

# Effortless Productivity

**Achieve Twice the Results in Half the Time!**

**7 simple productivity hacks for getting the stuff done that matters**



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## Welcome to "Effortless Productivity"!

**Congratulations** on taking the first step towards becoming super productive!

What if you could achieve twice the results in half the time? Would you like to say goodbye to hesitation, procrastination and stress? Learn how to get the stuff done that matters most in your business and private life? You are in the right place.

But wait... before we begin...

Can you do yourself a favor?

Please **don't just read** this report. I would like to encourage you to really take the time and **take action on the seven simple productivity hacks** I share with you. While reading about the tips is hugely beneficial, it has its limits. You get approx. 10% of the impact through reading, the remaining 90 % you will gain by doing.

The more resistance you feel while working on some areas, the more focused you need to get. What you resist persists.

As with many other things in life you need to invest energy and time in order to reap the rewards.

# 1. Make quick decisions easily and consistently every day!

Do you like making decisions? Or are you suffering from indecisiveness?

It seems to me that **making decisions has become a major project nowadays**. The choices in every area of life has gotten so numerous that you might easily get stuck in the never ending decision making process. **You lose time and energy as a result. You will procrastinate even more.** Plus you might lose your belief in yourself as somebody who is capable of making decisions at all.

We face many small and insignificant decision making situations daily: “Which new film to check out?” “Which restaurant to go to?” “Which gym to sign up for?” “Yoga, jogging or swimming as part of your new year’s fitness resolution?”

The choices are endless and decision making is so painful that you just “decide” to wait it out or give your others (friends, family, business partners, colleagues, etc) the power to make the choices for you. And while **giving away your decision making power might feel good for some time as you got rid of the pressure to make up your mind... it will ultimately kill your productivity!**

But it doesn’t have to be this way! One crucial skill to learn is how to make quick decisions. Note that I didn’t say: how to make the right decisions. Many times you have no way of knowing and examining all the facts to make the right decisions.

## 60-second Decision Making Formula

Examine the decision you want to make. Will your choice have a major impact on your private or business life for the next year? For at least 6 months?

If the answer is NO (if this decision will NOT impact you long-term):

**Commit yourself to make a decision in less than 1 minute.** I know it sounds scary, but think about it:

So what happens if you made a “bad” decision? You can always correct it. If you took up yoga but found it too slow for your taste – just pick another sport you can engage in. If you bought a product you are not happy with – you can ask for a refund.

The important thing is that you didn’t let yourself ponder those small decisions for hours or for days.

**Make quick decisions and if you don’t like your choices, take immediate action for course correction and search for a better alternative.**

What if you still couldn’t pick which option to take after the 1 minute is up? Flip a coin! Yes!

**Get into the habit of making quick, 60-seconds decisions! Hesitation is much worse than making a wrong decision. Hesitation will kill your productivity, put massive pressure on you and waste your energy.**

## **2. Accept that flops are part of the journey to success. Don't let perfectionism stop you from taking action!**

Would you rather take imperfect action on a project today or would you wait till you get it just right? But how long are you willing to wait?

See, if you let yourself stop just because you haven't found the right word, the perfect finishing touch for your website, the perfect thing to say to a loved one... you give in to your fear.

What are you afraid of? Why are you afraid to look and be imperfect?

In my experience most people are afraid of judgment. Afraid that somebody important will think bad things about them.

**Let me share a secret with you.... All the people whose judgment you fear... they are busy judging themselves. And worrying about what YOU think about them...**

We are all very self-centered in our thinking... we love to think about ourselves... Don't believe it? Then listen to a few conversations among your friends or coworkers. No matter which topic is discussed, most people need only seconds to bring the topic back to themselves.

Let's imagine this situation: you have an important project to finish by 9am tomorrow. It is already 6pm you have rewritten the report twice already but have the feeling that your boss will not like it. You take the project home to do another revision in the evening. But it still doesn't feel right!

Will you give your boss the "not so perfect" report? Or will you call in sick so you can rework it again?

If I was your manager, I would prefer getting the report on time. Why? Because even if your report wasn't up to my expectations, surely you can improve it with my help and feedback!

See, **all the things you finish even if they are not perfect – they can be improved.** If you let yourself become frozen by fear of failure and you create nothing... you killed the chances of any improvement in the bud.

**It is always better to have a flop than do nothing.** As Wayne Gretzky put it: "“You miss 100% of the shots you don't take.”"

Focus on getting something done, learning and improving. **Trial and error is the way we learn even as adults.**

### 3. Take immediate action upon your new ideas and learning!

Well the secret of getting things done is actually ... taking action... this might seem obvious, right? It does make a difference though on what things you take action on.... You might love going on a treasure hunt to download more free stuff online to your hard drive... and it might seem that you are actually doing something... but many times it is just a lie. It is all well and good, to look for free information – but the real difference comes from what you DO with the info you got and learned.

Ok, so let's talk about **why people find it hard to take action.**

-they **let uncertainty and hesitation rob them of precious time**

-**they are perfectionists** and believe that the failures they experience mean the end of the world

-**they suffer from the “student forever” syndrome** – learning non-stop but never putting into practice what they learned

-**they are risk-averse. Instead of acting action, they analyze.... until they are paralyzed** and do nothing instead.

We talked about hesitation and perfectionism already. Now let's look at the **“student forever” syndrome.**

Don't get me wrong, I LOVE learning. Give me a webinar from my favorite mentor and I will gladly give up watching a DVD or hanging out on Facebook. In fact learning is my entertainment... and I might not be the only one here.

Look, this “student forever” syndrome is not your fault. Everyone tries to convince you that there is some mysterious secret out there that you need to learn before you can even think about being successful, make money, or live a happy life. That there is something out there that you don't know yet and until you know it, you will be unsuccessful and broke and unhappy.

**But it is not what you know that counts. The only one thing that will make a difference in your life is: what you DO with what you know!**

Knowledge you don't use - it is just taking up valuable brain space. You will forget it soon enough as it is superfluous information. Do you remember much from the chemistry classes you had in high school? I don't and I was very good at chemistry.... I never needed that info and I promptly forgot it all.

All those digital files sitting on and clogging up your hard drive... the knowledge base you might need sometime down the road.... Will you ever look at them?

I am sure my first laptop broke down under the weight of all the “good stuff” I downloaded for free in my first year online.

I am not extra special, nor do I have magic powers. In fact **the only difference between us might be that I take action on what I know and learn.**

**And you can, too! There is way more you know that you give yourself credit for. In fact, sometimes you know all you need to know and still decide to look for more to learn...**

**Why?**

**Because learning is easier than taking action.** Yes, learning is much easier than taking action. You have low risk, if any. You are usually given a learning plan so there is no hesitation on how to proceed. And if you get a “B”, that might be good enough for you so it is easier to leave perfection behind.

Plus, you might believe you have to perfectly know all the smallest details before you set out to actually do something.

**What I want you to know today is that learning happens when you do the thing you want to learn - when you take action.**

## 4. Keep distractions at bay in order to focus 100% on the important tasks!

In the constant “buzz of the world” we live in it is very hard if not impossible to find focus.

Let me give you one surefire tip for getting more done in less time:

### **Stop multi-tasking!**

Do you still believe in multitasking? No wonder - for so many years multitasking was celebrated as the magic method of productivity. By now we know that multitasking has adverse effects on the brain itself. And from your own experience you may already know that it doesn't work.

How could it work? Just think about it.

Let's look at 2 typical examples of multitasking:

Example one: you are driving, making a call to a business associate or your partner, the radio on with the news, and in between you try to sip on much needed water. All at the same time. With so many things going on at the same time, how would you notice the car that tries to cut you off?

Hit the brake, spill the water, drop the phone. Pull over, clean the mess, call back partner, and ... exhale. I know you wanted to save time. But at the end of all this, you have more to do than before plus your heart is pounding away like crazy.

Example two: you are listening to a teleseminar recording while checking your emails, in between running after your kids while dinner is cooking away in the kitchen. What do you end up with? Dinner burnt, kids crying, sent the wrong reply to an important email plus you don't remember one word of the teleseminar you were listening to.

I personally burned more lunches and dinners this way than I am comfortable to admit.

**Just focus on one and only one thing.** Devote your attention to only one task at a time. Go give it a try now! Notice how much quicker you get it done as you concentrate all your attention and brain power on that one task.

If you really want to profit from those great ideas you have, you need to find a way to get yourself from idea stage to profit stage in a short amount of time. This will require your concentrated efforts and productivity. Why not begin with giving up the false belief that multitasking is the secret to achievement? It is not.

### **Focused attention and quick action - simple steps that guarantee your productivity and success.**

Let's look at a few other offenders of focused work:

**1. TV** - No, I am not telling you to give up TV altogether. What if you watched only valuable programs that you are really interested in? What if you actually planned which shows you watch in advance? Watching TV is one of the easiest ways to waste time. The time lost during those TV escapades will never come back. Never.



**2. Social media** - You know how easy it is to lose yourself in the wonderful world of Facebook, Twitter, LinkedIn, Plaxo and the other social networks. What if you decided to limit the time you spend on social media to maximum 30 minutes per day? Plus, you might want to consider staying active only on one or two media channels.

**3. People** - How many times do you put something on your schedule just because you think you should? Or because somebody told you that you should do this or that. What if you said NO? What if you made conscious decisions about the extra projects, chores, tasks that your boss, family, friends try to "should" you into? Protect your time and energy from unnecessary requests from people around you. You are ALLOWED to say No!

**4. Being a one-man show** - Who said that you need to get everything done on your own? Get some help! Have your family and kids help with simple household chores. Or hire somebody to do your most hated tasks for you. If your finances don't allow paying for help, get creative and barter with a friend or a neighbor. If you run a business, hiring an unpaid intern might be the solution you are looking for.

**5. Running around like crazy** - Try to group your chores and take care of them in batches. When you drive to the mall, have a list of all the things you need to get done there so you don't have to drive back the next day. Do grocery shopping only once or twice a week. Yes, you need to get more organized but the time you save with a bit of structure in your week is just priceless. If you have a blog, try to write a few blog posts in one go. Or schedule tweets for the week on Mondays. The goal is to eliminate unnecessary preparation time by doing things in batches. Just think about how much you can save on gas if you don't have to drive around taking care of chores one by one every day of the week!

## **5. Measure your success every day! Concentrate on your daily goals not just long term plans.**

It is best practice to create strategic plans for the year; there is no doubt about that. Still those yearly plans will not help you figure out what to do today. When you wake up every day, you must know exactly what you want to accomplish on that day. It is imperative to create daily plans you can follow with ease and grace. Fail to do this and you will be jumping from one task to another and never knowing for sure if you are making any real progress or not.

You have to break down your yearly plans into monthly, weekly and then daily plans! No it doesn't take tons of time as soon as you get into the habit of chunking your big plans into digestible pieces. Daily planning begins the day before. In the afternoon or evening (depending on your schedule) you need to sit down and plan out your next day.

Let's talk about to-do lists. They are supposed to help us find direction in our day. Why is it then that looking at your to-do list turns out to be one of the most stressful instances of the day?

The usual to-do list is a reminder that you haven't got much done and all you actually managed to accomplish wasn't all that important anyway.

The reason that to-do lists make you frantic is simple: you write down all your tasks, projects, ideas, basically anything that crosses your mind! The list gets too long, without any order, just a bunch of frustrating sentences... the beginnings of chaos breaking loose.

There is an easy solution though!

Your to-do list shall never have more than 5 items on it per day. Even better if you go with 3 at the beginning. Or 4 if you are daring. But never more than 5.

Why? Your to-do list needs to help you focus, remind you of your priorities, bring serenity to your day, and not become another instrument of torture.

If you put everything that comes to mind on that list... you set yourself up for a nervous breakdown.

Have a separate notebook where you put down all ideas, just like you would do in a brainstorming session. Then once a day, preferably in the evening after you finish your projects and are ready to prepare for the next day, look through your notes... and select stuff you still want to do as they are important and bring value to your time. All others are put on a backburner list.

Decide which 3-4-5 tasks you will concentrate on tomorrow and put them on the to-do list. If you didn't manage to finish something today, decide, if it is really important or not. If it is, place it on tomorrow's to-do.

I want you to wake up to a to-do list of 3-5 items every day.... And the certainty that you can actually finish them and cross them off your list with the greatest joy!

Will you get less done if you follow the formula I just shared with you? NO! You will focus on the most important 3-5 things and they will get done every day – how is that for awesome progress?

## 6. Keep master lists!

Now what the heck is a **master list**? It is an easily retrievable list of all important information in one place about a subject. Note the distinctions: **all info you need in one easily retrievable list**.

The reason why master lists are so powerful is this: they enable you to **find what you need at the exact moment you need it without getting stressed about it**.

You can create a master list on many topics...

### **The most important master lists to create:**

**Master list of all your online accounts and login info.** This master list is absolutely necessary to keep! You can easily automate this task; just get LastPass for your computer (works with MACs, too). LastPass is an awesome, free online service. It gathers all your login data for the websites you use plus creates super secure passwords for you. You create a master password for LastPass and this is the last password you have to remember! You can download your copy at [www.LastPass.com](http://www.LastPass.com)

**Master list of all your bank accounts and all your money related matters.** Online banking, credit cards, mobile phone pins, etc. This is one list I wouldn't keep on a computer and prefer a hand written list broken down to shorter lists and kept in various pieces. This is the most sensitive list so keep it very safe.

**Master list of all your possessions with receipts, guarantees and usage guides** - this will come in handy in case something unexpected happens, for insurance claims or when one of your devices breaks down.

**Master contact data list of all the important people in your life:** extended family, friends and your networking circle. You need to have their contact data in one place so you can contact them quick and easy. Having this master list will make it easier to regularly nurture your relationships so they thrive for years to come.

**Master lists of products you bought and membership sites you belong to online or offline.** It is so easy to buy something or join a club on the spur of the moment. You want to take advantage of all your purchases, right? Refer to this list and save your money and sanity!

In case you sell products or services, you need to have a **master list of all your products** with specifications. Have a master list of **services** you offer, too. Keep a "library" of **proposals** you prepared already to make future customization quick and easy.

Keep a **master list of successful promotions** you ran in your business so you can copy and repeat them at will. Also, a list of giveaway items will make your life easier, too.

**Master list of gift ideas** for business partners, family members and friends will come in handy... so you never have to think hard when the time comes for buying presents.

As you see, there is a never ending variety of lists you can create that will make your life more organized. Stop wasting time digging up the info you need all the time!

One more thing: **an outdated master list has no use ... keep regularly updating them!!!**

## 7. Take care of yourself!

**Sleep, relax and work to your natural rhythm.** You can only be as productive as your body and brain will let you.

Too much to do and not enough time to finish all the tasks? The very first solution you might come up with is to cut back on sleep and rejuvenation time.

You might think that if you sleep less, you will have more time for your project. Which might be true at the very beginning. **You will pay a high price for sleep deprivation**, though! After a few days or weeks of cutting back on sleep, you will feel tiredness creeping through your body and making you s-l-o-o-o-w down. It gets very difficult to concentrate and work productively. And in the end of you get way less done. Please sleep as much you need every night!

**How much sleep you need** is totally personal and might even depend on the season. Maybe it is 8 hours, maybe it is only 6. Pay attention to your sleeping patterns so you know what is the minimum sleep you need to get.

How do you make more time for sleep? Go to bed earlier. Watch less TV - select programs you are really interested in. I watch TV only for a few hours per month for the last 12 years. Did I miss anything? I don't think so. Although I have to confess that I watched Lost religiously...

**Sleep enough - in fact I insist that you sleep more than usual!**

**What is your natural rhythm during the day?** Are you a night owl? Or the early bird?

You have to work towards your strength not against your weaknesses. I am sure you noticed that there are periods during the day when it is easy for you to concentrate and then at some other times it is just impossible to get anything done. Find out when you are in peak form! Pay attention to your focus and productivity during the day for at least a week to map out your peak performance times.

**Find the optimum timing for different tasks!** For projects needing your crystal clear focus, take your peak periods. Less attention-intensive tasks can be scheduled for those "slow" hours.

**Include a few minutes of relaxation every day.** Take a relaxation class, take up yoga or meditation. Reading a few pages or simply paging through a magazine with lots of nice pictures might do the trick, too!

## **Congratulations – you just got privy to my 7 simple productivity hacks!**

Apply what you learned in this report and your productivity will soar!

Today is the perfect day to set things in motion making 2012 the year you will remember as the most important milestone in your success story.

### **Are you ready**

- **To identify the most crucial activities in order to reach your goals?**
- **To find the best ways to fight daily distractions, interruptions and multitasking?**
- **To use a powerful set of tools to boost your productivity and focus?**

**I decided to offer you a very special treat!** I would love to help you get clarity, uncover your hidden challenges and inspire you to take action and make 2012 your most productive year ever.

**\*\*\* Get a free private "Effortless Productivity" strategy session with Judit \*\*\***

In the true spirit of the 7 productivity hacks, **I decided to offer 7 of these no-cost 30-minute strategy sessions.** The calls will be allocated on first come first served basis to qualified individuals.

**In order to apply for the "Effortless Productivity" session all you have to do is to send your application to me at [creativitysage@hotmail.de](mailto:creativitysage@hotmail.de) Just copy the questions with your answers in an email and send it to me right away!**

1. What is your most important challenge around focus and productivity? How does this influence your life and the success you experience currently?
2. How long have you have you been trying to improve your focus and productivity?
3. What have you attempted in the past that didn't work? Why do you think it didn't work?
4. On a scale of 0-10, how important is it for you to improve your focus and productivity?
5. What would you like help with?
6. Are you committed to investing in yourself to achieve the level of success you desire?
7. Full Name:
8. Email Address:
9. Phone #:
10. Time Zone:

**You will leave this session renewed, re-energized, and inspired to finally achieve the bold success you seek- once and for all!**

You have everything to gain, and nothing to lose - so take advantage of this strategy session, OK?

Go ahead and do this right now!

I can't wait to talk to you very soon.

To your bold success:

Judit Mueller-Kiss



P.S. To qualify for the "**Effortless Productivity**" private strategy session with me you must answer the questions above! Take the first step towards achieving twice the results in half the time - just send me your answers at [creativitysage@hotmail.de](mailto:creativitysage@hotmail.de) I will be in touch to let you know if you are one of the 7 lucky people who will get this unique opportunity.