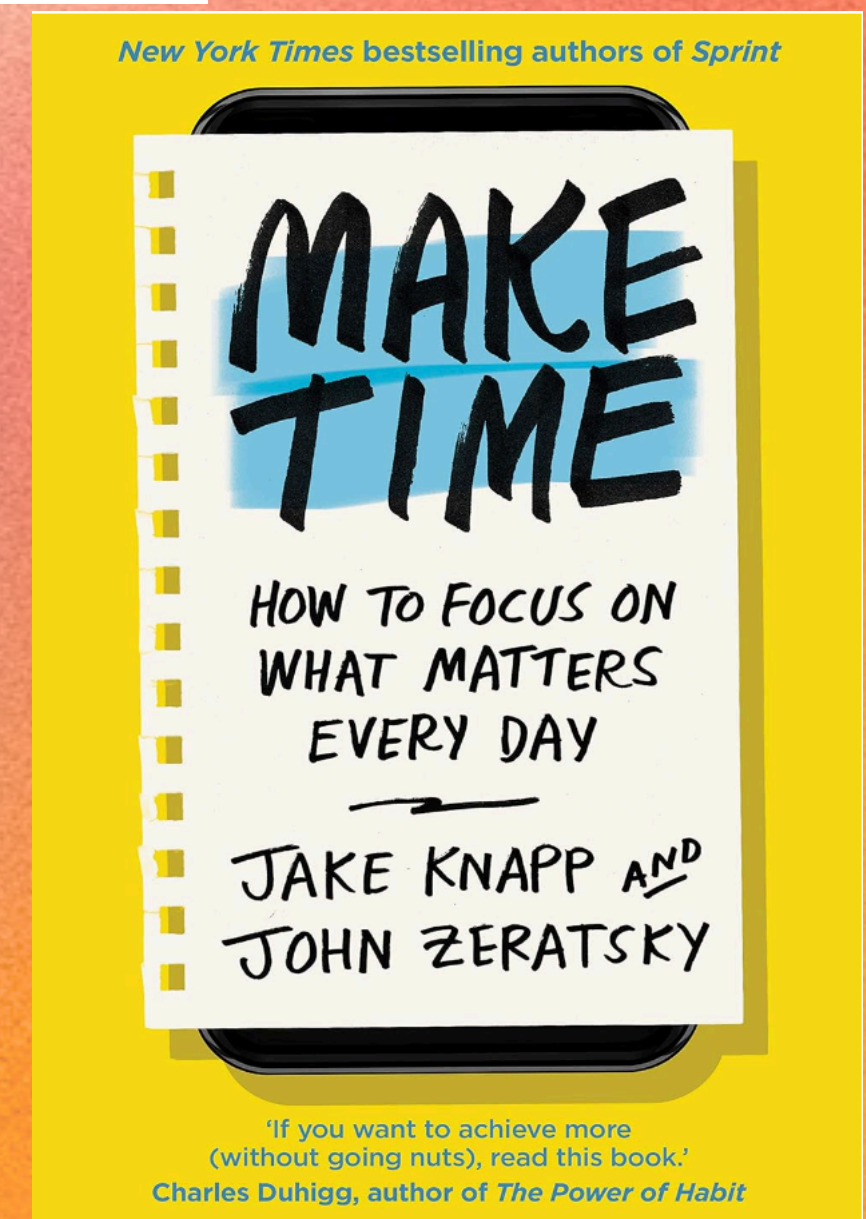
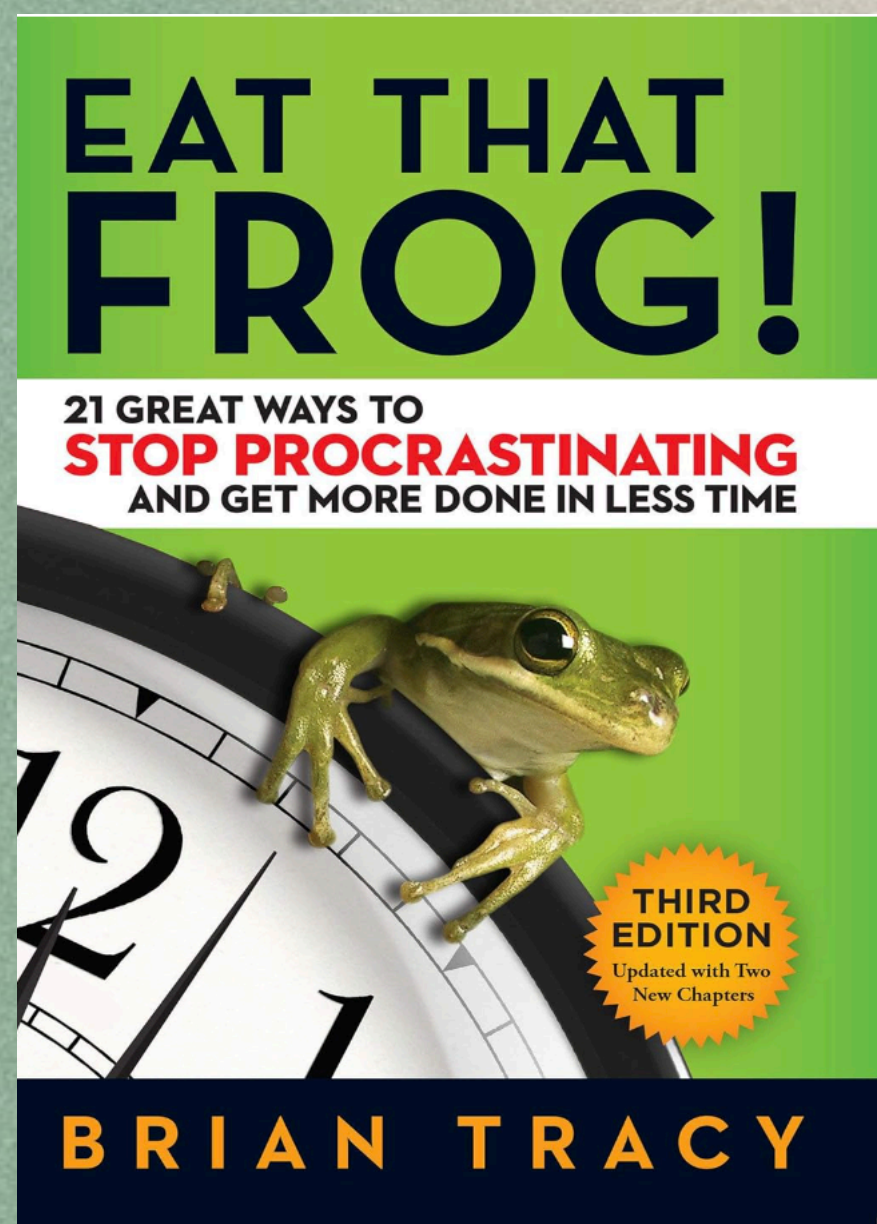
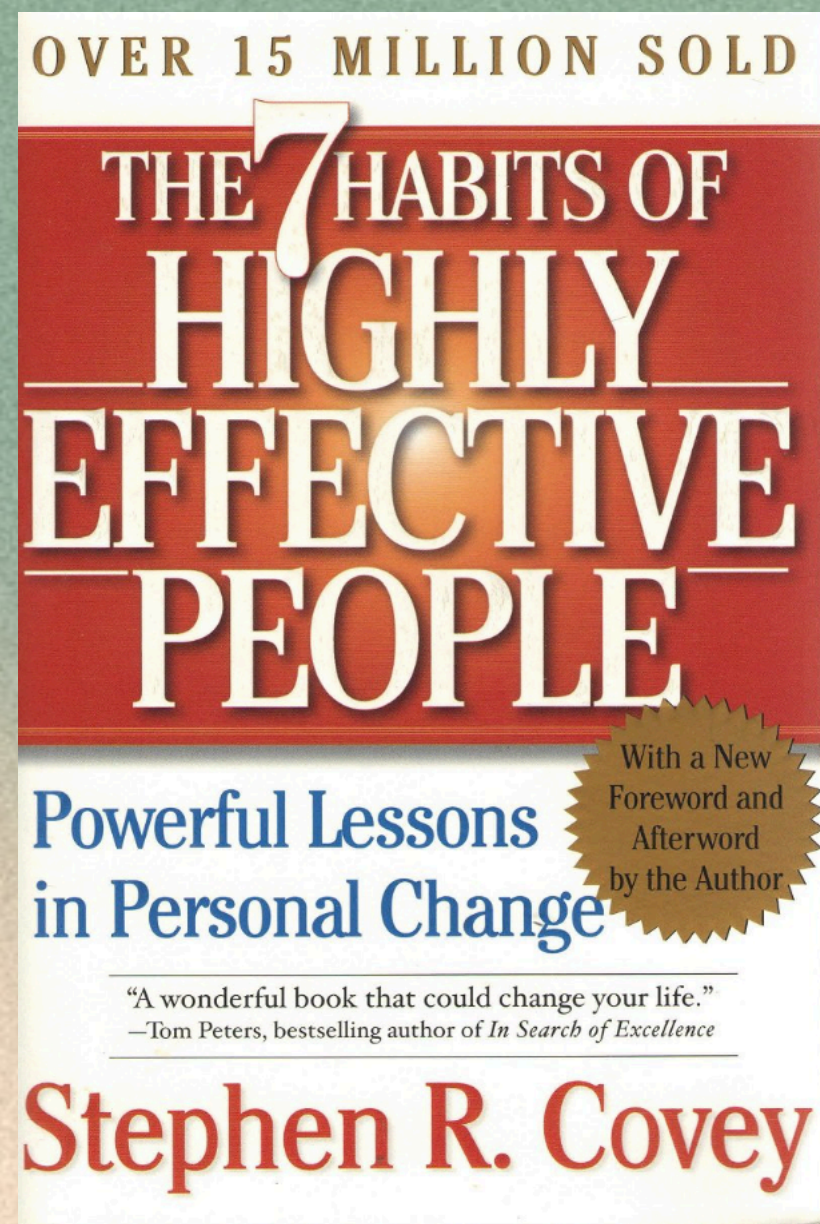
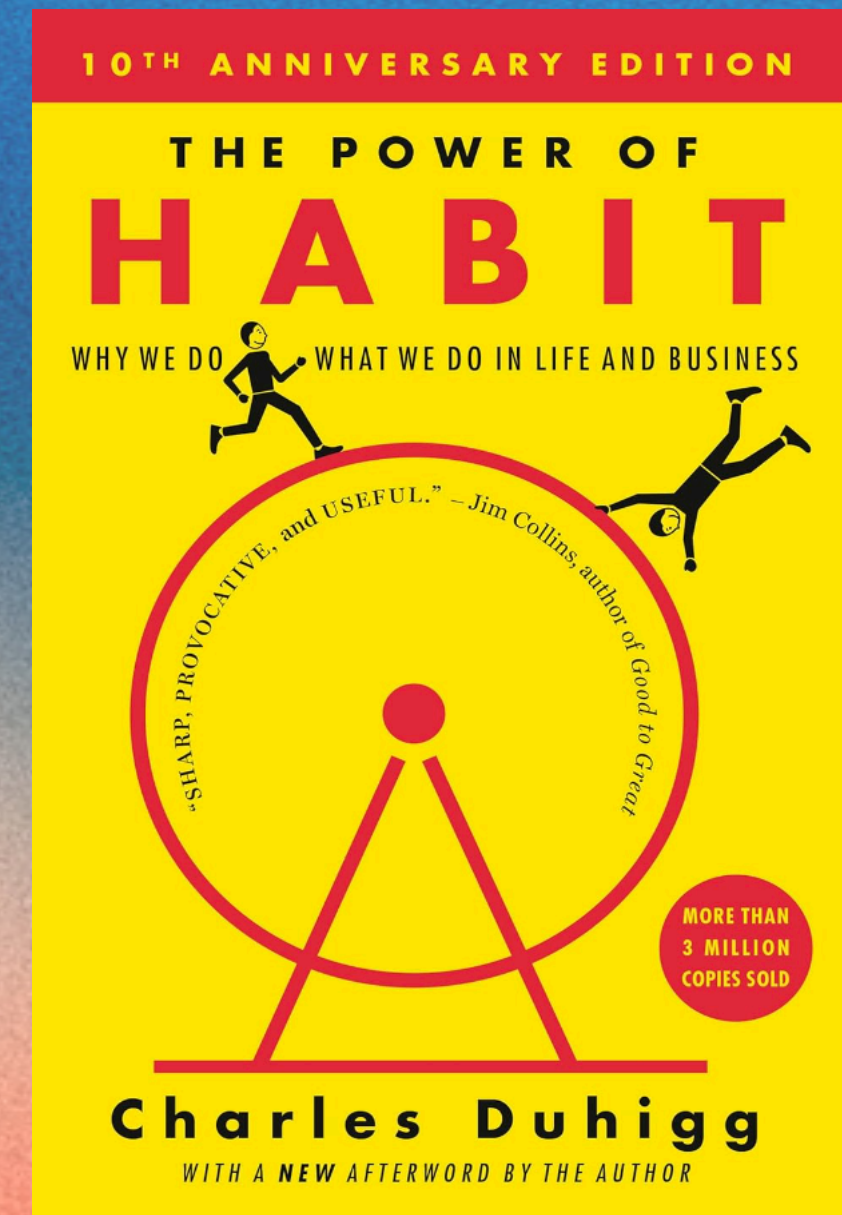
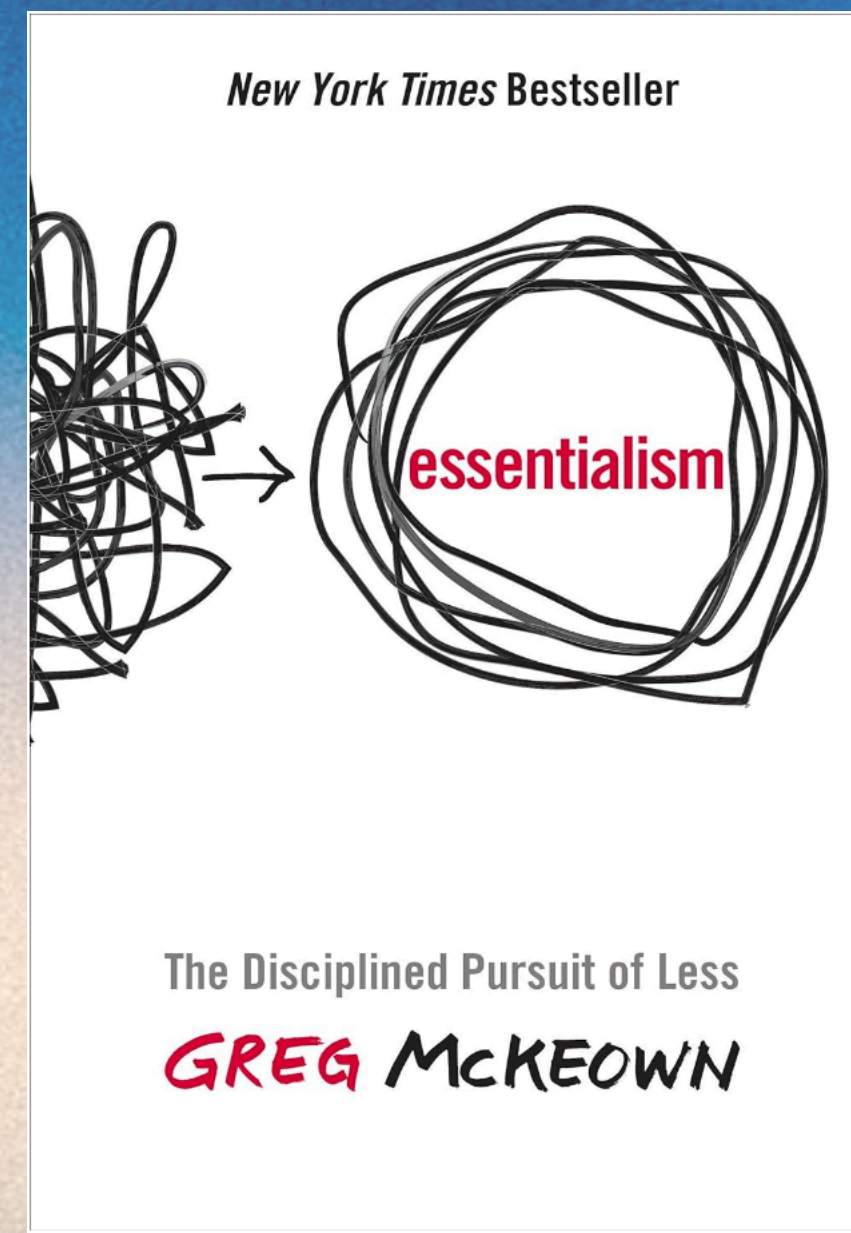
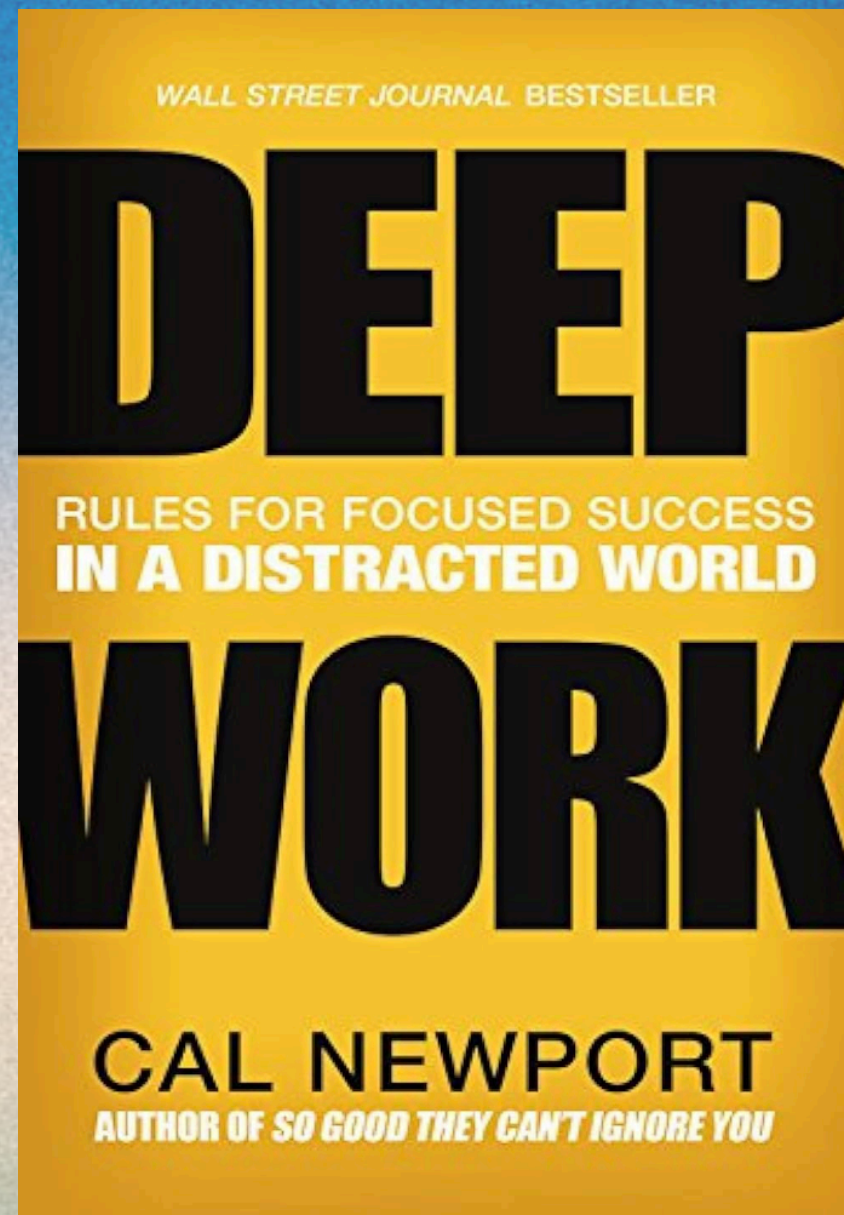
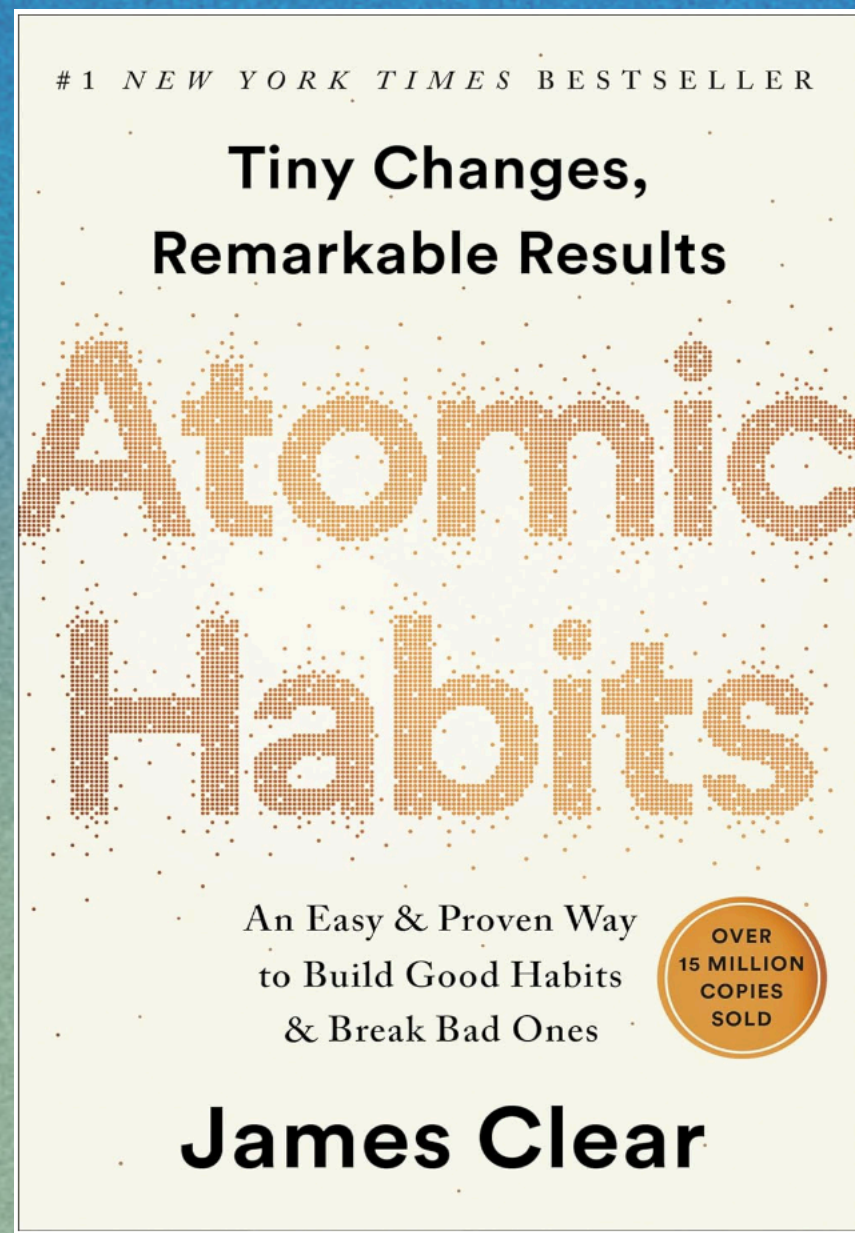
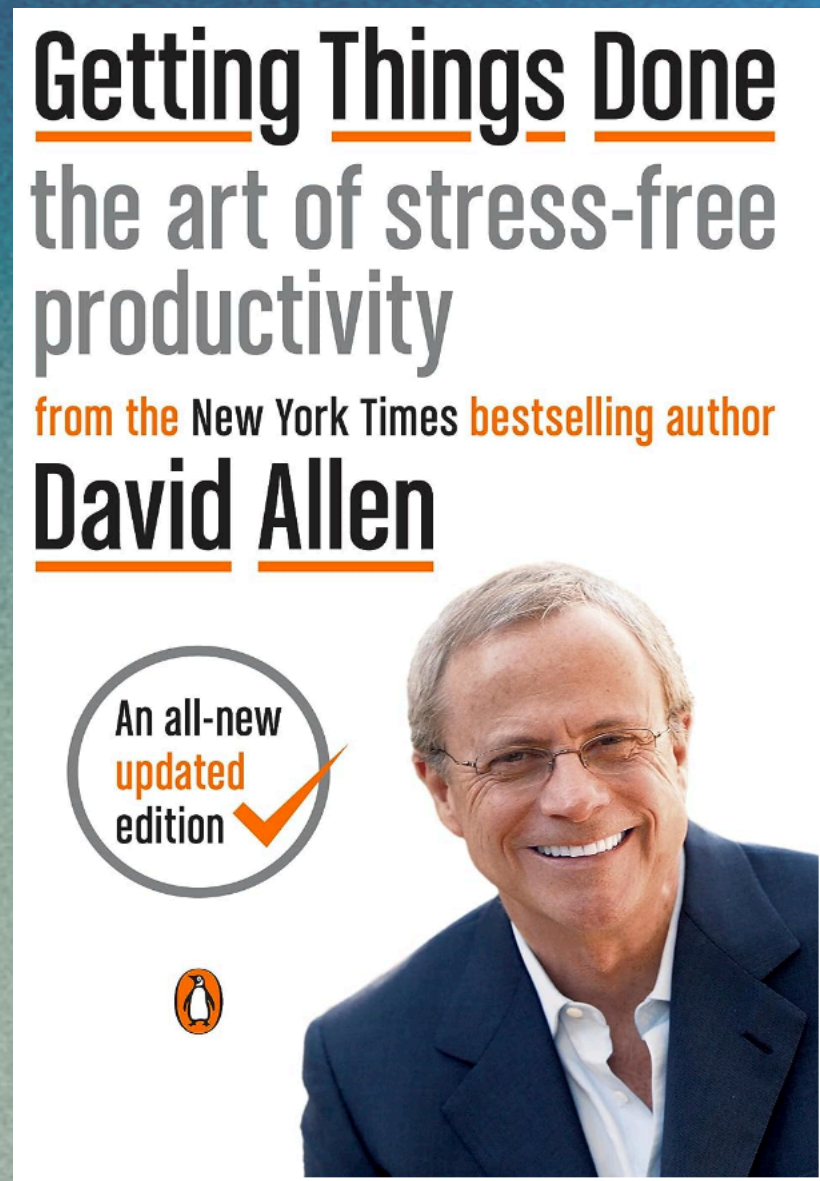


8. The ONE Thing by Gary Keller and Jay Papasan

- 21. Identify the most important task and focus on it:** Determine the single most impactful task and devote your efforts to it.
- 22. Use the domino effect: small actions lead to big results:** Small, focused actions can create a chain reaction leading to significant achievements.
- 23. Time block for deep work on your "one thing":** Reserve specific time slots dedicated solely to working on your most important task without distractions.



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9. Make Time by Jake Knapp and John Zeratsky

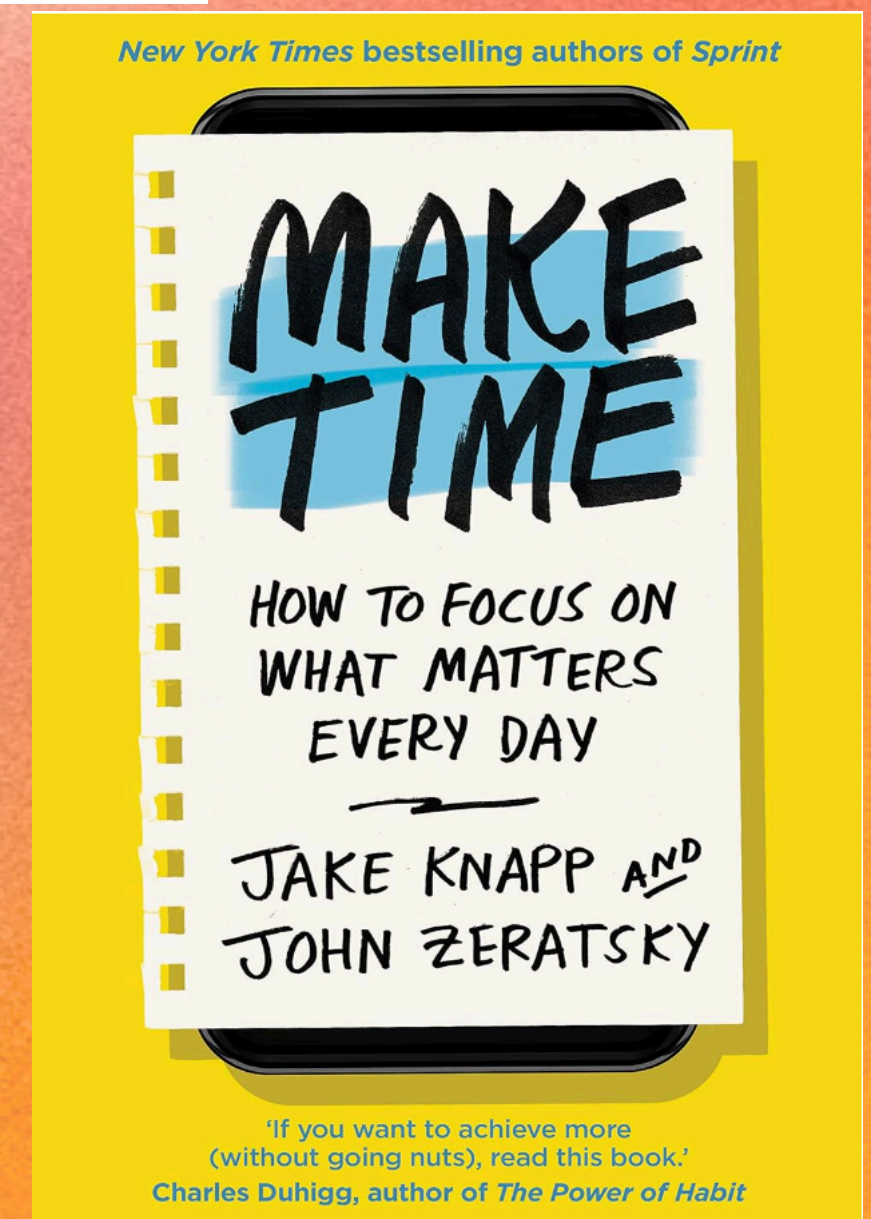
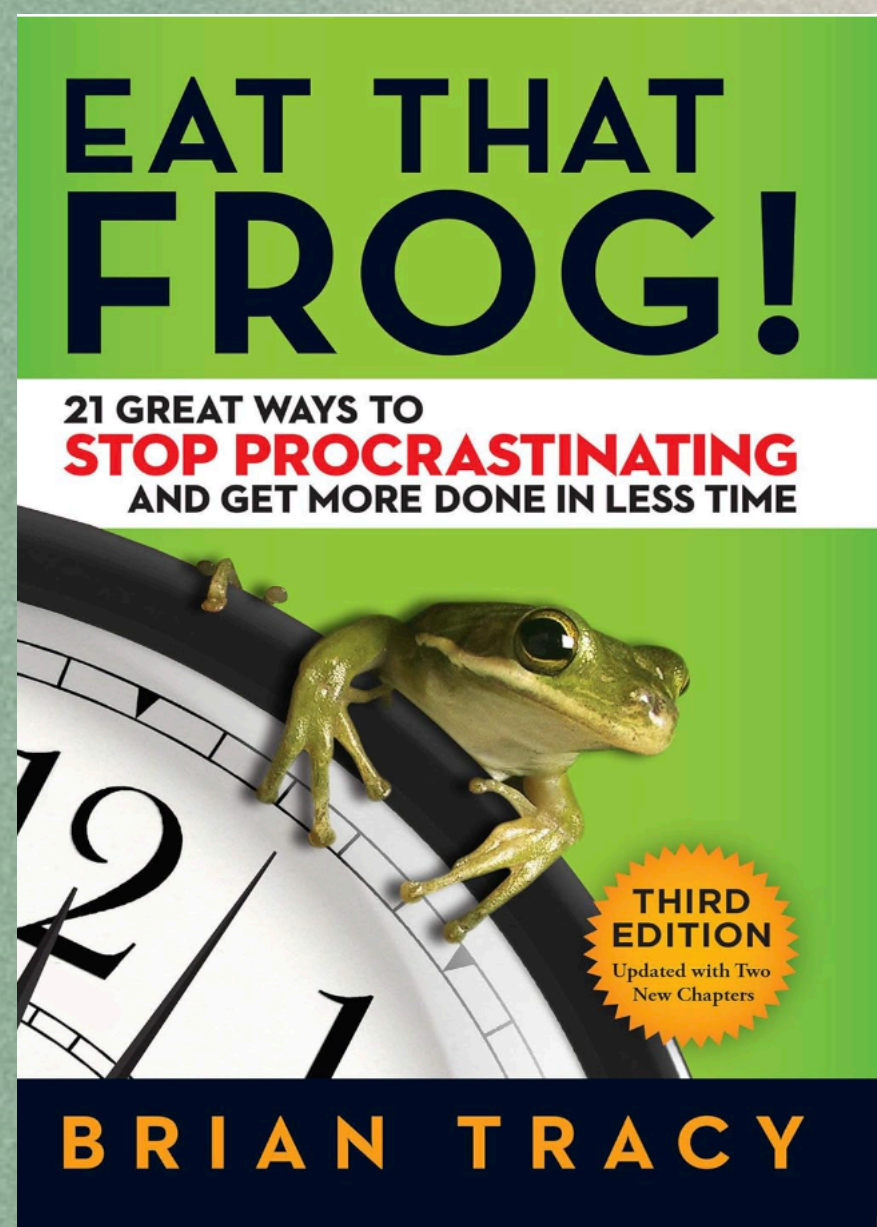
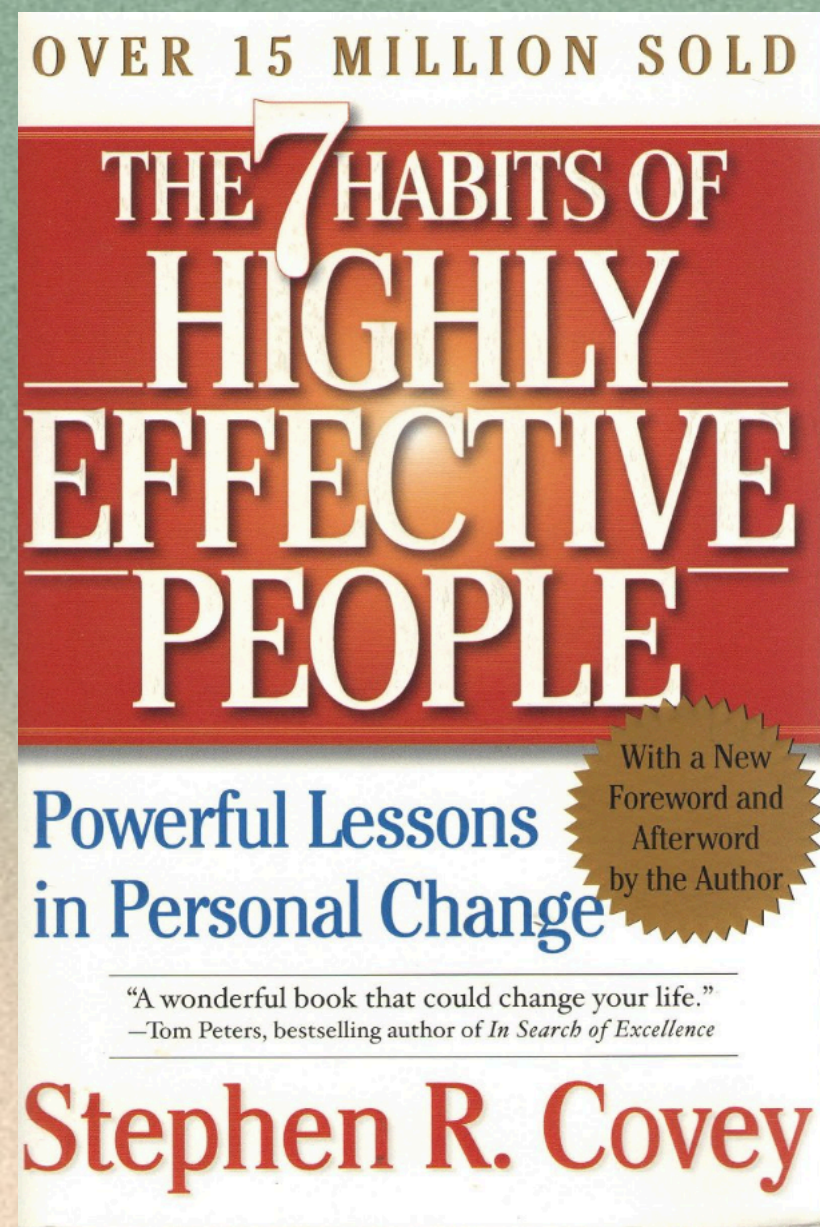
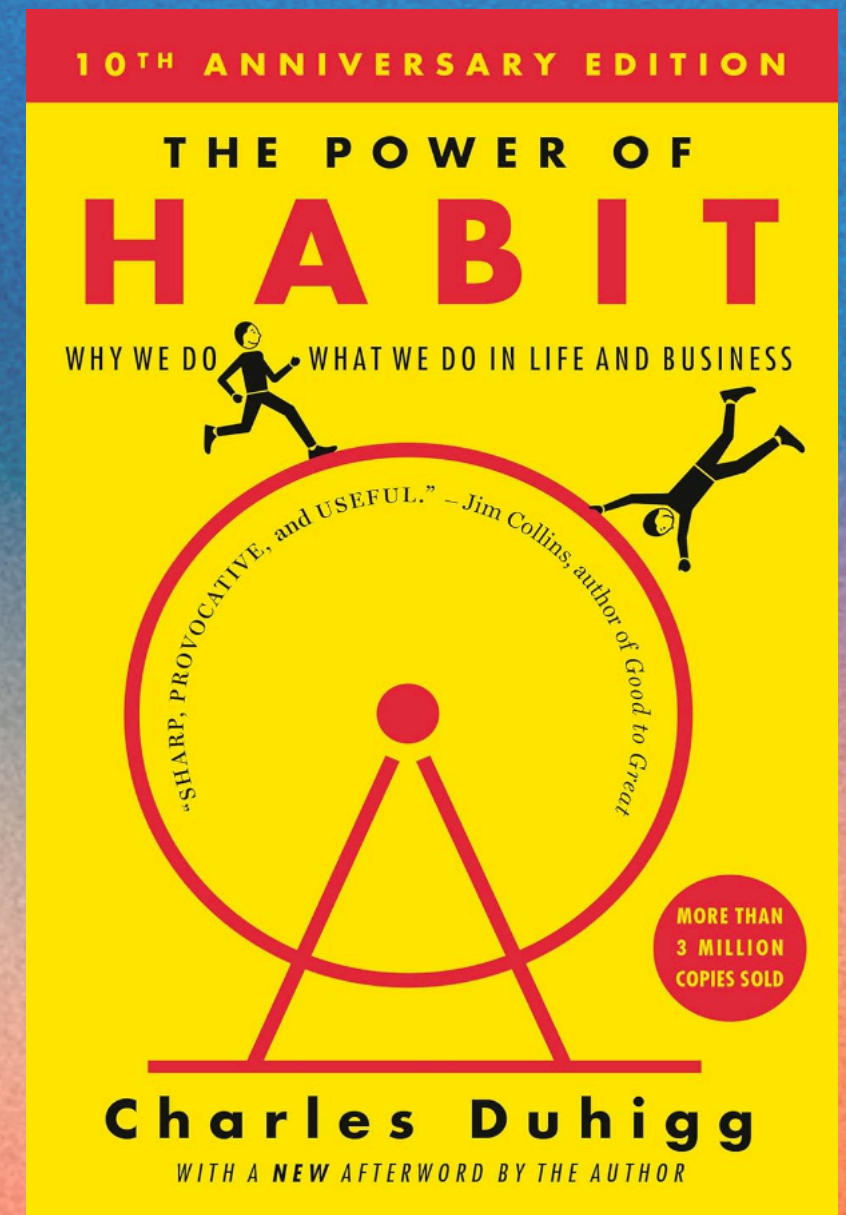
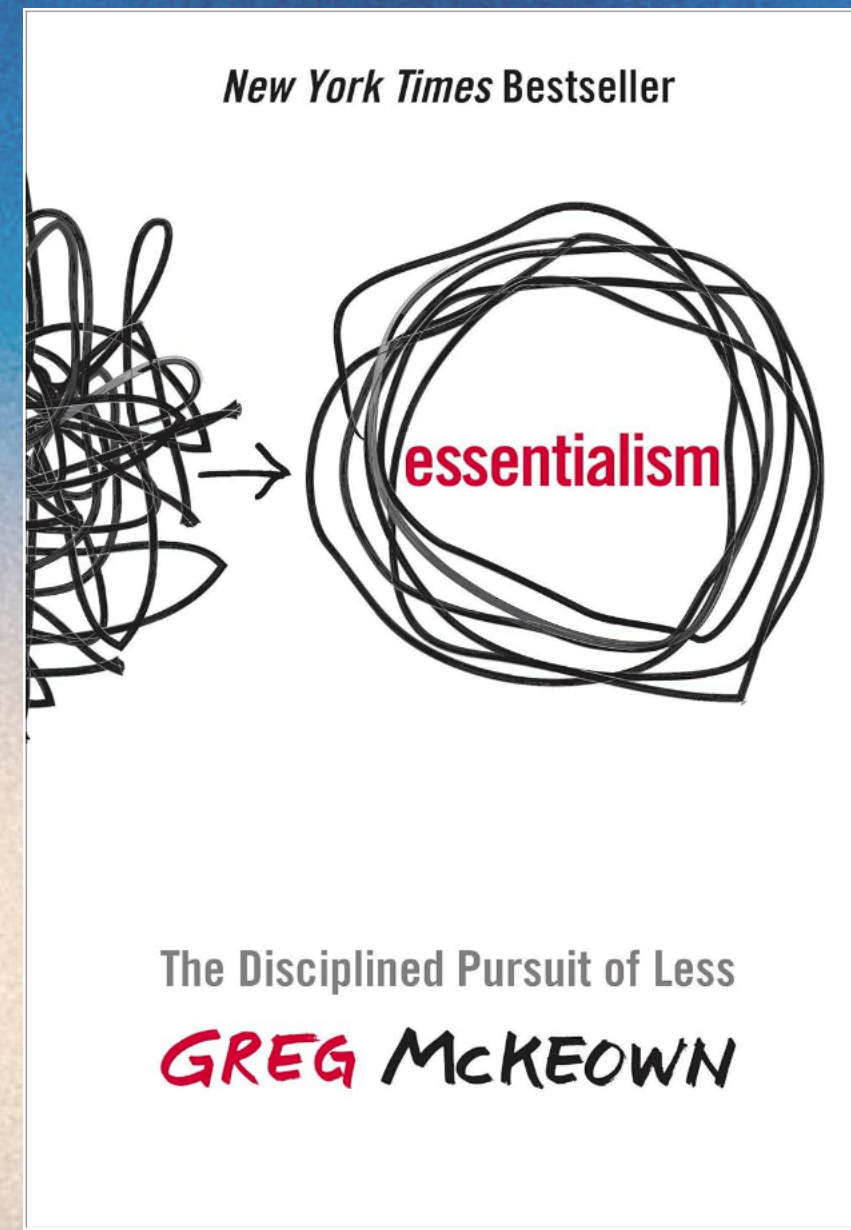
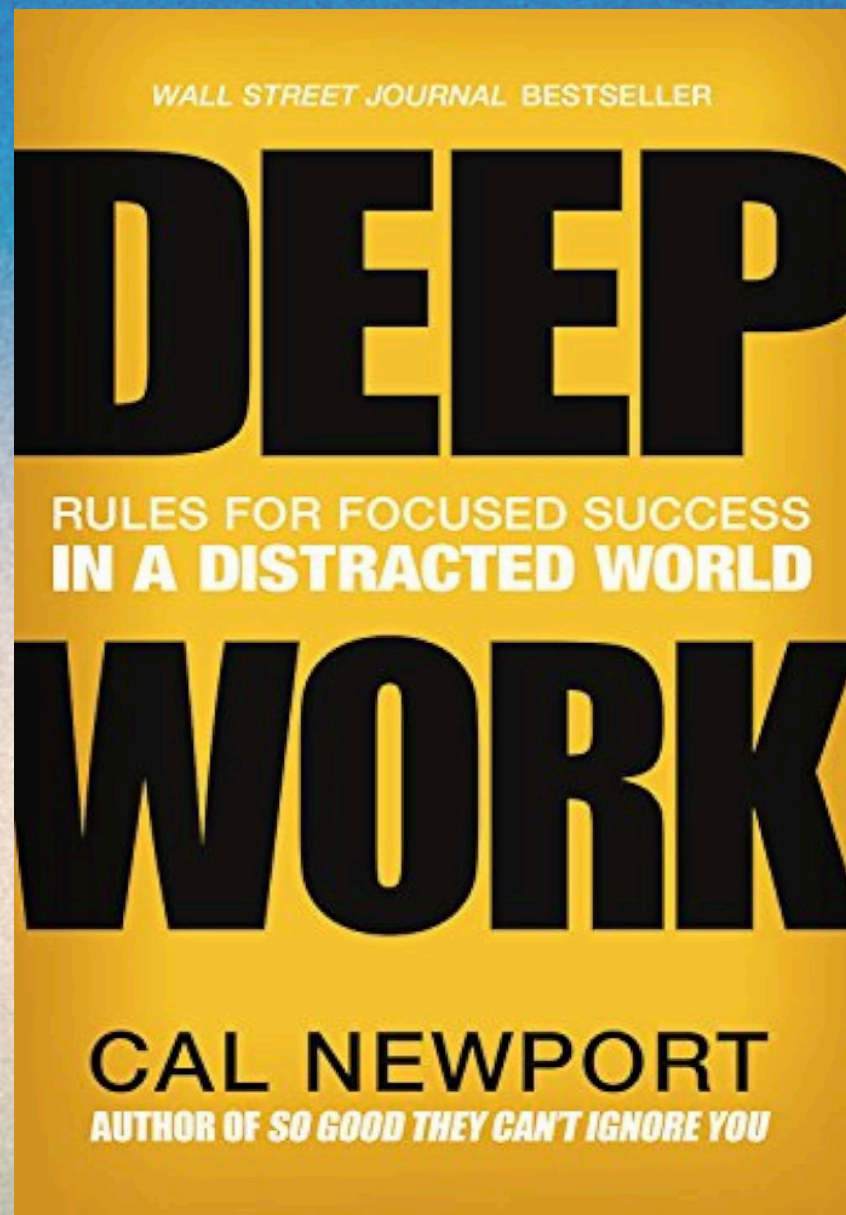
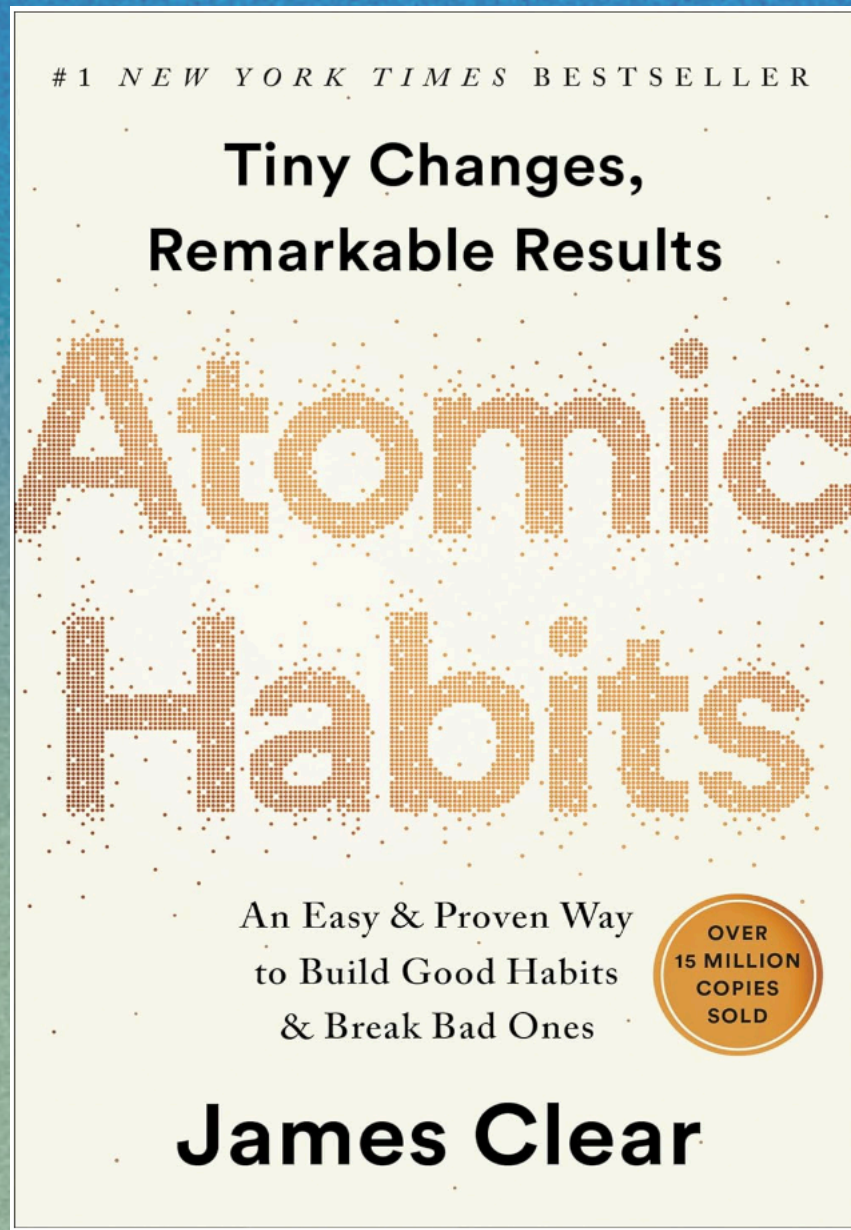
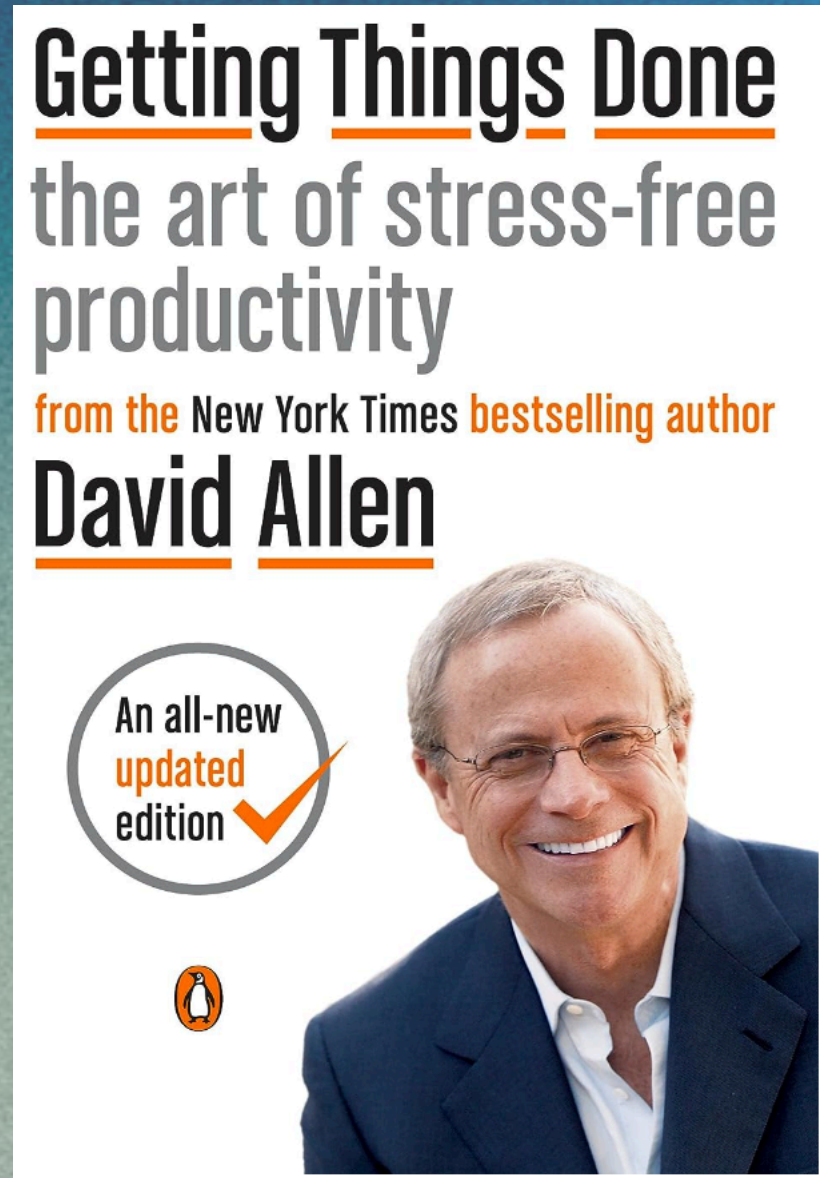
24. Create daily highlight(s) to prioritize meaningful tasks: Choose a daily focus or highlight to ensure you accomplish what matters most each day.

25. Establish a daily schedule that reflects your values: Design your day around activities that align with your priorities and values.

26. Eliminate distractions and set boundaries to protect your time: Reduce or remove sources of distraction and set clear limits to safeguard your productive time.



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