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# Introduction

1. define your goals (business, job, personal...)

2. improve focus (eliminate distractions)

3. crush perfectionism (80/20 rule)

4. use productivity tools properly

5. make time for your soul (do what makes you happy)

6. plan your day the night before

7. prioritize tasks

# Top Productivity Tips

# The Biggest Productivity Killers

1. Lack of planning and goals
2. Perfectionism - Stop trying to be perfect
3. Multitasking - It doesn't exist
4. Avoiding difficult tasks
5. Low energy & A weak emotional state
6. Disorganization
7. Not relaxing when it is time to relax

# Define Your Goals: The GPS to Productivity

- Defining goals is the first and one of the most important steps
- Defining your goals provides direction, concentration, and motivation
- Understand why you want to achieve a goal
- Set S.M.A.R.T. Goals

# HOW TO SET S.M.A.R.T. GOALS

1. start with the big lifetime goals (& your why)
2. break lifetime goals into steps
3. break steps into easily achievable tasks
4. write goals down

**S** SPECIFIC  **M** MEASURABLE  **A** ACTIONABLE  **R** REALISTIC  **T** TIMEBOUND

# Strategies for Extreme Productivity

1. Organizing your day the night before
2. Dividing large projects into small goals
3. Tasks batching
4. Block schedule
5. Learn to say "no"
6. Focus on the most important task of the day
7. Parkinson's law
8. Always capture your ideas, tasks  on an external system
9. Use the 2-minute rule
10. Avoid social media, phone distractions

1. Todo app - Ticktick, Todo-ist

2. Calendar app - Google Calendar

3. Note taking app - Evernote

4. Habit Tracking app - Ticktick, Habitica

5. Time tracking app - Toggl

6. Email management: Gmail

7. Teamchat app - Whatsapp

8. Cloud Sync app - Google drive

9. Sticky notes, note books

10. White boards

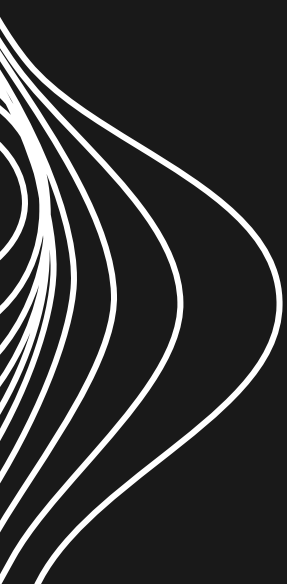11. Amazon Alexa, Siri

**Tools for extreme productivity**

# Productivity tips for your smartphones

1. Eliminate unnecessary apps (decluttering)
2. Control your notifications
3. Analyze screen time
4. Organise your apps into folders
5. Delete social media apps from your phone
6. Schedule phone-free time during work
7. turn off your phone / don't put it by your bed at night

# Create Your Successful Morning Routine

## Elements of a successful morning routine

1. mental element (e.g. setting goals, priorities for the day, organizing your space, etc.)

2. emotional element (e.g. gratefulness exercise, reading, etc.)

3. physical element (e.g. healthy breakfast, exercise, decluttering, etc.)

4. spiritual element (e.g. meditation, praying, connection with yourself, etc.)